

**BOARD OF TRUSTEES  
UNIVERSITY AFFAIRS COMMITTEE**

**David C. Deibel, Chair  
Molly S. Seals, Vice Chair  
All Trustees are Members**

**Wednesday, March 14, 2018  
10:00 a.m. or immediately following  
previous meeting**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Disposition of Minutes for Meeting Held December 6, 2017**
- B. Old Business**
- C. Committee Items**

**1. Intercollegiate Athletics Action Item**

**Tab C.1.a.**

**a. Resolution to Ratify Personnel Actions**

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for intercollegiate athletics staff and coaching positions, for October 16, 2017, through January 15, 2018. Personnel actions for intercollegiate athletics staff and coaching are contingent upon approval of the Board of Trustees.

Kevin Reynolds, Chief Human Resources Officer, and Ron Strollo, Director of Athletics, will report.

**2. Intercollegiate Athletics Discussion Items**

**Tab C.2.a.**

**a. Overview on Intercollegiate Athletics**

Ron Strollo, Executive Director of Athletics, will report.

**Tab C.2.b.**

**b. Title IX Update**

Cindy Kravitz, Director of Equal Opportunity and Policy Development, and Ron Strollo, Executive Director of Athletics, will report.

**3. Consent Agenda Item\***

**Tab C.3.a.**

**\*a. Resolution to Modify and Retitle President's Leadership Merit Award Policy, 3356-7-28**

\*Items listed under the Consent Agenda require Board approval; however they may be presented without discussion as these items include only non-substantive changes.

#### **4. University Affairs Discussion Item**

##### **a. Litigation, Personnel and Collective Bargaining Update**

Holly Jacobs, Vice President for Legal Affairs and Human Resources, will provide a summary of current litigation and personnel matters, as well as a collective bargaining update.

#### **5. University Affairs Action Items**

##### **a. Resolution Regarding the YSU-ACE Collective Bargaining Unit Contract**

Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.

**Tab C.5.b.**

##### **b. Resolution to Modify Employee Health Insurance Program Policy, 3356-7-22**

Holly Jacobs, Vice President for Legal Affairs and Human Resources, and Kevin Reynolds, Chief Human Resources Officer, will report.

**Tab C.5.c.**

##### **c. Resolution Regarding Terms and Conditions of Employment for Classified Employees Exempt from Collective Bargaining**

Holly Jacobs, Vice President and General Counsel, will report.

**Tab C.5.d**

##### **d. Resolution to Approve the Classification Plan for Classified Employees, per H.B.187**

Holly Jacobs, Vice President for Legal Affairs and Human Resources, and Jennifer Gavalier, Classification and Equal Opportunity Officer, will report.

**Tab C.5.e.**

##### **e. Resolution to Modify and Retitle Conflicts of Interest Policy, 3356-7-01**

Cindy Kravitz, Director of Equal Opportunity and Policy Development, will report.

**Tab C.5.f.**

##### **f. Resolution to Modify and Retitle Persona Non Grata Policy, 3356-7-45**

Eddie Howard, Jr., Vice President for Student Affairs, and Shawn Varso, Chief of Police, will report.

**Tab C.5.g.**

##### **g. Resolution to Approve the Selection of the Position for Special Assistant to the President**

Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.

**Tab C.5.h.**

##### **h. Resolution to Ratify Personnel Actions**

University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, for October 16, 2017, through January 15, 2018. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.

Kevin Reynolds, Chief Human Resources Officer, will report.

**D. New Business**

**E. Adjournment**

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

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

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the December 7, 2017, 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 \_\_\_ attached hereto.

**SUMMARY OF PERSONNEL ACTIONS**  
**Athletics Employees**  
**10/16/17 through 1/15/18**

**Appointments – 3**

**New Positions – 0**

- Classified Civil Service – 1

**Replacement Positions – 3**

- Classified Civil Service – 1
- Professional Administrative Excluded – 2

**Separations – 8**

- Classified Civil Service – 1
- Professional Administrative Staff – 1
- Professional Administrative Excluded – 6

**Reclassifications – 0**

**Promotions – 0**

**Transfers – 0**

**Salary Adjustments – 0**

**Displacements – 0**

**Layoffs – 0**

**Recalls – 0**

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE</b>		<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT</b>		
	<b>TYPE</b>	<b>POSITION TITLE</b>		<b>DATES</b>	<b>FTE</b>	<b>SALARY</b>
Brown, Marquis	ACE	Recreation Athletic Facilities Specialist	Athletic Facilities Rental	12/11/2017	1.00	\$ 30,014.40
Scott, Aline	Excluded	Head Coach Volleyball	Volleyball	1/8/2018	1.00	\$ 70,000.00
Shrum, Brian	Excluded	Head Coach Soccer	Soccer - Women's	12/16/2017	1.00	\$ 65,000.00

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>
Alexander, Joe	ACE	Recreation Facilities Manager	Athletic Facilities Rental	11/30/2017	1.00	\$ 44,865.60
McLellan, Eric	APAS	Manager of Athletic Ticket Ops	Ticket Office	12/27/2017	1.00	\$ 45,000.00
Akuamoah-Boateng, Nana	Excluded	Head Coach Soccer	Soccer - Women's	1/5/2018	1.00	\$ 60,500.00
Hardaway, Mark	Excluded	Head Coach Volleyball	Volleyball	12/31/2017	1.00	\$ 65,132.10
Montgomery, Shane	Excluded	Assistant Coach Football	Football	12/31/2017	1.00	\$ 105,000.00
O'Shurak, Rebecca	Excluded	Assistant Coach Soccer	Soccer - Women's	1/5/2018	1.00	\$ 34,416.00
Pelini, Carl	Excluded	Assistant Coach Football	Football	1/10/2018	1.00	\$ 85,500.00
Smith, Sarah	Excluded	Assistant Volleyball Coach	Volleyball	12/29/2017	1.00	\$ 32,964.00

Youngstown State University  
Intercollegiate Athletics  
Overview

- I. Mission and Vision Statement / Critical Issues (See attached)
  
- II. Membership
  - a. National Collegiate Athletic Association (NCAA) – Division I
    - i. Football – Football Championship Subdivision (FCS):
      - 1. Maximum of 63 scholarships over 85 student-athletes
      - 2. Formerly known as Division I-AA
  
  - b. Horizon League – Indianapolis (See Map attached)
    - i. All sports except football (Bowling is independent)
    - ii. Member since 2001-02 (Prior affiliation: Mid-Continent)
    - iii. Members:
      - 1. Youngstown State (OH)
      - 2. Cleveland State (OH)
      - 3. Wright State (OH)
      - 4. Detroit (MI) – Private
      - 5. IUPUI (IN)
      - 6. Oakland (MI)
      - 7. University of Illinois @ Chicago (IL)
      - 8. Green Bay (WI)
      - 9. Milwaukee (WI)
      - 10. Northern Kentucky (KY)
  
  - c. Missouri Valley Football Conference – St. Louis (See Map attached)
    - i. Football only
    - ii. Member since 1997 (Prior affiliation: Independent)
    - iii. Members:
      - 1. Youngstown State
      - 2. Indiana State
      - 3. Illinois State
      - 4. Southern Illinois
      - 5. Western Illinois
      - 6. Missouri State
      - 7. Northern Iowa
      - 8. South Dakota State (2008)
      - 9. North Dakota State (2008)
      - 10. South Dakota (2012)
      - 11. North Dakota (2020)

- III. 19 Athletic Programs
  - a. 11 Women's Teams:
    - i. Volleyball
    - ii. Soccer (added in 1996-97)
    - iii. Cross Country
    - iv. Swimming (added in 1996-97)
    - v. Indoor Track
    - vi. Basketball
    - vii. Softball
    - viii. Golf (added in 1996-97)
    - ix. Tennis
    - x. Outdoor Track
    - xi. Bowling (added in 2016-17)
  - b. 8 Men's Teams:
    - i. Cross Country
    - ii. Football
    - iii. Basketball
    - iv. Indoor Track
    - v. Baseball
    - vi. Golf
    - vii. Tennis
    - viii. Outdoor Track
- IV. Intercollegiate Athletics "Impact on Campus" (See attached)
- V. Gender Equity Plan (2016-2020) – Approved by the Board in June 2015
- VI. Organizational Chart (See attached)
- VII. Facilities:
  - a. Stambaugh Stadium (1982 – renovation in 1997) (football)
  - b. Beeghly Center (1972) (basketball, volleyball, and swimming)
  - c. YSU Tennis Courts (1982)
  - d. Indoor Practice Facility (2011) (WATTS)
  - e. Eastwood Field (baseball)
  - f. West of Fifth Avenue (2013) (softball, track, soccer)
- VIII. The Penguin Club (Booster group):
  - a. Separate 501(c)(3) organization with 40 board members
  - b. The Executive Director of Athletics also serves as the Director of The Penguin Club
  - c. The Penguin Club receives an external "Review", which in turn is provided to the University as part of the "NCAA Agreed Upon Procedures" report provided annually to the President
  - d. Major Events:
    - i. Jamboree – Fall
    - ii. Scholarship / Ring Banquet – Winter
    - iii. Golf – Summer
- IX. Intercollegiate Athletics Council (IAC)



# YOUNGSTOWN S T A T E

## MISSION STATEMENT (OUR PURPOSE)

The mission of Intercollegiate Athletics at YSU is to support the University's mission in nurturing educational and personal success of student-athletes through competitive athletic opportunities in a climate of mutual respect, integrity, and personal accountability.

*The Intercollegiate Athletics Department is committed to:*

1. Welfare of Student-Athletes
2. Academic Integrity
3. Gender Equity
4. Diversity of Student-Athletes and Staff
5. Sportsmanship and Ethical Integrity by Student-Athletes, Staff, and Boosters
6. Fiscal Integrity
7. Community Outreach

## VISION STATEMENT (OUR DESTINATION)

Intercollegiate Athletics is committed to fielding competitive teams in the Horizon League while achieving national excellence in the Missouri Valley Football Conference as well as the Football Championship Subdivision that manifest the University's ethical, academic and civic values. In concert with the pursuit of athletic excellence, athletics will provide exceptional value and benefit to its student-athlete population through excellent academic support and guidance in order to obtain respectable graduation rates and scholastic honors. The athletic and academic goals will be achieved through fiscal responsibility and the utmost integrity, while demonstrating unrivaled pride and fostering relationships with the Mahoning and Shenango Valleys.



# PENGUINS

## Critical Issues

**A. Enrollment/Retention** • Intercollegiate Athletics will assist the University in academic attainment, enrollment initiatives, on-campus housing population, and achievement of appropriate graduation rate standards.

**B. Programs/Teaching, Learning & Research** • Intercollegiate Athletics will assist in preparing student-athletes for economic productivity and to undertake civic and leadership responsibilities.

