

BOARD OF TRUSTEES



AGENDA

Thursday, December 6, 2018



BOARD OF TRUSTEES' MEETING

**Thursday, December 6, 2018
10:00 a.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes
- D. Report of the President of the University
- E. Report of the Committees of the Board
 - 1. Academic and Student Affairs Committee
 - a. Faculty Presentation - Ying (Joy) Tang, Assistant Professor – Department of Psychology
 - Student Presentation - Rosemary (Rosie) Bresson – Department of Theater & Dance
 - Student Presentation - Laurencia (Lauren) Calai – Department of Physical Therapy
 - Student Presentation - Alicia Williamson – Department of Social Work
 - b. Resolution to Modify Request for Student Directory Information Policy, 3356-5-13
 - c. Resolution to Modify Hiring and Selection Process for Full and Part-Time Faculty Policy, 3356-10-01
 - d. Resolution to Modify Organization of Instruction Policy, 3356-10-07
 - e. Resolution to Modify Sabbatical Leave for Department Chairpersons Policy, 3356-10-08
 - f. Resolution Recognizing Recent Accreditation of Academic Programs
 - g. Resolution to Approve Strategic Planning Process
 - 2. Institutional Engagement Committee
 - a. Resolution to Accept WYSU Memberships
 - b. Resolution to Accept Standardized Gift Agreement for Naming Opportunity
 - c. Resolution to Name the Ricchiuti Family Pavilion, Home of The Paula and Anthony Rich Center for Autism
 - 3. Finance and Facilities Committee
 - a. Resolution to Modify Selection of Design Professionals for University Capital Projects Policy, 3356-4-07
 - b. Resolution to Approve Room and Board Rates, Summer Conference Rates and Fees for University Housing, Effective Summer/Fall Semester 2019
 - c. Resolution to Approve Room Rental Rates for University Courtyard Apartments, Effective Fall Semester 2019
 - d. Resolution to Approve the 2018 Affordability and Efficiency Report
 - e. Resolution to Approve Interfund Transfers
 - f. Report of the Audit Subcommittee, John R. Jakubek, Chair
 - g. Report of the Investment Subcommittee, Anita A. Hackstedde, Chair

4. University Affairs Committee
 - a. Resolution to Modify and Retitle Ensuring Board Oversight on Intercollegiate Athletics Policy, 3356-6-03
 - b. Resolution to Ratify Personnel Actions – Athletics
 - c. Resolution to Modify Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program Policy, 3356-7-31
 - d. Resolution to Rescind Fringe Benefits, Non-Credit Continuing Education Fee Remission Policy, 3356-7-32
 - e. Resolution to Modify Fringe Benefits for Part-Time Faculty Policy, 3356-7-33
 - f. Resolution to Modify and Retitle Workplace Violence, Threats, and Disruptive Behavior Policy, 3356-7-04
 - g. Resolution to Modify Background Checks Policy, 3356-7-44
 - h. Resolution to Approve Unscheduled Leave Policy 3356-7-16
 - i. Resolution to Approve the Selection of an Associate Vice President and Chief Human Resources Officer
 - j. Resolution to Approve the Recruitment of Staff to Effectuate the Mission of Equity and Inclusion and Equal Opportunity
 - k. Resolution to Approve the Recruitment of a Dean of Bitonte College of Health and Human Services
 - l. Resolution to Ratify Personnel Actions – Faculty/PA Staff
5. Governance Committee
 - a. Announcement of Proposed Amendment to the *Bylaws of the Board of Trustees*
6. Executive Committee
 - a. Resolution to Approve Second Presidential Employment Agreement Extension and Amendment with Youngstown State University President James P. Tressel
- F. Communications, Memorials, News Updates
- G. Unfinished Business
- H. New Business
- I. Chairperson's Remarks
- J. Dates and Times of Upcoming Regular Meetings of the Board
Tentative Meeting Dates:
 - 10 a.m., Thursday, March 7, 2019
 - 10 a.m., Thursday, June 6, 2019
 - 10 a.m., Thursday, September 5, 2019
- K. Adjournment

DIVIDER

ACADEMIC AND STUDENT AFFAIRS COMMITTEE



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
REQUEST FOR STUDENT DIRECTORY INFORMATION, 3356-5-13**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of University Policy governing Request for Student Directory Information, policy number 3356-5-13, shown as **Exhibit A** attached hereto.

3356-5-13 Requests for student directory information from external organizations.

~~Previous Policy Number: 5014.01~~

Responsible Division/Office: ~~Student Affairs~~ Registrar

Responsible Officer: Associate Vice President for ~~Student Affairs~~ Enrollment Planning and Management

Revision History: November 2010; March 2013; December 2018

Board Committee: Academic ~~Quality~~ and Student ~~Success~~ Affairs

Effective Date: ~~March 13, 2013~~ December 15, 2018

Next Review: 201823

- (A) Policy statement. The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records. However, pursuant to FERPA an educational institution may disclose information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy (34 CFR§99.3). Such information is known as directory information. ~~Requests for student directory information from external organizations are approved and provided by the division of the vice president for student affairs. Directory information is defined by the Family Education Rights and Privacy Act (“FERPA”).~~
- (B) Scope. This policy applies to requests from external organizations for the directory information of currently and previously enrolled students (collectively referred to as student/students for purposes of this policy).
- (~~B~~C) In accordance with FERPA, Youngstown state university (university) has designated the following student information ~~about students~~ as directory information:
- (1) Name;
 - (2) Address (local, home and email);
 - (3) Telephone (local and home);
 - (4) Program of study (including college of enrollment, major and campus);

**Agenda Item E.1.b
Exhibit A**

- (5) Enrollment status (e.g., full-time, part-time, withdrawn);
- (6) Dates of attendance and graduation;
- (7) Degrees, honors, and awards received;
- (8) Previous educational agencies or institutions attended;
- (9) Participation in officially recognized activities and sports;
- (10) Weight, ~~and~~ height, hometown, high school attended and photographs of members of intercollegiate athletic teams; and
- (11) Graduation lists.

(C) Parameters.

- (1) Requests for student directory information ~~for currently registered students~~ must be submitted in writing to the office of the registrar and with appropriate contact information included. The ~~division~~office will review each request to ensure that it adheres to FERPA guidelines, state law, and university policy.
- (2) In accordance with Revised Code section 3319.321, the university will not release the directory information concerning any student to any person or group for use in a profit-making plan or activity. In order to ascertain whether the directory information is for the use of a profit-making plan or activity, the division may require that the requestor disclose their identity and/or intended use of the information.
- ~~(2) In accordance with section 3319.321 of the Revised Code, the division may require that the requestor disclose their identity and/or the intended use of the information concerning the students in attendance in order to ascertain whether the information is for use in a profit-making plan or activity. If so, the request may be denied.~~
- ~~(33)~~ (3) ~~Also, t~~The division~~university~~ may deny ~~any~~ request for directory information if the information is ~~also~~ personally identifiable and ~~the for a purpose is for one~~ other than one listed in Revised Code section 3319.321 ~~of the Revised Code~~ or for a legitimate

educational purpose.

- (4) ~~Any~~ Information will only be released upon the condition that the information will not be further disclosed.
 - (5) Students may request that their directory information not be released to external organizations by completing and signing the Student Privacy Hold Form request form, ~~which is available~~ All forms are available in the office of the registrar.
- (D) Procedures.
- (1) Requests ~~for directory information from external organizations~~ must be submitted in writing or via ~~memo or~~ email to the office of the registrar with appropriate contact information included.
 - (2) A three-week lead time is recommended. Complex list requests may require a longer lead time.
 - (3) In cases in which the information cannot be provided within the standard time frame, the requester will be notified.
 - (4) Copying charges will be ~~the same as~~ consistent with university charges pursuant ~~to~~ a public records request, ~~i.e., five cents per page and one dollar per compact disk.~~

3356-5-13 Requests for student directory information from external organizations.

Responsible Division/Office: Registrar
Responsible Officer: Associate Vice President for
Enrollment Planning and Management
Revision History: November 2010; March 2013; December 2018
Board Committee: Academic and Student Affairs
Effective Date: December 15, 2018
Next Review: 2023

- (A) Policy statement. The Family Education Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records. However, pursuant to FERPA an educational institution may disclose information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy (34 CFR§99.3). Such information is known as directory information.
- (B) Scope. This policy applies to requests from external organizations for the directory information of currently and previously enrolled students (collectively referred to as student/students for purposes of this policy).
- (C) In accordance with FERPA, Youngstown state university (university) has designated the following student information as directory information:
- (1) Name;
 - (2) Address (local, home and email);
 - (3) Telephone (local and home);
 - (4) Program of study (including college of enrollment, major and campus);
 - (5) Enrollment status (e.g., full-time, part-time, withdrawn);
 - (6) Dates of attendance and graduation;
 - (7) Degrees, honors, and awards received;

- (8) Previous educational agencies or institutions attended;
 - (9) Participation in officially recognized activities and sports;
 - (10) Weight, height, hometown, high school attended and photographs of members of intercollegiate athletic teams; and
 - (11) Graduation lists.
- (C) Parameters.
- (1) Requests for student directory information must be submitted in writing to the office of the registrar and with appropriate contact information included. The office will review each request to ensure that it adheres to FERPA guidelines, state law, and university policy.
 - (2) In accordance with Revised Code section 3319.321, the university will not release the directory information concerning any student to any person or group for use in a profit-making plan or activity. In order to ascertain whether the directory information is for the use of a profit-making plan or activity, the division may require that the requestor disclose their identity and/or intended use of the information.
 - (3) The university may deny a request for directory information if the information is personally identifiable and for a purpose other than one listed in Revised Code section 3319.321 or for a legitimate educational purpose.
 - (4) Information will only be released upon the condition that the information will not be further disclosed.
 - (5) Students may request that their directory information not be released to external organizations by completing and signing the [Student Privacy Hold Form](#) which is available in the office of the registrar.
- (D) Procedures.

- (1) Requests must be submitted in writing or via email to the office of the registrar with appropriate contact information included.
- (2) A three-week lead time is recommended. Complex list requests may require a longer lead time.
- (3) In cases in which the information cannot be provided within the standard time frame, the requester will be notified.
- (4) Copying charges will be consistent with university charges pursuant to a public records request.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
HIRING AND SELECTION PROCESS FOR FULL AND PART-TIME
FACULTY, 3356-10-01**

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 University Policy governing Hiring and Selection Process for Full and Part-time Faculty, policy number 3356-10-01, shown as **Exhibit B** attached hereto.

**Board of Trustees Meeting
December 6, 2018
YR 2019-**

Agenda Item E.1.c

3356-10-01 Hiring and selection process for full and part-time faculty.

~~Previous Policy Number: 1001.01~~

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: December 1997; March 2007; March 2011;
April 2013; June 2013; December 2018

Board Committee: Academic Quality and Student SuccessAffairs

Effective Date: ~~June 12, 2013~~ December 6, 2018

Next Review: ~~2018~~23

- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for decisions regarding hiring priorities ~~about the and the~~ employment of faculty personnel ~~is are~~ delegated to the ~~appropriate divisional executive officer~~ provost/vice-president for academic affairs. ~~who is responsible for making~~ All faculty personnel decisions shall be consistent ~~within the described~~ applicable legal requirements and university policies and procedures. Personnel actions will become effective upon approval by the board of trustees. ~~The university employs faculty with the degrees and other credentials appropriate to their responsibilities.~~
- (B) Parameters.
- (1) Recruitment to fill faculty positions ~~must~~shall be authorized by the provost/vice president for academic affairs. Faculty degree and credentials requirements should comply with ~~In accordance with~~ higher learning commission expectations. ~~“faculty members must possess an academic degree at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established.”~~
- (2) Recruitment activities must conform to the university’s equal opportunity and affirmative action procedures (see rule 3356-2-01~~2~~ of the Administrative Code, see also university policy 3356-2-02 Equal opportunity and affirmative action recruitment and employment). The director of equal opportunity may require additional search postings and/or processes pursuant to rule 3356-2-02 of the Administrative Code.

- (23) Faculty are ~~employed~~ designated as having either full-time or part-time status. Part-time faculty supplement ~~the~~ full-time faculty to meet departmental instructional needs. ~~and cannot acquire~~ Only full-time, tenure track faculty (probationary or degree completion) are eligible to apply for tenure.
- (34) The official offer of employment for full-time faculty is made by the provost/vice president for academic affairs upon the recommendation of the college dean, the chairperson of the department, and the office of human resources.
- (45) The chief human resources officer will submit a summary of all full-time faculty appointments to the board of trustees at the next regularly scheduled meeting for approval. Offers of employment for full-time faculty shall be contingent upon approval by the board of trustees; however, faculty may begin employment prior to the approval by the board of trustees.
- (56) Each full-time faculty member will be assigned a home department, which shall be that department in which the majority of the person's time is budgeted. In cases where the time assignment is evenly distributed, the home department shall be the department where the person holds academic rank.
- (67) Except for department chairpersons (who are excluded from the bargaining unit), the types of contracts and terms and conditions of employment of full-time faculty are outlined in the "Agreement Between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association."
- (78) Faculty responsibilities of departmental chairpersons are described in the "Department Chair Handbook."
- (89) Part-time faculty members are appointed by the appropriate college dean upon the recommendation of the department chairperson and subject to review by the provost/vice president for academic affairs. Such appointments are for one academic term or a portion thereof. For purposes of compliance with the Revised Code and the state constitution regarding the hiring and the appointment of employees, including part-time faculty, the board of trustees designates the provost/vice president for academic affairs as the hiring authority for part-time faculty. The provost/vice president for academic affairs will ~~insure report to that~~ receive information on an annual basis regarding ~~on~~ the use of part-time faculty on an annual basis.

- (910) Part-time faculty may teach up to ~~six~~nine workload hours ~~per term each fall or spring semester~~ and up to ~~twelve~~eighteen workload hours per academic year. - The ~~provost/vice president for academic affairs~~department chairperson may ~~ust~~ request a written waiver ~~from the chief human resources officer to go beyond thisese workload hours limitation. The chief human resources officer, or designee, will grant a waiver~~ when it is in the best interest of the university.
- (101) Part-time faculty are paid on the basis of workload hours taught and highest earned degree held. The rate of pay is identified in the university's annual "~~O~~Operating Budget ~~and Capital Funds~~" ~~document which is~~ approved by the board of trustees.
- (112) Procedures, benefits, and other matters affecting part-time faculty are found in the "Part-time Faculty Manual" available in the office of ~~the provost/vice president for~~ academic affairs.
- (123) Cross-reference. ~~This policy incorporates former rule 3356:1-11-02 of the Administrative Code.~~ For information about faculty with graduate status, see rule 3356-10-02 of the Administrative Code (see also university policy 3356-10-02 Graduate faculty). For information about adjunct faculty, see rule 3356-10-09 of the Administrative Code (see also university policy 3356-10-09 Adjunct faculty).

3356-10-01 Hiring and selection process for full and part-time faculty.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: December 1997; March 2007; March 2011;
April 2013; June 2013; December 2018
Board Committee: Academic and Student Affairs
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for decisions regarding hiring priorities and the employment of faculty are delegated to the provost/vice-president for academic affairs. All faculty personnel decisions shall be consistent with applicable legal requirements and university policies and procedures. Personnel actions will become effective upon approval by the board of trustees.
- (B) Parameters.
- (1) Recruitment to fill faculty positions shall be authorized by the provost/vice president for academic affairs. Faculty degree and credentials requirements should comply with higher learning commission expectations.
 - (2) Recruitment activities must conform to the university's equal opportunity and affirmative action procedures (see rule 3356-2-02 of the Administrative Code, see also university policy 3356-2-02 Equal opportunity and affirmative action recruitment and employment). The director of equal opportunity may require additional search postings and/or processes pursuant to rule 3356-2-02 of the Administrative Code.
 - (3) Faculty are designated as having either full-time or part-time status. Part-time faculty supplement full-time faculty to meet departmental instructional needs. Only full-time, tenure track faculty (probationary or degree completion) are eligible to apply for tenure.

- (4) The official offer of employment for full-time faculty is made by the provost/vice president for academic affairs upon the recommendation of the college dean, the chairperson of the department, and the office of human resources.
- (5) The chief human resources officer will submit a summary of all full-time faculty appointments to the board of trustees at the next regularly scheduled meeting for approval. Offers of employment for full-time faculty shall be contingent upon approval by the board of trustees; however, faculty may begin employment prior to the approval by the board of trustees.
- (6) Each full-time faculty member will be assigned a home department, which shall be that department in which the majority of the person's time is budgeted. In cases where the time assignment is evenly distributed, the home department shall be the department where the person holds academic rank.
- (7) Except for department chairpersons (who are excluded from the bargaining unit), the types of contracts and terms and conditions of employment of full-time faculty are outlined in the "Agreement Between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association."
- (8) Faculty responsibilities of departmental chairpersons are described in the "Department Chair Handbook."
- (9) Part-time faculty members are appointed by the appropriate college dean upon the recommendation of the department chairperson and subject to review by the provost/vice president for academic affairs. Such appointments are for one academic term or a portion thereof. For purposes of compliance with the Revised Code and the state constitution regarding the hiring and the appointment of employees, including part-time faculty, the board of trustees designates the provost/vice president for academic affairs as the hiring authority for part-time faculty. The provost/vice president for academic affairs will insure that the board of trustees receive information on an annual basis regarding the use of part-time faculty on an annual basis.

- (10) Part-time faculty may teach up to nine workload hours each fall or spring semester and up to eighteen workload hours per academic year. The department chairperson must request a written waiver from the chief human resources officer to go beyond these workload hours. The chief human resources officer, or designee, will grant a waiver when it is in the best interest of the university.
- (11) Part-time faculty are paid on the basis of workload hours taught and highest earned degree held. The rate of pay is identified in the university's annual operating budget which is approved by the board of trustees.
- (12) Procedures, benefits, and other matters affecting part-time faculty are found in the "Part-time Faculty Manual" available in the office of academic affairs.
- (13) Cross-reference. For information about faculty with graduate status, see rule 3356-10-02 of the Administrative Code (see also university policy 3356-10-02 Graduate faculty). For information about adjunct faculty, see rule 3356-10-09 of the Administrative Code (see also university policy 3356-10-09 Adjunct faculty).



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
ORGANIZATION OF INSTRUCTION, 3356-10-07**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of University Policy governing Organization of Instruction, policy number 3356-10-07, shown as **Exhibit C** attached hereto.

**Board of Trustees Meeting
December 6, 2018
YR 2019-**

Agenda Item E.1.d

3356-10-07 Organization of instruction.

~~Previous Policy Number: 1007.01~~
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: June 1998; March 2007; March 2011;
September 2013; December 2018
Board Committee: Academic and Student Affairs
Effective Date: ~~September 25, 2013~~ December 6, 2018
Next Review: ~~2018~~ 23

- (A) Policy statement. In order to fulfill its mission and strategic goals, Youngstown state university (university) establishes and recognizes the primary academic structure of departments, schools and colleges. The faculty affiliated with an academic department and associated with a school or college delivers instruction at Youngstown state university. ~~Departments, schools, and colleges~~ The university may establish secondary academic constructs such as institutes, programs or centers in order to facilitate the mission of the university, its departments, schools and colleges.
- (B) Procedures. The university's organization of instruction may be established, altered, or abolished by the president upon the recommendation of the provost/vice president for academic affairs and approval of the board of trustees. The establishment of partnerships, centers and related arrangements between the university and public and private entities is addressed pursuant to rule 3356-10-22 of the Administrative Code (see university policy 3356-10-22 Partnerships, centers, and related arrangements).
- ~~(B) Existing colleges include:~~
- ~~(1) Williamson college of business administration;~~
 - ~~(2) Beeghly college of education;~~
 - ~~(3) College of creative arts and communication;~~
 - ~~(4) Bitonte college of health and human services;~~

~~(5) — College of liberal arts and social sciences;~~

~~(6) — College of science, technology, engineering, and mathematics.~~

~~(C) — Existing schools include:~~

~~(1) — Dana school of music in the college of creative arts and communication;~~

~~(2) — Lariecia school of accounting and finance in the Williamson college of business administration;~~

~~(3) — Rayen school of engineering and technology;~~

~~(4) — School of engineering technology;~~

~~(5) — School of graduate studies and research.~~

(C) [The university's organization of instruction can be viewed at the office of academic affairs website.](#)

3356-10-07 Organization of instruction.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: June 1998; March 2007; March 2011;
September 2013; December 2018
Board Committee: Academic and Student Affairs
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. In order to fulfill its mission and strategic goals, Youngstown state university (university) establishes and recognizes the primary academic structure of departments, schools and colleges. The faculty affiliated with an academic department and associated with a school or college delivers instruction at Youngstown state university. The university may establish secondary academic constructs such as institutes, programs or centers in order to facilitate the mission of the university, its departments, schools and colleges.
- (B) Procedures. The university's organization of instruction may be established, altered, or abolished by the president upon the recommendation of the provost/vice president for academic affairs and approval of the board of trustees. The establishment of partnerships, centers and related arrangements between the university and public and private entities is addressed pursuant to rule 3356-10-22 of the Administrative Code (see university policy 3356-10-22 Partnerships, centers, and related arrangements).
- (C) The university's organization of instruction can be viewed at the [office of academic affairs](#) website.



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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of University Policy governing Sabbatical Leave for Department Chairpersons, policy number 3356-10-08, shown as **Exhibit D** attached hereto.

3356-10-08 Sabbatical leave for department chairpersons.

~~Previous Policy Number: 1008.01~~

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: September 1998; March 2007; February 2011;
March 2013; December 2018

Board Committee: Academic ~~Quality~~ and Student ~~Success~~Affairs

Effective Date: ~~March 13, 2013~~ December 6, 2018

Next Review: ~~2018~~23

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

**Agenda Item E.1.e
Exhibit D**

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

3356-10-08 Sabbatical leave for department chairpersons.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: September 1998; March 2007; February 2011;
March 2013; December 2018
Board Committee: Academic and Student Affairs
Effective Date: December 6, 2018
Next Review: 2023

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

recommendation to a committee appointed by the provost/vice president for academic affairs, consisting of five individuals holding faculty rank. The committee will submit prioritized recommendations to the provost/vice president for academic affairs, who awards sabbaticals.

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



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION RECOGNIZING RECENT
ACCREDITATION OF ACADEMIC PROGRAMS**

WHEREAS, national accreditation bears testimony to the rigor and excellence of academic programs; and

WHEREAS, the School of Technology engaged in the extensive self-study and documentation required for continuing accreditation by the Engineering Technology Accreditation Commission (ETAC) of ABET; and

WHEREAS, the Engineering Technology Accreditation Commission (ETAC) of ABET granted the School of Technology accreditation of the Civil and Construction Engineering Technology AAS program, the Civil and Construction Engineering Technology BSAS program, the Electrical Engineering Technology AAS program, the Electrical Engineering Technology BSAS program, the Mechanical Engineering Technology AAS program, and the Mechanical Engineering Technology BSAS program, to September 30, 2024; and

WHEREAS, the accreditation classifications of these disciplines indicate that these programs achieved or exceeded the basic requirements for accreditation;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates the faculty and staff of the School of Technology, Dean Wim F.A. Steelant, and especially School of Technology Director Carol M. Lamb, who led the accreditation process for Youngstown State University in the reaccreditation with the Engineering Technology Accreditation Commission (ETAC) of ABET.



415 North Charles Street Baltimore, MD 21201
+1.410.347.7700 www.abet.org

August 29, 2018

James P. Tressel
President
Youngstown State University
One University Plaza
Youngstown State University
Youngstown, OH 44555

Dear Mr. Tressel :

I am pleased to transmit to you the findings of the Engineering Technology Accreditation Commission (ETAC) of ABET with respect to the evaluation conducted for Youngstown State University during 2017-2018. Each of ABET's Commissions is fully authorized to take the actions described in the accompanying letter under the policies of the ABET Board of Directors.

We are pleased that your institution has elected to participate in this accreditation process. This process, which is conducted by approximately 2,000 ABET volunteers from the professional community, is designed to advance and assure the quality of professional education. We look forward to our continuing shared efforts toward this common goal.

Sincerely,

Michael R. Lightner
President

Enclosure: Commission letter and attachments

**Agenda Item E.1.f
Support Material**



415 North Charles Street Baltimore, MD 21201
+1 410 347 7700 www.abet.org

August 29, 2018

Wim Steelant
Dean of STEM College
Youngstown State University
Mioser Hall
Youngstown State University
Youngstown, OH 44555

Dear Dr. Steelant :

The Engineering Technology Accreditation Commission (ETAC) of ABET recently held its 2018 Summer Meeting to act on the program evaluations conducted during 2017-2018. Each evaluation was summarized in a report to the Commission and was considered by the full Commission before a vote was taken on the accreditation action. The results of the evaluation for Youngstown State University are included in the enclosed Summary of Accreditation Actions. The Final Statement to your institution that discusses the findings on which each action was based is also enclosed.

The policy of ABET is to grant accreditation for a limited number of years, not to exceed six, in all cases. The period of accreditation is not an indication of program quality. Any restriction of the period of accreditation is based upon conditions indicating that compliance with the applicable accreditation criteria must be strengthened. Continuation of accreditation beyond the time specified requires a reevaluation of the program at the request of the institution as noted in the accreditation action. ABET policy prohibits public disclosure of the period for which a program is accredited. For further guidance concerning the public release of accreditation information, please refer to Section II.A. of the 2017-2018 Accreditation Policy and Procedure Manual (available at www.abet.org).

A list of accredited programs is published annually by ABET. Information about ABET accredited programs at your institution will be listed in the forthcoming ABET Accreditation Yearbook and on the ABET web site (www.abet.org).

It is the obligation of the officer responsible for ABET accredited programs at your institution to notify ABET of any significant changes in program title, personnel, curriculum, or other factors which could affect the accreditation status of a program during the period of accreditation stated in Section II.H. of the 2017-2018 Accreditation Policy and Procedure Manual (available at www.abet.org).