**C. Financial Resources** • Intercollegiate Athletics is committed to the strategic and efficient use of resources, to creating additional resources to fund athletic scholarships, and to responsible stewardship.

**D. Image/Market** • Intercollegiate Athletics is committed to communicating a positive image of our student-athletes, coaches, department, and University through publications, radio, television, and the athletic website.

**E. Student Services (Student-Athlete Welfare)** • Intercollegiate Athletics is committed to defining and communicating student-athlete expectations. Intercollegiate Athletics is committed to advance, both on and off the field, the safety and well being of each student-athlete.

**F. Diversity (& Gender Equity)** • Intercollegiate Athletics is committed to providing equal access, participation, and support for men and women student-athletes. Intercollegiate Athletics is committed to nurturing an environment that values all individuals and groups, and that is free of discrimination.

**G. Technology** • Intercollegiate Athletics will utilize technology to meet academic, athletic, and communications goals.

**H. Community Engagement (Outreach)** • Intercollegiate Athletics is committed to supporting community outreach initiatives and to enhancing the positive image of the University.

**I. Human Resources Development** • Intercollegiate Athletics will participate in University initiatives to develop a competent, motivated, diverse, and competitively paid workforce. Athletic staff will further develop their professional competencies to educate student-athletes and to fostering an environment conducive for a rewarding experience at YSU.

**J. Facilities** • Intercollegiate Athletics is committed to providing competitive facilities to recruit and retain quality student-athletes, enhance the fan experience, and attract Ohio High School Athletic Association (OHSAA) events.

**K. Ethical Integrity** • Intercollegiate Athletics is committed to the highest ethical standards and will always conduct activities in compliance with the rules and regulations of the University, member conferences, and the NCAA.

**L. Competitiveness** • Intercollegiate Athletics is committed to fielding competitive teams in the Horizon League that manifest the University's ethical, academic, and civic values. Intercollegiate Athletics is committed to achieving national excellence in Football Championship Subdivision.



# HORIZON LEAGUE®

UNIVERSITY OF WISCONSIN-GREEN BAY



UNIVERSITY OF WISCONSIN-MILWAUKEE



UNIVERSITY OF ILLINOIS AT CHICAGO



INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS



OAKLAND UNIVERSITY



UNIVERSITY OF DETROIT MERCY



CLEVELAND STATE UNIVERSITY  
YOUNGSTOWN STATE UNIVERSITY



WRIGHT STATE UNIVERSITY



NORTHERN KENTUCKY UNIVERSITY



Missouri Valley Football Conference



**YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
IMPACT ON CAMPUS  
TEN YEAR "SNAP SHOT"**

	<u>2016-17</u>	<u>2015-16</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
<b>ENROLLMENT:</b>										
# OF STUDENT-ATHLETES	400	377	376	356	359	362	353	352	358	359
TOTAL SUBSIDY ELIGIBLE FTE	9,089	9,078	9,266	9,837	10,193	10,844	11,307	11,137	10,601	10,550
% OF OVERALL ATHLETES WHO ARE ATHLETES	4%	4%	4%	4%	4%	3%	3%	3%	3%	3%
<b>INTERNATIONAL ENROLLMENT:</b>										
STUDENT-ATHLETES	42	34	31	26	24	18	22	17	21	17
GENERAL STUDENT BODY	195	117	120	111	112	97	76	77	70	60
% OF OVERALL STUDENT BODY WHO ARE ATHLETES	22%	29%	26%	23%	21%	19%	29%	22%	30%	28%
<b>OUT-OF-THE-REGIONAL SERVICE AREA ENROLLMENT:</b>										
STUDENT-ATHLETES	169	156	162	160	142	122	117	125	109	97
GENERAL STUDENT BODY	1,735	1,477	1,393	1,438	1,386	1,358	1,363	1,206	1,065	992
% OF OVERALL STUDENT BODY WHO ARE ATHLETES	10%	11%	12%	11%	10%	9%	9%	10%	10%	10%
<b>MINORITY ENROLLMENT:</b>										
STUDENT-ATHLETES	124	122	127	108	97	95	81	95	90	83
GENERAL STUDENT BODY	1,773	1,640	1,626	1,796	1,979	2,119	2,151	1,901	1,640	2,338
% OF OVERALL STUDENT BODY WHO ARE ATHLETES	7%	7%	8%	6%	5%	4%	4%	5%	5%	4%
% OF MINORITY STUDENT-ATHLETES	28%	29%	30%	26%	26%	25%	21%	25%	24%	23%
<b>ATHLETIC AID RECIPIENTS:</b>										
FULL ATHLETIC SCHOLARSHIPS	69	109	119	123	117	111	113	119	111	114
PARTIAL ATHLETIC SCHOLARSHIPS	281	242	194	224	214	162	165	158	164	189
NO ATHLETIC SCHOLARSHIPS	105	93	116	92	94	104	100	130	118	76
<i>NOTE: INCLUDES 5TH YEAR AID &amp; CHEERLEADERS</i>										
<b>HOUSING:</b>										
STUDENT-ATHLETES LIVING "ON-CAMPUS"	164	183	201	185	176	203	205	201	190	178
CAPACITY OF "ON CAMPUS" HOUSING	1,206	1,206	1,206	1,206	1,206	1,206	1,206	1,206	1,206	1,206
%	14%	15%	17%	15%	15%	17%	17%	17%	16%	15%
S/A'S "ON CAMPUS" NOT ON ROOM SCHOLARSHIPS	122	98	115	101	84	113	116	107	101	102
S/A'S "ON CAMPUS" ON FULL ROOM SCHOLARSHIPS	42	85	86	84	92	90	89	94	89	76

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<b>CUMULATIVE GRADE POINT AVERAGES (GPA):</b>										
STUDENT-ATHLETES (AS OF SPRING SEMESTER)	3.12	3.11	3.10	3.17	3.09	3.04	3.06	3.05	2.93	2.94
GENERAL STUDENT BODY	3.07	3.05	3.02	3.01	2.98	2.95	2.93	2.93	2.95	2.95
<i>DIFFERENCE</i>	<i>0.05</i>	<i>0.06</i>	<i>0.08</i>	<i>0.16</i>	<i>0.11</i>	<i>0.09</i>	<i>0.13</i>	<i>0.13</i>	<i>(0.02)</i>	<i>(0.01)</i>
<b>FOUR YEAR COHORT GRADUATION RATES:</b>										
STUDENT-ATHLETES	63	61	64	65	62	59	56	58	60	60
GENERAL STUDENT BODY	32	32	34	34	35	36	36	36	36	37
<i>DIFFERENCE</i>	<i>31</i>	<i>29</i>	<i>30</i>	<i>31</i>	<i>27</i>	<i>23</i>	<i>20</i>	<i>22</i>	<i>24</i>	<i>23</i>
<b>SINGLE YEAR GRADUATION RATES:</b>										
STUDENT-ATHLETES	72	59	49	65	69	71	54	52	59	56
GENERAL STUDENT BODY	31	31	33	33	32	35	37	36	35	37
<i>DIFFERENCE</i>	<i>41</i>	<i>28</i>	<i>16</i>	<i>32</i>	<i>37</i>	<i>36</i>	<i>17</i>	<i>16</i>	<i>24</i>	<i>19</i>
<b>GRADUATION RATES WHO EXHAUST ELIGIBILITY:</b>	96	95	93	93	93	93	93	94	93	93
<b>UNIVERSITY - FOUR YEAR COHORT GRADUATION RATES:</b>										
AFRICAN-AMERICAN	9	8	9	10	12	13	14	15	15	16
WHITE	38	38	38	39	39	39	39	39	39	39
<b>ATHLETES - FOUR YEAR COHORT GRADUATION RATES:</b>										
AFRICAN-AMERICAN	38	35	46	53	58	60	51	53	53	43
WHITE	70	67	69	70	63	59	56	57	61	62

**YOUNGSTOWN STATE UNIVERSITY  
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<b># OF CAMPUS VISITORS:</b>										
ATHLETICS	325,310	258,348	267,543							
ENTIRE UNIVERSITY	634,462	477,187	534,123							
%	51%	54%	50%							
<b># OF YOUTH CAMP ATTENDEES</b>	3,449	2,810	3,133	2,987	2,483	2,465	2,327	2,033	3,751	2,875
<b>COMMUNITY SERVICE EVENTS / OUTREACH:</b>										
EVENTS	145	143	118	163	106	100	105	111	113	109
PATRONS	11,023	21,096	24,798	20,388	12,387	10,802	14,811	14,190	12,252	14,689
<b>TOTAL ATTENDANCE:</b>										
WOMEN'S BASKETBALL	25,290	25,998	22,775	23,598	22,071	13,320	12,558	11,037	11,882	14,365
MEN'S BASKETBALL	34,852	28,195	30,587	34,898	41,663	34,536	36,176	37,470	38,112	36,049
FOOTBALL	99,508	89,125	84,669	94,542	84,229	82,866	90,660	70,270	86,982	113,043
<b>TOTAL</b>	<b>159,650</b>	<b>143,318</b>	<b>138,031</b>	<b>153,038</b>	<b>147,963</b>	<b>130,722</b>	<b>139,394</b>	<b>118,777</b>	<b>136,976</b>	<b>163,457</b>
<b>TOTAL VICTORIES:</b>										
FOOTBALL	12	5	7	8	7	6	3	6	4	7
MEN'S BASKETBALL	13	11	11	15	18	16	9	8	11	9
WOMEN'S BASKETBALL	9	21	21	15	23	10	6	0	3	14
<b>NUMBER OF TEAMS FINISHING IN TOP HALF OF LEAGUE</b>	12	11	11	14	11	9	7	6	6	9
<b>ECONOMIC VALUE OF EARNED MARKETING \$:</b>										
ATHLETICS										
ENTIRE UNIVERSITY										
%										

**YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
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<b>BUDGET VS. UNIVERSITY:</b>										
ATHLETICS	14,829,700	14,536,228	14,031,486	13,540,369	11,958,956	11,706,670	11,901,715	10,467,751	10,141,708	9,653,677
ENTIRE UNIVERSITY (GENERAL FUND + AUXILIARIES)	176,900,000	176,900,000	173,100,000	177,200,000	178,700,000	181,000,000	178,100,000	173,800,000	166,600,000	160,600,000
%	8%	8%	8%	8%	7%	6%	7%	6%	6%	6%
<b>BUDGETED SCHOLARSHIPS VS. TOTAL BUDGET:</b>										
TOTAL SCHOLARSHIP BUDGET	4,833,691	4,711,038	4,552,066	4,357,660	4,180,573	3,928,287	3,861,426	3,660,734	3,541,139	3,444,181
TOTAL ATHLETIC BUDGET	14,829,700	14,536,228	14,031,486	13,540,369	11,958,956	11,706,670	11,901,715	10,467,751	10,141,708	9,653,677
% OF SCHOLARSHIP VS. TOTAL BUDGET	33%	32%	32%	32%	35%	34%	32%	35%	35%	36%
<b>BUDGETED REVENUE:</b>										
TOTAL ATHLETICS BUDGET	14,829,700	14,536,228	14,031,486	13,540,369	11,958,956	11,706,670	11,901,715	10,467,751	10,141,708	9,653,677
GENERATED BY ATHLETICS	3,536,500	3,471,500	3,187,500	3,088,500	2,900,789	2,907,541	2,924,586	2,766,187	2,946,750	2,846,500
NONMANDATORY TRANSFER	11,293,200	11,064,728	10,843,986	10,451,869	9,058,167	8,799,129	8,977,129	7,701,564	7,194,958	6,807,177
<b>ACTUAL ATHLETIC "REVENUE":</b>										
EARNED REVENUE (INCLUDING DONATIONS)	3,524,764	3,881,598	3,363,669	3,320,585	2,916,270	3,024,063	2,753,632	2,513,304	2,958,742	3,036,633
TUITION AND FEES	7,033,684	6,959,442	6,789,325	6,394,835	5,955,862	5,413,130	5,108,153	4,925,742	4,741,305	4,684,902
STATE SHARE OF INSTRUCTION	1,092,198	1,017,941	869,688	866,516	872,093	787,456	785,166	882,707	1,163,967	1,093,729
TOTAL	11,650,646	11,858,981	11,022,682	10,581,936	9,744,225	9,224,649	8,646,951	8,321,753	8,864,014	8,815,264
<b>ACTUAL ATHLETIC "REVENUE" VS. TOTAL BUDGET:</b>										
TOTAL ATHLETICS BUDGET	14,829,700	14,536,228	14,031,486	13,540,369	11,958,956	11,706,670	11,901,715	10,467,751	10,141,708	9,653,677
TOTAL ACTUAL ATHLETIC "REVENUE"	11,650,646	11,858,981	11,022,682	10,581,936	9,744,225	9,224,649	8,646,951	8,321,753	8,864,014	8,815,264
NET	3,179,054	2,677,247	3,008,804	2,958,433	2,214,731	2,482,021	3,254,764	2,145,998	1,277,694	838,413
<b>ACTUAL ATHLETIC "REVENUE" BY CATEGORY:</b>										
FOOTBALL TICKET SALES	370,715	408,812	363,089	414,786	380,671	335,020	358,998	286,948	370,531	482,010
BASKETBALL TICKET SALES	133,727	119,559	123,765	124,896	132,174	125,989	108,456	115,038	129,244	139,988
GUARANTEES	717,000	1,042,000	750,000	870,000	621,000	768,000	606,000	495,000	802,000	718,000
PROGRAM SALES	6,067	5,714	5,131	7,583	6,298	7,495	7,566	5,463	6,303	9,805
ADVERTISING / ROYALTIES	608,161	577,453	540,098	475,715	446,832	416,723	411,656	393,806	428,073	411,468
SCHOLARSHIP LOGES	429,973	394,006	429,973	389,973	357,769	429,721	425,073	404,223	428,473	399,155
NCAA DISTRIBUTIONS	803,229	930,597	799,855	646,019	602,250	615,478	574,597	523,482	468,597	437,342
FOOTBALL TAILGATE / MISCELLANEOUS	181,027	144,202	135,418	137,400	120,926	96,528	95,965	91,294	122,152	69,019
CONCESSION AND VENDING COMMISSIONS	111,985	107,225	110,416	121,520	126,568	123,130	127,200	121,706	109,695	197,798
TOTAL	3,361,884	3,729,568	3,257,745	3,187,893	2,794,487	2,918,084	2,715,511	2,436,961	2,865,068	2,864,585
<b>PENGUIN CLUB MEMBERSHIPS:</b>										
BASKETBALL	94,550	90,275	93,735	83,073	73,096	67,009	70,195	71,055	66,505	71,181
OLYMPIC	36,397	38,877	38,937	37,077	44,178	43,590	42,480	40,714	41,909	44,511
FOOTBALL	285,634	305,095	259,295	260,506	234,535	218,996	216,224	203,125	243,552	264,402
TOTAL	416,581	434,247	391,967	380,656	351,809	329,595	328,899	314,894	351,966	380,094
<b>ENDOWMENTS - CORPUS VALUE</b>										
	8,156,988	7,092,286	7,252,178	7,247,226	6,075,449	5,418,341	4,720,626	4,129,174	3,527,700	3,802,729
<b>ENDOWMENTS - ANNUAL INCOME</b>										
	267,398	250,506	229,251	226,672	244,522	203,025	174,095	169,404	166,775	147,744
<b>ENDOWMENTS - NUMBER</b>										
	133	119	105	98	91	87	83	80	75	71

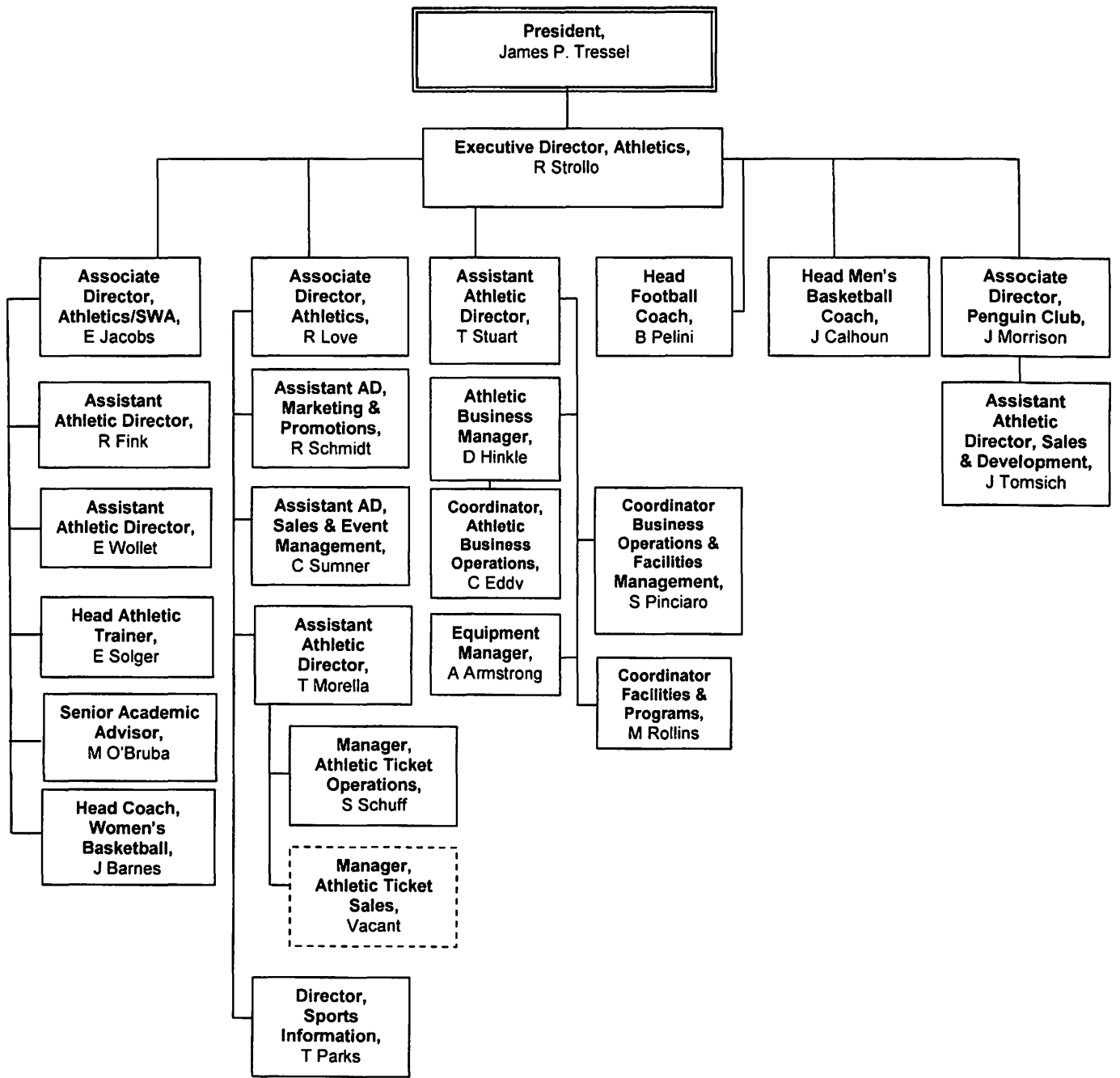


**YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
IMPACT ON CAMPUS  
TEN YEAR "SNAP SHOT"**

	<u>2016-17</u>	<u>2015-16</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
<b>TOTAL ATHLETIC EXPENDITURES VS. PEERS:</b>										
AVERAGE OF MAC, HORIZON LEAGUE, & MVFC		20,179,266	19,539,434	18,444,915	17,699,614	16,804,059	15,649,846	15,213,450	14,647,681	13,736,071
YOUNGSTOWN STATE UNIVERSITY		14,928,633	14,946,755	14,385,066	13,632,988	12,546,717	12,468,802	11,842,751	10,921,799	9,942,610
DIFFERENCE		5,250,633	4,592,679	4,059,849	4,066,626	4,257,342	3,181,044	3,370,699	3,725,882	3,793,461
<b>TOTAL "UNALLOCATED" EXPENDITURES VS. PEERS:</b>										
AVERAGE OF MAC, HORIZON LEAGUE, & MVFC		6,269,630	6,053,953	5,734,234	5,474,374	5,169,766	4,743,112	4,707,536	4,397,880	4,253,891
YOUNGSTOWN STATE UNIVERSITY		4,045,572	4,159,490	4,213,970	3,443,493	3,426,364	3,629,763	3,476,850	3,047,159	2,563,594
DIFFERENCE		2,224,058	1,894,463	1,520,264	2,030,881	1,743,402	1,113,349	1,230,686	1,350,721	1,690,297
<b>SPENDING PER STUDENT-ATHLETE</b>										
AVERAGE OF THE HORIZON LEAGUE		42,519	42,837	39,331						
AVERAGE OF THE MAC		66,803	63,624	59,160						
AVERAGE OF THE MVFC		47,238	42,769	39,804						
AVERAGE OF ALL 3 CONFERENCES		52,187	49,743	46,098						
YOUNGSTOWN STATE UNIVERSITY		39,752	40,407	37,975						
DIFFERENCE BETWEEN AVERAGE AND YSU		12,435	9,336	8,123						
<b>SPENDING PER STUDENT-ATHLETE (NO SCHOLARSHIPS)</b>										
AVERAGE OF THE HORIZON LEAGUE		31,147	31,880	28,379						
AVERAGE OF THE MAC		50,247	47,305	43,799						
AVERAGE OF THE MVFC		36,664	32,442	29,901						
AVERAGE OF ALL 3 CONFERENCES		39,353	37,209	34,026						
YOUNGSTOWN STATE UNIVERSITY		28,079	29,144	26,381						
DIFFERENCE BETWEEN AVERAGE AND YSU		11,274	8,065	7,645						
<b>INSTITUTIONAL FUNDING PER STUDENT-ATHLETE</b>										
AVERAGE OF THE HORIZON LEAGUE		33,591	31,588	29,992						
AVERAGE OF THE MAC		45,854	44,329	41,286						
AVERAGE OF THE MVFC		28,330	25,360	23,203						
AVERAGE OF ALL 3 CONFERENCES		35,925	33,759	31,494						
YOUNGSTOWN STATE UNIVERSITY		28,550	28,331	27,814						
DIFFERENCE BETWEEN AVERAGE AND YSU		7,375	5,428	3,680						