RESOLUTION TO APPROVE STRATEGIC PLANNING PROCESS

WHEREAS, Youngstown State University (YSU) is in the 12th decade of serving the educational attainment needs of the region and beyond; and

WHEREAS, Strategic Plan 2020 is nearing its conclusion, with much having been accomplished as reported on a regular basis to the Board of Trustees (BOT) and affirmed by continuing accreditation through 2027 with President Tressel recommending and the BOT endorsing developing the next strategic plan; and

WHEREAS, the Strategic Planning Organization Team has determined the strategic planning process will involve: a) connections with and feedback from various constituencies including faculty, staff, students, alumni, community members, and regional stakeholders; b) feedback on various topics via a campus survey; c) responses from campus constituencies to various questions posed across time to address particular facets of the future of higher education and the opportunities in the future for YSU; and d) various nationally recognized Thought Leaders/Provokers interacting with the campus and the community in various ways to help inform the process in the context of the shifting higher education landscape; and

WHEREAS, the planning process will be informed by a rigorous assessment of important facets and factors influencing higher education and creating opportunities for YSU including amongst others, enrollment, redesigned student success support structures, inclusive excellence, diversity, and equity, a revitalized general education curriculum, and financial integrity, stability and sustainability; and

WHEREAS, the faculty, programs, departments, colleges and Academic Affairs will undertake a two-step process that: 1) in Fall 2018, will assess current foundational strengths, compelling points of distinction, strategies linked to student success, engagement with the community and interdisciplinary initiatives; and 2) in Spring 2019 will determine a future of academic opportunities informed by a strengths, weaknesses, opportunities and barriers assessment and business intelligence steps as well as determining opportunities for implementation that create an even more vibrant and compelling future.

NOW, THEREFORE, BE IT RESOLVED, the attached Board of Trustees Case Statement is approved and a Compelling Strategic Case will be developed by the BOT for Spring 2019 providing further guidance to the strategic planning process, and that compilation of the information created by the strategic planning activities will be developed into an outline and a narrative for a DRAFT Strategic Plan to be released for review at the Fall 2019 State of the University delivered by the president; and

BE IT FURTHER RESOLVED that the October 2019 BOT Advance/Retreat will consider the DRAFT Strategic Plan, including deliberations on the mission and vision for YSU, and that the BOT anticipates approving in Spring 2020 a presidentially recommended Strategic Plan along with a strategic budget that will support implementation of the Strategic Plan in Fall 2020, and that the approval of said strategic budget will be predicated on processes having been completed that optimize and prioritize the use of current resources in both the academic and support areas that will be a normal component of each budget process thereafter; and

BE IT FINALLY RESOLVED that it is intended that the annual process of optimization, prioritization, and potential investment to align the budget to support the Strategic Plan will be foundational to the continued vibrancy and success of YSU.

DIVIDER

**INSTITUTIONAL ENGAGEMENT
COMMITTEE**



RESOLUTION TO ACCEPT WYSU MEMBERSHIPS

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

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

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

**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2017-2018
July 1, 2017-September 30, 2017**

Memberships Received	Number of Members	Amount
WYSU-FM	844	\$ 95,287
Total University Members	844	\$ 95,287



**RESOLUTION TO ACCEPT
STANDARDIZED GIFT AGREEMENT FOR NAMING OPPORTUNITY**

WHEREAS, Youngstown State University Board of Trustees policy 3356-5-15, titled “Naming of university facilities, colleges, and programs,” provides that the President has the authority to approve a naming opportunity using a standardized gift agreement that has been approved by the University’s Board of Trustees; and

WHEREAS, the University has prepared a standardized gift agreement for use by the President to approve naming opportunities for the University, which is attached hereto as **Exhibit F**.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby approve the attached standardized gift agreement for use by the President to approve naming opportunities for the University.

Gift Agreement (Naming)

This Gift Agreement (“Agreement”), effective as of _____, 20__ (“Effective Date”), is made and entered into by and between _____, whose address is _____ (“Donor”) and Youngstown State University (“University”). Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto agree as follows:

RECITALS

Donor wishes to make a charitable gift to the University as set forth in this Agreement.

The University desires to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges to the University the following gift: \$_____ (“Gift”).
2. **Payment of the Gift.** The Gift is an irrevocable pledge that will be paid to University over a period not to exceed five years. Payments in support of this pledge will begin immediately upon the execution of this Agreement with an initial payment of \$_____ and will continue annually thereafter on the anniversary of the Effective Date according to the following schedule:

<u>Amount of payment by Donor</u>	<u>Due Date</u>
\$ _____	_____, 20__
\$ _____	_____, 20__
\$ _____	_____, 20__
\$ _____	_____, 20__

Donor may accelerate the payment of any or all of this pledge at any time in Donor’s discretion so long as the cumulative total of all gift payments meets the foregoing schedule. Payments shall be paid by Donor to University via check, electronic funds transfer, stocks or other securities, or other methods acceptable to Donor and the University. The parties acknowledge that the Gift is a contribution from the Donor. In making this contribution, Donor intends to obtain the full benefit of any income, estate and gift tax and/or charitable contribution deductions to which the Donor may be entitled under the Internal Revenue Code. Accordingly, this Agreement shall be interpreted and administered and in all other respects governed consistent with such intent.

3. **Use of the Gift.** The Gift shall be used [*insert for any purposes within University’s mission as the University determines is appropriate or if Donor has specific requirements, insert Donor’s use requirements, however, any Donor use requirements shall comply with University policies and all applicable federal or state law, and shall not be overly restrictive, require an unreasonable expenditure of University resources, compromise the mission of the University, create a conflict of interest or the appearance of a conflict of interest, or confer special privileges*].
4. **Acknowledgment.** In consideration for the Gift, the University will acknowledge the Gift by naming the [*insert University college, program or area/location to be named, including the facility to which it belongs*] (“Facility”), and then the new name of the University college, program or area/location/facility] (“Naming”). Subject to the terms of this Agreement, the Naming will last for the useful life of the Facility, or as otherwise agreed to by the University and Donor for the following term: _____ () years.
5. **Termination of Naming.** In addition to any rights and remedies available at law, the University may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:

**Agenda Item E.2.b
Exhibit F**

- a. In the event of any default in payment of the Gift as provided in this Agreement,
- b. In the event the University determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would adversely impact the reputation, image, mission, values or integrity of the University in the event of a continued association with Donor and/or the continuation of the Naming provided for herein,
- c. At the end of the useful life of the Facility, as reasonably determined by the University, or
- d. At the end of any mutually agreed upon term for the Naming.

Upon any such termination of this Agreement and/or the Naming hereunder, the University shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The University, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.

- 6. **Modification of Naming.** If during the useful life of the Facility, the Facility is transferred or conveyed from University, closed, deconstructed, destroyed or severely damaged, significantly renovated, upgraded or modified, relocated or replaced, then the University may discontinue the Naming. If a University college or program is named and such college or program ceases to exist or is substantially altered or replaced, then the University may discontinue the Naming. If the University discontinues the Naming, the University shall work with the Donor, or the Donor’s designee, to determine another appropriate form of recognition for the Gift, subject to approval of the University Board of Trustees.
- 7. **Publicity.** For purposes of publicizing the Gift and the Naming, University will have the right, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium (the “Media Materials”) and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing University’s development and business activities.
- 8. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.
- 9. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreements, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
- 10. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Ohio without regard to any conflict of laws principles.

ACCEPTED AND AGREED TO:

DONOR NAME

YOUNGSTOWN STATE UNIVERSITY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

**RESOLUTION TO NAME
THE RICCHIUTI FAMILY PAVILION, HOME OF THE PAULA AND
ANTHONY RICH CENTER FOR AUTISM**

WHEREAS, Youngstown State University has embarked on a historic campaign, the “We See Tomorrow” campaign, designed to embrace and enhance areas of excellence on campus; and

WHEREAS, one of the seven components of the campaign is The Rich Center for the Study and Treatment of Autism; and

WHEREAS, The Paula and Anthony Rich Center for the Study and Treatment of Autism was established in 1995 in lasting memory of Paula and Anthony Rich and their unborn child, whose lives tragically ended in 1994; and

WHEREAS, The Rich Center for the Study and Treatment of Autism is located on the campus of Youngstown State University and is a component of the Beeghly College of Education; and

WHEREAS, The Rich Center for the Study and Treatment of Autism has established a national reputation and is recognized as one of Youngstown State University’s Centers of Excellence; and

WHEREAS, Phyllis Ricchiuti is one of the co-founders of The Rich Center for the Study and Treatment of Autism; and

WHEREAS, the Ricchiuti Family has committed to an immediate and deferred gift of more than \$2,600,000 to create The Ricchiuti Family Fund, to support the Center’s activities; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to the Ricchiuti family for their significant contribution and commitment to the students of Youngstown State University and The Rich Center for the Study and Treatment of Autism.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates **The Ricchiuti Family Pavilion, Home of The Paula and Anthony Rich Center for Autism**; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to The Ricchiuti Family.

**Board of Trustees Meeting
December 6, 2018
YR 2019-**

Agenda Item E.2.c



YOUNGSTOWN STATE UNIVERSITY
FOUNDATION
ENDOWMENT AGREEMENT

**The Ricchiuti Family Fund
to support
The Paula and Anthony Rich Center for Autism**

The Paula and Anthony Rich Center for the Study and Treatment of Autism was established in 1995 in lasting memory of Paula and Anthony Rich and their unborn child, whose lives tragically ended in 1994. It is the founders' dream that from this terrible tragedy will spring hope for those affected by autism.

The Rich Center for Autism is located on the campus of Youngstown State University and is a component of the Beeghly College of Education. The Rich Center's mission is to improve the conditions with which children with autism learn to live. The Rich Center for Autism offers hope that children affected with autism can reach their full potential.

The Ricchiuti Family Rich Center Fund will provide representatives for The Rich Center flexibility to act on the center's behalf when opportunities present themselves. The Ricchiuti Family Rich Center Fund may be utilized for, but not limited to: the renovation of additional areas of Fedor Hall, should they become available; the purchase of equipment and furnishings to assist the Rich Center staff achieve their mission; and to initiate The Ricchiuti Family Rich Center Endowment at the YSU Foundation.

In recognition of your generosity, YSU would be honored to acknowledge your family, with letters on the exterior wall of Fedor Hall stating: **The Ricchiuti Family Pavilion, Home of The Paula and Anthony Rich Center for Autism**. This gift, when combined with your generous life insurance policies, would recognize The Ricchiuti Family as \$3 million donors to the Macte Virtute Campaign.

Handwritten signature of Dr. Robert Ricchiuti in blue ink.

Dr. Robert Ricchiuti

Handwritten signature of Dr. Vincent Ricchiuti in blue ink.

Dr. Vincent Ricchiuti

Handwritten signature of Dr. Daniel Ricchiuti in blue ink.

Dr. Daniel Ricchiuti

Handwritten date "12/23/16" in blue ink.

Date

Handwritten signature of Phyllis Ricchiuti in blue ink.

Phyllis Ricchiuti

Handwritten signature of Dr. Julie Mark in blue ink.

Dr. Julie Mark

Handwritten signature of Paul McFadden in blue ink.

Paul McFadden

President, YSU Foundation



DIVIDER

FINANCE & FACILITIES COMMITTEE



**RESOLUTION TO MODIFY
SELECTION OF DESIGN PROFESSIONALS FOR
UNIVERSITY CAPITAL PROJECTS POLICY, 3356-4-07**

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

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

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

WHEREAS, the Selection of Design Professional for University Capital Projects policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Selection of Design Professional for University Capital Projects, policy number 3356-4-07, shown as **Exhibit G** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-07 Selection of design professionals for university capital projects.

~~Previous Policy Number: 4007.01~~

Responsible Division/Office: Finance and ~~Administration~~Business Operations

Responsible Officer: Vice President for Finance and
~~Administration~~Business Operations

Revision History: June 2002; June 2008; December 2013; December 2018

Board Committee: Finance and Facilities

Effective Date: ~~December 186, 2013~~8

Next Review: ~~2018~~23

- (A) Policy statement. Selection of architects/engineers for university capital projects is based on size, complexity, and estimated cost of the project. ~~Smaller p~~Projects may be completed by the university architect and internal personnel or by an external architect/-engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for state-administered projects may include the Ohio facilities construction commission (“OFCC”). In all cases, the selection process will conform to Chapter 153. of the Revised Code. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy. In selected cases, state-authorized alternative project delivery methods may be utilized.
- (B) Parameters.
- (1) All projects subject to this ~~rule~~policy will be publicly advertised according to institutional or state requirements.
 - (2) Approved projects will be shared for information purposes at regularly scheduled meetings of the finance and facilities committee of the board of trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the finance and facilities committee. In such cases, the university president and the finance and facilities committee chairperson will agree upon an appropriate procedure to be followed.

**Agenda Item E.3.a
Exhibit G**

- (3) The ~~executive director of~~ associate vice president for facilities and support services maintenance will determine the appropriate representative(s) to serve on the project teams, in consultation with the area officer, for the project's user department. A member of the board of trustees may be included on the project team.

(C) Procedures.

There are four general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The ~~associate~~-director of planning and construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the ~~executive director~~ associate vice president of facilities ~~and support services maintenance~~ for determination of the procedures to be followed.

- (1) Classification one. Capital projects designed by university staff.
 - (a) The ~~executive director of~~ associate vice president for facilities and support services maintenance will appoint a project team and chairperson for each project.
 - (b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed. The team chairperson will maintain and regularly distribute minutes of all meetings.
 - (c) The team chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
- (2) Classification two. Capital projects administered and designed by external architects/engineers.
 - (a) The ~~executive director of~~ associate vice president for facilities and support services maintenance will appoint a project team and chairperson for each project.

- (b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed. The team chairperson will maintain and regularly distribute minutes of all meetings.
 - (c) The project team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the request for ~~proposals~~qualifications (“RFPQ”).
 - (d) The RFPQ will be ~~sent to an appropriate number of~~ posted on the Ohio Register at the OFCC website in order that design firms ~~who have~~may expressed an interest in being considered for university projects. Additional firms may be solicited through an advertisement in “The Vindicator” newspaper. ~~and an RFP to the register of Ohio.~~
 - (e) The project team will evaluate submitted proposals and, if appropriate, interview firms in accordance with the Ohio department of administrative services procedures. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.) The team will submit a ranked list of firms, based on average composite scores and with recommendations, to the executive director of facilities and support services for approval.
 - (f) The selected firm, for informational purposes, will be reported to the board of trustees.
- (3) Classification three. Capital projects administered by the state and designed by external architects/engineers.
- (a) All state department of administrative services procedures, including advertising and determination of firms selected for interview, will be followed. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.)
 - (b) The project team and representative(s) of the OFCC will follow the procedures established by the OFCC to select the architect/engineer for the project.

- (d) The selected firm, for informational purposes, will be reported to the board of trustees.
- (4) Classification four. Alternative project delivery methods.
 - (a) On a case-by-case basis, the administration may designate a capital project for construction using state-approved alternative delivery methods such as design-build or construction manager. The university administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the board of trustees at their next regularly scheduled meeting.
 - (b) The university will follow the guidelines for this alternative delivery method as established by the OFCC.

3356-4-07 Selection of design professionals for university capital projects.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: Vice President for Finance and
Business Operations
Revision History: June 2002; June 2008; December 2013; December
2018
Board Committee: Finance and Facilities
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. Selection of architects/engineers for university capital projects is based on size, complexity, and estimated cost of the project. Projects may be completed by the university architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for state-administered projects may include the Ohio facilities construction commission (“OFCC”). In all cases, the selection process will conform to Chapter 153. of the Revised Code. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy. In selected cases, state-authorized alternative project delivery methods may be utilized.
- (B) Parameters.
- (1) All projects subject to this policy will be publicly advertised according to institutional or state requirements.
 - (2) Approved projects will be shared for information purposes at regularly scheduled meetings of the finance and facilities committee of the board of trustees. It is recognized that on rare occasions and where timely decisions are required, it may not be feasible to immediately convene a meeting of the finance and facilities committee. In such cases, the university president and the finance and facilities committee chairperson will agree upon an appropriate procedure to be followed.

- (3) The associate vice president for facilities maintenance will determine the appropriate representative(s) to serve on the project teams, in consultation with the area officer, for the project's user department. A member of the board of trustees may be included on the project team.

(C) Procedures.

There are four general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The director of planning and construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the associate vice president of facilities maintenance for determination of the procedures to be followed.

- (1) Classification one. Capital projects designed by university staff.
 - (a) The associate vice president for facilities maintenance will appoint a project team and chairperson for each project.
 - (b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed. The team chairperson will maintain and regularly distribute minutes of all meetings.
 - (c) The team chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
- (2) Classification two. Capital projects administered and designed by external architects/engineers.
 - (a) The associate vice president for facilities maintenance will appoint a project team and chairperson for each project.

- (b) The team will typically include two or three university professional staff members and one or more users of the space to be constructed. The team chairperson will maintain and regularly distribute minutes of all meetings.
 - (c) The project team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the request for qualifications (“RFQ”).
 - (d) The RFQ will be posted on the Ohio Register at the OFCC website in order that design firms may express an interest in being considered for university projects. Additional firms may be solicited through an advertisement in “The Vindicator” newspaper.
 - (e) The project team will evaluate submitted proposals and if appropriate, interview firms in accordance with the Ohio department of administrative services procedures. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.) The team will submit a ranked list of firms, based on average composite scores and with recommendations, to the executive director of facilities and support services for approval.
 - (f) The selected firm, for informational purposes, will be reported to the board of trustees.
- (3) Classification three. Capital projects administered by the state and designed by external architects/engineers.
- (a) All state department of administrative services procedures, including advertising and determination of firms selected for interview, will be followed. (See section 3345.50, Chapter 125. and Chapter 153. of the Revised Code, and Chapter 123:5-1 of the Administrative Code.)
 - (b) The project team and representative(s) of the OFCC will follow the procedures established by the OFCC to select the architect/engineer for the project.

- (d) The selected firm, for informational purposes, will be reported to the board of trustees.
- (4) Classification four. Alternative project delivery methods.
- (a) On a case-by-case basis, the administration may designate a capital project for construction using state-approved alternative delivery methods such as design-build or construction manager. The university administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the board of trustees at their next regularly scheduled meeting.
 - (b) The university will follow the guidelines for this alternative delivery method as established by the OFCC.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE ROOM AND BOARD RATES, SUMMER
CONFERENCE RATES AND FEES FOR UNIVERSITY HOUSING,
EFFECTIVE SUMMER/FALL SEMESTER 2019**

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

WHEREAS, the University Housing is seeking an increase to its Room and Board Rates for Summer 2019 and the 2019-2020 Academic Year; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room and board rates, summer conference rates and fees for University Housing, effective summer/fall semester 2019, as shown in **Exhibit H**, attached hereto.

YOUNGSTOWN STATE UNIVERSITY

Housing Charges FY2020

Fee Description	FY 2019	FY 2020	FY2020	
	Actual	Proposed	\$ Change	% Change
Room & Board (per academic year) F2019 Cohort	\$9,400	\$9,700.00	\$300.00	3.10%
<i>Room</i>	\$5,808	\$5,997	\$189.00	3.16%
<i>Board (12 meals plan)</i>	\$3,592	\$3,703	\$111.00	3.00%
Room & Board (per academic year) F2018 Cohort & Continuing Students	\$9,312	\$9,400	\$88.00	0.94%
<i>Room</i>	\$5,720	\$5,697	(\$23.00)	0.00%
<i>Board (12 or 8 meals plans)</i>	\$3,592	\$3,703	\$111.00	3.00%
Residence Hall Application Fee (academic year and/or summer)	\$35	\$35	\$0.00	0.00%
Single Room Surcharge (per semester)	\$1,400	\$1,440	\$40.00	2.86%
Weller House Apartments (per Academic Year-room only)	\$8,000	\$8,000	\$0.00	0.00%
Weller House Shared Apartment	\$7,000	\$7,500	\$500.00	6.67%
Wellet House Family Apartments	\$10,000	\$10,000	\$0.00	0.00%
Erie Terminal Leased Apartments (12 month lease)	\$5,400	\$6,200	\$800.00	14.80%
Expanded Housing Rate Fall semester only	\$3,974	\$4,100	\$126.00	3.10%
Student Housing During Academic Breaks				
1 - 3 days (no meals, per day)	\$26	\$27	\$1.00	3.85%
Per week (no meals, per week)	\$182	\$185	\$3.00	1.65%
Cancellation Fee				
Before May 1 (Academic Year) or January 1 (Spring Only)	\$0	\$0	\$0.00	NEW
After May 1 and Before July 1 (Academic Year)	\$0	\$150	\$150.00	NEW
After July 1 and Before Move-in Day (Academic Year) or After January 1 and Before Move-In Day (Spring Only)	\$0	\$200	\$200.00	NEW
Summer				
Room and Board (Board is \$150 Pete's Points/week)	\$285	\$340	\$55.00	19.30%
Weller House rates prorated for current tenants/per month	\$400	\$400	\$0.00	0.00%
Camps/Conference Rates				
<i>Shared Bath</i>				
One night only multiple occupancy.	\$20.00	\$23.00	\$3.00	13%
One night only single	\$25.00	\$28.00	\$3.00	12%
Two or more nights Multiple occupancy	\$18.00	\$20.00	\$2.00	11%
Two or more nights Single occupancy	\$23.00	\$25.00	\$2.00	13%
<i>Private Bath</i>				
Cafaro/Wick single	\$35.00	\$35.00	\$0.00	0%
Cafaro/Wick double	\$45.00	\$45.00	\$0.00	0%
Guest Apartment includes linens	\$55.00	\$60.00	\$5.00	10%
Weller Apartment includes linens	\$35.00	\$40.00	\$5.00	14%
Linens (for rental by camp groups)	\$20.00	\$25.00	\$5.00	25%

Justification for FY20 University Housing & Dining Rates Increase

This is a request to increase the room and board fees as shown on attached. We propose to increase the non-penguin promise students (current Sophomores, Juniors and Seniors) to the F18 promise rate. The Fall 2019 Promise Rate will be \$9700 a 3.1% increase. Chartwells contract allows for a 3% increase annually. The room cost will increase by 3.11%. The reason we are seeking an increase in room rates is to cover additional expense in salaries, the university has added a computer refresh annual charge to our accounts, and the facilities audit has been completed and we need to invest monies into repairing and replacing systems in the residence halls and dining commons. We cannot keep the facilities in good condition without doing some significant work. Additionally we no longer charge students to stay over any breaks other than winter, yet we need to pay student staff to work desks and duty.

We have adjusted the expanded room rate to be a reduced rate of the new first year student rate. This is only used if we open over capacity and need to place students temporarily into expanded rooms. Students in an expanded room get 1/4 of their room rate credited back for each week they are in expanded rooms. Their refund will be \$47/week.

If we rent Erie Terminal apartments for International students again the rent we would be charged from NYO group has increased from \$96,000 to \$108,000. This is the reason for the 14% increase.

We have added a cancellation fee as a deterrent to have students cancel at the last moment. We had a deposit that was refunded based on date of cancellation. Without that we had 55 cancels in the last two weeks before classes began. These late cancels caused us to open under occupancy after turning students away earlier in the summer.

We have adjusted winter break housing to reflect an increase in room rents annually. This rate can be waived for students with financial need.

The summer room rates reflect a switch to Pete's Points given weekly in place of a meal plan.

We also propose an increase to summer camps, this rate has not been increased in over 5 years and we believe the services we provide continue to improve. We have hired more staff to serve the guests and the pay rates for those staff have increased, causing us to need to charge more.

Housing Fee Comparisons (Dbl. Room w/ Full Meal Plan) for 2018-2019

OHIO

Institution	Fees	Type of Room	Room	Board
Bowling Green State U	\$11,170	Double Occupancy	\$6,730	\$4,440
Central State	\$10,232	Trad Dbl	\$5,500	\$4,732
Cleveland State	\$12,492	Dbl	\$8,400	\$4,092
Kent State	\$12,170	Trad Dbl	\$7,080	\$5,090
Miami of OH	\$13,276	Multiple Occupancy	\$6,948	\$6,328
Ohio University	\$13,646	Double Occupancy	\$7,060	\$6,586
Ohio State	\$11,778	Dbl w/ ac	\$7,058	\$4,720
Shawnee State	\$10,570	Apt./Townhouse	\$6,602	\$3,968
U of Akron	\$12,880	Trad Dbl	\$8,330	\$4,550
U of Cincinnati	\$11,340	Multiple Occupancy	\$6,756	\$4,584
U of Toledo	\$12,320	Dbl	\$8,190	\$4,130
Wright State	\$10,852	Trad Dbl	\$5,632	\$5,220
Youngstown State	\$9,400	Dbl	\$5,808	\$3,592

W. PA

Institution	Fees	Type of Room	Room	Board
Clarion	\$12,670	Trad Dbl	\$8,590	\$4,080
California U of PA	\$10,186	1 BR 1 BA Suite (Dbl)	\$6,592	\$3,594
Edinboro	\$9,408	Trad Dbl	\$5,956	\$3,452
Slippery Rock	\$7,416	Trad Dbl	\$3,488	\$3,928



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE ROOM RENTAL RATES
FOR UNIVERSITY COURTYARD APARTMENTS,
EFFECTIVE FALL SEMESTER 2019**

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

WHEREAS, the University Courtyard Apartments were acquired by the University in 2011; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, effective fall semester 2019, as shown in **Exhibit I**, attached hereto.