**YOUNGSTOWN STATE UNIVERSITY  
INTERCOLLEGIATE ATHLETICS  
IMPACT ON CAMPUS  
TEN YEAR "SNAP SHOT"**

	<u>2016-17</u>	<u>2015-16</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2010-11</u>	<u>2009-10</u>	<u>2008-09</u>	<u>2007-08</u>
<b>TITLE IX - # OF STUDENT-ATHLETES PARTICIPANTS:</b>										
MEN	219	212	216	201	193	199	194	194	206	202
WOMEN	181	165	160	155	166	163	159	158	152	157
TOTAL	400	377	376	356	359	362	353	352	358	359
<b>TITLE IX - PERCENTAGE OF STUDENT-ATHLETES:</b>										
MEN	55%	56%	57%	56%	54%	55%	55%	55%	58%	56%
WOMEN	45%	44%	43%	44%	46%	45%	45%	45%	42%	44%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
<b>TITLE IX - # OF GENERAL STUDENT BODY:</b>										
MEN	5,370	5,319	5,371	5,736	6,021	6,351	3,197	1,518	4,697	4,783
WOMEN	6,025	5,857	5,982	6,442	6,635	7,018	5,670	2,379	4,158	5,844
TOTAL	11,395	11,176	11,353	12,178	12,656	13,369	8,867	3,897	8,855	10,627
<b>TITLE IX - PERCENTAGE OF GENERAL STUDENT BODY:</b>										
MEN	47%	48%	47%	47%	48%	48%	36%	39%	53%	45%
WOMEN	53%	52%	53%	53%	52%	52%	64%	61%	47%	55%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
<b>TITLE IX - PERCENTAGE OF STUDENT AID EXPENDED:</b>										
MEN	56%	57%	58%	55%	56%	57%	54%	54%	54%	54%
WOMEN	44%	43%	42%	45%	44%	43%	46%	46%	46%	46%
TOTAL	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
<b>TITLE IX - EQUIPMENT, UNIFORMS, AND SUPPLIES:</b>										
MEN	368,442	283,486	283,288	304,656	312,764	215,666	295,012	207,558	180,613	132,670
WOMEN	192,855	166,772	134,826	139,648	168,631	129,589	113,025	99,908	126,712	102,088
DIFFERENCE	(175,587)	(116,714)	(148,462)	(165,008)	(144,133)	(86,077)	(181,987)	(107,650)	(53,901)	(30,582)
<b>TITLE IX - TRAVEL AND MEALS:</b>										
MEN	886,673	819,977	886,348	810,348	845,994	737,257	643,866	666,957	623,983	424,474
WOMEN	620,098	489,651	473,813	423,118	465,783	399,081	376,400	320,025	344,613	375,338
DIFFERENCE	(266,575)	(330,326)	(412,535)	(387,230)	(380,211)	(338,176)	(267,466)	(346,932)	(279,370)	(49,136)
<b>TITLE IX - ACCESS TO COACHING (FTE):</b>										
MEN COACHES	20.875	20.875	21.250	21.000	20.630	20.130	20.130	20.250	20.250	19.000
WOMEN COACHES	16.375	15.625	18.250	18.250	17.880	16.320	16.320	16.190	16.190	16.190
DIFFERENCE	(4.500)	(5.250)	(3.000)	(2.750)	(2.750)	(3.810)	(3.810)	(4.060)	(4.060)	(2.810)
<b>TITLE IX - RECRUITING:</b>										
MEN	234,735	247,145	222,479	224,326	221,720	160,240	141,600	146,405	106,258	121,757
WOMEN	121,645	98,155	94,035	86,746	85,394	96,243	85,520	94,258	95,300	63,250
DIFFERENCE	(113,090)	(148,990)	(128,444)	(137,580)	(136,326)	(63,997)	(56,080)	(52,147)	(10,958)	(58,507)



# TITLE IX COORDINATOR REPORT TO THE YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES

## A. Background

1. State and Federal Requirements: Title IX requires educational institutions to recognize and correct discrimination based on sex in any program or activity receiving federal financial assistance. Through a 2011 Dear Colleague letter, the U.S. Department of Education (DOE) established new requirements for the response to and investigation of sex based discrimination on college campuses. This requirements extended discrimination on the basis of sex to include sexual violence (rape, sexual assault, intimate partner violence, stalking) on and effecting students and applied a preponderance of the evidence standard (more likely than not) for campus adjudication of sexual misconduct. However, campuses were allowed to maintain a higher evidentiary standard of clear and convincing to all other student conduct issues. In September of 2017, the DOE modified the evidentiary standard by requiring campuses to apply a consistent evidentiary standard to all student conduct processes. Youngstown State University has and continues to apply a preponderance of the evidence standard to all student conduct issues, including sexual misconduct allegations.

In coordination with federal Title IX efforts the Ohio Department of Ohio Education has implemented a “five cornerstone approach” (which Youngstown State has integrated into its Title IX program) to prevent and respond to sexual violence:

- Use data to drive action
- Empower staff, students and campus security to prevent and respond to sexual violence through evidence-based training
- Communicate a culture of shared respect and responsibility
- Develop a comprehensive response policy
- Adopt a survivor-centered response

2. Title IX Pitfalls: The majority of U.S. DOE Title IX investigations focus on the mishandling of sexual harassment and sexual assault complaints. This “mishandling” typically involves campus administration’s failure to:

- Recognize the serious nature of a complaint,
- Comply with required reporting requirements, and
- Protect reporting students from retaliation.

These types of investigations can be accompanied with student lawsuits alleging that the institution has been “deliberately indifferent” to discrimination experienced by a student by failing to adequately respond to and address discrimination. In addition, students who have been found responsible for sexual misconduct are frequently suing institutions for failing to provide requisite due process prior to implementing student sanctions and/or for violating Title IX by “targeting” male students.

## TITLE IX COORDINATOR REPORT TO THE YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES

### **B. Youngstown State University Title IX Staffing**

Title IX responsibilities reside in the Office of Equal Opportunity and Policy Development (EOPD). The Director of the Office of EOPD also serves as the Youngstown State University Title IX Coordinator. The Office of EOPD has a staff of one: its Director/Title IX Coordinator. The Director of EOPD/Title IX Coordinator is responsible for the prompt investigation of all allegations of sexual misconduct and protected class discrimination and harassment (Title IX, Title VII, ADA, etc.); coordination of a comprehensive Title IX and discrimination/harassment educational, reporting and resolution process; compliance with state and federal equal opportunity laws and regulations; providing guidance to offices and staff on equity and discrimination issues (Title IX, VII, ADA, FMLA, etc.) and reviewing and developing University policies.

### **C. University Policy, Reporting, Responses**

University Policy 3356-2-03.1 Sexual misconduct policy addresses the issue of sexual misconduct on campus. Pursuant to this policy and excluding information provided to confidential support services such as medical/mental health professionals, all complaints of sexual misconduct are directed to the Title IX Coordinator. The Title IX Coordinator accepts sexual misconduct reports/complaints in any form (verbal, written, electronic, and anonymous) and addresses this information pursuant to the Guidelines for Initiating and Investigating Complaints of Discrimination/Harassment.

A report of sexual misconduct involving or affecting a student triggers a coordinated response involving the Title IX Coordinator and appropriate offices/departments such as Residence Life and Housing, Student Conduct, Disability Services, Athletics, the YSU Police Department and specific faculty and/or academic programs. When a report involves an employee the appropriate department and the Office of Human Resources are part of the University's response.

The Title IX Coordinator addresses a complaint or allegation in a variety of ways, depending on the information provided and the type and seriousness of the issue; informal resolution, formal-investigative resolution, and limited University response such as no-contact orders at the request of the reporting party (see Title IX Office Response, attached as Exhibit A). A formal investigation which finds sufficient evidence of sexual misconduct is referred to the Office of Student Conduct for student issues, the Office of Human Resources for employee issues, and to appropriate administrative or legal entities for visitor, volunteer or third party issues. Attached please find the number of formal and informal resolutions per academic year (attached as Exhibit B).

#### **D. Education and Prevention**

The Title IX Coordinator partners with various offices and departments across campus, including the Office of Human Resources, the Division of Student Experience, and the Department of Athletics to provide education and training for students and staff on recognizing and responding to sexual misconduct, reporting options and requirements, consent; the effects of drugs and alcohol on consent; on and off campus resources, and bystander intervention. These trainings include:

- Training of Residence Life and Housing and Recreational Training staff including student assistants/employees
- Training of Student Conduct Hearing Board members
- New employee orientation
- Manager and supervisor trainings
- Trainings for athletic staff
- Trainings for student-athletes

In-coming students receive Title IX training through the University's First Year Experience Program. In addition, over the course of an academic year various University offices and departments, such as the Division of Student Experience and the Athletics Department, engage students in additional programming such as *Walk a Mile in Her Shoes*, *One Love Foundation Training*, and *Take Back the Night* designed to raise awareness of sexual violence, intimate partner violence, and community responsibility.

#### **E. Next Steps/Recommendations**

Youngstown State University is in compliance with state and federal requirements regarding Title IX and the protection and education of staff and students. However as compared to other Ohio colleges and universities, Youngstown State University has less staff dedicated to Title IX prevention, education and investigatory efforts (see Institutional Title IX Staffing, attached as Exhibit C). Additional Deputy Title IX Coordinators (whether full or part-time) would greatly benefit and enhance the University's Title IX education, prevention and investigatory efforts and allow the University to remain current with available resources and trainings. The position of a Deputy Title IX Coordinator for Students is currently being planned within the Division of Student Experience. This position would direct education, outreach, and prevention to the general student population and student organizations.

The University's Department of Athletics presents a natural avenue to positively impact the lives of a particular student population-our student-athletes. YSU has nineteen teams and approximately 400 athletes. These students face unique demands on their available time, socialization and interactions with University staff. The NCAA has noted that student-athletes can and do face issues of sexism,

## TITLE IX COORDINATOR REPORT TO THE YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES

misogyny, racism, homophobia and “power- or dominance-based relationships that frequently are at the core of sexual violence”<sup>1</sup>; which the typical college student does not experience. In light of these unique concerns and the amount of time student-athletes spend in the athletic department and with athletic personnel; a Deputy Title IX Coordinator within or for athletics would greatly enhance the outreach and prevention efforts for our student-athletes.

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<sup>1</sup>SEXUAL VIOLENCE PREVENTION: An Athletics Tool Kit for a Healthy and Safe Culture, October 2016, NCAA Sport Science Institute.

## TITLE IX OFFICE RESPONSE

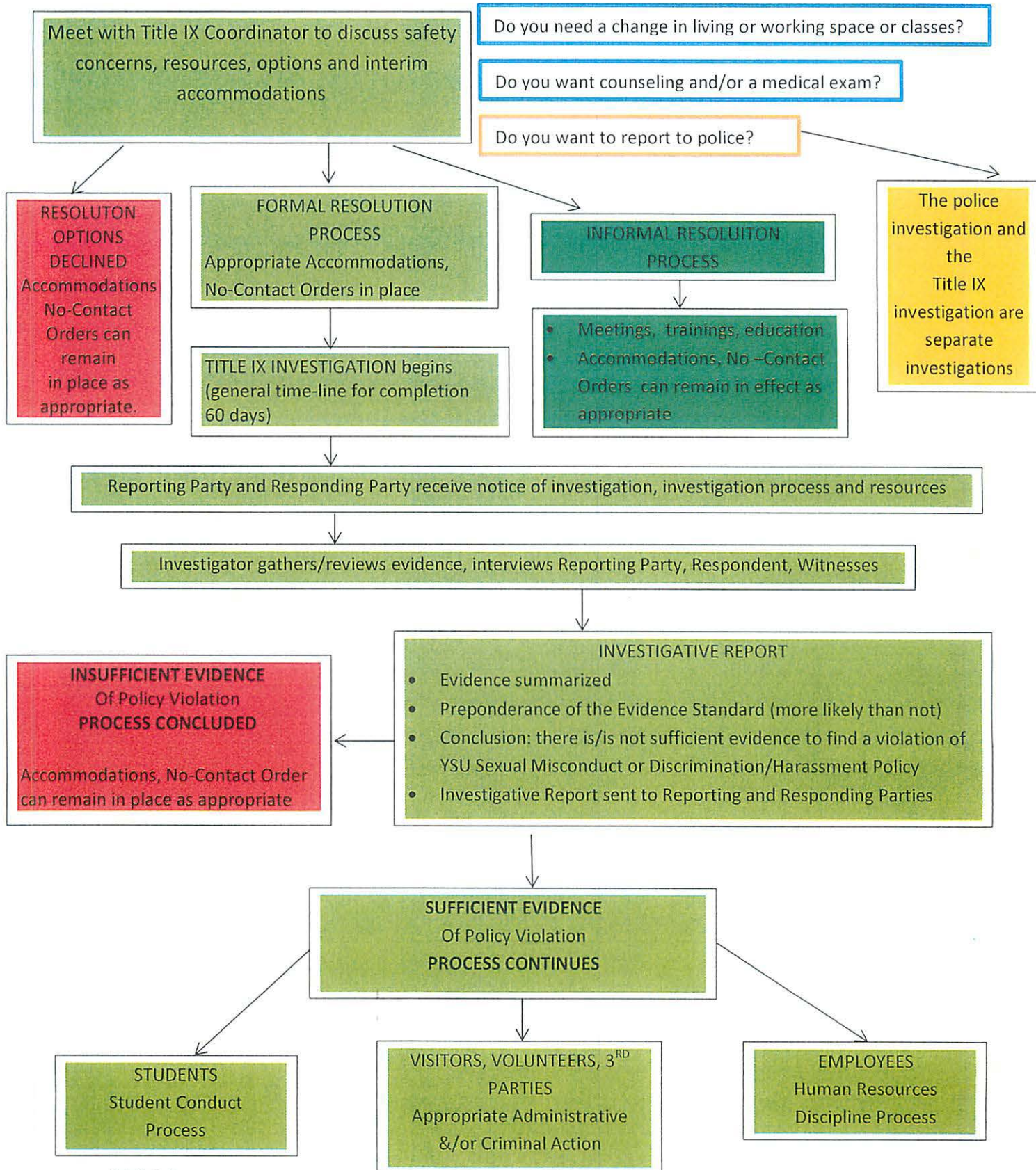


Exhibit A



## TITLE IX FORMAL AND INFORMAL RESOLUTIONS

### Formal Resolution

<u>Year</u>	<u>Number</u>
2014	3
2015	13
2016	8
2017	11

Formal Resolution –Typically follows the filing of a formal complaint; verbal and anonymous complaints also accepted.

Detailed examination of documents, witness interviews, investigative report with conclusion and recommendations.

Not all formal resolutions result in a determination that a policy violation has occurred.

### Informal Resolution

<u>Year</u>	<u>Number</u>
2014	2
2015	2
2016	2
2017	6

Informal Resolution - Complainant and/or the parties wish to resolve the matter cooperatively through means such as mediation, counseling, advice, training, education or informal discussion.

Investigation is still done; typically only the parties involved.

Not utilized for issues involving sexual violence or recurring issues/pattern of behavior.

## **INSTITUTIONAL TITLE IX STAFFING**

### Kent State University

Enrollment: 40, 782

One (1) Title IX Coordinator

Three (3) Deputy Title IX Coordinators

One (1) Deputy Title IX Coordinator/Associate Athletic Director

### University of Akron

Enrollment: 25, 177

One (1) Title IX Coordinator/Chief Diversity Officer

Three (3) Deputy Title IX Coordinators (part-time assignments)

One (1) Deputy Title IX Coordinator/Associate Director of Athletics

Three (3) employees in Student Conduct Office available for sexual misconduct investigations

Rape Crisis Center on Campus with seven (7) employees

### Miami University

Enrollment: 19,000

One (1) Title IX Coordinator/Director Office of Equity and Equal Opportunity

Two (2) Deputy Title IX Coordinators

One (1) Deputy Title IX Coordinator/Associate Athletic Director/Senior Woman Administrator Athletics

### Cleveland State University

Enrollment: 17,260

One (1) Title IX Coordinator/Director of Office for Institutional Equity

One (1) Deputy Title IX Coordinator/ Associate Director of Office for Institutional Equity

One (1) Program Administrator

### University of Toledo

Enrollment: 20,381

One (1) Director of Title IX and Compliance

One (1) Deputy Title IX Coordinator of Faculty

One (1) Assistant Director of Title IX and Compliance

Columbus State Community College

Students: 26,000

One (1) Title IX Coordinator/Director of Equity & Compliance

Three (3) Deputy Title IX Coordinators

Central State University

Enrollment: 1,729

One (1) Title IX Coordinator

One (1) Deputy Title IX Coordinator/Director of Human Resources

One (1) Deputy Title IX Coordinator Athletics

Shawnee State University

Enrollment: 3,603

One (1) Title IX Coordinator (part-time assignment)

Ten (10) P/T Deputy Title IX Coordinators responsible for investigations

Youngstown State University

Enrollment: 12,800

One (1) Title IX Coordinator/Director of Equal Opportunity and Policy Development



**Explanation of Modifications to *University Policy*:**

**3356-7-28 President's Leadership Merit Award Policy**

This policy has been updated to include criteria upon which the President's Leadership Merit Award is based. This criteria includes service, innovation, teamwork/collaboration, leadership and student success. The policy has been changed to allow the President to recommend the number and amount of awards presented up to a total of \$3,000. This policy remains unchanged in that it applies to executive and administrative officers of the university.

**Board of Trustees Meeting  
March 15, 2018  
YR 2018-**

**RESOLUTION TO MODIFY AND RETITLE  
PRESIDENT'S LEADERSHIP MERIT AWARD POLICY, 3356-7-28**

**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 President's Leadership Merit Award, 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 President's Leadership Merit Award, policy number 3356-7-28, to be retitled as President's Leadership Merit Awards, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

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

~~Previous Policy Number: 7014.02~~  
Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: December 1998; October 2010  
Board Committee: ~~Internal Affairs~~ University Affairs  
Effective Date: ~~October 1, 2010~~ March 15, 2018  
Next Review: ~~2015~~ 23

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- (A) Policy statement. ~~The~~ Youngstown state university (university), through its president recognizes executive and administrative officers ~~employees~~ that have made distinctive contributions to the university's mission and ideals ~~for~~ beyond the regular ~~outstanding~~ performance of duties and responsibilities. ~~grants awards for such achievement.~~
- (B) Scope. This policy applies to executive and administrative level officers of the university as defined in rules 3356-9-01 and 3356-9-02 of the Administrative Code (corresponding university policies 3356-9-01 Selection and evaluation of executive level officers of the university and 3356-9-02 Selection and annual evaluation of administrative officers of the university, respectively). This policy excludes the president of the university who is ineligible to receive the presidential award.
- ~~(B) Definitions:~~
- ~~(1) Executive officers of the university are the president, provost, and vice president for academic affairs, vice president for finance and administration, vice president for student affairs, and vice president for university advancement.~~
- ~~(2) Administrative officers of the university include the college deans, dean of graduate students and research, executive directors, associate provosts, chief human resources officer, and chief technology officer.~~
- (C) Parameters.
- (1) In order to be eligible an executive or administrative officer must

be a current full-time employee who has worked at the university for at least two (2) consecutive years, not including temporary employment.

- (2) Prior winners may not be considered for the award more than every five (5) years.
- (3) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
  - (a) Service.
  - (b) Innovation.
  - (c) Teamwork/collaboration.
  - (d) Leadership.
  - (e) Student success.
- (4) ~~The~~ Leadership merit award[s] for outstanding service and commitment to the university is typically ~~presented~~ announced during the regular June meeting of the board of trustees but may be announced at any other regular board of trustee's meeting.
- (5) The leadership award allows the president to utilize an annual stipend of up to three thousand dollars (\$3000.00) to recognize executive and administrative officers.

(D) Procedure.

- (21) ~~All executive and administrative officers of the university, except the president, are eligible to receive this award. In recognition of exceptional service and commitment,~~ The president may select an executive or administrative officer[s] ~~other members~~ of the university ~~community~~ to receive this award.