UNIVERSITY COURTYARD APARTMENTS
Monthly Rental Rates

Unit Type	Proposed FY2020	Actual FY2019	Dollar Increase	Semester Rent
1 Bed / 1 Bath	\$835	\$815	\$20	\$5,010 (\$10,020/year)
2 Bed / 2 Bath	\$710	\$690	\$20	\$4,260 (\$8,520/year)
4 Bed / 2 Bath	\$620	\$600	\$20	\$3,720 (\$7,440/year)
6 Bed / 2 Bath	\$420 (A & D rooms)	\$400	\$20	\$2,520 (\$5,040/year)
	\$520 (B & C rooms)	\$500	\$20	\$3,120 (\$6,240/year)



**RESOLUTION TO APPROVE THE
2018 AFFORDABILITY AND EFFICIENCY REPORT**

WHEREAS, Section 3333.95 of the Ohio Revised Code requires the Chancellor of Higher Education to maintain an Efficiency Advisory Committee to ensure that each state college and university prepares an affordability and efficiency report to identify examples of and opportunities for shared services, streamlined administrative operations, and shared best practices in efficiencies among institutions; and

WHEREAS, the Chancellor requires that the Boards of Trustees at each state college and university annually approve each institution's affordability and efficiency report; and

WHEREAS, the Ohio Department of Higher Education has provided a template through which to document and report each institution's efficiency and affordability report; and

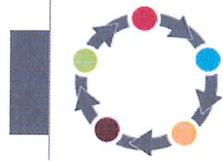
WHEREAS, Youngstown State University's 2018 efficiency and affordability report is a product of a collaborative process that included input from various levels of campus stakeholders to assess progress and capture examples of efficiencies, academic practices, policy reforms, cost savings, redeployment of savings and tangible benefits to students; and

WHEREAS, Youngstown State University's 2018 report provides evidence of affordability and efficiency in various categories, including direct savings, deferred revenue (direct savings to students), cost avoidance (that would otherwise increase expenses), funds raised (reducing pressure on fees), and savings or funds raised by auxiliary enterprises; and

WHEREAS, Youngstown State University faculty provide a high-quality education as evidenced by licensure and certification results, job placement and other measures, and staff contributions to student and institutional success, while tuition and total cost of attendance as reported via IPEDS are amongst the lowest in the state; and

WHEREAS, all sections of the report indicate that Youngstown State University continues to make substantial progress in all categories required by the report, including an updated five-year plan; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the 2018 efficiency and affordability report as shown in **Exhibit J** and made part hereof.



FY18 Efficiency Reporting Template

Introduction:

Ohio Revised Code section 3333.95 requires the Chancellor to maintain an Efficiency Advisory Committee, composed of members from each of Ohio's public colleges and universities. The purpose of this committee is to generate institutional efficiency reports for campuses, identify shared services opportunities, streamline administrative operations, and share best practices in efficiencies among institutions. Each report must be based on the recommendations of the Ohio Task Force on Affordability and Efficiency in Higher Education, as established by the Governor's executive order, and shall benchmark and document institutional progress toward implementing the recommendations of the Task Force as compared to the institution's prior fiscal year efficiency report. Additionally, House Bill 49, section 381.550 requires that the board of trustees of each public institution of higher education approve the institution's efficiency report submitted to the Chancellor. Given the due date of this report, you may submit your Board approval at a later date.

There are several additional reporting requirements this year. The FY18 reporting template now includes a section on efficiencies gained as a result of the Regional Compacts that are required under ORC Section 3345.59. In addition, Ohio Revised Code Section 3333.951(C) requires Ohio's public colleges and universities to report their efforts toward reducing textbook costs for students, and Ohio Revised Code Section 3333.951(D) requires Ohio's public colleges and universities to conduct a study to determine the current cost of textbooks for students enrolled in the institution.

As in previous years, the Efficiency Reporting Template is structured into sections:

- **Section I: Efficiencies** – The first section captures practices likely to yield significant savings that can then be passed on to students. This includes Procurement, Administrative/Operational, Energy, and Regional Compacts.
- **Section II: Academic Practices** – This section covers areas such as textbooks, time-to-degree incentives, and academic course and program reviews. While improvements to academic processes and policies may not convey immediate cost savings to the college/university, there will likely be cost savings and/or tangible benefits that improve the quality of education for students.
- **Section III: Policy Reforms** – This section captures additional policy reforms recommended by the Task Force.
- **Section IV: Students Must Benefit** – Section IV corresponds to Master Recommendation 1. This section asks you to provide cost savings and/or resource generation in actual dollars for each of the recommendations. Furthermore, colleges and universities must advise if the savings have been redeployed as a cost savings to students or if they offered a benefit to the quality of education for students.

- **Section V: Five-year goals** – Finally, Section V corresponds to Master Recommendation 2. This section is designed to allow each college/university to benchmark its respective five-year goals to its actual institutional cost savings or avoidance. Furthermore, in the spirit of continuous improvement, this section allows you to revise and/or update your five-year goals as needed.

Identifying Efficiencies Gained and Results from Implementing Recommendations

Many of Ohio's colleges and universities have implemented a majority of the Task Force recommendations to date. Furthermore, several of the recommendations were never intended to be exercises conducted annually; however, portions may be implemented over several years or revisited as needed. **The purpose of this reporting template is twofold – 1) to capture the implementation status of these recommendations, and 2) to capture efficiencies gained due to the implementation of these recommendations.** Efficiencies gained illustrate the results or benefits of implementing the recommendations. Therefore, even if you have previously implemented a recommendation but have not done so in FY18, please include in your response how the implementation has continued to impact your operations to date.

Examples of efficiencies include:

- Direct cost savings to students
- Direct cost savings to the college/university
- Cost avoidance to the college/university
- Tangible benefits to students (i.e. increased advising, student services, academic achievements)
- Revenue generated for the college/university
- Course and program completion rates
- Graduation rates
- Number of steps reduced in a process and/or handoffs
- Fraction of graduates with experiential learning as part of their degree program
- Opportunities and training for faculty
- Improved value and quality for students

These are examples only. Feel free to provide results you deem appropriate and tailor efficiencies to address each recommendation.

ODHE recognizes one size does not fit all, and each of the colleges/universities have responded and will respond differently to the recommendations. Therefore, the questions are intended to capture all potential statuses of implementation. When responding to the recommendations, first identify your respective college/university's implementation status, and then you need only to respond to the corresponding question(s) that address your implementation status. Finally, please note that this is only a template. Feel free to respond to the Task Force recommendations in any additional ways you believe necessary.

Please contact Sara Molski at 614-728-8335 with any questions. Please submit your reporting template by email to smolski@highered.ohio.gov by **Friday, September 28, 2018.**

YOUNGSTOWN STATE UNIVERSITY

Section I: Efficiency Practices

Procurement

Recommendation 3A | Campus contracts: Each college/university must require that its employees use existing contracts for purchasing goods and services, starting with the areas with the largest opportunities for savings.

Note: Once fully implemented, this exercise is not necessary to conduct annually.

Please identify your institution's implementation status.

No change from prior year's report

Please briefly explain your implementation status.

YSU continues to require the use of university-wide contracts per Board of Trustees policy, as well as YSU's Purchasing and P-card guidelines. Updated guidelines were issued in July 2018 and emphasized the continued requirement to use university-wide contracted suppliers when available. Additionally, the purchasing guidelines were revised to add a listing of all contracted suppliers, and a link to the suppliers was added to the Procurement website.

If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

YSU's FY18 savings on purchases with contracted suppliers was \$2,159,935 on total contract spend of \$11,337,155. This is an increase of \$341,285 above FY17 savings. Cumulative savings since FY17 is \$3.98 million.

If you have not implemented this recommendation to date, please explain.

Recommendation 3B | Collaborative contracts: Ohio's colleges and universities must pursue new and/or strengthened joint purchasing agreements in the following categories:

- Copier/printer services
- Computer hardware
- Travel services
- Outbound shipping
- Scientific supplies and equipment
- Office supplies and equipment

Contract Type	Did the college/university participate in joint contracts in FY18? [yes, no, worked toward]	Monetary Impact
Copier/printer services	YES	<p>YSU continued to use the IUC-PG contract with ComDoc for these services resulting in savings of \$69,149.</p> <p>Additionally, it was determined during 2016 that copier/printer services could not be contracted to achieve a lower price than the existing and planned copier/printer management system. As a result of the efficiency strategy for printers on campus, for FY18 toner purchases have been reduced by 20% (savings of \$52,948). The number of printers has continued to decrease by 20% (963 printers to 759). Thus, a potential capital expenditure was reduced by 204 printers for cost avoidance of \$61,200 annually. All enhanced print management project devices are multifunctional devices that permit printing and copying as well as electronic handling of documents such as scanning and emailing to reduce the need for and cost of paper and toner.</p> <p>The University purchases printers through group purchasing agreements to leverage additional savings. YSU is currently in negotiations with ComDoc to determine their willingness to convert the current contract for 90 multifunction devices (expiring 12/2019) to include all multifunction devices across campus based on the IUC Managed Print contract.</p> <p>As a result of these copier/printer efficiency strategies, paper costs will continue to be reduced by \$13,000 per year.</p> <p>The Midwestern Higher Education Compact (MHEC) has been used for maintenance of Novell (Micro Focus) licenses. MHEC provides a 46% discount as compared to the 23% educational discount provided by the vendor's Academic License Agreement. In FY18, this reduced the University's financial outlay from \$85,256 to \$59,827—a 30% savings of \$25,429.</p>

Computer hardware	YES	<p>YSU used several collaborative contracts in FY18 for computer hardware. The Brown/Dell contract through the IUC-PG resulted in savings of \$293,232. The Apple state of Ohio contract resulted in savings of \$37,311. YSU also used the Logicials state of Ohio contract resulting in savings of \$463,429.</p> <p>In addition, the chief information officers at Youngstown State University, the University of Toledo, Wright State University, Kent State University and Miami University collaboratively negotiated a joint Master Services Agreement (MSA) with Ellucian, the ERP vendor for these five institutions. The resulting MSA was signed in January 2018. Combined 5-year savings for the five participating universities will exceed \$4.2M. For YSU, the 5-year savings equates to \$668,644. During FY18, YSU saved an estimated \$100,000.</p> <p>During FY17, YSU implemented shared IT governance for purchases related to information technology. All technology purchases or renewals over \$10,000/year require a detailed total cost of ownership and return on investment analysis. In FY18, two pilot IT projects were vetted through IT governance – each with significant cost savings potential (PBX Replacement with Skype VOIP, one-time savings estimated at over \$500,000; Application Virtualization, annual refresh cost avoidance should easily exceed \$500,000).</p> <p>For FY19, YSU is employing a centrally-managed computer refresh strategy that is expected to reduce computer hardware refresh costs by 10% or \$254,000 per year.</p>
Travel services	YES	<p>YSU is currently under a locally negotiated agreement with a travel agency, and is considering an RFP or participation in the IUC-PG Travel Management Services contract. This contract is expected to be completed in Q2 and will be evaluated by YSU.</p> <p>YSU also uses the IUC-PG contract with Enterprise for rental vehicles. Total savings in FY18 was \$27,647.</p>

Outbound shipping	YES	YSU continues to use several collaborative contracts for outbound shipping. The E&I cooperative contract with FedEx resulted in savings of \$943 in FY18; and the state of Ohio contract with UPS resulted in savings of \$1,631 in FY18.
Scientific supplies & equipment	YES	YSU continues to use collaborative contracts with the IUC-PG and the E&I Cooperative for scientific supplies/equipment. Total FY18 savings was \$154,120.
Office supplies & equipment	YES	YSU continues to use collaborative contracts through the IUC-PG (Office Depot) and NJPA (Staples) for office supplies and equipment. Total FY18 savings was \$128,357.

Assets and Operations

Recommendation 4 | Assets and operations

4A Asset review: Each college/university must conduct an assessment of its noncore assets to determine their market value if sold, leased, or otherwise repurposed. Where opportunities exist, colleges and universities must consider coordinating these efforts with other colleges and universities to reap larger benefits of scale. Please complete the section that aligns with the implementation status of your college/university.

Note: Once all assets are fully reviewed, this exercise is not necessary to conduct annually.

Please identify your institution's implementation status.

No change from prior year's report

Please briefly explain your implementation status.

If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings. This was fully implemented in FY16 but additional progress has been made.

Since 2016, the University has entered into two long-term ground-lease arrangements for the private development of student housing and student-focused amenities. Both lease agreements enable YSU to meet student demand, while at the same time generating revenue and limiting the University's exposure to debt and construction-related liabilities.

In addition to the 2016 private development lease that was reported in last year's report, YSU leased 2.1 acres of campus property in 2017 to another private developer (LRC) to develop a 194-bed student housing complex. This 40-year lease agreement was approved by Ohio Attorney General Mike DeWine, the Director of the Department of Administrative Services, and Governor Kasich. Per the terms of the lease agreement, the developer will pay YSU \$1.4 million over the lease term. Proceeds from this agreement will generate approximately \$35,000 per year to support the University's general scholarship fund. Moreover, the project enables YSU to meet

student demand while facilitating a \$10 million private investment in the YSU campus—without raising the University’s debt service obligations.

If the college/university has not implemented this exercise to date, please explain.

4B Operations review: Each college/university must conduct an assessment of non-academic operations that might be run more efficiently by a regional cooperative, private operator, or other entity. These opportunities must then be evaluated to determine whether collaboration across colleges and universities would increase efficiencies, improve service, or otherwise add value. Please complete the section that aligns with the implementation status of your college/university.

Note: Once all operations are fully reviewed, this exercise is not necessary to conduct annually.

Please identify your institution’s implementation status.

Implemented recommendation in FY18

Please briefly explain your implementation status. Implemented in FY 2018; savings and efficiencies ongoing.

If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

In March 2018, the YSU Board of Trustees took advantage of the favorable investment environment and approved the liquidation of certain invested assets, thereby allowing the university to realize \$8 million in investment gains that will be used to make improvements to the university’s physical plant. The projects supported by these funds will directly benefit students in the form of new student life amenities on campus. This action also enabled cost avoidance had the university instead issued bonded indebtedness to raise the capital for these projects. Estimated interest costs avoided equate to \$258,000 per year.

In addition, and as reported in last year’s report, YSU continues to enjoy ongoing efficiencies by having taken advantage of a favorable interest rate environment and refinanced existing debt during FY 2017, thereby reducing debt service expenses by \$1.6 million and creating an economic gain of \$1.2 million, while at the same time raising \$5 million in new capital to support the construction of a new campus bookstore building. This opportunity leveraged a \$1 million investment by the University’s bookstore partner, Barnes & Noble, to outfit and furnish the new building. The 2016 outsourcing of the University’s bookstore to Barnes & Noble generated \$775,000 through a signing-incentive, and continues to generate annual sales commissions of approximately \$500,000 per year to support the University’s general scholarship fund.

If the college/university has not implemented this exercise to date, please explain.

4C Affinity partnerships and sponsorships: Colleges and universities must, on determining assets and operations that are to be retained, evaluate opportunities for affinity relationships and sponsorships that can support students, faculty, and staff. Colleges and universities can use these types of partnerships to generate new resources by identifying “win-win” opportunities with private entities

that are interested in connecting with students, faculty, staff, alumni, or other members of their communities. Please complete the section that aligns with the implementation status of your college/university.

Did the college/university initiate any new partnerships or sponsorships in FY18? If yes, please complete the below table for those new relationships.		
Partnerships/Sponsorships	Description	Revenue Generated
Barnes & Noble	Partnership	\$500,000 in annual commissions paid to YSU.
Chartwell's	Partnership	YSU's outsourced dining and catering services generates \$523,000 in annual commission revenue that supports Student Affairs operations.
JP Morgan Purchase-Card	Collaborative joint-IUC contract	Annual rebate paid to YSU of approximately \$80,000 generated as a function of expenditures charged to the P-cards; mandatory travel contract services resulted in a significant increase in the use of P-cards for travel
Under Armour; Rawling; The Game; Dolfen; Wilson/DeMarini	Sponsorship	\$50,000 in Athletics apparel/equipment/supplies and sponsorships are expected to increase to greater than \$100,000 annually
Various sponsorships	Sponsorships	\$853,000 Athletics sponsorship income from various companies or agencies
YSU Foundation	Affinity Partnership	<p>\$8.1 million in annual base support for student scholarships, including both merit- and need-based programs.</p> <p>\$75 million in gift funds raised and pledged to support projects that will directly benefit students, including renovations to the Jones Hall Student Success Center and other classroom buildings, the creation of an innovation and commercialization center, and student scholarships and work opportunities.</p>

		\$120,000 for FY18 for Student Mobility Support Stations
Pepsi Contract		\$55,000 for exclusive pouring rights contract.
If the college/university saw efficiencies gained in FY18 in already existing relationships, please identify, specifically including revenue generated. <i>Include in the table above or add a similar table.</i>		
If the college/university has not implemented this exercise to date, please explain.		

Administrative Practices

Recommendation 5 | Administrative cost reforms

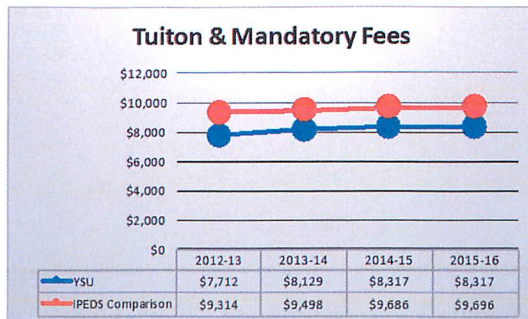
5A Cost diagnostic: Each college/university must produce a diagnostic to identify its cost drivers, along with priority areas that offer the best opportunities for efficiencies. This diagnostic must identify, over at least a 10-year period:

- Key drivers of costs and revenue by administrative function and academic program;
- Distribution of employee costs — both among types of compensation and among units;
- Revenue sources connected to cost increases — whether students are paying for these through tuition and fees, or whether they are externally funded;
- Span of control for managers across the college/university — how many employees managers typically oversee, by the manager’s function; and
- Priority steps that would reduce overhead while maintaining quality — which recommendations would have the most benefit?

Note: *Once a full cost diagnostic has been performed, this exercise is not necessary to conduct annually.*

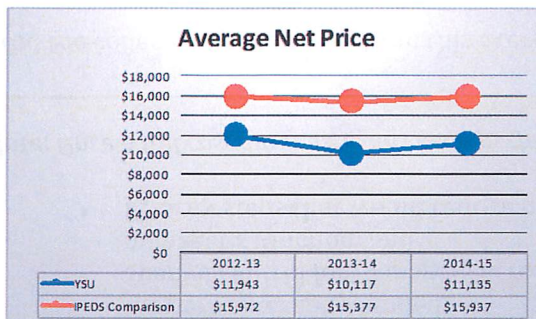
Did the college/university perform this exercise in FY18? If yes, please provide an overview of the process and key outcomes.

Yes, YSU produced a cost diagnostic in FY18 and which was included in YSU’s 2017 efficiency report. Where data is available, these cost drivers have been updated as reported below.



CONTEXT. YSU tuition and mandatory fees are less than the average cost of tuition of nearly all public universities in Ohio. In 2015-16 YSU tuition and mandatory fees was \$1,379 less than comparable public urban universities in Northern Ohio (Cleveland State University, University of Akron, and University of Toledo)

Perhaps more importantly, YSU's total cost of attendance is less than the average cost of tuition of most public universities in Ohio. In 2014-15 the total cost of attendance was \$4,802 less than comparable public urban universities in Northern Ohio (Cleveland State University, University of Akron, and University of Toledo)

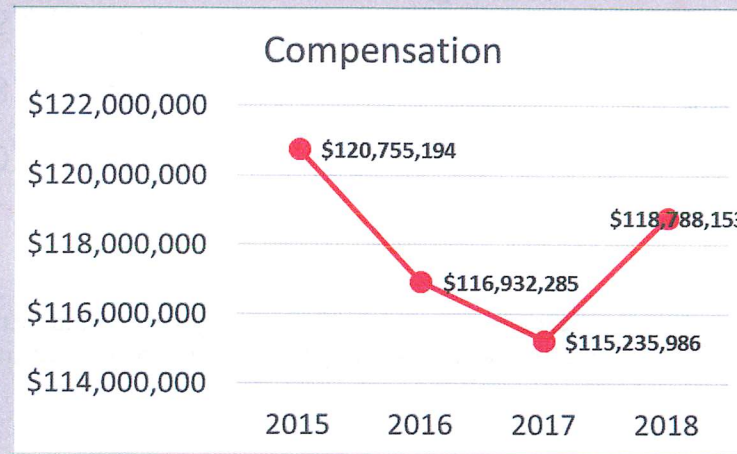


While the same IPEDS assessment indicates little difference in management positions, YSU has fewer full-time equivalent staff for all IPEDS classification categories in the areas of instructional support, business & financial operations, computer/engineering/science, healthcare, and the "other" categories.

This cost diagnostic reviewed the information submitted via Ohio HEI and IPEDS. The top cost drivers and the outcomes of initiatives related to those costs are reported below.

Please provide details on the result(s) of the assessment. What are the cost drivers, based on the categories above? Please discuss the college/university's priority areas that offer the best opportunities for recommendation.

A primary cost driver for YSU is employee compensation. This cost was strategically reduced by \$5.5 million over the previous three years, while YSU worked to stabilize enrollments and revenues. In FY18, compensation costs increased by approximately \$3.5 million as YSU made strategic workforce investments and successfully stabilized enrollment (and revenue) levels. Compensation as a percentage of total general funds expenditures has remained stable, ranging from 67% to 69%.



A significant cost driver is employee fringe benefits, and specifically health care insurance. YSU's net health care cost decreased by \$533,167 over the previous three years but increased in FY 2018 as a result of strategic workforce investments.

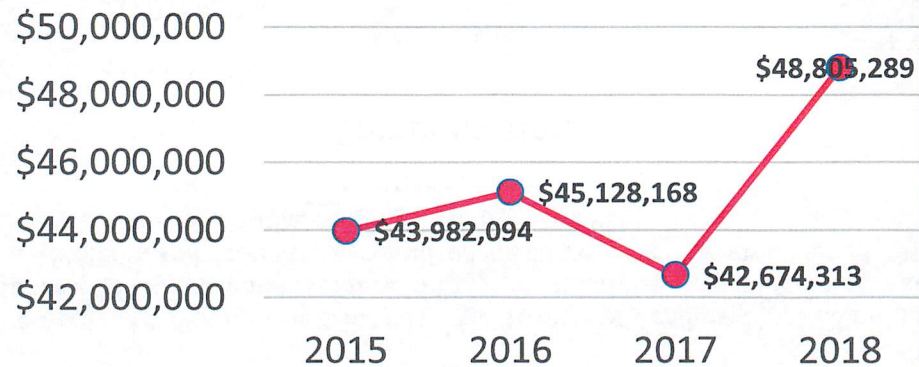
As reported in last year's the Efficiency Report, the change in the proportion of health care costs paid by those insured through the plan (6% to 15%) has reduced YSU's annual expenditure for health care by an estimated \$1.6 million per year.

Net Health Care Expense

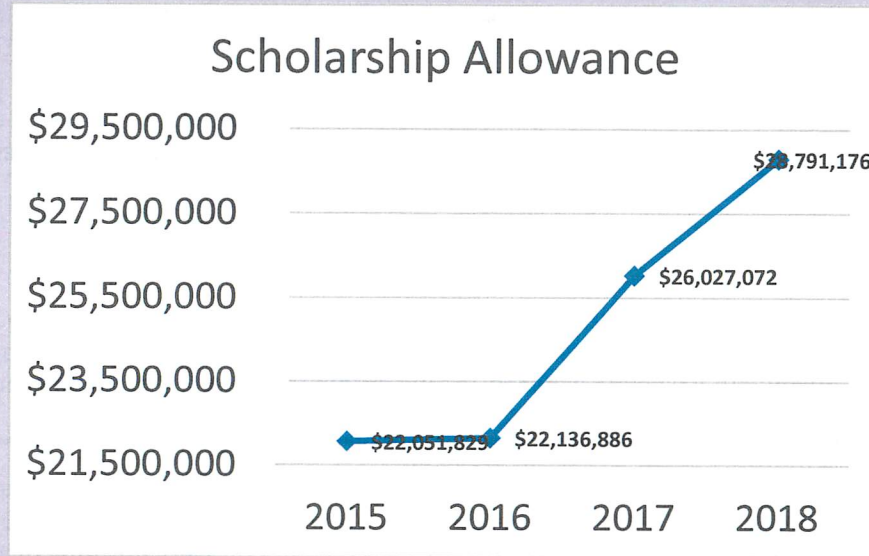


Another significant cost driver is operations. The cost of operations decreased by \$1.3 million over the previous three years but increased in FY 2018 as YSU made strategic investments, largely in response to increased student enrollments.

Operations



Investing in student success remains a high priority at YSU. Accordingly, investments in scholarships, and particularly merit-based aid, increased by \$3.9 million in FY17 and increased again in FY18 by nearly \$2.8 million, underscoring YSU's commitment to student access, success and affordability. Since FY 2015, YSU has increased spending for student scholarships by \$6.7 million—a 30% increase in three years.



If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

Savings to students is best measured by YSU's scholarship allowance, as detailed above. Cumulatively and over the past four years alone, YSU students have enjoyed savings totaling \$98.9 million.

If the college/university has not performed this exercise to date, please explain why.

5B Productivity measure: While the measure should be consistent, each college/university should have latitude to develop its own standards for the proper level of productivity in its units. This will allow, for instance, for appropriate differences between productivity in high-volume environments vs. high-touch environments.

What steps has the institution taken to improve productivity in FY18? Please discuss any updates to the utilization of process/continuous improvement methodologies such as Lean Six Sigma.

YSU uses process redesign, position necessity review, and value engineering in capital projects to reduce costs, as is the intent of using Lean Six Sigma methodology.

In addition, YSU created in FY 2018 a new Strategic Planning Organizational Team that has as one of its objectives to lay the groundwork for YSU's next strategic plan that will be heavily geared toward operational efficiencies, and program prioritization and optimization.

During FY 2018, YSU also negotiated a new 3-year labor agreement with the faculty union that resulted in the creation of a new faculty rank of lecturer and for which the teaching workload is 30 teaching hours per semester—a 25% increase in teaching productivity compared to other faculty ranks. In addition, the entry-level salary for the new lecturer rank is \$41,489—roughly 40% lower than the average salary for other faculty ranks. As a result of this action, YSU expects to reduce instructional costs while increasing the ratio of full-time faculty in the classroom. (FY 2019 is the first full year of implementation, so actual data will not be available until next year.)