~~(3) — Each award carries a stipend of three thousand dollars.~~

~~(D) — Procedure.~~

- (2) Prior to making the award, the president will ~~provide~~ share the

name of the recipient[s] to the board of trustees. ~~with the internal affairs committee of the board of trustees for information, discussion, and approval.~~



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

Responsible Division/Office: Office of the President  
Responsible Officer: President  
Revision History: December 1998; October 2010  
Board Committee: University Affairs  
**Effective Date: March 15, 2018**  
Next Review: 2023

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- (A) Policy statement. Youngstown state university (university), through its president recognizes executive and administrative officers that have made distinctive contributions to the university's mission and ideals beyond the regular performance of duties and responsibilities.
- (B) Scope. This policy applies to executive and administrative level officers of the university as defined in rules 3356-9-01 and 3356-9-02 of the Administrative Code (corresponding university policies 3356-9-01 Selection and evaluation of executive level officers of the university and 3356-9-02 Selection and annual evaluation of administrative officers of the university, respectively). This policy excludes the president of the university who is ineligible to receive the presidential award.
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  - (3) Award recipients will have made a distinctive contribution to the university in one or more of the following areas:
    - (a) Service.
    - (b) Innovation.

- (c) Teamwork/collaboration.
  - (d) Leadership.
  - (e) Student success.
- (4) Leadership merit award[s] for outstanding service and commitment to the university is typically announced during the regular June meeting of the board of trustees but may be announced at any other regular board of trustee's meeting.
- (5) The leadership award allows the president to utilize an annual stipend of up to three thousand dollars (\$3000.00) to recognize executive and administrative officers.
- (D) Procedure.
- (1) The president may select an executive or administrative officer[s] of the university to receive this award.
  - (2) Prior to making the award, the president will provide the names of the recipient[s] to the board of trustees.

**Explanation of Modifications to *University Policy*:**

**3356-7-22 Employee Health Insurance Program Policy**

This policy has been updated to revise the manner in which the employee share of the health care premium is calculated effective July 1, 2018. This has been revised to provide the same premium arrangement as has been done in the faculty agreement and the manner in which the ACE agreement is being resolved. The employee share will be 15% of the amount determined to be the fully insured equivalent rate.

The other revisions in the document are not substantial.

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

**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 Employee Health Insurance 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 Employee Health Insurance Program, policy number 3356-7-22, shown as Exhibit \_\_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

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

~~Previous Policy Number: 7008.01~~

Responsible Division/Office: Human Resources

Responsible Officer: Vice President for Legal Affairs and Human Resources

Revision History: March 1998; December 2011; June 2015; December 2016; March 2018

Board Committee: University Affairs

Effective Date: ~~December 1, 2016~~ March 15, 2018

Next Review: 2024~~3~~

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

- (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.
  - (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
    - (a) Employees will contribute, via payroll deduction, an aggregate of fifteen per cent of the funding level. Funding rates will be established for three tiers: the employee only, employee plus one dependent, and family (employee plus two or more dependents) contracts. A flat percentage of salary that is required for funding level to be reached will be identified each July first.
    - (b) Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the funding rates effective July 1, 2015 through June 30, 2018:
      - (i) Minimum of ten per cent (10%), and
      - (ii) Maximum of twenty per cent (20%).
    - (c) Effective July 1, 2018, and thereafter, employees will contribute via pay deduction fifteen per cent (15%) of the cost of the employee only, employee plus one dependent, and family (employee plus two or more dependents) of the full premium for fully insured components, or for self-insured components, the established fully insured equivalent rate.
  - (3) Payments shall be deducted in equal amounts from each eligible participant's semimonthly paychecks.
- (E) Working spouse/coordination of benefits.

- (1) As a condition of eligibility for coverage under the university's group medical and/or prescription drug plan (referred to as "university coverage"), if an employee's spouse is eligible for group medical and/or prescription coverage which is sponsored, maintained and/or provided by the spouse's current employer, former employer (if retirees), or business for self-employed individuals other than sole proprietors, collectively or individually, (referred to as "employer coverage"), the spouse must enroll for at least single coverage in his/her employer coverage unless he/she is entitled to medicare **as of January 1, 2015**. The use of the word "spouse" in this policy refers to a legal spouse.

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

- (2) The requirement of paragraph (E)(1) of this rule does not apply to any spouse who works less than twenty-five **(25)** hours per week and is required to pay more than fifty per cent **(50%)** of the single premium funding rate or ~~three~~**five** hundred dollars **(\$500)** per month, whichever is greater, in order to participate in employer coverage.
- (3) An employee's spouse who fails to enroll in employer coverage, as outlined above, shall be ineligible for university coverage.
- (4) Upon the spouse's enrollment in employer coverage, that coverage will become the primary plan and the university coverage will become the secondary plan, according to the primary plan's coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a medicare beneficiary and medicare is secondary to the university coverage and **medicare is** primary to the spouse's employer coverage, the university coverage will be the primary coverage. Sections 3902.11 ~~and~~**to**

3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.

- (F) Upon becoming eligible, the employee's spouse must enroll in employer coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll, whose spouse participates in the university's group medical and/or prescription drug insurance coverage, shall, upon request, complete and submit to the plan a written certification verifying whether his/her spouse is eligible for and enrolled in employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed immediately from university coverage. Any information not completed or provided on the certification form may be requested from the employee.
- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer of a change in the eligibility of the employee's spouse for employer coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of university coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from university coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the university coverage.

The administrator shall provide at least thirty (30) days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable university coverage for reimbursement of benefits and expenses, including attorney's fees and costs incurred by the university coverage as a result of the false information or failure. Additionally, if the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.

- (I) The details of the working spouse limitations and coordination of benefits requirements are available upon request from the human resource office.



- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses are employed by the university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse/~~domestic partner~~ works for the university and the other does not, the children remain on the university insurance. If both spouses work for the university and choose employee plus one or family coverage, the higher paid employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.

family coverage, or to select individual coverage and for each to pay the single salary share for premium.

- (K) If one spouse works for the university and the other does not, the children remain on the university insurance. If both spouses work for the university and choose employee plus one or family coverage, the higher paid employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.

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

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: March 1998; December 2011; June 2015; December 2016; March 2018  
Board Committee: University Affairs  
**Effective Date: March 15, 2018**  
Next Review: 2023

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

- (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.
  - (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
    - (a) Employees will contribute, via payroll deduction, an aggregate of fifteen per cent of the funding level. Funding rates will be established for three tiers: the employee only, employee plus one dependent, and family (employee plus two or more dependents) contracts. A flat percentage of salary that is required for funding level to be reached will be identified each July first.
    - (b) Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the funding rates effective July 1, 2017 through June 30, 2018:
      - (i) Minimum of ten per cent (10%), and
      - (ii) Maximum of twenty per cent (20%).
    - (c) Effective July 1, 2018, and thereafter, employees will contribute via pay deduction fifteen per cent (15%) of the cost of the employee only, employee plus one dependent, and family (employee plus two or more dependents) of the full premium for fully insured components, or for self-insured components, the established fully insured equivalent rate.
  - (3) Payments shall be deducted in equal amounts from each eligible participant's semimonthly paychecks.
- (E) Working spouse/coordination of benefits.
- (1) As a condition of eligibility for coverage under the university's group medical and/or prescription drug plan (referred to as

“university coverage”), if an employee’s spouse is eligible for group medical and/or prescription coverage which is sponsored, maintained and/or provided by the spouse’s current employer, former employer (if retirees), or business for self-employed individuals other than sole proprietors, collectively or individually, (referred to as “employer coverage”), the spouse must enroll for at least single coverage in his/her employer coverage unless he/she is entitled to medicare as of January 1, 2015. The use of the word “spouse” in this policy refers to a legal spouse.

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

- (2) The requirement of paragraph (E)(1) of this rule does not apply to any spouse who works less than twenty-five (25) hours per week and is required to pay more than fifty per cent (50%) of the single premium funding rate or five hundred dollars (\$500) per month, whichever is greater, in order to participate in employer coverage.
- (3) An employee’s spouse who fails to enroll in employer coverage, as outlined above, shall be ineligible for university coverage.
- (4) Upon the spouse’s enrollment in employer coverage, that coverage will become the primary plan and the university coverage will become the secondary plan, according to the primary plan’s coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a medicare beneficiary and medicare is secondary to the university coverage and medicare is primary to the spouse’s employer coverage, the university coverage will be the primary coverage. Sections 3902.11 to 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.

- (F) Upon becoming eligible, the employee's spouse must enroll in employer coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll, whose spouse participates in the university's group medical and/or prescription drug insurance coverage, shall, upon request, complete and submit to the plan a written certification verifying whether his/her spouse is eligible for and enrolled in employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed immediately from university coverage. Any information not completed or provided on the certification form may be requested from the employee.
- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer of a change in the eligibility of the employee's spouse for employer coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of university coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from university coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the university coverage.

The administrator shall provide at least thirty (30) days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable university coverage for reimbursement of benefits and expenses, including attorney's fees and costs incurred by the university coverage as a result of the false information or failure. Additionally, if the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.

- (I) The details of the working spouse limitations and coordination of benefits requirements are available upon request from the human resource office.
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses are employed by the university have the option either to be treated as only one employee, employee plus one or

**RESOLUTION REGARDING TERMS AND CONDITIONS OF  
EMPLOYMENT FOR CLASSIFIED EMPLOYEES  
EXCLUDED FROM COLLECTIVE BARGAINING**

**WHEREAS**, the Board of Trustees ratified a collective bargaining *Agreement* with the Youngstown State University Association of Classified Employees (YSU-ACE) for the three-year period August 16, 2017 through August 15, 2020, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

**WHEREAS**, it is deemed to be equitable and in the best interest of the University to extend some of the provisions of the *Agreement* to classified employees exempt from collective bargaining; and

**WHEREAS**, these provisions are in the areas of pay, leaves, vacation, retirement, insurance benefits and miscellaneous benefits;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Youngstown State University, that the following YSU-ACE collective bargaining agreement articles and/or sections be extended to classified employees who are excluded from collective bargaining: Article 3 (Pay) with the exception of Section 3.8; Article 15 (Leaves) with the exception of Sections 15.3, 15.20 and 15.23; Article 17 (Vacation) except to the extent it is inconsistent with the O.R.C. Sections 9.44 and 124.131 regarding computation of prior service credit; Article 21 (Retirement); Article 22 (Insurance Benefits); Article 27 (Miscellaneous) with the exception of Section 27.9; and the Side Letter Agreement regarding the vacation cash-out provision.