5C Organizational structure: Each college/university should, as part or because of its cost diagnostic, review its organizational structure in line with best practices to identify opportunities to streamline and reduce costs. The college/university reviews should consider shared business services — among units or between college/university, when appropriate — for fiscal services, human resources, and information technology.

Note: Once fully implemented, this exercise is not necessary to conduct annually.

Did the college/university evaluate its organizational structure in FY18? If yes, please provide an overview of the process used and the key outcomes. If no change from FY17, please indicate.

No change from FY 2017.

If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

When hired as YSU's president in 2014, Jim Tressel re-organized the university's leadership structure, which resulted in an 8 FTE reduction in management positions that created \$1.1 million in annual savings in personnel costs.

Other organizational restructuring has resulted in additional savings, such as the reduction by one department in the College of Education that created a cost savings associated with the secretary and chair stipend of \$75,000 per year.

In addition, organizational changes in the areas of student advising, financial aid counseling, orientation and first year experiences by students have significantly reduced YSU's write-off of debt expenses. This expense was \$1,001,602, \$820,133, \$543,687, and \$122,572 for FY15, FY16, FY17 and FY18, respectively. An 88% reduction in expenses has culminated in savings of \$879,030 over the past four years.

5D Healthcare costs: A statewide working group should identify opportunities to collaborate on health-care costs.

What initiatives or plan changes did the college/university implement in FY18 to manage or reduce healthcare costs?

During FY 2018, YSU implemented a high-deductible healthcare insurance option that on average is expected to reduce claims costs by 25% for participating employees. To incent employees to enroll in this optional plan, YSU makes contributions to individual health savings accounts (\$1,000 for single coverage and \$2,000 for family coverage).

Has the college/university achieved any expected annual cost savings through healthcare efficiencies in FY18? Please explain how cost savings were estimated.

5E Data centers: The college/university must develop a plan to move its primary or disaster recovery data centers to the State of Ohio Computer Center (SOCC).

Please identify your institution's implementation status:

Progress made on implementing recommendation in FY18

If you implemented this recommendation in FY18, please briefly explain your implementation status.

If the college/university previously moved its data center to the SOCC, please identify efficiencies gained, including monetary savings or enhanced security.

If the college/university has not implemented this recommendation to date, how is it addressing systems security and redundancy issues?

YSU assessed using the SOCC as the primary Data Center in FY17 since the University's Data Center hardware was due for refresh. It was determined to be unfeasible from a capital investment perspective because of the high cost to build the level of redundancy and to maintain acceptable service levels. Even though the annual operating expenses were competitive with provisioning these services on-site, the SOCC did not offer a multi-tenant hosted model for virtualized servers at the time of the assessment.

The University plans to move disaster recovery for data recovery to the SOCC in FY19. A backlog of work efforts prevented this from occurring in FY18.

The University will assess the feasibility of migrating one-half of the high-availability computing environment that has been established in two separate buildings across campus to the SOCC in FY20.

5F Space utilization: Each college/university must study the utilization of its campus and employ a system that encourages optimization of physical spaces. Please complete the section that aligns with the implementation status of your college/university.

Note: This exercise is not necessary to conduct annually.

<p>Please identify your institution's implementation status. Progress made on implementing recommendation in FY18</p>
<p>Please briefly explain your implementation status.</p> <p>YSU initiated a space utilization analysis in FY18 and intends to fully implement in FY19.</p>
<p>If the college/university implemented this recommendation in FY18, please provide an overview of the process used and the key outcomes, including efficiencies gained.</p> <p>The University instituted a Space Utilization (SPA) Committee in FY18 with the intent of fully vetting a comprehensive three-semester review and analysis of classroom/lab space utilization from FY17. As a result, the University issued an RFP for Course Scheduling Systems in April and recently entered final contract negotiations with two potential vendors.</p> <p>Once implemented, a conservatively calculated ROI exceeds \$1 million over five-years through cost avoidance in computer lab and multimedia classroom hardware alone. Once implemented, the system will be used to assess all capital investments for existing or net new buildings/spaces.</p>
<p>If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.</p>
<p>If the college/university has not performed this exercise to date, please explain why.</p>

Energy

Energy Efficiencies seek to refine sustainable methods utilized by the college/university to procure and use energy (resulting in more efficient use of energy), including but not limited to lighting systems, heating & cooling systems, electricity, natural gas, and utility monitoring.

FY18 Projects/Initiatives	Efficiencies Gained, including Monetary Impact
Summer energy curtailments	YSU's engagement in the energy curtailment program with Hess Energy and Calpine Energy produced savings of approximately \$100,000 in FY18. The energy cost avoidance is estimated to be in excess of \$500,000 for FY18.

Have you gained efficiencies in FY18 from previously implemented projects/strategies? If yes, please discuss cumulative efficiencies gained.

Yes. The university's Phase I energy initiative implemented in 2008 focused on lighting and control enhancements, and continues to generate calculated estimated savings of \$1.2 million annually, and cumulatively \$13.2 million since inception in 2008.

YSU's Phase II energy initiative was implemented in 2016 and involved the construction of an on-campus steam utility plant that generates energy savings of approximately \$2 million per year, and cumulatively \$4 million since construction was completed in 2016.

Regional Compacts

Ohio Revised Code Section 3345.59 requires regional compacts of Ohio's public colleges and universities, with an executed agreement in place by June 30, 2018 for colleges and universities to collaborate more fully on shared operations and programs. Per O.R.C. §3345.59 {E} colleges and universities shall report within their annual efficiency reports the efficiencies gained as a result of the compact.

ODHE recognizes the regional compacts were due to be in place by June 30, 2018; therefore, please discuss your projected efficiencies gained as a result of each of the categories within the compact.

Category	Description	Monetary Impact
Reducing duplication of academic programming	Discussions underway within the Northeast Ohio Regional Compact.	
Implementing strategies to address workforce education needs of the region	YSU's Mahoning Valley Innovation & Commercialization Center (MVICC) will be a workforce development, educational and entrepreneurial hub, connecting creative minds with the modern equipment of advanced manufacturing and the knowledge of the regional business community. By working collaboratively with the Mahoning Valley Manufacturers Coalition, Eastern Gateway Community College, Career and Technical Centers, other K-12 educational providers, and area incubators, this multi-stakeholder center will become a driving force for economic growth and prosperity in the region.	\$12 million in capital expenditures expected over the next 18 months.

Sharing resources to align educational pathways and to increase access within the region	Discussions underway within the Northeast Ohio Regional Compact.	
Reducing operational and administrative costs to provide more learning opportunities and collaboration in the region	<p>Via the NEO Regional Compact, YSU is working with Kent State, the University of Akron, Cleveland State and NEOMED to develop shared procurement strategies to take advantage of campus proximity to streamline the acquisition and delivery of goods and services common among these institutions. Areas under serious consideration include:</p> <ul style="list-style-type: none"> • Custodial Cleaning Equipment • Emergency Repair Services • Energy (Electricity and/or Natural Gas) • Janitorial and Sanitary Supplies • MRO Supplies (including tools) • Service Contracts (janitorial and/or maintenance services) • Systems Controls contract 	To be determined; \$100,000 to \$200,000 in annual savings possible.
Enhancing career counseling and experiential learning opportunities for students	YSU participates in the Northeast Consortium for Career Advancement.	N/A
Expanding alternative education delivery models such as competency-based and project-based learning		
Implementing strategies to increase collaboration and pathways with information technology centers, adult basic and literacy education programs and school districts in your region	<p>YSU has alternative pathways for non-traditional/adult learners and military, active/veteran students, which are designed to accelerate time to degree completion. It's called the Alternative Credit Project™ (ACP) through the American Council on Education. ACP provides students access to a pool of online courses at low cost that YSU will accept toward their degree. ACP is designed to make our four-year degrees more attainable by lowering costs and increasing flexibility. ACP encourages greater acceptance of students' alternative credit and creates a more flexible pathway towards post-secondary education attainment for the more than 32 million non-traditional students who may have some college credit but no degree (http://cms.ysu.edu/ysu/alternative-credit-project). YSU accepts selected courses from: Straighterline, Saylor,</p>	N/A

	<p>Ed4Online, JumpCourse, Pearson, and Sophia. The courses accepted were reviewed and approved by YSU faculty and are taught using a competence-based education format.</p> <p>In addition, YSU regionally collaborates on teacher education strategies with the following institutions:</p> <ul style="list-style-type: none"> • Ashland University • Baldwin Wallace University • Cleveland State University • Hiram College • Lake Erie College • Malone University • Notre Dame College • University of Akron • University of Mount Union • Ursuline College • Walsh University 	
<p>Enhancing the sharing of resources between institutions to improve and expand the capacity and capability for research and development</p>	<p>As noted above, YSU's Mahoning Valley Innovation & Commercialization Center (MVICC) will be a workforce development, educational and entrepreneurial hub, connecting creative minds with the modern equipment of advanced manufacturing and the knowledge of the regional business community. By working collaboratively with the Mahoning Valley Manufacturers Coalition, Eastern Gateway Community College, Career and Technical Centers, other K-12 educational providers, and area incubators, this multi-stakeholder center will become a driving force for economic growth and prosperity in the region.</p>	<p>\$12 million in capital expenditures expected over the next 18 months.</p>
<p>Identifying and implementing the best use of university regional campuses</p>	<p>Not applicable</p>	
<p>Other</p>	<p>Via the NEO Regional Compact, YSU is working with Kent State, the University of Akron, Cleveland State and NEOMED to leverage volume for workers compensation insurance coverage.</p>	<p>To be determined; \$25,000 to \$50,000 in annual savings possible.</p>

Section II: Academic Practices

Recommendation 6 | Textbook Affordability

6A Negotiate cost: Professional negotiators must be assigned to help faculty obtain the best deals for students on textbooks and instructional materials, starting with high-volume, high-cost courses. Faculty must consider both cost and quality in the selection of course materials.

Please identify your institution's implementation status:

No change from prior year's report

Please briefly explain your implementation status.

Implemented through pilot projects in FY16, YSU has continued to expand its First Day Ready program each year, thereby reducing the costs of textbooks for students while simultaneously enhancing student access to critical learning materials.

If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

As depicted in the table below, YSU students have enjoyed significant cost savings of over \$760,000 per year since FY 2017, and by more than \$1.5 million cumulatively.

	2017		2018		% Change		Average cost per type		
	\$	Units	\$	Units	\$	Units	2017	2018	Var
<u>Sales (in-store & online)</u>									
New Textbooks	\$2,266,992	25,575	\$2,186,375	26,054	-4%	2%	\$88.64	\$83.92	-\$4.72
Used Textbooks	443,530	5,814	407,677	5,972	-8%	3%	\$76.29	\$68.26	-\$8.02
New Textbook Rentals	333,833	4,818	260,918	3,875	-22%	-20%	\$69.29	\$67.33	-\$1.96
Used Textbook Rentals	317,805	6,834	351,055	8,012	10%	17%	\$46.50	\$43.82	-\$2.69
Digital Textbooks	29,910	487	45,184	1,062	51%	118%	\$61.42	\$42.55	-\$18.87
Total Textbooks	\$3,392,070	43,528	\$3,251,210	44,975	-4%	3%	\$77.93	\$72.29	-\$5.64
\$ Students Saved	\$761,034		\$765,780						
% Students Saved	18.3%		19.1%						

If you have not implemented this recommendation to date, please explain.

6B Standardize materials: Colleges and universities must encourage departments to choose common materials, including digital elements, for courses that serve a large enrollment of students. Please complete the section that aligns with the implementation status of your college/university.

Please identify your institution's implementation status:

No change from prior year's report

Please briefly explain your implementation status.

If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

Blackboard Learn, as the university Learning Management System (LMS), provides a common shared repository specifically structured for academically oriented digital elements serving a large enrollment of students. A key outcome is a common online learning environment experience for students regardless of discipline. Additionally, YSU is adding Blackboard Collaborate functionally to further augment the interactive online learning experience and standardized methods of sharing lectures and course content.

In October 2015, YSU's Academic Senate approved a new category of General Education courses for First Year Experience (FYE). These courses serve as a cornerstone for new student success initiatives with goals of improving completion and retention of students. Each of YSU's six colleges created at least one 2-4 credit hour course for FYE domain of General Education Requirements. Fifteen different FYE courses were created and approved to assist incoming students with the transition to college, the disciplines within the college, and YSU. Included in the 15 courses, for students designated as "undecided" or "exploratory," are two courses designed to meet their needs to decide on a major and establish goals for their future educational success. Each of the fifteen courses allows YSU to fulfill mandates for first year students, including Federal Campus Sexual Violence Elimination (Campus SaVe) Act, and a call for career assessment by all incoming freshmen. Further, the potential mandate for students to participate in financial literacy training was also considered and added as a component to the courses. Students in the FYE courses are required to participate in college and campus activities and programs, as well as a common intellectual experience. Rather than reading a common book, YSU is unique in creating PenguinThink. The theme for PenguinThink 2017-18 is *The Unintended Consequences of Innovation*. Subsequently, consideration has been given to also include information literacy as well as diversity and inclusion themes.

In academic year 2016-17, FYE courses were piloted in 5 of the 6 undergraduate colleges. During the Fall 2016 semester, approximately 45 sections were offered serving 1100 students; for Spring 2017; 19 sections were offered, serving approximately 500 students. Fall 2017 includes 88 sections serving 2,346 students (100% of YSU's incoming freshman class).

Overview of First Year Experience Components shared via Blackboard9 to all sections:

- Sexual Violence/Alcohol Awareness: Title IX/Campus SaVe – on line training delivered by Campus Clarity: *Think About It*
- Career Planning: ODHE – delivered by YSU Career Services/ varies by course, but must contain OhioMeansJobs.com search; video with pre-class assignment on Blackboard.
- Financial Literacy: mandate may be coming soon – online training delivered by EverFi: *Transit: Financial Wellness*.
- Common Intellectual Experience: "PenguinThink" [2017-18: *The Unintended Consequences of Innovation*]. Includes a PenguinThink Contest yielding \$500 textbook scholarships in each college each term. Introductory information share on Blackboard for students; curricular support supplied to instructors. All Interactive Presentations posted on Blackboard. Proof of attendance and feedback at Interactive Presentations recorded through YSU app (oohlala.com).

Campus Engagement/Activities: Participate in four activities with at least one being outside of the specific college/varies by college. Eventually attendance will be recorded through YSU app (oohlala.com). Currently students posting to Blackboard or other online platforms per instructor's direction.

If you have not implemented this recommendation to date, please explain.

6C Develop digital capabilities: Colleges and universities must be part of a consortium to develop digital tools and materials, including open educational resources, that provide students with high-quality, low-cost materials. Please complete the section that aligns with the implementation status of your college/university.

Please identify your institution's implementation status:

No change from prior year's report

Please briefly explain your implementation status.

Piloted in FY16 and fully implemented in FY17, YSU continues to promote its digital program and looks for opportunities for expansion on an ongoing basis.

If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

In addition to becoming an Open Textbook Network Consortium member in September 2016, and hiring an Open Education Resource point-person, many efforts are underway regarding digital content that are also expanded upon in the subsequent section:

- Barnes & Noble LoudCloud Open Access Resources providing supplemental resources for 32 Courses at a substantially reduced cost of just \$25.
- The First Day Ready textbook cost reduction initiative has reduced students' costs by roughly \$765,000 annually.
- The B&N Price-Match program saved students \$71,893.
- Executed a contract with TopHat to begin in spring of 2019 with a estimated and conservative cost savings of \$250,000 in the first year of this partnership.
- Since the program started in summer of 2017 YSU faculty have adopted 15 OER textbooks and have saved students a total of \$53,465.
- In an effort to encourage the adoption of Open Education Resources, the following incentives are available to faculty:
 - \$200 Open Textbook Network and Open Textbook Network course review.
 - \$750 for Open Resource, LoudCloud, or TopHat adoption (with minimal changes in material) or \$1,500 for department making such a group decision.
 - \$1000 for individual course LoudCloud adoption with some significant edits (editor would receive stipend).

If you have not implemented this recommendation to date, please explain.

Reducing Textbook Costs for Students

Ohio Revised Code Section 3333.951(C) requires Ohio’s public colleges and universities to report their efforts toward reducing textbook costs for students. Please discuss all initiatives implemented, including those related to 6A, 6B, and 6C above, that ensure students have access to affordable textbooks.

Initiative	Explanation of Initiative	Cost Savings to Students
First Day Ready Program	In partnership with B&N, this program makes course materials available to students at a reduced price and on the first day of class. This program is based on evidence that shows students who have instructional materials are more likely to succeed academically than students who do not have course materials.	\$765,780
Textbook Price-Match Program	To ensure optimal textbook pricing for students, YSU’s bookstore partner matches the price of any textbook found elsewhere at a lower price, as negotiated by the university in its contract with Barnes & Noble.	\$71,893
Open Education Resources	Makes available to YSU faculty the Open Textbook Network and Open Textbook Network course review; Open Resource or LoudCloud adoption (with minimal changes in material); and a \$1,000 incentive for individual course LoudCloud adoption with some significant edits.	Under development.

Textbook Cost Study

Ohio Revised Code Section 3333.951(D) requires Ohio’s public colleges and universities to conduct a study to determine the current cost of textbooks for students enrolled in the institution and submit the study to the Chancellor by a date prescribed by the Chancellor. Please share the results of your study below.

Category	Amount
Average cost for textbooks that are new	\$83.92 (a 5.3% reduction from prior yr.)
Average cost for textbooks that are used	\$68.26 (a 10.5% reduction from prior yr.)
Average cost for rental textbooks	\$43.82 (a 5.8% reduction from prior yr.)
Average cost for eBook	\$42.55 (a 31% reduction from prior yr.)

Textbook Selection Policy Ohio Revised Code Section 3345.025 requires the board of trustees of each state institution of higher education to adopt a textbook selection policy for faculty to use when choosing and assigning textbooks and other instructional materials. Has your college’s/university’s board of trustees adopted a textbook selection policy? In Process

Recommendation 7 | Time to Degree

7A Education campaign: Develop an education campaign on course loads needed to graduate.

Note: This exercise is not necessary to conduct annually.

Please identify your institution's implementation status.

No change from prior year's report

Please briefly explain your implementation status.

Implemented and ongoing.

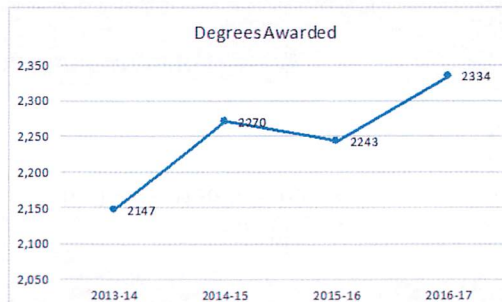
If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

This has been implemented via advising practices, communications strategies, and via new student orientation.

Changing the tuition bulk-rate from 12-15 credit hours to 12-17 credit hours has incentivized students to take more credits, thereby fostering earlier completion. Beginning in FY16, revenue was reduced by approximately \$860,000 per semester, thus, saving students \$1.7 million per academic year. Since FY16, cumulative savings to students is estimated at \$5.1 million.

In addition, YSU has aggressively implemented the College Credit Plus program. Over the past three years, YSU established agreements with 46 school districts and has served approximately 4,300 students, resulting in cumulative savings of \$7.6 million since FY16. The credit hours earned by these students reduces the number of semesters necessary to complete a bachelor's degree.

At YSU, student access and success is at the forefront of virtually everything we do. As a result, YSU as seen marked improvements in student success as measured by the number of degrees awarded and other such factors.



The institutional emphasis on student success at YSU is underscored by the FY15 creation of the Division of Student Success, led by the Associate Provost for Student Success.

If you have not implemented this recommendation to date, please explain.

7B Graduation incentive: Establish financial and graduation incentives to encourage full-time students to take at least 15 credits per semester.

Note: Once fully implemented, this exercise is not necessary to conduct annually.

Please identify your institution's implementation status.

Implemented recommendation in FY18

Please briefly explain your implementation status.

Implemented in FY18 but not effective until FY19, YSU's Penguin Tuition Promise program incentivizes students to graduate within four years in order to enjoy guaranteed and stable tuition pricing for 12 consecutive semesters. YSU's program was implemented pursuant to Ohio Revised Code section 3345.48.

If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.

In FY16, YSU modified its bulk-rate tuition pricing structure from 12-15 credit hours to 12-17 credit hours, thereby incentivizing students to take more credits and fostering earlier degree completion. Beginning in FY16, revenue was reduced by approximately \$860,000 per semester, resulting in savings to students of \$1.7 million per academic year. Since FY16, cumulative savings to students is estimated at \$5.1 million.

If you have not implemented this recommendation to date, please explain.

7C Standardize credits for degree: Streamline graduation requirements so that most bachelor's degree programs can be completed within 126 credit hours or less, and associate degree programs can be completed within 65 credit hours or less. Exceptions are allowed for accreditation requirements.

Please identify the share of programs at your institution that require more than 126 credit hours to earn a baccalaureate or more than 65 credit hours to earn an associate degree.

At YSU, there are 66 programs (24%) that require more than 126 credits to graduate. However, of these 66 programs, 21 are music programs that if treated in this report as one broader program would result in an adjusted share of 16% requiring more than 126 hours. For associate degree programs, there are 17 programs (58%) that require more than 65 credit hours.

Please explain the major reasons specific academic program may require more than 126 or 65 credit hours to earn the respective degree.

Some YSU programs require more than 126/65 credit hours due to strict educational and practicum requirements of accrediting organizations common for professional degree programs.

7D Data-driven advising: Enhance academic advising services so that students benefit from both high-impact, personalized consultations and data systems that proactively identify risk factors that hinder student success.

Please identify your institution's implementation status: Implemented recommendation in FY18
Please briefly explain your implementation status. Upgrade of degree audit software called Uachieve was implemented in spring of 2018 and unveiled to the university community. The software is available to students, advisors, faculty and chairs to aid in the advisement of students and to assist in the completion of degrees on time. The audit allows the student or advisor to see the courses that a student needs, the courses that a student has transferred into YSU, and allows the planning of future coursework by indicating requirements that have yet to be fulfilled.
If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.
If you have not implemented this recommendation to date, please explain.

7E Summer programs: Evaluate utilization rates for summer session and consider opportunities to increase productive activity.

Please identify your institution's implementation status: No change from prior year's report
Please briefly explain your implementation status. YSU's Penguin Jump Start program has been successful and ongoing.
If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings. The Jump Start Summer program offers a menu of General Education courses at reduced tuition (\$500/class for up to 2 three credit classes). Board of Trustees and ODHE approvals were obtained for the tuition reduction and fee waiver. The program was designed to increase fall matriculation and decrease cost and time to degree. Enrollment has been good, and the fall matriculation rates of accepted incoming freshmen are higher than that of the general student body (94% vs. 33%). Cumulative student savings is estimated to be approximately \$150,000 since program inception.
If you have not implemented this recommendation to date, please explain.

7F Pathway agreements: Develop agreements that create seamless pathways for students who begin their educations at community or technical colleges and complete them at universities.

Please provide the details of the work completed related to this area in FY18 only.

Currently YSU is working with ODHE on the development of transfer pathway agreements that will be coherent across all state institutions for seamless transition from 2- to 4-year schools in specific disciplines. We have completed or are in the process of completing the following pathway agreements: Business, Economics, Geography, Political Science, Math, Psychology, Social Work, Sociology, Anthropology, Studio and Fine Arts, English, History, Music, Philosophy, and Theatre.

At the end of FY18, how many articulation pathway agreements does your college/university have in place? How many are 2+2? How many are 3+1? Is the number of pathways available for students increasing?

YSU currently has 2 agreements with 4-year institutions, 2 consortiums, and 40 agreements with 2-years institutions. We are continually developing new agreements with schools in Ohio and out-of-state.

Please discuss efficiencies gained by implementing this recommendation. Please discuss how students have benefited, in terms of both cost and quality of their education.

By design, students enrolled in such pathways can complete degree programs more quickly and at a substantially lower cost.

7G Competency-based education: Consider developing or expanding programs that measure student success based on demonstrated competencies instead of through the amount of time students spend studying a subject.

Please provide the details of work completed related to this area in FY18 only.

YSU has considered this recommendation and has concluded it will not move substantially in this direction, absent the current professional programs that are offered that already have a component of competency based education built into their curriculum, particularly given that licensure/certification tests often require the demonstration of various professional competencies.

Please discuss efficiencies gained by implementing this recommendation. Please discuss how students have benefited, in terms of both cost and the quality of their education. In particular, how many students are estimated to be served by the college's/university's competency-based education programs? Has your college/university seen improvements in completion rates? Have students seen cost savings?

Recommendation 8 | Course and Program Evaluation

This recommendation is not applicable this year. Per O.R.C 3345.35, the colleges and universities need to address this recommendation every five years. The next applicable date is FY22.

What steps, if any, did your college/university take in FY18 to share courses/programs with partnering colleges/universities?

Delivery of YSU academic programs at Lakeland Community College (or via hybrid delivery) serves students in allied health, public health, criminal justice, and social work bachelor's degrees, and the master's degree in social work.

In addition, YSU is involved in discussions with Kent State and the University of Akron to identify additional opportunities for shared courses and programs.

If you implemented course/program sharing, please discuss efficiencies gained, including cumulative efficiencies to date.

Student costs are lowered by the differential between the tuition price for 30 credits at a community college tuition versus at YSU. Data necessary to calculate estimated efficiencies is being gathered and was not available at the time this report was completed (September 2018).

Recommendation 9 | Co-located Campuses

Ohio Revised Code Section 3333.951 requires Ohio’s co-located colleges/universities to annually review best practices and shared services in order to improve academic and other services and reduce costs for students. Co-located campuses are then required to report their findings to the Efficiency Advisory Committee.

Please identify efficiencies gained in FY18 only.

Co-located campus: _____ *Not applicable* _____

Type of Shared Service or Best Practice (IE: Administrative, Academic, etc.)	Please include an explanation of this shared service.	Monetary Impact from Shared Service

Section III: Policy Reforms

Recommendation 10 | Policy Reforms

10A Financial Advising: Provide financial advising and training to students.