**RESOLUTION TO APPROVE THE ADOPTION OF A CLASSIFICATION PLAN  
PURUSANT TO THE IMPLEMENTATION GUIDELINES AND STANDARDS FOR  
H.B. 187 FOR CIVIL SERVICE EMPLOYEES**

**WHEREAS**, the 126<sup>th</sup> Ohio General Assembly enacted H.B. 187 which revised the Ohio civil service laws granted the power, duties and functions of the Department of Administrative Services to the Board of Trustees of each state university; and

**WHEREAS**, R.C. 124.14(A) granted the Department of Administrative Services the authority to establish a job classification plan for all employees, including those in the civil service; and

**WHEREAS**, R.C. 124.14(F) granted the board of trustees of state universities the authority to carry out all matter of governance involving the employees of the state university, including the powers, duties and functions of the department of administrative services; and

**WHEREAS**, Youngstown State University Board of Trustees adopted the attached Resolution authorizing the Office of Human Resources to review University policies and procedures applicable to civil service employees in accordance with H.B. 187 and to make recommendations in accordance with H.B. 187 to the Board of Trustees; and

**WHEREAS**, the Office of Human Resources has established a Classification Plan for Classified Civil Servants, including those in the Association of Classified Employees (ACE) bargaining unit; and

**WHEREAS**, The Office of Human Resources has shared the Classification Plan with the ACE bargaining unit as each classification has been established which has been over the course of the previous three years; and

**WHEREAS**, the University has followed the Implementation Guidelines for Classified Civil Service Law Reform for Ohio Universities, adopted by the Inter-University Counsel of Ohio, specifically, consulting with collective bargaining unit representatives, posting the Draft Classification Plan on the YSU website for a minimum of 30 days and inviting comment and undertaking such changes in a controlled and incremental manner; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the adoption of the Youngstown State University Civil Service Classification and Compensation Plan; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees authorizes the Appointing Authority to modify, rescind and amend the Classification Plan, as appropriate and necessary in accordance with the law and Guidelines, in effect at the time.

**Board of Trustees Meeting  
March 15, 2018  
YR 2018-**



# Youngstown

STATE UNIVERSITY

**RESOLUTION TO AUTHORIZE THE OFFICE OF HUMAN  
RESOURCES TO REVIEW AND RECOMMEND CHANGES  
TO UNIVERSITY POLICIES AND PROCEDURES  
GOVERNING CIVIL SERVICE EMPLOYEES**

**WHEREAS**, the 126<sup>th</sup> Ohio General Assembly enacted H.B. 187 which revises the Ohio civil service laws; and

**WHEREAS**, Youngstown State University is granted the authority to implement policies and procedures that are applicable to civil service employees that satisfy the requirements of R.C. 124; and

**WHEREAS**, Youngstown State University, through the Board of Trustees, enables the Office of Human Resources to implement such policies and procedures; and

**WHEREAS**, the Board of Trustees grants the Office of Human Resources the authority to review current University policies and procedures and make recommendations in accordance with the provisions of H.B. 187; and

**WHEREAS**, until such time that the Board of Trustees adopts policies and procedures in accordance with H.B. 187, Youngstown State University shall follow the requirements of R.C. 124 when those provisions apply to civil servants of a state university;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve:

1. The Office of Human Resources shall review current and create new University policies and procedures that are applicable to civil service employees in accordance with H.B. 187; and

2. Youngstown State University shall enforce policies and procedures enacted under the current requirements of R.C. 124 when those provisions apply to civil servants of a state university until such time that the Board of Trustees adopts policies and procedures, in accordance with H.B. 187.

**MOTION: Mr. Chairperson, on behalf of the Internal Affairs Committee, I move the adoption of the Resolution found in the Board's materials at Item E.5.b. The Resolution (1) grants the Office of Human Resources authority to review current University policies and procedures and make recommendations in accordance with House Bill 187; and (2) provides that until such time as the Board of Trustees adopts policies and procedures in accordance with House Bill 187, the University shall follow the requirements of Ohio Revised Code Chapter 124 applicable to civil servants employed by the University.**

**Board of Trustees Meeting  
September 28, 2007  
YR 2008-**

**Agenda Item E.5.b.**



INTER-UNIVERSITY COUNCIL OF OHIO  
10 West Broad Street, Suite 450  
Columbus, Ohio 43215-7415  
(614) 464-1266  
fax (614) 464-9281  
www.iuc-ohio.org

Bruce E. Johnson, IUC President  
Inter-University Council of Ohio  
10 West Broad Street, Suite 450  
Columbus, Ohio 43215

September 25, 2007

Dear President Johnson,

On behalf of the IUC-HR Committee, we present to you our completed assignment regarding the compliance measures of House Bill 187 – Classified Civil Service (CCS) reform. The primary charge to the IUC-HR Committee was as follows:<sup>1</sup>

On December 29, 2006, Governor Taft signed HB 187 into law, effective July 1, 2007. The bill charges the IUC Presidents to appoint a committee to “develop guidelines and standards that are to be used by the boards of trustees for these colleges and universities in adopting rules concerning the matters of governance...” Further, that the committee is to begin and end its work within “90 days after the effective date of this act”, i.e. September 30, 2007.

As such, we respectfully submit the enclosed documents, which meet the requirements of the legislative language and our charge:

- Implementation Guidelines for CCS rule changes on each of our campuses;
- A complementary attachment to the Guidelines outlining the meaning of “Controlled and Incremental” Implementation.

We co-chaired the IUC-HR Committee and, in our efforts to complete our tasks, we:

- created a working task force with chief human resource officers from the University of Cincinnati (Gary Dent) and Bowling Green State University (Rebecca Ferguson) along with Legal Counsel from Ohio State University, Ohio University, Kent State University, and NEOUCOM;
- offered extensive involvement to each of the chief human resource officers at IUC member institutions;
- devoted to this topic the majority of time available at two separate IUC-HR Committee retreats in June and again in September;

<sup>1</sup> excerpt from letter of former IUC-HR Committee chair, Rebecca Ferguson of Bowling Green State University, issued to and approved by IUC Presidents on January 11, 2007.

The University of Akron  
University of Cincinnati  
Miami University  
Ohio University  
Wright State University

**The Public Universities of Ohio**

Bowling Green State University  
Cleveland State University  
Northeastern Ohio Universities College of Medicine  
Shawnee State University  
Youngstown State University

Central State University  
Kent State University  
The Ohio State University  
The University of Toledo

- collaborated with a subcommittee appointed by the IUC Legal Counsel group (same group as noted above in the first bullet);
- met with appropriate staff members of the Ohio Department of Administrative Services (ODAS) – as required by language in the bill;
- created a team to coordinate our communication efforts (to assure appropriate timing and content of messages delivered on our campuses); and, to assure an archive of organized information for future generations of HR leaders;
- created a team to develop metrics that will allow each institution to contribute data on the efficacy of our rules changes; this will allow us to contribute to the recent state legislature’s requirements for annually reporting efficiency targets and results.

We understand the next step in the process of complying with HB 187 is to present these guidelines documents to you, assuring you that each institution’s chief human resources officer has agreed to abide by their provisions; and, further, we agree to implement any changes on our campuses in a “controlled and incremental” manner (which we have also defined; see second document enclosed).

The step following the submission of this report is for each institution’s board of trustees to adopt a resolution guided by the work of the legal subcommittee. This action will then permit the respective Human Resource office to begin working on campus-wide CCS modernization efforts.

It has been an honor and pleasure for us to lead this initiative and to work on the IUC’s behalf. If you have any questions please do not hesitate to connect with either of us.

Sincerely,

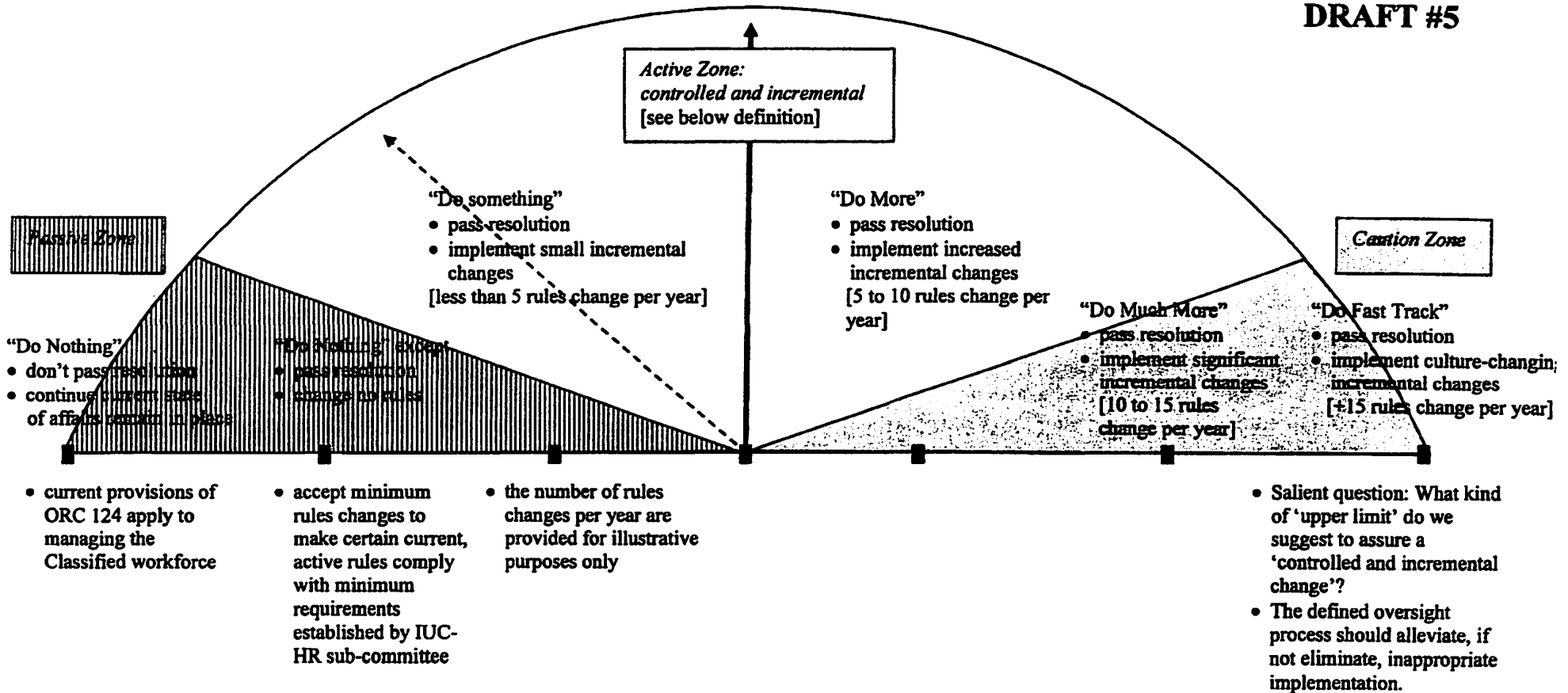
James E. Kemper, Ph.D., SPHR  
 Associate Vice President for Human Resources  
 Ohio University  
 IUC-HR Committee Chair  
 HB187 Implementation Team Co-chair

Larry Lewellen  
 Associate Vice President  
 Human Resources  
 Ohio State University  
 HB187 Implementation Team Co-chair

**CIVIL SERVICE LAW REFORM  
FOR  
IUC-RELATED UNIVERSITIES  
MAY 2007**

**CONTINUUM OF ANTICIPATED PACE AND VOLUME OF CHANGE OF RULES<sup>1</sup> ON OUR CAMPUSES**

**DRAFT #5**



“Controlled and incremental implementation” is interpreted to mean the following:

- A documented planning process is undertaken before beginning, with approval of such plans by each Board of Trustees
- An implementation process which occurs over a period of years, if significant reform is to be undertaken
- The incorporation of a consultation process on each set of changes which allows significant opportunity for understanding and feedback of labor unions and/or governance groups, and administrators
- The avoidance of a process which detrimentally disrupts efficiency of operation and/or the employee relations environment

<sup>1</sup> A “rule” is considered a term and condition of employment written at a policy level for Classified Civil Servants on our campuses.