<p>Please identify your institution's implementation status: No change from prior year's report</p>
<p>Please briefly explain your implementation status.</p>
<p>Implemented and ongoing.</p>
<p>If the college/university previously implemented this recommendation and saw efficiencies gained in FY18, please identify and include cumulative savings.</p> <p>Beginning with the 2017-18 academic year, all first-year YSU students are required take a First Year Experience course that includes financial literacy and advising coursework.</p>
<p>If you have not implemented this recommendation to date, please explain.</p>

10B Obstacles: The Ohio Department of Higher Education and/or state legislature should seek to remove any obstacles in policy, rule, or statute that inhibit the efficiencies envisioned in these recommendations.

<p>What legislative obstacles or policy roadblocks, if any, inhibit efficiencies and affordability practices at the college/university?</p> <ul style="list-style-type: none"> • Chancellor's required approval of tuition and fee waivers. Such waivers are consistent with the intent of the Governor's Task Force, i.e., waivers are designed to lower student costs. However, the state's review and approval processes can oftentimes delay implementation. • Recognition that YSU's already-low tuition (see Cost Diagnostic) is itself a remarkable value to students. • Reducing barriers to monetizing assets such as the sale or leasing of property. State rules presently require reviews and approvals of multiple state entities, including the Department of Administrative Services, the Attorney General's Office, and the Governor's Office.

Construction Reform

<p>Please discuss efficiencies gained in FY18 from the 2012 Construction Reform legislation.</p> <p>YSU uses the standardized processes and procedures required for campus construction to optimize the cost of construction and renovations to campus buildings.</p>

Additional Practices

Are there additional efficiency practices your college/university implemented in FY18 to ensure students have access to an affordable and quality education? Please identify.

Section IV: Master Recommendation #1 - Students Must Benefit

For chart #1, please provide the cost savings/avoidance in FY18 ONLY for the three specified categories. For chart #2, of the FY18 cost savings/avoidance to your respective college/university, please provide how much of that cost avoidance/savings was redeployed or invested into initiatives that benefit students and/or promote operational excellence.

NOTES: Please do NOT include cumulative savings as this is for FY18 only. Cumulative savings may be discussed in your above response to each recommendation. Feel free to add additional lines as necessary.

Chart #1:

Category	Recommendation	FY18 (Actual)
Cost savings/avoidance to the college/university in FY18 ONLY	3A/B Campus/Collaborative contracts	\$3,846,331
	5C Organizational Structure	\$1,596,115
	5F Space Utilization (Energy Savings)	\$3,800,000
	Subtotal of Institutional Efficiency Savings	\$9,242,446
New resource generation for the college/university in FY18 ONLY	4A Assets & Operations	\$9,785,000
	4B Operations Review	\$9,593,333
	4C Affinity Partnerships & Sponsorships	\$27,181,000
	Subtotal of New Resource Generation	\$46,559,333
Cost savings/avoidance to students in FY18 ONLY	4C Affinity Partnerships (YSU Foundation)	\$8,100,000
	5A Cost Diagnostic: Scholarships	\$28,731,176
	5A Cost Diagnostic: Below-Average Tuition & Fees	\$14,384,349
	6 Textbook Affordability	\$1,141,138
	7 Time to Degree	\$4,233,333
	Subtotal of Student Savings	\$56,649,996

Chart #2:

Category	Amount Invested in FY18	Explanation
Reductions to the total cost of attendance (tuition, fees, room and board, books and materials, or related costs — such as technology)	\$23,625,487	Amount reflects revenues foregone as a result of YSU's affordable tuition as compared to other regional public universities; plus scholarship support from the YSU Foundation that directly lowers the cost of attendance; plus savings enjoyed by YSU students from textbook affordability initiatives.
Student financial aid	\$28,791,176	Amount represents direct savings to students through YSU's scholarship allowance expense, as reported on YSU's audited financial statements.
Student success services, particularly with regard to completion and time to degree	\$3,628,728	Amount represents YSU's investment in the Division of Student Success, which includes career counseling, academic advising, the Center for Student Progress, disability services, student employment, college access and transition services, and student inclusion and enrichment services.
Investments in tools related to affordability and efficiency	\$8,693,197	Amount represents YSU's investment in information technology improvements primarily geared toward efficiencies related to student instruction via classroom IT and campus infrastructure.
Improvements to high-demand/high-value student programs	\$85,565,168	Amount represents YSU's FY18 Academic Affairs budget, driven primarily by investments in key programs in the areas of health sciences, such as nursing, and STEM fields, as well as professional degree programs.
<i>Add other categories as needed</i>		

Section V: Master Recommendation #2 – Five-year Goals

An updated copy of the five-year goal template is attached. Please provide the data to complete the template, including information already provided in Section IV. In addition, if you have any updates or changes that need to be made to your five-year goals submitted in 2016, please update.

See attached MasterRecommendation2. Template to complete.

MASTER RECOMMENDATION 2: FIVE-YEAR GOAL FOR INSTITUTIONAL EFFICIENCY SAVINGS AND NEW RESOURCE GENERATION

Category	Recommendation	Component	Description	FY 2017 (Estimate)	FY 2017 (Actual)	FY 2018 (Estimate)	FY 2018 (Actual)	FY 2019 (Estimate)	FY 2020 (Estimate)	FY 2021 (Estimate)	Subtotal	Budget Narrative/Explanation of Efficiency Savings \$\$ (attach additional sheets if necessary)	
Efficiency Savings	3A	Campus contracts	Require employees to use existing contracts for purchasing goods and services.	\$ 150,000	\$ 67,000	\$ 1,500,000	\$ 2,159,935	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 8,226,935	Board of Trustees passed a resolution June 2017 requiring the use of State and Local contracts; this savings will be significantly increased next year as a result.	
	3B	Collaborative contracts	Savings linked to contracts shared with the IUC and other collaborations	\$ 142,000	\$ 199,114	\$ 178,255	\$ 1,617,247	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ 6,616,961		
	3C	Organizational structure	Each institution should review its organizational structure in line with best practices to identify opportunities to streamline and reduce costs	\$ 900,000	\$ 1,100,000	\$ 1,000,000	\$ 1,596,115	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,696,115		
	5D	Health care costs	Like other employers, colleges and universities, have experienced rapid growth in health care costs	\$ -	\$ 1,600,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 3,600,000		
	5E	Data Centers	YSU had entered into a reciprocity agreement with the University of Akron to share data center space and is currently negotiating with Cleveland State University for a similar agreement	\$ 10,000	\$ -	\$ 17,000	\$ 17,000	\$ 17,000	\$ 20,000	\$ 20,000	\$ 74,000		
	N/A	Energy	YSU's construction of a new steam plant will provide sustainable energy that is produced more efficiently and cleanly and at a significantly lower cost than purchasing steam from outside vendors	\$ 1,700,000	\$ 2,855,607	\$ 2,000,000	\$ 9,242,446	\$ 9,000,000	\$ 9,000,000	\$ 9,000,000	\$ 39,098,053		
	6A	Textbook Affordability	Savings to students via negotiated costs of materials; standardizing materials; developing digital capabilities; Barnes & Noble; and YSU investment	\$ 300,000	\$ 326,421	\$ 900,000	\$ 1,141,138	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,467,559		
	7A	Graduation Incentive	Change in bulk tuition rate	\$ 1,700,000	\$ 1,720,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 1,700,000	\$ 6,520,000		
	N/A	Additional Efficiency Practices	Increased scholarships for students	\$ 25,000,000	\$ 26,017,022	\$ 27,000,000	\$ 28,791,176	\$ 28,000,000	\$ 28,000,000	\$ 28,000,000	\$ 134,818,198		
	N/A	Compacts	Enterprise systems savings			\$ 130,200	\$ 130,200	\$ 130,200	\$ 130,200	\$ 130,200	\$ 520,800		
N/A	Compacts	Multimedia classroom savings			\$ 250,000	\$ 250,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 472,000			
			Subtotal Efficiency Savings	\$ 29,902,000	\$ 33,895,164	\$ 35,175,455		\$ 45,021,200	\$ 45,024,200	\$ 45,024,200	\$ 216,110,021		
Category	Recommendation	Component	Description	FY 2017 (Estimate)	FY 2017 (Actual)	FY 2018 (Estimate)	FY 2018 (Actual)	FY 2019	FY 2020	FY 2021	Subtotal	Budget Narrative/Explanation of New Resource Generation \$\$ (attach additional sheets if necessary)	
New Resource Generation	4A	Asset review	Conduct an assessment of non-core assets to determine their market value if sold, leased or otherwise repurposed.	\$ 16,000,000	\$ 19,378,333	\$ 18,000,000	\$ 19,378,333	\$ 19,000,000	\$ 19,000,000	\$ 19,000,000	\$ 95,756,667		
	4C	Affinity partnerships and sponsorships	Upon determining assets and operations that are to be retained, evaluate opportunities for affinity relationships and sponsorships.	\$ 8,000,000	\$ 7,900,000	\$ 8,000,000	\$ 8,100,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 40,000,000		
	4C	Affinity partnerships and sponsorships	particularly academic excellence, student access and success and community engagement; plus sponsorship agreements with outside entities.	\$ 50,000,000	\$ 50,000,000	\$ 25,000,000	\$ 27,181,000	\$ 25,000,000	\$ -	\$ -	\$ -	\$ 102,181,000	We See Tomorrow fundraising campaign: \$100 million goal.
				Subtotal New Resource Generation	\$ 74,000,000	\$ 77,278,333	\$ 51,000,000	\$ 54,659,333	\$ 52,000,000	\$ 27,000,000	\$ 27,000,000	\$ 237,937,667	
TOTAL OF COMBINED INSTITUTIONAL OPPORTUNITIES FOR ENHANCED STUDENT AFFORDABILITY				\$ 103,902,000	\$ 111,173,497	\$ 86,175,455	\$ 54,659,333	\$ 97,021,200	\$ 72,024,200	\$ 72,024,200	\$ 454,047,688		



**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, as detailed in **Exhibit K**.



**YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Second Quarter 2019**

Transfers to fund the \$2,076,609 FY2018 scholarship deficit and \$200,000 for strategic planning:

<u>FROM</u>	<u>AMOUNT</u>
<i>Various Designated Funds</i>	
Scholarship Reserve	\$ 591,904
Federal Match Reserve	310,634
Tech & Lab Mat. Fee Carry Fwd	320,642
College Fee Carry Fwd	198,498
Program Fee Carry Fwd	109,241
Technology Master Plan	132,306
Subtotal	<u>\$ 1,663,225</u>
<i>Various Auxiliary Plant Reserve Funds</i>	
Andrews Recreation & Wellness Center Plant Reserve	\$ 59,313
Housing Services Plant Reserve	387,600
Kilcawley Center Plant Reserve	32,227
Parking Plant Reserve	134,244
Subtotal	<u>\$ 613,384</u>
Total Transfers Out	<u><u>\$ 2,276,609</u></u>

<u>TO</u>	<u>AMOUNT</u>
<i>Designated Funds</i>	
Operating Carry Fwd	\$ 2,076,609
Strategic Initiatives	200,000
Total Transfers In	<u><u>\$ 2,276,609</u></u>

transfer report 9-30-18 Action Report
Prepared By Controller's Office

DIVIDER

**UNIVERSITY AFFAIRS
COMMITTEE**



**RESOLUTION TO MODIFY AND RETITLE
ENSURING BOARD OVERSIGHT ON
INTERCOLLEGIATE ATHLETICS POLICY, 3356-6-03**

WHEREAS, University Policies are being reviewed and re-conceptualized 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;

WHEREAS, the Ensuring Board Oversight on Intercollegiate Athletics policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies, and has been updated and modified to more clearly reflect the university's administrative oversight of intercollegiate athletics.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Ensuring Board Oversight on Intercollegiate Athletics, policy number 3356-6-03, to be retitled as Governance of Intercollegiate Athletics, shown as **Exhibit L** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-6-03 **Ensuring board oversight on Governance of intercollegiate athletics.**

~~Previous Policy Number: 6004.01~~

Responsible Division/Office: Intercollegiate Athletics

Responsible Officer: President and Executive Director of Athletics

Revision History: February 2012; June 2012; December 2018

Board Committee: University Affairs

Effective Date: ~~June 13, 2012~~ December 6, 2018

Next Review: ~~2017~~23

-
- (A) Policy statement. The intercollegiate athletics programs at Youngstown state university (university) will be managed to reflect the educational values and mission of the university, to achieve the academic success of student-athletes, and to develop pride and support among students, faculty, staff, alumni and the community at large. The board of trustees will properly oversee athletics at Youngstown state university. ~~Steps to ensure such oversight will be enumerated and followed.~~
- (B) Purpose. To delineate the roles of the university's board of trustees, and university administrators in the governance of intercollegiate athletics consistent with leadership and oversight responsibilities.
- (C) Scope. This policy applies to sports played at the collegiate level with eligibility requirements established by the NCAA.
- (~~B~~D) Oversight by the board of trustees. ~~Action steps.~~—The board of trustees ~~carries out its oversight through the following actions:~~ provides broad oversight of the intercollegiate athletics program's fiscal integrity, administrative structure, operational activities and the overall development and success of student-athletes to ensure consistency with the mission of the university, the mission of the athletics department, and in compliance with applicable laws, regulations, and university policy. The board of trustees carries out this over sight by:
- (1) Delegating administrative responsibility for intercollegiate athletics and its management to the office of the president and lending its full and public support to the president in the execution of ~~his/her~~these duties.

**Agenda Item E.4.a
Exhibit L**

- (2) Approving, with the president, standards of accountability and benchmarks against which to measure the success of the intercollegiate athletics program, in particular, those related to the academic performance and progress of the student-athletes and reviewing the same at least annually.
- (3) Holding the president responsible for the appropriate execution of those responsibilities, assessing presidential performance during periodic reviews.
- (4) Reviewing and approving the intercollegiate athletics budget as part of the regular institutional budget process, including revenue, expenditures, compensation procedures for athletic director and coaches, debt capacity, and gift policies, in keeping with the board of trustees' overall responsibility as financial stewards of the institution.
- (5) Reviewing and approving the intercollegiate athletics' mission statement that reflects the university's mission and academic values.
- (6) Including in new board member orientation an overview of the intercollegiate athletics department and review of all policies.
- (7) Ensuring the full integration of the intercollegiate athletics department into the administrative structure of the university.
- (8) Periodically conducting a review of governance policies related to intercollegiate athletics.
- (9) Ensuring the proper independent oversight of all funds raised and expended by booster clubs and affiliated organizations.
- (10) Monitoring the compensation packages and contract terms of the athletic director and head coaches of major sports and ensuring compensation policies are consistent with the university's overall standards.

(E) Responsibilities of the president of the university. The responsibilities of the president include, but are not limited to:

- (1) Exercising ultimate administrative responsibility for the conduct and control of the intercollegiate athletics program.

- (2) Overseeing the university's executive director of athletics.
- (3) In conjunction with the executive director of athletics and appropriate athletics department staff:
 - (a) Establishing appropriate measures and benchmarks necessary to assess the success of the intercollegiate athletics program.
 - (b) Establishing and upholding academic and eligibility standards for student-athletes that reflect the university's mission and values.
- (4) Appointing and establishing the term of the NCAA faculty representative.
- (F) Responsibilities of the executive director of athletics. The responsibilities of the executive director of athletics include, but are not limited to:
 - (1) Developing the athletic department's mission statement and ensuring that it reflects the university's mission and academic values.
 - (2) Exercising day-to-day control over the activities of the athletic department including but not limited to student-athlete educational programs and objectives, personnel decisions, corporate sponsorships/partnerships, broadcasting contracts, affiliated organizations and fund raising efforts.
 - (3) Providing information regarding accountability and benchmarks to the university president and board of trustees.
 - (4) Administering financial and managerial affairs with transparency and adherence to university business practices.
 - (5) Communicating clearly with the board of trustees, coaches, administrators, students, faculty, boosters and alumni concerning compliance with institutional, conference and NCAA rules and regulations; the mission, values and goals of the athletics department; appropriate contact with donors and students.
 - (6) Establishing expectations for on and off-field ethical and respectful standards of behavior for coaches and student-athletes appropriate to their positions and as representatives of the university.

(7) Monitoring and promoting compliance with all federal, state, institutional, conference, and NCAA rules and regulations to which the university is subject including provisions concerning gender equity.

(8) Reporting and responding to known and alleged NCAA violations according to procedures established by the NCAA and informing the president of such violations.

(G) Responsibilities of the NCAA faculty representative. The responsibilities of the NCAA faculty representative include but are not limited to:

(1) Ensuring and promoting the academic, health and social welfare of student-athletes.

(2) Serving as the liaison between the faculty and the athletic department.

(3) Representing the university with the NCAA and with its conferences.

3356-6-03 Governance of intercollegiate athletics.

Responsible Division/Office: Intercollegiate Athletics
Responsible Officer: President and Executive Director of Athletics
Revision History: February 2012; June 2012; December 2018
Board Committee: University Affairs
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. The intercollegiate athletics programs at Youngstown state university (university) will be managed to reflect the educational values and mission of the university, to achieve the academic success of student-athletes, and to develop pride and support among students, faculty, staff, alumni and the community at large. The board of trustees will properly oversee athletics at Youngstown state university.
- (B) Purpose. To delineate the roles of the university's board of trustees, and university administrators in the governance of intercollegiate athletics consistent with leadership and oversight responsibilities.
- (C) Scope. This policy applies to sports played at the collegiate level with eligibility requirements established by the NCAA.
- (D) Oversight by the board of trustees. The board of trustees provides broad oversight of the intercollegiate athletics program's fiscal integrity, administrative structure, operational activities and the overall development and success of student-athletes to ensure consistency with the mission of the university, the mission of the athletics department, and in compliance with applicable laws, regulations, and university policy. The board of trustees carries out this oversight by:
 - (1) Delegating administrative responsibility for intercollegiate athletics and its management to the office of the president and lending its full and public support to the president in the execution of these duties.
 - (2) Approving, with the president, standards of accountability and benchmarks against which to measure the success of the intercollegiate athletics program, in particular, those related to the

academic performance and progress of the student-athletes and reviewing the same at least annually.

- (3) Holding the president responsible for the appropriate execution of those responsibilities, assessing presidential performance during periodic reviews.
 - (4) Reviewing and approving the intercollegiate athletics budget as part of the regular institutional budget process, including revenue, expenditures, compensation procedures for athletic director and coaches, debt capacity, and gift policies, in keeping with the board of trustees' overall responsibility as financial stewards of the institution.
 - (5) Reviewing and approving the intercollegiate athletics' mission statement that reflects the university's mission and academic values.
 - (6) Including in new board member orientation an overview of the intercollegiate athletics department and review of all policies.
 - (7) Ensuring the full integration of the intercollegiate athletics department into the administrative structure of the university.
 - (8) Periodically conducting a review of governance policies related to intercollegiate athletics.
 - (9) Ensuring the proper independent oversight of all funds raised and expended by booster clubs and affiliated organizations.
 - (10) Monitoring the compensation packages and contract terms of the athletic director and head coaches of major sports and ensuring compensation policies are consistent with the university's overall standards.
- (E) Responsibilities of the president of the university. The responsibilities of the president include, but are not limited to:
- (1) Exercising ultimate administrative responsibility for the conduct and control of the intercollegiate athletics program.

- (2) Overseeing the university's executive director of athletics.
 - (3) In conjunction with the executive director of athletics and appropriate athletics department staff:
 - (a) Establishing appropriate measures and benchmarks necessary to assess the success of the intercollegiate athletics program.
 - (b) Establishing and upholding academic and eligibility standards for student-athletes that reflect the university's mission and values.
 - (4) Appointing and establishing the term of the NCAA faculty representative.
- (F) Responsibilities of the executive director of athletics. The responsibilities of the executive director of athletics include, but are not limited to:
- (1) Developing the athletic department's mission statement and ensuring that it reflects the university's mission and academic values.
 - (2) Exercising day-to-day control over the activities of the athletic department including but not limited to student-athlete educational programs and objectives, personnel decisions, corporate sponsorships/partnerships, broadcasting contracts, affiliated organizations and fund raising efforts.
 - (3) Providing information regarding accountability and benchmarks to the university president and board of trustees.
 - (4) Administering financial and managerial affairs with transparency and adherence to university business practices.
 - (5) Communicating clearly with the board of trustees, coaches, administrators, students, faculty, boosters and alumni concerning compliance with institutional, conference and NCAA rules and regulations; the mission, values and goals of the athletics department; appropriate contact with donors and students.

- (6) Establishing expectations for on and off-field ethical and respectful standards of behavior for coaches and student-athletes appropriate to their positions and as representatives of the university.
 - (7) Monitoring and promoting compliance with all federal, state, institutional, conference, and NCAA rules and regulations to which the university is subject including provisions concerning gender equity.
 - (8) Reporting and responding to known and alleged NCAA violations according to procedures established by the NCAA and informing the president of such violations.
- (G) Responsibilities of the NCAA faculty representative. The responsibilities of the NCAA faculty representative include but are not limited to:
- (1) Ensuring and promoting the academic, health and social welfare of student-athletes.
 - (2) Serving as the liaison between the faculty and the athletic department.
 - (3) Representing the university with the NCAA and with its conferences.



**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 September 6, 2018, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2018-2019 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

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

SUMMARY OF PERSONNEL ACTIONS
Athletics Employees
7/16/18 through 10/15/18

Appointments – 8

New Positions – 1

- Classified Civil Service – 1

Replacement Positions – 7

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 6

Separations – 7

- Professional Administrative Excluded – 7

Promotions – 1

- Professional Administrative Excluded – 1

Salary Adjustments – 5

- Professional Administrative Excluded – 5

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY
Brumfield, Katrina	Excluded	Assistant Coach Track Field	Track - Women's	8/1/2018	1.00	\$ 34,340.00
Gilliam, Chelsea	Excluded	Head Coach Women's Bowling	Women's Bowling	9/30/2018	1.00	\$ 34,171.33
Merrigan, Joshua	Excluded	Assistant Coach Baseball	Baseball	8/10/2018	1.00	\$ 33,005.00
Neu, Conner	Excluded	Assistant Coach Track Field Throws	Track - Women's	8/26/2018	0.50	\$ 16,838.00
Seaver, John	Excluded	Assistant Coach Track Throws	Track - Men's	8/26/2018	0.50	\$ 16,838.00
Stanko, Jacqueline	Excluded	Assistant Coach Swim & Diving	Swimming & Diving - Women's	10/15/2018	0.75	\$ 17,922.45
Steinburg, Robert	Excluded	Assistant Coach Men's Basketball	Basketball - Men's	9/28/2018	1.00	\$ 95,445.00

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Smith, Eric	Excluded	Assistant Coach Baseball	Baseball	8/1/2018	1.00	\$ 33,005.05	\$18,475.00

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Bruinsma, Kevin	Excluded	Asst Coach Player Personnel	Basketball - Men's	10/1/2018	1.00	\$ 50,500.00	1.00	\$ 69,185.00
Molinari, Joseph	Excluded	Asst Coach Men's Basketball	Basketball - Men's	10/1/2018	1.00	\$ 75,750.00	1.00	\$ 81,305.00
Reese, Daniel	Excluded	Asst Coach Special Asst	Basketball - Men's	10/1/2018	1.00	\$ 25,250.00	1.00	\$ 24,401.60
Richmond, Mark	Excluded	Asst Coach Quality Ctrl Men BB	Basketball - Men's	10/1/2018	1.00	\$ 50,500.00	1.00	\$ 40,905.00
Slay, Jason	Excluded	Asst Coach Men's Basketball	Basketball - Men's	10/1/2018	1.00	\$ 75,750.00	1.00	\$ 61,105.00



**RESOLUTION TO MODIFY
FRINGE BENEFITS, EXCLUDED PROFESSIONAL/ADMINISTRATIVE
EMPLOYEES FEE REMISSION PROGRAM POLICY, 3356-7-31**

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

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

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

WHEREAS, the Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Fringe Benefits, Excluded Professional/Administrative Employees Fee Remission Program, policy number 3356-7-31, shown as **Exhibit N** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-31 Fringe benefits, excluded professional/administrative employees fee remission program.

~~Previous Policy Number: 7015.01~~

Responsible Division/Office: Human Resources

Responsible Officer: [Vice President](#) for Legal Affairs and Human Resources

Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; [December 2018](#)

Board Committee: University Affairs

Effective Date: December 16, 2016

Next Review: 2021

-
- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (~~B~~) Tuition or fee remission eligibility. University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found [here at the benefits section of the office of human resources website](#).
- (~~B~~C) Parameters.
- (1) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application/~~affidavit~~ in order to receive tuition remission.

- (2) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session are available to full-time and .75 full-time equivalent (“FTE”) employees.
- (3) Instructional fee remission is available for spouses of full-time and .75 FTE employees.
- (4) Instructional fee remission is available for full-time and .75 FTE employees’ dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- (5) Instructional ~~and general~~ fees remission ~~are~~ is available for former full-time and .75 FTE employees who are retired. Instructional fee remission is available for retirees’ ~~their~~ spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- (6) Dependent children of an deceased employee ~~who dies~~ are eligible for fee remission of instructional ~~and general~~ fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
- (7) A surviving spouse of an deceased employee ~~who dies~~ is eligible for remission of instructional ~~and general~~ fees as long as the spouse remains unmarried. A stepchild of a ~~deceased~~ employee ~~who dies~~ is eligible for fee remission until the end of the academic years in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.
- (8) A part-time employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and non-credit continuing education.
- (9) Fee remission is available to eligible employees enrolling in classes bearing Youngstown state university credit (including classes audited and non-credit continuing education).

(ED) Procedures.

- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee’s assigned duties and responsibilities. Supervisors may make exceptions to this

restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.

- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete an [electronic tuition remission form](#) ~~tuition remission application and forward it to the office of human resources~~ prior to taking advantage of the fee remission benefit for each academic term. [The Tuition remission forms application are](#) ~~is~~ available on the office of human resources website, ~~or from the office of financial aid and scholarships.~~ [For non-credit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.](#)
- (4) The office of human resources will certify eligibility of the applicant and forward the ~~form~~ [electronic application](#) to the office of financial aid and scholarships for processing.
- ~~(5) — Employees covered by collective bargaining should refer to their respective agreement.~~

3356-7-31 Fringe benefits, excluded professional/administrative employees fee remission program.

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016; December 2018
Board Committee: University Affairs
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) Tuition or fee remission eligibility. University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at the [benefits section](#) of the office of human resources website.
- (C) Parameters.
- (1) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is eligible for fee remission. Employees must also complete the university's application in order to receive tuition remission.

- (2) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session are available to full-time and .75 full-time equivalent ("FTE") employees.
- (3) Instructional fee remission is available for spouses of full-time and .75 FTE employees.
- (4) Instructional fee remission is available for full-time and .75 FTE employees' dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- (5) Instructional fee remission is available for former full-time and .75 FTE employees who are retired. Instructional fee remission is available for retirees' spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- (6) Dependent children of a deceased employee are eligible for fee remission of instructional fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
- (7) A surviving spouse of a deceased employee is eligible for remission of instructional fees as long as the spouse remains unmarried. A stepchild of a deceased employee is eligible for fee remission until the end of the academic years in which the stepchild reached age twenty-five only as long as the surviving spouse of the deceased employee remains unmarried.
- (8) A part-time employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment. This formula for part-time employees also applies to classes and non-credit continuing education.
- (9) Fee remission is available to eligible employees enrolling in classes bearing Youngstown state university credit (including classes audited and non-credit continuing education).

(D) Procedures.

- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete an electronic tuition remission application prior to taking advantage of the fee remission benefit for each academic term. The tuition remission application is available on the office of human resources website. For non-credit courses, eligible employees are required to make an application using the enrollment form provided by the college offering the course, in addition to the electronic application process in advance of enrollment.
- (4) The office of human resources will certify eligibility of the applicant and forward the electronic application to the office of financial aid and scholarships for processing.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO RESCIND
FRINGE BENEFITS, NON-CREDIT CONTINUING
EDUCATION FEE REMISSION POLICY, 3356-7-32**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the University Policy governing Fringe Benefits, Non-Credit Continuing Education Fee Remission, policy number 3356-7-32, shown as **Exhibit O**, attached hereto.

RESCINDED 3356-7-32 **Fringe benefits, non-credit continuing education fee remission.**

Previous Policy Number: 7015.04
Responsible Division/Office: Finance and Administration/Human Resources
Responsible Officer: VP for Finance and Administration
Revision History: March 1999; January 2012
Board Committee: University Affairs
Effective Date: **March 14, 2012**
Next Review: 2017

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living. University employees who are in a bargaining unit should refer to their collective bargaining agreement for information regarding eligibility for continuing education fee remission.
- (B) Continuing education fee remission eligibility. Full-time and three-quarter part-time employees shall be entitled to instructional fee remission twice per calendar year for non-credit continuing education courses offered through the university's metro college.
- (C) Parameters.
- (1) An eligible employee's spouse and dependent children shall each be entitled to instructional fee remission once per calendar year for such non-credit continuing education courses, provided there is an enrollment slot available above and beyond the enrollment level required to fund the course.
- (2) Charges for materials, facilities, texts, and consumable or other non-instructional items are the responsibility of the enrollee and shall be payable at the time of registration.

Agenda Item E.4.d
Exhibit O

- (3) The responsibility for making a determination regarding the required enrollment level in any given course rests with the university.
- (D) Procedures.
- (1) Eligible employees or dependents are required to make application in advance of enrollment on a form provided by the Metro college office of university outreach and in accordance with established deadlines.
 - (2) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a non-credit continuing education class that is offered during their normal work hours must initiate a discussion and obtain approval of the matter from their appropriate academic department chairperson or department/unit supervisor well in advance of the class registration period.
 - (3) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
 - (4) In addition to the registration form, employees are required to complete a Metro college employee remission form and forward it with the registration form. Employee remission forms are available on the Metro college website: <http://web.yzu.edu/metro/>.



**RESOLUTION TO MODIFY
FRINGE BENEFITS TO PART-TIME FACULTY POLICY, 3356-7-33**

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

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

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

WHEREAS, the Fringe Benefits to Part-Time Faculty policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Fringe Benefits to Part-Time Faculty, policy number 3356-7-33, shown as **Exhibit P** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-33 Fringe benefits to part-time faculty.

~~Previous Policy Number: 7015.05~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for ~~Finance~~Legal Affairs and ~~Administration~~Human Resources

Revision History: December 1998; September 2001; November 2010; February 2012; December 2018

Board Committee: University Affairs

Effective Date: ~~June 13~~December 6, 2012

Next Review: ~~2017~~23

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) The university may provide these and other fringe benefits for part-time faculty:
- (1) Sick leave. Per section 124.38 of the Revised Code and rules 123:1-32-03, -04, and -05 of the Administrative Code, part-time faculty members earn sick leave at the rate of 4.6 hours for each eighty hours of service (equates to .0575 hours per workload hour per week).
 - (2) Fee remission. Part-time faculty who teach two or more workload hours in a given semester at the university receive remission of one-half of the instructional fee for up to three credit hours per term, regardless of the number of hours taught. The maximum benefit per academic year cannot exceed nine credit hours. Credit hours may be accrued and used during the fall and spring semesters of an academic year and the summer term that follows spring semester. The office of financial aid and scholarships administers this program.

**Agenda Item E.4.e
Exhibit P**

- (3) Parking. Part-time faculty will be given a parking permit that entitles them to use university parking facilities for any term they teach. Permits may be obtained from the office of parking services.
- (4) Retirement. Part-time faculty are enrolled in the state teachers retirement system (“STRS”). Participation involves contributions from the individual and the university based upon annual gross salary. The part-time faculty member’s service during any academic year is reported to STRS on a prorated basis in which forty workload hours are the equivalent of one year of service.
- (5) Discounts. Part-time faculty receive a discount of twenty per cent on all purchases of five dollars or more at the university bookstore with the presentation of a valid identification card. They also receive discounts on tickets to intercollegiate athletic events and the university theater.
- (6) Facility use. Part-time faculty are entitled to use Maag library and the recreational facilities in Beeghly center and Stambaugh stadium. A valid identification card is required.
- (7) Further information about part-time faculty can be found in the current edition of the “Part-Time Faculty Manual.” ~~Copies are available on the office of the provost’s website:~~
[https://ysu.edu/sites/.../Part-time Faculty Manual 8 10 2017.pdf](https://ysu.edu/sites/.../Part-time_Faculty_Manual_8_10_2017.pdf)
~~http://web.ysu.edu/provost/.~~
- ~~(8) — Employees covered by collective bargaining are referred to their respective agreement.~~

3356-7-33 Fringe benefits to part-time faculty.

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: December 1998; September 2001; November 2010; February 2012; December 2018
Board Committee: University Affairs
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (B) The university may provide these and other fringe benefits for part-time faculty:
- (1) Sick leave. Per section 124.38 of the Revised Code and rules 123:1-32-03, -04, and -05 of the Administrative Code, part-time faculty members earn sick leave at the rate of 4.6 hours for each eighty hours of service (equates to .0575 hours per workload hour per week).
 - (2) Fee remission. Part-time faculty who teach two or more workload hours in a given semester at the university receive remission of one-half of the instructional fee for up to three credit hours per term, regardless of the number of hours taught. The maximum benefit per academic year cannot exceed nine credit hours. Credit hours may be accrued and used during the fall and spring semesters of an academic year and the summer term that follows spring semester. The office of financial aid and scholarships administers this program.
 - (3) Parking. Part-time faculty will be given a parking permit that entitles them to use university parking facilities for any term they

teach. Permits may be obtained from the office of parking services.

- (4) Retirement. Part-time faculty are enrolled in the state teachers retirement system (“STRS”). Participation involves contributions from the individual and the university based upon annual gross salary. The part-time faculty member’s service during any academic year is reported to STRS on a prorated basis in which forty workload hours are the equivalent of one year of service.
- (5) Discounts. Part-time faculty receive a discount of twenty per cent on all purchases of five dollars or more at the university bookstore with the presentation of a valid identification card. They also receive discounts on tickets to intercollegiate athletic events and the university theater.
- (6) Facility use. Part-time faculty are entitled to use Maag library and the recreational facilities in Beeghly center and Stambaugh stadium. A valid identification card is required.
- (7) Further information about part-time faculty can be found in the current edition of the “Part-Time Faculty Manual” ([Part-Time Faculty Manual](#)).



**RESOLUTION TO MODIFY AND RETITLE
WORKPLACE VIOLENCE, THREATS, AND
DISRUPTIVE BEHAVIOR POLICY, 3356-7-04**

WHEREAS, University Policies are being reviewed and re-conceptualized 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;

WHEREAS, the Workplace Violence, Threats, and Disruptive Behavior policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing Workplace Violence, Threats, and Disruptive Behavior, policy number 3356-7-04, to be retitled as Workplace and Off-Campus Violence, Threats and Disruptive Behavior, shown as **Exhibit Q** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-04 **Workplace and off-campus violence, threats, and disruptive behavior.**

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: December 2012; September 2017
Board Committee: University Affairs
Effective Date: ~~September 7, 2017~~ December 6, 2018
Next Review: 20223

- (A) Policy statement. Youngstown state university (university) is committed to providing a supportive working and learning environment that is safe and free from threats, intimidation, unreasonable disruptions and violence and to helping students and employees avoid the use of violence, threats or similar behavior in any context.
- (B) Purpose. To promote a safe ~~work~~ environment that ~~encourages knowledge acquisition and productive employment assures by assuring~~ an appropriate and prompt response to ~~any workplace or campus~~ violence or threat of violence, and provide assistance to and hold employees and students who are perpetrators of threats, violence and abusive behavior accountable for their behavior.
- (C) Scope. This policy applies to all university employees, students, faculty, visitors and all persons who, while not university employees, perform work or provide services both on university property and for the benefit of the university.
- (D) Definitions for purposes of this policy.
- (1) ~~“Workplace t”~~Threats or violence.” Violent, abusive or threatening conduct against persons or property that is sufficiently severe or intimidating to result in or create a reasonable risk of property damage, physical injury, death, or psychological harm. reasonably interfere with the normal activities or functioning of the workplace. Workplace tThreats or violence include, but are not limited to, physical violence; family and relationship violence, stalking, sexual, emotional, verbal or and psychological intimidation or; ~~verbal~~ abuse; crimes of violence, and possession of a deadly weapon.

- (2) “Workplace.” Any location owned, leased, or rented by the university, or any location where a university employee is acting in the course and scope of employment. This includes, but is not limited to, buildings, grounds, and surrounding property, including streets, parking lots, field locations, classrooms, and residence halls. It also includes vehicles when those vehicles are used for university business.
- (3) “Workplace threats or violence.” Threats or violence that occur in the workplace.
- (4) “Off-campus.” Any location which does not fall within the policy definition of workplace.
- (5) “Off-campus threats or violence.” Threats or violence that occurs off-campus.
- (26) “~~Workplace~~ Disruptive behavior.” Inappropriate behavior, confrontation, or conflict which occurs in the university workplace and unreasonably interferes with ~~or prevents~~ the normal activities or functioning of the ~~workplace~~ university.
- ~~(3) “Workplace.” Any university-owned or controlled property or university service or event.~~
- (47) “Family and relationship violence.” Any type of domestic violence as defined by section 2919.25 of the Revised Code.
- (58) “Deadly weapon.” Any instrument, device, or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon as defined by section 2923.11 of the Revised Code.
- (9) “Criminal conviction.” Being found guilty, entering into a guilty plea or pleading no contest or nolo contendere.
- (10) “Perpetrator.” An individual who engages in threats or violence as defined by this policy.
- (E) Prohibited behavior includes, but is not limited to:
- (1) Verbal abuse or outbursts, the creation of conflict between co-workers, use of profanity/offensive language, or inappropriate interactions with students, coworkers, supervisors or others.
 - (2) Any direct or implied threats to an individual or the individual’s family, friends, associates, or property.

- (3) Physical conduct that results or could reasonably result in harm to people or property.
 - (4) The illegal possession, use or unauthorized storage of a deadly weapon on university property or at university-sponsored events.
 - (5) Intimidation or harassment that has the intent or effect of disrupting the work or learning environment and/or results in fear for personal safety.
 - (6) The use of university property or resources, including but not limited to ~~such as~~ work time, telephones, faxes, mail, email, or the internet, to threaten, ~~or~~ harass, intimidate or abuse someone.
 - (7) Repeated unwanted contact from one person to another which causes an individual to reasonably feel alarm or fear violence.
- (F) Reporting/duty to disclose.
- (1) An employee who has been identified as a perpetrator in a police report, criminally charged with, arrested for, criminally convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, shall inform the university's chief human resources officer ("CHRO"), or designee, within seven calendars days of the event. The CHRO, or designee, will notify the employee's immediate supervisor as appropriate.
 - (a) The employee may be subject to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44 Background checks).
 - (b) The necessity for and type of university action that will be taken, including disciplinary action, pursuant to this policy will depend on a variety of factors including but not limited to:
 - (i) The nature and gravity of the incident/crime.
 - (ii) The degree of relevance to the employee's position and duties.
 - (iii) The impact on the employee's ability to continue to effectively perform their job duties.

(iv) The impact on the reputation, position or standing of the university.

(v) Any other relevant information.

- (12) An employee who is the victim of violence in the workplace, or believes he or she has been or is being threatened with violence in the workplace, or witnesses an act or threat of violence in the workplace shall take the following steps:
- (a) If the situation is one of immediate danger, contact the university police department (330-941-3527 or 911 from a university phone) or local law enforcement by dialing 911 and take whatever emergency steps are available and appropriate to protect yourself or others from immediate harm, including seeking immediate assistance for persons in need of medical care; then file a report with the university police department and the chief human resources officer as soon as possible.
 - (b) If the situation is not one of immediate danger, report the incident to the appropriate supervisor and to the chief human resources officer as soon as possible. A police report should also be filed with the university police department.
 - (c) The university police department, the chief human resources officer and managers and supervisors are to take all reported incidents of threatening and violent behavior in the workplace seriously and document the circumstance associated with the incident, including a record of information from all involved employees/students or witnesses as well as an assessment of the situation.
 - (d) All reported incidents will be investigated to the extent possible. The university will take appropriate remedial action to protect employees, faculty, and students.
- (23) An employee who is experiencing or witnessing disruptive workplace behavior should report the behavior to his/her supervisor. If the supervisor is the source of the disruptive behavior, the employee should contact the ~~chief human resources officer~~ CHRO, or designee.
-
- (4) In the event the university receives credible, verifiable information that an employee has been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or
-

sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon; the university will make a determination utilizing the criteria in section (F)(1)(b) of this policy regarding the necessity for and type of institutional action to be taken, including but not limited to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44 Background checks).

- (G) Education, response, and prevention.
- (1) Office of human resources.
 - (a) Provide annual training opportunities for all employees concerning workplace violence and family and relationship violence and familiarize new employees with this policy through new faculty and staff orientation materials and online postings on appropriate university websites.
 - (b) Proactively respond to potential indicators of violence or abuse by referring affected individuals to available resources provided by the university.
 - (c) In collaboration with the university police department, evaluate reported incidents of threatening or violent behavior on the perceived intent of the threat, nature of the threat, immediate risk factors and likelihood that harm will occur.
 - (d) Provide ongoing support by helping victims seek professional assistance, including referencing the university's employee assistance program provider on the human resources website.
 - (e) Promptly formulate and implement a plan of action in consultation with the Youngstown state university police and the appropriate manager or supervisor.
 - (f) Following an investigation, implement appropriate disciplinary action.
 - (g) Process corrective action consistent with university policy and/or collective bargaining agreements as applicable.
 - (h) Provide assistance to the employing unit, including information on the parameters guiding employee sick leave or personal leave benefits, employee assistance program

provider and individualized workplace safety plans.

- (2) Youngstown state university police department.
 - (a) In consultation with the office of human resources, the office of environmental and occupational health and safety (“EOHS”), and the appropriate office or department, the university police department will coordinate an individualized workplace safety plan in response to workplace violence and family relationship violence. Such plans may include changing work station and phone numbers as well as providing escort services to and from the building as circumstances warrant.
 - (b) Restore order in a conflict situation.
 - (c) Enforce the law, including existing protection orders.
 - (d) Arrange for emergency medical assistance when necessary.
 - (e) Participate on a crisis assessment team.
 - (3) Faculty, staff, and student employee responsibilities
 - (a) ~~Any~~ Any student or employee of the university who has obtained or is the subject of a ~~protective~~ order (ex parte, temporary, permanent, or civil) and/or a temporary restraining order must inform their immediate supervisor if they are an employee or the office of student conduct if they are a student, -and the university police department and provide a copy of the ~~protection~~ order to the university police department. Failure to provide this information places the student, employee and campus community at risk.
 - (b) Have knowledge of the policy.
 - (c) Attend educational training, counseling, or treatment as required, including but not limited to employee assistance program services and fitness for duty examinations.
- (H) Consequences for policy violations.
- (1) University employees who engage in workplace threats or violence or workplace disruptive behavior ~~determined to be in violation of this policy~~ will be subject to disciplinary action up to and including termination of employment consistent with university policies and/or bargaining unit agreements.

- ~~(2) — Students as perpetrators will be dealt with in accordance with the “The Code of Student Rights, Responsibilities, and Conduct.”~~
- (2) ~~Perpetrators of workplace or family and relationship violence~~ Employees who engage in other violations of this policy occurring in the workplace will ~~may~~ be required to complete a program of intervention which may include an educational program, counseling, and/or ongoing treatment, and may be subject to other university action including disciplinary action up to and including termination. ~~The university’s employee assistance program provider can provide the necessary services or referral to the necessary resources.~~
- (3) Students who engage in threats, violence or disruptive behavior will be subject to the “The Student Code of Conduct.”
- (4) Perpetrators may be determined persona non grata pursuant to rule 3356-7-45 of the Administrative Code (see university policy 3356-7-45 Persona non grata status for campus visitors).
- (5) Perpetrators may be subject to criminal charges.

3356-7-04 Workplace and off-campus violence, threats and disruptive behavior.

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: December 2012; September 2017
Board Committee: University Affairs
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. Youngstown state university (university) is committed to providing a supportive working and learning environment that is safe and free from threats, intimidation, unreasonable disruptions and violence and to helping students and employees avoid the use of violence, threats or similar behavior in any context.
- (B) Purpose. To promote a safe environment that assures an appropriate and prompt response to workplace or campus violence or threat of violence, and to provide assistance to and hold employees and students who are perpetrators of threats, violence and abusive behavior accountable for their behavior.
- (C) Scope. This policy applies to all university employees, students, faculty, visitors and all persons who, while not university employees, perform work or provide services both on university property and for the benefit of the university.
- (D) Definitions for purposes of this policy.
 - (1) “Threats or violence.” Violent, abusive or threatening conduct against persons or property that is sufficiently severe or intimidating to result in or create a reasonable risk of property damage, physical injury, death, or psychological harm. Threats or violence include, but are not limited to, physical violence, family and relationship violence, stalking, sexual, emotional, verbal or psychological intimidation or abuse; crimes of violence, and possession of a deadly weapon.
 - (2) “Workplace.” Any location owned, leased, or rented by the university, or any location where a university employee is acting in

the course and scope of employment. This includes, but is not limited to, buildings, grounds, and surrounding property, including streets, parking lots, field locations, classrooms, and residence halls. It also includes vehicles when those vehicles are used for university business.

- (3) “Workplace threats or violence.” Threats or violence that occur in the workplace.
 - (4) “Off-campus.” Any location which does not fall within the policy definition of workplace.
 - (5) “Off-campus threats or violence.” Threats or violence that occurs off-campus.
 - (6) “Workplace disruptive behavior.” Inappropriate behavior, confrontation, or conflict which occurs in the university workplace and unreasonably interferes with the normal activities or functioning of the university.
 - (7) “Family and relationship violence.” Any type of domestic violence as defined by section 2919.25 of the Revised Code.
 - (8) “Deadly weapon.” Any instrument, device, or thing capable of inflicting death and designed or specially adapted for use as a weapon, or possessed, carried or used as a weapon as defined by section 2923.11 of the Revised Code.
 - (9) “Conviction.” A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere).
 - (10) “Perpetrator.” An individual who engages in threats or violence as defined by this policy.
- (E) Prohibited behavior includes, but is not limited to:
- (1) Verbal abuse or outbursts, the creation of conflict between co-workers, use of profanity/offensive language, or inappropriate interactions with students, coworkers, supervisors or others.
 - (2) Any direct or implied threats to an individual or the individual’s family, friends, associates, or property.

- (3) Physical conduct that results or could reasonably result in harm to people or property.
 - (4) The illegal possession, use or unauthorized storage of a deadly weapon on university property or at university-sponsored events.
 - (5) Intimidation or harassment that has the intent or effect of disrupting the work or learning environment and/or results in fear for personal safety.
 - (6) The use of university property or resources, including but not limited to work time, telephones, faxes, mail, email, or the internet, to threaten, harass, intimidate or abuse someone.
 - (7) Repeated unwanted contact from one person to another which causes an individual to reasonably feel alarm or fear violence.
- (F) Reporting/duty to disclose.
- (1) An employee who has been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, shall inform the university's chief human resources officer ("CHRO"), or designee, within seven calendar days of the event. The CHRO, or designee, will notify the employee's immediate supervisor as appropriate.
 - (a) The employee may be subject to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44 Background checks).
 - (b) The necessity for and type of university action that will be taken, including disciplinary action, pursuant to this policy will depend on a variety of factors including but not limited to:
 - (i) The nature and gravity of the incident/crime.
 - (ii) The degree of relevance to the employee's position and duties.

- (iii) The impact on the employee's ability to continue to effectively perform their job duties.
 - (iv) The impact on the reputation, position or standing of the university.
 - (v) Any other relevant information.
- (2) An employee who is the victim of violence in the workplace, or believes he or she has been or is being threatened with violence in the workplace, or witnesses an act or threat of violence in the workplace shall take the following steps:
- (a) If the situation is one of immediate danger, contact the university police department (330-941-3527 or 911 from a university phone) or local law enforcement by dialing 911 and take whatever emergency steps are available and appropriate to protect yourself or others from immediate harm, including seeking immediate assistance for persons in need of medical care; then file a report with the university police department and the chief human resources officer as soon as possible.
 - (b) If the situation is not one of immediate danger, report the incident to the appropriate supervisor and to the chief human resources officer as soon as possible. A police report should also be filed with the university police department.
 - (c) The university police department, the chief human resources officer and managers and supervisors are to take all reported incidents of threatening and violent behavior in the workplace seriously and document the circumstance associated with the incident, including a record of information from all involved employees/students or witnesses as well as an assessment of the situation.
 - (d) All reported incidents will be investigated to the extent possible. The university will take appropriate remedial action to protect employees, faculty, and students.
- (3) An employee who is experiencing or witnessing disruptive workplace behavior should report the behavior to his/her

supervisor. If the supervisor is the source of the disruptive behavior, the employee should contact the CHRO, or designee.

- (4) In the event the university receives credible, verifiable information that an employee has been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon; the university will make a determination utilizing the criteria in section (F)(1)(b) of this policy regarding the necessity for and type of institutional action to be taken, including but not limited to a background check pursuant to rule 3356-7-44 of the Administrative Code (see university policy 3356-7-44 Background checks).

(G) Education, response, and prevention.

- (1) Office of human resources.
 - (a) Provide annual training opportunities for all employees concerning workplace violence and family and relationship violence and familiarize new employees with this policy through new faculty and staff orientation materials and online postings on appropriate university websites.
 - (b) Proactively respond to potential indicators of violence or abuse by referring affected individuals to available resources provided by the university.
 - (c) In collaboration with the university police department, evaluate reported incidents of threatening or violent behavior on the perceived intent of the threat, nature of the threat, immediate risk factors and likelihood that harm will occur.
 - (d) Provide ongoing support by helping victims seek professional assistance, including referencing the university's employee assistance program provider on the human resources website.
 - (e) Promptly formulate and implement a plan of action in consultation with the Youngstown state university police and the appropriate manager or supervisor.

- (f) Following an investigation, implement appropriate disciplinary action.
 - (g) Process corrective action consistent with university policy and/or collective bargaining agreements as applicable.
 - (h) Provide assistance to the employing unit, including information on the parameters guiding employee sick leave or personal leave benefits, employee assistance program provider and individualized workplace safety plans.
- (2) Youngstown state university police department.
- (a) In consultation with the office of human resources, the office of environmental and occupational health and safety (“EOHS”), and the appropriate office or department, the university police department will coordinate an individualized workplace safety plan in response to workplace violence and family relationship violence. Such plans may include changing work station and phone numbers as well as providing escort services to and from the building as circumstances warrant.
 - (b) Restore order in a conflict situation.
 - (c) Enforce the law, including existing protection orders.
 - (d) Arrange for emergency medical assistance when necessary.
 - (e) Participate on a crisis assessment team.
- (3) Faculty, staff, and student employee responsibilities
- (a) Any student or employee of the university who has obtained or is the subject of a protection order (ex parte, temporary, permanent, or civil) and/or a temporary restraining order must inform their immediate supervisor if they are an employee or the office of student conduct if they are a student, and the university police department and provide a copy of the order to the university police department. Failure to provide this information places the student, employee and campus community at risk.
 - (b) Have knowledge of the policy.

- (c) Attend educational training, counseling, or treatment as required, including but not limited to employee assistance program services and fitness for duty examinations.
- (H) Consequences for policy violations.
- (1) University employees who engage in workplace threats or violence or workplace disruptive behavior will be subject to disciplinary action up to and including termination of employment consistent with university policies and/or bargaining unit agreements.
 - (2) Employees who engage in other violations of this policy will be required to complete a program of intervention which may include an educational program, counseling, and/or ongoing treatment, and may be subject to other university action including disciplinary action up to and including termination.
 - (3) Students who engage in threats, violence or disruptive behavior will be subject to the “The Student Code of Conduct.”
 - (4) Perpetrators may be determined persona non grata pursuant to rule 3356-7-45 of the Administrative Code (see university policy 3356-7-45 Persona non grata status for campus visitors).
 - (5) Perpetrators may be subject to criminal charges.



**RESOLUTION TO MODIFY
BACKGROUND CHECKS POLICY, 3356-7-44**

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

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

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

WHEREAS, the Background Checks policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Background Checks, policy number 3356-7-44, shown as **Exhibit R** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-44 Background checks.

Responsible Division/Office: Human Resources
Responsible Officer: [Vice President](#) for Legal Affairs and Human Resources
Revision History: June 2011; September 2017; [December 2018](#)
Board Committee: University Affairs
Effective Date: ~~September 7, 2017~~ [December 6, 2018](#)
Next Review: 20223

- (A) Policy statement. Youngstown state university (university) is committed to providing a safe environment for all students, employees, and visitors to our campus and associated worksites and to protecting its funds, property, and other assets. Background checks promote safety and security and allow the university to make well-informed ~~hiring~~-[employment](#) decisions.

- (B) Scope. This policy applies to all [employees and](#) individuals (both internal and external) selected for a position with the university for full- and part-time faculty, professional/administrative, and classified positions. It is a condition of employment that all such individuals submit to the criminal background check procedures. Federal, state, and local regulations may also require background checks for specific individuals or positions.

- (C) Definitions.
 - (1) “Background check.” The process of verifying credentials or other information about a candidate, including but not limited to, a criminal history check, educational and license verification, financial history check, and employment history.

 - (2) “Conviction.” A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere) of a felony or misdemeanor, other than minor traffic offenses.

 - (3) “Criminal background check.” The process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or third party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal convictions. A criminal history record does not include an individual's conviction records that have been sealed by court order. Criminal records include in-state and out-of-state criminal history, including misdemeanor and felony convictions.

- (4) “Credit history check.” The process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency (credit report), or a third party vendor in the business of obtaining and providing credit reports.

(D) Parameters.

- (1) The chief human resources officer (“CHRO”) is responsible for developing procedures necessary for the implementation of this policy.
- (2) Former university employees who are proposed for rehire following an interrupted period of twelve months or more are subject to a criminal background check.
- (3) With the exception of minor traffic violations, a candidate who has falsified or withheld information will be disqualified from further consideration. This exception for minor traffic violations does not apply to positions which require a motor vehicle record check.
- (4) University departments, offices, or units may require additional background checks such as motor vehicle checks, driver insurability or license verification on final(s) for positions with corresponding job responsibilities.

(E) Procedures.

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

- (F) Guidelines for review of criminal background checks. In accordance with state and federal laws, a previous criminal conviction does not automatically disqualify a candidate from consideration for employment with the university. A candidate's eligibility will depend on a variety of factors, including but not limited to:
- (1) The nature of and circumstances surrounding any crime(s);
 - (2) The time elapsed since conviction, rehabilitation record, and completion of any sentence;
 - (3) The actions and activities of the individual since the crime(s), including the individual's subsequent work history and the truthfulness and completeness of the candidate's disclosure of the conviction(s);
 - (4) The nature and duties of the position;
 - (5) Any other relevant information.
- (G) Employee continuing duty to disclose/necessity for criminal background check.
- (1) Current employees who are convicted of or arrested for a criminal offense (other than a minor traffic violation) ~~may be subject to a criminal background check. Therefore, employees are required~~ have a continuing duty to report any conviction or arrest to the ~~or immediate supervisor~~ CHRO or designee within ~~three~~ seven calendar days of the conviction or arrest. ~~The immediate supervisor will notify the office of human resources regarding the receipt of a notification from an employee~~ so that a determination may be made regarding the necessity to initiate a background check.
 - (2) Current employees who have been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, have a continuing duty to report this information to the CHRO, or designee, within seven calendar days of the occurrence and may be subject to a background check (see rule 3356-7-04 of the Administrative Code and university policy 3356-7-04 Workplace and off-campus violence, threats and disruptive behavior).
 - ~~(23)~~ Current employees convicted of a criminal offense may be subject to further action, up to and including termination, consistent with

university policies, [laws/statutes](#) and applicable collective bargaining agreements.

- (H) Use of background checks. Background checks will be used to evaluate individuals for employment [or continued employment](#) and will not be used to discriminate on the basis of race, color, national origin, religion, creed, sex, disability, age, veteran's status, sexual orientation, or political affiliation.
- (I) Confidentiality. Background checks may only be administered pursuant to this policy and in accordance with human resources procedures. Results of background checks will only be disclosed to the extent necessary to administer and enforce this policy or as required by law or appropriate legal process. Violation of the confidentiality requirement is grounds for discipline up to and including termination of employment.

3356-7-44 Background checks.

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: June 2011; September 2017; December 2018
Board Committee: University Affairs
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. Youngstown state university (university) is committed to providing a safe environment for all students, employees, and visitors to our campus and associated worksites and to protecting its funds, property, and other assets. Background checks promote safety and security and allow the university to make well-informed employment decisions.
- (B) Scope. This policy applies to all employees and individuals (both internal and external) selected for a position with the university for full- and part-time faculty, professional/administrative, and classified positions. It is a condition of employment that all such individuals submit to the criminal background check procedures. Federal, state, and local regulations may also require background checks for specific individuals or positions.
- (C) Definitions.
- (1) “Background check.” The process of verifying credentials or other information about a candidate, including but not limited to, a criminal history check, educational and license verification, financial history check, and employment history.
 - (2) “Conviction.” A guilty verdict, a guilty plea, or a plea of no contest (nolo contendere) of a felony or misdemeanor, other than minor traffic offenses.
 - (3) “Criminal background check.” The process of gathering and reviewing criminal history records or information furnished by a criminal justice agency or third party vendor in the business of obtaining and providing criminal history records relating to an individual's criminal convictions. A criminal history record does

not include an individual's conviction records that have been sealed by court order. Criminal records include in-state and out-of-state criminal history, including misdemeanor and felony convictions.

- (4) "Credit history check." The process of gathering and reviewing financial history records or information furnished by any court of civil law, credit reporting agency (credit report), or a third party vendor in the business of obtaining and providing credit reports.

(D) Parameters.

- (1) The chief human resources officer ("CHRO") is responsible for developing procedures necessary for the implementation of this policy.
- (2) Former university employees who are proposed for rehire following an interrupted period of twelve months or more are subject to a criminal background check.
- (3) With the exception of minor traffic violations, a candidate who has falsified or withheld information will be disqualified from further consideration. This exception for minor traffic violations does not apply to positions which require a motor vehicle record check.
- (4) University departments, offices, or units may require additional background checks such as motor vehicle checks, driver insurability or license verification on final(s) for positions with corresponding job responsibilities.

(E) Procedures.

- (1) Candidates who are considered to be finalists in a job search are required to provide a written release authorizing a background check using a prescribed form and are required to provide necessary authorization and information for all other applicable background checks. A state of Ohio and a federal criminal background check will be conducted for final candidates who are under consideration.

- (2) Criminal history, including sex offender checks, will be conducted for the selected candidate for all positions as noted in this policy.
 - (3) A credit history will be conducted for any positions with access to or responsibility for cash receipts, cash accounts, blank checks, checking accounts or other bank accounts. Credit checks will also be required for positions that initiate accounting/financial transactions that are not reviewed or verified by others, positions that have override authority for spending, and deans, directors and/or department head or above. Current employees who assume these duties during the course of their employment will be subject to a credit history check.
- (F) Guidelines for review of criminal background checks. In accordance with state and federal laws, a previous criminal conviction does not automatically disqualify a candidate from consideration for employment with the university. A candidate's eligibility will depend on a variety of factors, including but not limited to:
- (1) The nature of and circumstances surrounding any crime(s);
 - (2) The time elapsed since conviction, rehabilitation record, and completion of any sentence;
 - (3) The actions and activities of the individual since the crime(s), including the individual's subsequent work history and the truthfulness and completeness of the candidate's disclosure of the conviction(s);
 - (4) The nature and duties of the position;
 - (5) Any other relevant information.
- (G) Employee continuing duty to disclose/necessity for criminal background check.
- (1) Current employees who are convicted of or arrested for a criminal offense (other than a minor traffic violation) have a continuing duty to report any conviction or arrest to the CHRO, or designee, within seven calendar days of the conviction or arrest so that a

determination may be made regarding the necessity to initiate a background check.

- (2) Current employees who have been identified as a perpetrator in a police report, criminally charged with, arrested for, convicted of, or sentenced for a crime involving violence, family and relationship violence, stalking, menacing, intimidation, or possession of a deadly weapon, have a continuing duty to report this information to the CHRO, or designee, within seven calendar days of the occurrence and may be subject to a background check (see rule 3356-7-04 of the Administrative Code and university policy 3356-7-04 Workplace and off-campus violence, threats and disruptive behavior).
 - (3) Current employees convicted of a criminal offense may be subject to further action, up to and including termination, consistent with university policies, laws/statutes and applicable collective bargaining agreements.
- (H) Use of background checks. Background checks will be used to evaluate individuals for employment or continued employment and will not be used to discriminate on the basis of race, color, national origin, religion, creed, sex, disability, age, veteran's status, sexual orientation, or political affiliation.
- (I) Confidentiality. Background checks may only be administered pursuant to this policy and in accordance with human resources procedures. Results of background checks will only be disclosed to the extent necessary to administer and enforce this policy or as required by law or appropriate legal process. Violation of the confidentiality requirement is grounds for discipline up to and including termination of employment.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
UNSCHEDULED LEAVE POLICY, 3356-7-16**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of a University Policy governing Unscheduled Leave policy number 3356-7-16, shown as **Exhibit S** attached hereto.

**Board of Trustees Meeting
December 6, 2018
YR 2019-**

Agenda Item E.4.h

NEW 3356-7-16 Unscheduled Leave Policy.

Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: December 2018
Board Committee: University Affairs
Effective Date: December 6, 2018
Next Review: 2023

- (A) Policy statement. As a comprehensive university with a resident student community, Youngstown state university (university) must maintain certain essential functions and services regardless of whether the university, or a portion of the university, has been closed due to inclement weather or other extraordinary circumstances. When unscheduled leave is in effect, nonessential employees may elect to work or take accrued leave or leave without pay. Under unscheduled leave, employees are not required to provide usual advance notice when they have determined travel to or remaining on campus may reasonably jeopardize their safety.
- (B) Purpose. To provide consistent guidelines and procedures for employees and students to follow when an emergency situation necessitates the declaration of unscheduled leave.
- (C) Scope. This policy applies to all employees, including student employees and students of the university, with the exception of employees deemed to be essential employees.
- (D) Definitions.
 - (1) Unscheduled leave. Leave that nonessential university employees may take in the event of extreme weather or similar emergency circumstances which prevents them from reporting to or continuing work as usual.
 - (2) Essential function or service. A function or service designated as indispensable to the continued and safe operation of the university. Essential functions and services include but are not limited to snow removal, public safety, telecommunications, environmental, student residence, and food services. Essential functions and services may vary depending on circumstances.

- (3) Essential employee. An employee whose presence is required regardless of the existence of an emergency and whose absence from duty could endanger the safety and/or well-being of the campus population and/or physical plant.

(E) Parameters.

- (1) The use of unscheduled leave is only available when the president or his/her designee has invoked the unscheduled leave policy.
- (2) Essential personnel are required to report for work when unscheduled leave is declared, unless they are specifically notified not to report by their supervisor.
- (3) Individuals utilizing unscheduled leave do not need to request and have leave pre-approved; however they are responsible for notifying their supervisor, or in the case of students their instructor, when they intend to take leave or be absent from class.
- (4) The type of leave taken must be consistent with other university policies and/or bargaining unit agreements. Employees may not use sick leave for a unscheduled leave absence unless the absence meets the criteria established for sick leave by their bargaining unit agreement or other board of trustees' policy.
- (5) Leave without pay may only be utilized if the employee has no other appropriate leave time available.
- (6) This policy may be invoked for the entire campus; only certain buildings or areas of campus; for an entire day[s] or portion of a day[s].
- (7) This policy may be invoked when the university is operating in "classes cancelled" status.

(F) Procedures.

- (1) The president, or his/her designee, has the authority to invoke this policy. The decision to invoke this policy will be communicated to the campus community via normal electronic media.
- (2) Supervisors will establish reasonable procedures for nonessential employees to follow to notify their departments if unscheduled leave is taken.
- (3) All leave taken must be reported and approved on either the bi-weekly time sheet or the semi-monthly leave report as applicable.

- (4) Faculty members seeking to cancel classes during declared unscheduled leave must follow their department procedures.
- (G) Policy violation. Employees who fail to adhere to the requirements of this policy without sufficient justification, will be subject to appropriate disciplinary action.
- (H) Students. Students should consult course syllabi and the university's [e-bulletin](#) for procedures regarding absence from class.



**RESOLUTION TO APPROVE THE SELECTION OF AN ASSOCIATE
VICE PRESIDENT AND CHIEF HUMAN RESOURCES OFFICER**

WHEREAS, the Office of Human Resources provides leadership and guidance on strategic and operational activities pertaining to the recruitment, selection, appraisal, compensation, recognition, and development of employees as well as administering robust employee benefit and labor relations programs; and

WHEREAS, the Board of Trustees approved the authorization of a search in accordance with University Policy 3356-9-02; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Cynthia Kravitz as the Associate Vice President and Chief Human Resources Officer, effective December 7, 2018.

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 1 of 3



YOUNGSTOWN STATE UNIVERSITY

Issue Date:

Salary Range: L11 Excluded

Reviewed By: JG/HJ/AB

FLSA Review: Exempt

Hiring Range: \$115,372 - \$155,805

TITLE: Associate Vice President & Chief Human Resources Officer

DEPARTMENT: Office of Human Resources

JOB SUMMARY:

Serves as senior officer and provides overall leadership for the Office of Human Resources; provides strategic leadership for the development, implementation, communication, and administration of programs and processes related to human resources. Provides long range strategic planning and managing a high performance work force; establishes goals, systems and controls to ensure that all human resource programs are aligned with the University's strategic objectives and carried out in accordance with relevant laws, policies and regulations. Manages a budgeted staff and broad responsibilities, including: employment policies and programs, compensation, benefits, performance management, labor and employee relations, recruiting and retention, training and development, organizational development, human resource information systems, and compliance associated with all applicable federal, state and local laws. Working in collaboration with the President and Tod Hall Leaders, the AVP & CHRO defines and implements a labor relations strategy that ensures a positive and productive work environment with YSU's labor unions.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Plans, assigns, directs and reviews the work of the Office of Human Resources; assigns and reviews the work of subordinates, trains and orients staff members, authorizes the use of paid leaves, investigates workplace incidents and issues corrective action as required, evaluates work performance, interviews candidates for employment and recommends hiring.

Provides overall leadership for the Office of Human Resources; develops long and short range goals for the Division; achieves human resources strategic and financial objectives in support of the university's strategic and financial goals; provides leadership to advance the division's mission of attracting, retaining, and developing a community of talented and diverse individuals in support of the university's strategic plan.

Serves as a member of the university's executive leadership; assists in formulating and administering University policies and procedures; assists in development of plans and initiatives that align with the university-level strategic initiatives; provides general support for the Board of Trustees in the area of Human Resources.

Fulfills responsibilities of human resource management including benefits, wellness, training and organizational development, compensation, records, talent acquisition and employee engagement.

Recommends, administers and interprets policy; ensures compliance with legislative mandates.

Agenda Item E.4.i

Issued to: Support Material

**PROFESSIONAL/ADMINISTRATIVE STAFF
POSITION DESCRIPTION**

Page 2 of 3

Plans, monitors and maintains department budget; monitors department spending to ensure that expenditures do not exceed budgetary limitations; approves operating expenses.

Represents the University to external constituencies; serves on various department, division and University committees; collaborates with colleagues across the campus and executive leadership.

Interprets the various labor agreements; conducts investigations and approves actions in disciplinary matters; participates in the grievance procedures and contract negotiations when requested; provides positive resolution to employee concerns in a confidential and professional manner.

Administers the centralized program by maintaining current job descriptions for all non-instructional positions; responsible for audits of all positions requesting reclassification and all recommended actions.

Facilitates the recruitment, screening, selection, orientation and employment of non-instructional employees. Authors vacancy announcements and develops internal postings and external advertisements; assists search committees in identifying hiring criteria and interview questions; provides logistical support to the search process to ensure compliance with employment laws and university policy.

Attempts positive resolution to employee concerns in a confidential and professional manner.

Supervisory responsibility for the work of staff, maintenance of the personnel files, departmental budget, and employment related data necessary for statistical reporting. Ensures compliance with ongoing University policies, procedures, and programs. Advises employees and supervisors on employment related issues or concerns. Conducts exit interviews with separating employees. Maintains records and recommends operating structure of university departments. Oversees maintenance of university organizational charts. Facilitates and coordinates special projects.

OTHER FUNCTIONS & RESPONSIBILITIES: Performs other related duties as assigned.

SUPERVISION EXERCISED: Supervision is exercised over management staff, professional/ administrative staff, classified staff and student employees.

REPORTS TO: Reports to the Vice President for Legal Affairs and Human Resources and serves as the top advisor to the President and Cabinet related to matters affecting all employee groups.

PHYSICAL REQUIREMENTS: None

REQUIRED CERTIFICATIONS AND/OR LICENSURES: None

MINIMUM QUALIFICATIONS:

Bachelor's degree in Human Resources, Business Administration or related field; minimum of ten (10) years of increasingly responsible professional human resources experience. Firm knowledge and experience in standard HR practices and evidence of strong leadership abilities are expected. The successful candidate will demonstrate the ability to organize the HR unit around the work force while stressing quality of service and demonstrate the ability to engage the use of technology to manage data. The role of HR in strategic planning is essential and is prominent in the responsibility of this position. Must have a proven record of engaging best practices and continuous improvement. Must demonstrate proven leadership ability with the highest degree of personal integrity, outstanding people skills, organizational acumen, and a commitment to affirmative action, a strong

service orientation and excellent written and oral communication skills.

PREFERRED QUALIFICATIONS:

Experience in a senior level HR leadership role in higher education with collective bargaining and comprehensive knowledge of federal, state and public sector labor law is highly preferred.

I hereby acknowledge that I have reviewed this position description and fully understand my job duties and responsibilities in their entirety. I understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions. I further understand that Youngstown State University may make modifications, additions, or deletions to this position description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

If I have any questions about my job duties and responsibilities, I will contact my immediate supervisor or a member of Human Resources.

Signature: _____

Date: _____

Print Name: _____

1155 Logan Woods Drive
Hubbard, Ohio 44425

Cynthia A. Kravitz

330-519-6885
cakravitz@gmail.com

SKILLS

- Ability to work and communicate effectively with a diverse university community
- Proven leadership and management skills
- Understanding of automated human resource systems
- Deep knowledge of relevant statutory requirements
- Ability to balance and coordinate multiple priorities
- Comfortable working in a busy and dead-line oriented environment
- Fiscal and budgetary experience
- Respect for and adherence to confidentiality

PROFESSIONAL EXPERIENCE

Youngstown State University Youngstown, Ohio 2013-Present
Director of Equal Opportunity and Policy Development/Title IX Coordinator

Responsible for University compliance, training, reporting and tracking requirements and internal investigations under Title VII, O.R.C. Ch. 4112, Title IX, VAWA, Section 504 and Title II of the ADA/ADAA, ADEA, and the Rehabilitation Act of 1973. Developed and implemented a University-wide reporting, tracking and education program for the prevention of and response to incidents of sexual or gender-based Title IX and protected class discrimination.

Works cooperatively across campus to ensure that University Policies are reviewed in a timely and effective manner and that these policies align with institutional mission, goals and statutory requirements.

Provides responsive and timely advise and direction on reasonable accommodations, effective employee relations and management best practices.

Office of the Ohio Attorney General Youngstown, Ohio 2007-2013
Managing Attorney Youngstown Regional Office/Attorney General

Responsible for day-to-day management of the Youngstown Regional Office of the Ohio Attorney General. Staff included exempt, classified, and collective bargaining unit employees. Served as the liaison between the Office of the Ohio Attorney General and the local community and governmental entities.

Member of the Employment and Education Law Sections. Provided legal advice, representation and training to Ohio public colleges and universities in the areas of employment law, employee relations best practices, regulatory compliance, policy review and drafting with an emphasis in the areas of contractual and regulatory compliance.

Suhar & Macejko, LLC
Associate Attorney

Youngstown, Ohio

2006-2007

Practicing Attorney in a legal firm specializing in business and bankruptcy law. Successfully managed the continuing daily operations of businesses during the course of bankruptcy proceedings, business reorganizations, and Court ordered receivership. Areas of expertise included payroll, accounts payable, accounts receivable, compliance with Affirmative Action Plans, Federal Immigration Laws, the FLSA, existing collective bargaining agreements and state and federal Court orders.

AVI Foodsystems, Inc.
Human Resource Manager

Warren, Ohio

2005-2006

Oversaw employee relations for a closely held corporation offering vending and dining food services across 8 states and with a 7000 plus workforce of union and non-union, hourly and salaried employees. Supervised management practices and employee retention and evaluation processes to ensure compliance with corporate policies and benefits and state and federal regulations including Title VII, ADA, ADEA, HIPPA, FLSA, and FMLA. Investigated all allegations of discrimination, and conducted best practice training for management and supervisory staff.

Kravitz Bagels, Inc.

North Jackson, Ohio

1992-2005

Director of Human Resources, Corporate Purchasing Agent

Directed all aspects of labor relations and human resources for a bakery manufacturer with 90 plus employees and over 4 million dollars in annual sales. Implemented and managed the Health Care, Leave and Workers' Compensation Plans, drafted the Employee Handbook, oversaw the Drug-Free Workplace Program, developed and administered the Affirmative Action Program including internal auditing, employee training, and reporting. Responsible for pricing, contracting and purchasing of bulk raw ingredients necessary for the manufacturing process

Mahoning Valley Better Business Bureau Youngstown, Ohio
Arbitrator

1994-2003

Conducted quasi-judicial hearings and provided decisions in consumer disputes under the Ohio Vehicle Lemon Law and between consumers and the City of Youngstown Department of Water.

EDUCATION

Case Western Reserve University School of Law Cleveland, Ohio **Juris Doctor**
 Graduated in upper third of class, International Law Moot Court Team Member

State University of New York at Buffalo Buffalo, New York **BS Cum Laude**
 Speech Pathology and Audiology



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE
THE RECRUITMENT OF STAFF TO EFFECTUATE
THE MISSION OF EQUITY AND INCLUSION
AND EQUAL OPPORTUNITY**

WHEREAS, vacancies have occurred within the Office of Equal Opportunity and Policy Development, the Office of Multi-Cultural Affairs and the Student Diversity Office; and

WHEREAS, the mission and vision of the above offices are being reviewed for strategic alignment purposes and to review and re-focus on equity and inclusion across campus, including directing and implementing our equal employment policies and programs and to coordinate the implementation of the vision for campus regarding the culture of community, for students, faculty and staff; and

WHEREAS, the University may need to search for positions that may fall within the classification of Administrative Officers pursuant to University Policy Number 3356-9-02 which sets forth the selection procedures for recruiting qualified individuals for these positions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the President to recruit staff in order to effectuate the mission of equity and inclusion and equal opportunity.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO APPROVE THE RECRUITMENT
OF A DEAN OF THE BITONTE COLLEGE OF
HEALTH AND HUMAN SERVICES**

WHEREAS, a vacancy occurred in the Bitonte College of Health and Human Services upon the appointment of Dr. Joseph L. Mosca to the position of Interim Provost and Vice President for Academic Affairs; and

WHEREAS, the Bitonte College of Health and Human Services is comprised of eight academic departments, encompassing an array of majors, minors, certificate programs and one doctoral degree and has an enrollment of approximately 3,494 students; and

WHEREAS, the position of Dean is necessary for the betterment of the college and university; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the recruitment of a Dean of the Bitonte College of Health and Human Services, as recommended by the Interim Provost and Vice President for Academic Affairs of Youngstown State University.



**RESOLUTION TO RATIFY
PERSONNEL ACTIONS**

WHEREAS, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

WHEREAS, new appointments and other personnel actions have been made subsequent to the September 6, 2018, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2018-2019 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; and 3356-7-43, Externally Funded Professional/Administrative Staff;

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

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
7/16/18 through 10/15/18

Appointments – 40

New Positions – 14 *(Notated with an asterisk *)*

- Professional Administrative Excluded – 1
- Faculty – 13

Replacement Positions – 26

- Professional Administrative Staff – 9
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 16

Separations – 31

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 15
- Faculty – 9

Reclassifications/Position Adjustments – 20

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 1
- Faculty – 13

Promotions – 46

- Professional Administrative Excluded – 4
- Faculty – 42

Transfers – 2

- Professional Administrative Staff – 1
- Professional Administrative Externally Funded – 1

Salary Adjustments – 9

- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 3
- Faculty – 3

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT	FTE	SALARY
				DATES		
Baker, Stephanie	APAS	Interim Housing Coordinator	Housing & Residence Life	9/4/2018	1.000	\$ 31,000.00
Duchon, Colleen	APAS	Reference Librarian HHS	Maag Library	7/16/2018	1.000	\$ 42,000.00
Fitzpatrick, Ryan	APAS	Coordinator Theater Production	Theater and Dance	9/5/2018	1.000	\$ 43,500.00
Leonelli, Ashley	APAS	Coordinator Graduate Admissions	Dean-College of Graduate Studies	9/17/2018	1.000	\$ 44,000.00
Nolasco, Francisco	APAS	Academic Advisor 1	Dean - Coll of Creative Arts & Comm	9/4/2018	1.000	\$ 36,000.00
Russo, Carmen	APAS	Counselor Penguin Service Center	Registration & Records	8/1/2018	1.000	\$ 33,500.00
Swinning, Hilary	APAS	Housing Coordinator	Housing & Residence Life	7/30/2018	1.000	\$ 32,000.00
Thompson, Chelsea	APAS	Asst Dir Supp Instruct Svcs	Center for Student Progress	7/16/2018	1.000	\$ 42,767.00
Wolke, Rebecca	APAS	Counselor Penguin Service Center	Registration & Records	8/1/2018	1.000	\$ 32,100.00
Best, Heather	Excluded	Temporary Coordinator	College Access and Transition	10/3/2018	0.500	\$ 21,028.00
Noday, Linda*	Excluded	Temporary Coordinator	Disability Services	8/27/2018	1.000	\$ 32,338.00
Adair, Ken*	Faculty	Lecturer	Chemistry	8/15/2018	1.000	\$ 45,000.00
Ahmadi, Farzad	Faculty	Lecturer	Electrical & Computer Engineering	8/28/2018	1.000	\$ 70,800.00
Atef Yekta, Hoda*	Faculty	Lecturer	Management	8/15/2018	1.000	\$ 109,000.00
Bagley, Morgan	Faculty	Assistant Professor	Kinesiology and Sport Science	8/15/2018	1.000	\$ 59,500.00
Brickey, Russell*	Faculty	Lecturer	English	8/15/2018	1.000	\$ 41,489.00
Byers, Alexis	Faculty	Assistant Professor	Mathematics & Statistics	8/15/2018	1.000	\$ 56,000.00
Cornman, Edward*	Faculty	Lecturer	Nursing	8/15/2018	1.000	\$ 50,000.00
Ditchey, Paul*	Faculty	Lecturer	Communication	8/15/2018	1.000	\$ 44,000.00
Dolsak, Emily*	Faculty	Lecturer	Mathematics & Statistics	8/15/2018	1.000	\$ 41,489.00
Epler, Pam	Faculty	Assistant Professor	Teacher Education	8/15/2018	1.000	\$ 54,038.00
Fields, Ronald*	Faculty	Lecturer	English	8/15/2018	1.000	\$ 41,489.00
Fluker, Amy	Faculty	Assistant Professor	History	8/15/2018	1.000	\$ 54,038.00
Gaier, Robyn	Faculty	Lecturer	Philosophy & Religious Studies	8/15/2018	1.000	\$ 47,000.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Henderson, Kerri	Faculty	Lecturer	Accounting & Finance	8/15/2018	1.000	\$ 41,489.00
Iyer, Deepa	Faculty	Assistant Professor	Management	8/15/2018	1.000	\$ 114,000.00
Khavari, Sepideh*	Faculty	Lecturer	Mathematics & Statistics	8/15/2018	1.000	\$ 41,489.00
Leone, Alayne*	Faculty	Lecturer	Mathematics & Statistics	8/15/2018	1.000	\$ 41,489.00
Martin, Audra	Faculty	Assistant Professor	Social Work	8/15/2018	1.000	\$ 54,038.00
Mercer, Jacklynn*	Faculty	Lecturer	English	8/15/2018	1.000	\$ 41,489.00
Mitchell, Andrew	Faculty	Assistant Professor	Dana School of Music	8/15/2018	1.000	\$ 58,000.00
Mucci, Rose*	Faculty	Lecturer	Nursing	8/15/2018	1.000	\$ 45,000.00
Naderi, Nazanin	Faculty	Assistant Professor	Mechanical, Industrial, Manuf. Engr.	8/15/2018	1.000	\$ 73,000.00
Starkey, Kyle*	Faculty	Lecturer	History	8/15/2018	1.000	\$ 41,489.00
VanDyke, Michelle	Faculty	Lecturer	Kinesiology and Sport Science	8/15/2018	1.000	\$ 41,489.00
Venkataraman, Meenakshi	Faculty	Assistant Professor	Social Work	8/15/2018	1.000	\$ 54,038.00
Wright, Amy	Faculty	Lecturer	Theater and Dance	8/15/2018	1.000	\$ 43,500.00
Wright, Jessie*	Faculty	Lecturer	Accounting & Finance	8/15/2018	1.000	\$ 58,000.00
Yancer, Sean	Faculty	Lecturer	Dana School of Music	8/15/2018	1.000	\$ 41,489.00
Zhang, Yiyang	Faculty	Assistant Professor	Accounting & Finance	8/15/2018	1.000	\$ 127,000.00
*New Positions						

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
SEPARATIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY
DiRenzo, Amy	APAS	Counselor Financial Aid	Financial Aid and Scholarships	9/21/2018	1.00	\$ 33,411.00
O'Malley, Molly	APAS	Housing Coordinator	Housing & Residence Life	7/27/2018	1.00	\$ 32,000.00
Reed, Larry	APAS	Counselor Financial Aid	Financial Aid and Scholarships	7/20/2018	1.00	\$ 31,820.00
Schumaker, Brandy	APAS	Asst Director Facility Operations	Andrews Student Recr & Wellness Ctr	10/5/2018	1.00	\$ 55,638.42
Williams, Llancyllius	APAS	Coordinator Math Assistance Center	Mathematics & Statistics	9/15/2018	1.00	\$ 48,000.00
Hardy, Christina	Excluded	Director Career Academic Advising	Career and Academic Advising	7/31/2018	1.00	\$ 66,500.00
Jourin, Igor	Excluded	Supervisor	International Programs Office	9/30/2018	1.00	\$ 49,181.95
Albani, Meagan	Externally Funded	Instruction Specialist	Rich Center for Autism	8/16/2018	1.00	\$ 21,387.00
Caputo, Matthew	Externally Funded	Additive Manufacturing Rsrch Scientist	Mech Ind & Manufacturing Engineering	8/10/2018	1.00	\$ 72,000.00
Dillon, Danielle	Externally Funded	Associate Director, CHSD	Center for Human Service Devel.	9/28/2018	1.00	\$ 53,025.00
Leon, Jeanette	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	9/19/2018	1.00	\$ 32,292.00
Lovejoy, Tabatha	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/31/2018	1.00	\$ 31,367.00
Lyons, Stephen	Externally Funded	Instruction Specialist	Rich Center for Autism	9/18/2018	1.00	\$ 21,387.00
Mediate, Nicholas	Externally Funded	Instruction Specialist 1	Rich Center for Autism	8/31/2018	1.00	\$ 24,516.00
Mientkiewicz, Steven	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/3/2018	1.00	\$ 32,292.00
Mitchell, Stephen	Externally Funded	Instruction Specialist	Rich Center for Autism	8/30/2018	1.00	\$ 21,387.00
Paidas, Alexis	Externally Funded	Instruction Specialist	Rich Center for Autism	8/8/2018	1.00	\$ 25,216.00
Pinsonnault, Christa	Externally Funded	Instruction Specialist	Rich Center for Autism	8/15/2018	1.00	\$ 21,387.00
Sicafuse, Jo Ann	Externally Funded	Instruction Specialist	Rich Center for Autism	8/10/2018	0.80	\$ 20,173.00
Trudo, Shantee	Externally Funded	Instruction Specialist	Rich Center for Autism	8/15/2018	1.00	\$ 21,892.00
Vocature, Garth	Externally Funded	Instruction Specialist	Rich Center for Autism	9/3/2018	1.00	\$ 21,387.00
Yargo, Cassandra	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/21/2018	1.00	\$ 25,987.00
Anderson, Tiffany	Faculty	Assistant Professor	English	8/2/2018	1.00	\$ 58,950.10
Beiersdorfer, Raymond	Faculty	Professor	Geological & Environmental Sciences	10/11/2018	1.00	\$ 90,616.02
Jung, Jai	Faculty	Assistant Professor	Civil Environmental & Chemical Engr	7/27/2018	1.00	\$ 67,626.00
Mickens, Stacie	Faculty	Associate Professor	Dana School of Music	8/14/2018	1.00	\$ 67,015.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY
Mumaw, Kathleen	Faculty	Assistant Professor	Accounting & Finance	8/4/2018	1.00	\$ 54,917.92
Rocheleau, Greg	Faculty	Assistant Professor	Sociology Anthropology Gerontology	8/14/2018	1.00	\$ 58,262.40
Silver, Thelma	Faculty	Professor	Social Work	8/4/2018	1.00	\$ 81,108.92
Twomey, Robert	Faculty	Assistant Professor	Art	8/14/2018	1.00	\$ 61,200.00
Wolf, Fran	Faculty	Professor	Accounting & Finance	7/24/2018	1.00	\$ 126,351.52

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Belgin, Heather	APAS	Associate Director Alumni Events/ Assistant Director Alumni Events	Alumni & Events Operations	7/1/2018	0.75	\$ 45,061.33	\$ 40,964.90
Hartup, Mollie	APAS	Coordinator/Assistant Director University Events	Marketing & Communications/ Alumni Events Operations	9/1/2018	1.00	\$ 48,000.00	\$ 53,430.00
Jiang, Shuiping	APAS	Assistant Director, International Admissions & Recruitment	International Programs	8/16/2018	1.00	\$ 55,000.00	\$ 53,000.00
Zellers, Chrystyna	APAS	Registered Dietitian/Occasional Service	Andrews Student Recr & Wellness Ctr	8/27/2018	0.375	\$ 20,280.00	\$ 18,200.00
Gavaliar, Jennifer	Excluded	Director, Organizational Devl/Manager, Classification Compensation Compliance	Human Resources	9/1/2018	1.00	\$ 77,297.32	\$ 66,550.00
Wentz, Christopher	Excluded	Director/Associate Director ISO	IT Security Services	8/1/2018	1.00	\$ 106,050.00	\$ 101,000.00
Kelly, Jonathan	Externally Funded	Associate Director AMRC/ Project Leader MAMLCs	Mechanical, Industrial & Manufacturing Engr.	6/16/2018	1.00	\$ 70,700.00	\$ 58,075.00
Abraham, Martin	Faculty	Professor/Provost VP Academic Affairs	Civil Environmental & Chemical Engr/ Academic Affairs	8/15/2018	1.00	\$ 129,248.40	\$ 225,500.00
Blank, Sheila	Faculty	Assistant Professor/Clinical Instructor	Nursing	8/15/2018	1.00	\$ 56,253.71	\$ 52,540.20
Calcagni, Laura	Faculty	Assistant Professor/Clinical Instructor	Nursing	8/15/2018	1.00	\$ 56,253.71	\$ 52,540.20
Carramusa, Cara	Faculty	Assistant Professor/Instructor	Physical Therapy	8/15/2018	1.00	\$ 71,450.00	\$ 69,706.80
Crawford, Amy	Faculty	Professor/Associate Professor & Acting Chair	Communication	8/15/2018	1.00	\$ 78,474.00	\$ 86,843.10

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Fusco, Lori	Faculty	Assistant Professor/ Clinical Instructor	Nursing	8/16/2018	1.00	\$ 56,253.71	\$ 52,540.20
Harrison, Guy	Faculty	Assistant Professor/ Instructor	Communication	8/16/2018	1.00	\$ 54,038.00	\$ 50,000.00
Islam, AKM	Faculty	Professor/ Professor & Chair	Civil Environmental & Chemical Engr	8/16/2018	1.00	\$ 90,535.00	\$ 106,008.90
Kromholz, Joseph	Faculty	Assistant Professor/ Instructor	Dana School of Music	8/16/2018	1.00	\$ 54,038.00	\$ 41,489.00
Roche, Molly	Faculty	Assistant Professor/ Clinical Assistant Professor	Nursing	8/16/2018	1.00	\$ 58,000.00	\$ 55,821.62
Rowlands, Zara	Faculty	Professor/ Associate Professor & Chair	Human Ecology	8/15/2018	1.00	\$ 78,474.00	\$ 88,669.92
Thomas, Wendy	Faculty	Assistant Professor/ Clinical Instructor	Nursing	8/16/2018	1.00	\$ 55,085.00	\$ 51,400.00
Wagner, Patricia	Faculty	Associate Professor/ Associate Professor & Chair	Criminal Justice & Forensic Sciences	8/16/2018	1.00	\$ 70,189.01	\$ 86,159.08

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Adams, Christine	Excluded	Co-Director Library/ Interim Head Information Services	Maag Library	10/1/2018	1.00	\$ 75,000.00	\$ 49,356.68
Dillon, Gregory	Excluded	Interim AVP Research/ Associate Dean Engineering	Office of Research/ STEM - Dean	10/1/2018	1.00	\$ 160,000.00	\$ 157,560.00
Donaldson, Rosalyn	Excluded	Manager, Tech Desk Services/ Manager, Training Development	IT Customer Services/ Human Resources	8/1/2018	1.00	\$ 76,255.00	\$ 61,786.20
Hripko, Michael	Excluded	AVP Ext Rel Govt Aff Econ Dev/ AVP Research	Ctr for Urban & Regional Studies/Office of Research	10/1/2018	1.00	\$ 152,000.00	\$ 149,985.00
Awad Scrocco, Diana	Faculty	Associate Professor/Asst Professor	English	8/16/2018	1.00	\$ 67,015.00	\$ 55,693.02
Bateman, Patrick	Faculty	Professor/Associate Professor	Management	8/16/2018	1.00	\$ 121,324.74	\$ 110,414.38
Behney, Jennifer	Faculty	Associate Professor/Asst Professor	Foreign Languages & Literatures	8/16/2018	0.70	\$ 47,785.50	\$ 38,442.78
Behney, Jennifer	Faculty	Associate Professor/Asst Professor	English	8/16/2018	0.30	\$ 20,479.50	\$ 16,476.06
Carlson, Lori	Faculty	Senior Lecturer/Lecturer	Mathematics & Statistics	8/16/2018	1.00	\$ 57,997.49	\$ 54,241.46
Coyne, Daniel	Faculty	Senior Lecturer/Lecturer	School of Technology	8/16/2018	1.00	\$ 65,833.20	\$ 61,886.05
Crawford, Amy	Faculty	Professor/Associate Professor	Communication	8/16/2018	1.00	\$ 78,474.00	\$ 69,161.10
Dewberry, Laura	Faculty	Senior Lecturer/Lecturer	Marketing	8/16/2018	1.00	\$ 47,500.00	\$ 43,264.32
Feldmeier, John	Faculty	Professor/Associate Professor	Physics & Astronomy	8/16/2018	1.00	\$ 78,474.00	\$ 69,846.54
Flick, Amy	Faculty	Senior Lecturer/Lecturer	English	8/16/2018	1.00	\$ 47,500.00	\$ 41,489.00
Fowler, Francois	Faculty	Professor/Associate Professor	Dana School of Music	8/16/2018	1.00	\$ 78,474.00	\$ 68,826.94
Fusillo, Ida	Faculty	Senior Lecturer/Lecturer	Health Professions	8/16/2018	1.00	\$ 58,691.13	\$ 54,918.18
Graber, Stacy	Faculty	Associate Professor/Asst Professor	Teacher Education	8/16/2018	0.20	\$ 13,403.00	\$ 11,339.42
Graber, Stacy	Faculty	Associate Professor/Asst Professor	English	8/16/2018	0.80	\$ 53,612.00	\$ 45,353.60
Greene, Betty	Faculty	Senior Lecturer/Lecturer	Teacher Education	8/16/2018	1.00	\$ 52,563.65	\$ 48,940.15
Griswold, David	Faculty	Associate Professor/Asst Professor	Physical Therapy	8/16/2018	1.00	\$ 81,901.71	\$ 76,099.23

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Holcomb-Hathy, Tami	Faculty	Senior Lecturer/Lecturer	Social Work	8/16/2018	1.00	\$ 47,500.00	\$ 42,032.16
Huber, Marsha	Faculty	Professor/Associate Professor	Accounting & Finance	8/16/2018	1.00	\$ 131,740.79	\$ 123,259.31
Jackson, Jaietta	Faculty	Senior Lecturer/Lecturer	Communication	8/16/2018	1.00	\$ 48,594.64	\$ 45,067.94
Jenyk, Sarah	Faculty	Senior Lecturer/Lecturer	Economics	8/16/2018	1.00	\$ 47,500.00	\$ 41,489.00
Jerryson, Michael	Faculty	Professor/Associate Professor	Philosophy & Religious Studies	8/16/2018	1.00	\$ 79,724.00	\$ 68,015.00
Kearns, Susan	Faculty	Senior Lecturer/Lecturer	Health Professions	8/16/2018	1.00	\$ 58,691.13	\$ 54,918.18
Kiser, Brian	Faculty	Professor/Associate Professor	Dana School of Music	8/16/2018	1.00	\$ 78,474.00	\$ 68,826.94
Mermer, Dorian	Faculty	Senior Lecturer/Lecturer	Communication	8/16/2018	1.00	\$ 48,594.63	\$ 45,067.94
Min, Xiangjia	Faculty	Professor/Associate Professor	Biological Sciences	8/16/2018	1.00	\$ 78,474.00	\$ 67,477.39
O'Leary, Patrick	Faculty	Associate Professor/Asst Professor	Human Ecology	8/16/2018	1.00	\$ 67,015.00	\$ 56,806.86
Pohle-Krauza, Rachael	Faculty	Professor/Associate Professor	Human Ecology	8/16/2018	1.00	\$ 78,474.00	\$ 68,826.94
Pontikos, Michael	Faculty	Senior Lecturer/Lecturer	Marketing	8/16/2018	1.00	\$ 47,500.00	\$ 41,489.00
Ratican, Crystal	Faculty	Associate Professor/Asst Professor	Teacher Education	8/16/2018	1.00	\$ 67,015.00	\$ 54,918.18
Raulin, Michael	Faculty	Associate Professor/Asst Professor	Psychology	8/16/2018	1.00	\$ 67,015.00	\$ 54,918.84
Roby, Amanda	Faculty	Associate Professor/Asst Professor	Health Professions	8/16/2018	1.00	\$ 67,015.00	\$ 55,692.61
Rogers, Richard	Faculty	Associate Professor/Asst Professor	Criminal Justice & Forensic Sciences	8/16/2018	1.00	\$ 67,015.00	\$ 54,917.92
Rowlands, Zara	Faculty	Professor/Associate Professor	Human Ecology	8/16/2018	1.00	\$ 78,474.00	\$ 70,987.92
Shebat, Guy	Faculty	Senior Lecturer/Lecturer	English	8/16/2018	1.00	\$ 47,500.00	\$ 42,693.12
Sole, Francis	Faculty	Senior Lecturer/Lecturer	Management	8/16/2018	1.00	\$ 58,691.13	\$ 54,918.18
Song, Doori	Faculty	Associate Professor/Asst Professor	Marketing	8/16/2018	1.00	\$ 112,632.41	\$ 106,080.40
Ulusoy, Emre	Faculty	Associate Professor/Asst Professor	Marketing	8/16/2018	1.00	\$ 112,632.41	\$ 106,080.40
Van Dussen, Daniel	Faculty	Professor/Associate Professor	Sociology Anthropology Gerontology	8/16/2018	1.00	\$ 79,724.00	\$ 69,826.54

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Vigliotti, Cynthia	Faculty	Senior Lecturer/Lecturer	English	8/16/2018	1.00	\$ 58,691.13	\$ 54,918.18
Waithaka, Abel	Faculty	Associate Professor/Asst Professor	Human Ecology	8/16/2018	0.90	\$ 60,313.50	\$ 51,969.07
Waithaka, Abel	Faculty	Associate Professor/Asst Professor	Teacher Education	8/16/2018	0.10	\$ 6,701.50	\$ 5,774.35
Walsh, Donna	Faculty	Senior Lecturer/Lecturer	Marketing	8/16/2018	1.00	\$ 48,298.44	\$ 44,778.97
Wyant, Karla	Faculty	Senior Lecturer/Lecturer	Social Work	8/16/2018	1.00	\$ 48,944.69	\$ 45,409.45
Yu, Feng	Faculty	Associate Professor/Asst Professor	Computer Science & Info Systems	8/16/2018	1.00	\$ 81,449.34	\$ 75,657.89
Zetts, Mark	Faculty	Senior Lecturer/Lecturer	Human Ecology	8/16/2018	1.00	\$ 61,904.04	\$ 58,052.72

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Hritz, Diane	APAS	Coordinator Career Management/ Coordinator	Dean - Health & Human Services/ Career & Academic Advising	9/16/2018	1.00	\$ 62,769.06	\$ 62,769.06
Goist, Edward	Externally Funded	Coordinator/ Coordinator Alumni Engagement	WYSU-FM/ Alumni Events & Operations	9/16/2018	1.00	\$ 60,600.00	\$ 60,600.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 7/16/18 THROUGH 10/15/18
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Howard, Eddie	Excluded	Vice President Student Affairs	Student Experience	9/1/2018	1.00	\$ 136,855.00	1.00	\$ 132,000.00
Mach, Emily	Excluded	Manager Scholarships Special Programs	Financial Aid and Scholarships	9/16/2018	1.00	\$ 49,878.00	1.00	\$ 44,310.72
Yanniello, Alisha	Excluded	Manager, HRIS	Human Resources	7/1/2018	1.00	\$ 76,255.00	1.00	\$ 73,225.00
Bock, Jodie	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/16/2018	1.00	\$ 25,987.00	1.00	\$ 24,516.00
DelMonaco, Jodie	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/16/2018	1.00	\$ 25,246.00	1.00	\$ 23,817.00
Yargo, Cassandra	Externally Funded	Instruction Specialist 1	Rich Center for Autism	9/16/2018	1.00	\$ 25,987.00	1.00	\$ 24,516.00
Lazar, Alina	Faculty	Professor	Computer Science & Information Systems	8/16/2018	1.00	\$ 97,049.99	1.00	\$ 94,682.92
Miller, Kenneth	Faculty	Professor	Counseling, School Psych, & Educational Leadership	8/16/2018	1.00	\$ 85,397.60	1.00	\$ 83,314.73
Simeonsson, Joseph	Faculty	Professor	Chemistry	8/16/2018	1.00	\$ 81,506.13	1.00	\$ 79,518.18

DIVIDER

GOVERNANCE COMMITTEE

GOVERNANCE COMMITTEE:

First Reading: December 6, 2018

Announcement of Proposed Amendment to the Bylaws of the Board of Trustees of Youngstown State University.

****Committee Name Change: Academic and Student Affairs Committee to Academic Excellence and Student Success Committee***

Second Reading scheduled for March 2019

DIVIDER

EXECUTIVE COMMITTEE

**RESOLUTION TO APPROVE SECOND PRESIDENTIAL EMPLOYMENT
AGREEMENT EXTENSION AND AMENDMENT WITH
YOUNGSTOWN STATE UNIVERSITY
PRESIDENT JAMES P. TRESSEL**

WHEREAS, the Board of Trustees of Youngstown State University approved the Presidential Employment Agreement (“Agreement”) executed by President Tressel and the Board’s Chairperson on December 1, 2016 with an effective date of July 1, 2017; and

WHEREAS, the President’s salary has remained the same since the first employment contract effective June 20, 2014 and will so remain; and

WHEREAS, the Agreement provides three (3) mutual renewal options of one (1) year each through June 30, 2021; and

WHEREAS, President Tressel has shown exceptional leadership during his tenure as President of Youngstown State University and the Board of Trustees recognizes his many accomplishments; and

WHEREAS, the Board of Trustees and President Tressel have met pursuant to *Section 3.0 Term of Appointment; Extension* of the Agreement to discuss the extension and amendment of the Agreement; and

WHEREAS, the Board of Trustees and President Tressel mutually desire to extend and amend the Agreement; and

WHEREAS, the Executive Committee of the Board of Trustees is recommending the approval of the second renewal option of the Agreement for an additional one (1) year term from July 1, 2019 through June 30, 2020 and an amendment to the Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the second renewal option of the Agreement for an additional one (1) year term from July 1, 2019 through June 30, 2020 and an amendment to the Presidential Employment Agreement and authorizes the Board’s Chairperson to execute the Second Presidential Employment Agreement Extension and Amendment, shown as **Exhibit U** attached hereto.

**SECOND PRESIDENTIAL EMPLOYMENT AGREEMENT EXTENSION
AND AMENDMENT**

THIS SECOND PRESIDENTIAL EMPLOYMENT EXTENSION AGREEMENT AND AMENDMENT (“Agreement”) is made by and between the Board of Trustees of Youngstown State University (the “Board”) and James P. Tressel (the “President”) and is effective as of the _____ day of _____, 2018 (the “Effective Date”).

RECITALS:

WHEREAS, the Board and the President entered into a Presidential Employment Agreement effective as of July 1, 2017 with an Initial Term ending June 30, 2018 (“Presidential Employment Agreement”); and

WHEREAS, the President’s salary has remained the same since his first employment contract effective June 20, 2014 and will so remain; and

WHEREAS, the Presidential Employment Agreement provides for three (3) one year renewals at the mutual option of the Board and the President; and

WHEREAS, on December 7, 2017, the Board and the President renewed the Presidential Employment Agreement for a term of one (1) year, commencing on July 1, 2018 and terminating on June 30, 2019; and

WHEREAS, the Board and the President mutually desire to renew and amend the Presidential Employment Agreement, as set forth below.

NOW, THEREFORE, the parties agree as follows:

1. **Mutual Extension**

The Board and the President mutually agree to renew the Presidential Employment Agreement for an additional term of one (1) year, commencing on July 1, 2019 and terminating on June 30, 2020.

2. **Automobile**

Section 9.1 of the Presidential Employment Agreement will be deleted in its entirety and replaced with the following:

9.1 The University shall provide the President with an automobile allowance in the amount of \$500.00 per month. This allowance will be split evenly between the two semi-monthly pays. This payment will be treated as “not earnable salary” for purposes of OPERS, but will be considered as compensation and is, therefore, subject to withholdings for federal, state, city and Medicare taxes. All automobile expenses and insurance are the responsibility of the President. Mileage will be reimbursed pursuant to the University’s Travel Guidelines.

Effect of this Agreement

This Agreement is made pursuant to Article 3.1 of the Presidential Employment Agreement, and except as expressly stated herein, all other terms and conditions of the Presidential Employment Agreement shall remain the same and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date first above written.

BOARD OF TRUSTEES OF
YOUNGSTOWN STATE UNIVERSITY

DELORES E. CRAWFORD, CHAIRPERSON

JAMES P. TRESSEL, PRESIDENT

Date: _____

Date: _____