## **Classified Civil Service Law Reform for Ohio's Universities**

### ***Implementation Guidelines***

The charge of the Inter-University Council of Ohio's Human Resource Committee is to: develop guidelines and standards that are to be used by the boards of trustees in adopting the rules concerning the matters of governance as required by division (F) of 124.14 of the Revised Code, as amended by Sub. H.B. 187.

The IUC-HR Committee shall establish guidelines and plans that govern the implementation of any changes to rules impacting university employees in the classified civil service in a "controlled and incremental fashion" in accordance with Sub. H.B. 187.

The IUC-HR Committee proposes the following:

- I. Member institutions may submit to their Board of Trustees a resolution recognizing the authority granted under Sub. H.B. 187 and committing the institution to proceeding with changes to the civil service rules in a controlled and incremental fashion. It is anticipated that the majority of institutions will adopt such a resolution by the end of fall term 2007.

NOTE: if a member institution chooses to not pass a Board of Trustees' resolution, then the institution will continue operating their respective human resources office within the current set of workplace rules set forth in Ohio Revised Code, Chapter 124 and the Ohio Administrative Code, Chapter 123.

- II. Once these Guidelines are adopted, an institution's Board of Trustees may consider the adoption of new institutional civil service rules in a controlled and incremental fashion in accordance with the IUC guidelines and pursuant to Section 111.15 of the Ohio Revised Code. A common-sense approach to controlled and incremental is described in the attached document entitled: *Civil Service Law Reform Continuum*.
- III. Each institution's Board of Trustees shall adhere to the IUC's implementation guidelines and standards, as further outlined in the following pages.

**Inter-University Council of Ohio  
Implementation Guidelines and Standards for Sub. H.B.187**

Under Sub. H.B. 187, the Ohio public four-year institutions of higher education have been granted authority to adopt and implement policies and procedures applicable to classified civil service employees in place of the Classified Civil Service rules existing in Chapter 124 of the Ohio Revised Code and other similar regulations at each institution as approved by their respective Board of Trustees. As provided in Sub. H.B. 187, the Inter-University Council of Ohio hereby establishes guidelines and standards which must be followed by each Board of Trustees.

Each institution may create a set of Classified Civil Service rules and regulations (“CCS Rules”), including but not limited to the following specific areas:

- Classification plans;
- Recruitment, selection, and appointment processes;
- Performance, discipline, and termination processes;
- Layoff and reduction-in-workforce processes;
- Paid leave and holiday leave;
- Appeal processes for classification, reduction, abolishment, and disciplinary actions; and
- Metrics and measures as appropriate for implementation and modernization of the above listed matters of personnel governance.

**Consultation and Communication for CCS Rule Creation and Changes**

CCS rules may only be adopted using a consultative and transparent process. These processes may include the following:

- a. Consultation with an institutional staff committee, which includes CCS staff, if such a committee exists;
- b. Posting of draft rules or rule changes on an institutional website for a minimum of 30-calendar days;
- c. Appropriate interactions with collective bargaining unit representatives; and
- d. If appropriate to the nature of the rule change, staff forums and/or focus groups should be held to foster a dialogue with stakeholders before final recommendation and implementation of rule changes.

Controlled and Incremental Manner

Each institution undertaking any and all CCS Rule changes must do so in a controlled and incremental manner. Each Board of Trustees must ensure that this requirement is met.

Required Content for CCS Rules for each institution

The following is a guide that member institutions agree to follow during the creation of new CCS Rules.

***1. Recruitment, Selection and Appointment Processes***

The processes for selection of classified staff will ensure that selections are made on the basis of merit and fitness. Institutions shall seek to adopt best/next practices of private sector businesses and institutions of higher education. Recruitment, selection and appointment processes should consider the following factors, which are mere examples and not an all inclusive list:

- Development of written position descriptions that include essential job functions, required experience and education;
- Guidance on appropriate recruitment and job posting processes;
- Screening and comparison of applications to position requirements;
- Structured interviews of qualified candidates;
- Use of valid forms of testing, where appropriate, including simulation tests of key job functions;
- Background checks, to include checking of references; and
- A commitment to affirmative action consideration in employment and advancement of veterans of U.S. Armed Forces and to individuals representing the diversity needs on our respective university campuses.

***2. Definition of Classified Civil Service***

Each institution may define which of their non-student positions shall be within the classified civil service. One possibility would be to exempt from the classified civil service those positions that teach, conduct research, or that are generally exempt from overtime earnings under the federal Fair Labor Standards Act. Each institution defining their classified civil service staff shall establish a process and schedule to achieve this new definition, while seeking to minimize the impact on affected individuals.



### ***3. Performance, Discipline and Disciplinary Processes***

An employee in a position defined to be within the classified civil service, who has successfully completed a probationary period and is in a non-temporary position, will be entitled to pre-disciplinary due process rights, not less than those established by *Cleveland Bd. of Educ. v. Loudermill*, 470 U.S. 532 (1985).

Specifically, appropriate pre-disciplinary due process measures must be afforded prior to the following actions becoming effective:

- Suspension for 24 or more work hours;
- Demotion;
- Discharge;
- Unpaid leave, other than suspension for less than 24 work hours or as otherwise permitted by law.

Nothing in these guidelines shall be construed to limit the right of an employee who possesses the right of appeal to the State Personnel Board of Review to continue to possess that right of appeal.

### ***4. Layoff and Reduction-in-Force Processes***

Classified Civil Service staff may be subject to layoff or reduction in force processes. Each institution may implement an orderly and systematic process governing layoffs and reductions-in-force. Nothing in these guidelines shall be construed to limit the right of an employee who possesses the right of appeal to the State Personnel Board of Review to continue to possess that right of appeal.

### ***5. Classification & Compensation Plans***

Each institution will continue to operate their own comprehensive classification and compensation plans, pursuant to a developed methodology for classifying and assigning compensation and pay structures.

#### **6. *Appointing Authority***

The construct of an “Appointing Authority” will be retained. The Appointing Authority’s accountability for and oversight over university personnel systems as they relate to classified civil service staff will adhere to the intent and principles outlined by these guidelines.

#### **7. *Appeal Rights***

Classified staff at each institution will have the ability to appeal certain adverse employment actions, such as suspension, demotion, job abolishment, layoff or discharge. Employees will have the flexibility to select from campus-approved options for appeal processes. Appeal options will include the State Personnel Board of Review and may also include (a) external panels or hearing officers; and/or, (b) internal panels or hearing officers. Employees will not have to fund the cost of these hearings, but would continue to fund their own legal representation and any miscellaneous costs (e.g., copies of transcripts). Alternative Dispute Resolution mechanisms may also be considered as a voluntary avenue for employees to pursue resolution before enacting the formal appeal processes.

#### **8. *Holiday, Leave, and Benefit Programs***

Leave programs may be redesigned to be more effective for individual institutions and their staff. Further, other benefits programs may be modified as needed for appropriate recruitment and retention of classified staff.

#### **9. *Institutional Accountability***

In recognition of the fact that the universities will no longer be subject to periodic audit by the Ohio Department of Administrative Services, it is recommended that for all classified civil service rules, a peer review process be commissioned at least once every five (5) years regarding CCS policies, for the first ten (10) year period and each ten (10) years thereafter. The resulting written study by the peer review process will be made available at each respective institution along with a plan for necessary improvements, if any, called for by the peer review.

In the spirit of collaboration and continuous improvement, the peer review process will foster the sharing of best practices from across the state of Ohio and from other known sources.

***10. Whistleblower Protection***

It is important to each institution that the specific whistleblower protections outlined in Section 124.341 of the Ohio Revised Code that apply to university staff be maintained and enforced by the institutions and by the State Personnel Board of Review.

***11. Collective Bargaining Agreements***

Sub. H.B. 187 makes clear that nothing in the Act “abrogates, annuls, or modifies, or may be construed as abrogating, annulling, or modifying, any collective bargaining agreement between a public employer and an exclusive representative that was entered into before the effective date of the Act.”

***12. Amendment of the Guidelines***

These Guidelines may be amended by written agreement of the Inter-University Council.

**Explanation of Modifications to *University Policy*:**

**3356-7-01 Conflicts of Interest Policy**

This policy is being modified pursuant to the policy review cycle. Policy language and placement were modified with the purpose of clarifying the policy. The policy was updated with the addition of: Sections (D) to address the use of self-authored materials by instructors; Section (F) to prohibit the use of University resources for non-university purposes; and Section (H) to outline potential policy violations and consequences from these violations.

Two (2) approaches to sale of textbooks or other material used in a course in which the author is the instructor

1. Royalties waived or donated (this definitively addresses questions of conflict of interest/self-serving financial gain).

University of Akron

University of Toledo (in the process of developing a formal policy; emphasis on royalties waived or donated)

2. Allowed with approval. This approach is based on the ethical use of self-authored materials and involves a detailed request/disclosure, review and approval process on a department-by-department basis. Review and approval can be on the department level or require higher administrative review and approval of dean and/or provost. Materials must meet specific requirements-definitive source in subject/field, the extent to which material is used outside the University, available/cost/effectiveness for student. Decision is supported by documentation such as an Approval and Royalty Disclosure Form and must be submitted and approved on a specific timeline (annually, every X years).

Ohio State University

Miami University of Ohio

Kent State University

University of Texas Austin

Eastern Kentucky University

University of Chicago

**RESOLUTION TO MODIFY AND RETITLE  
CONFLICTS OF INTEREST POLICY, 3356-7-01**

**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 Conflicts of Interest, 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 Conflicts of Interest, policy number 3356-7-01, to be retitled as Conflicts of Interest and Conflicts of Commitment, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-01 Conflicts of interest **and conflicts of commitment.**

~~Previous Policy Number: 7001.01~~

Responsible Division/Office: Human Resources

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

Revision History: August 1997; December 2010; September 2012;  
March 2018

Board Committee: University Affairs

Effective Date: ~~September 28, 2012~~ March 15, 2018

Next Review: 201723

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- (A) Policy statement. All employees have a fundamental responsibility to act in the best interests of Youngstown state university (university) and are to avoid conflicts of interest and conflicts of commitment in the conduct of university business. As part of this responsibility, the university expects all Eemployees to apply their time and effort appropriately and ~~are also expected~~ to avoid any situation which conflicts with, or gives the appearance of conflict in objectivity or job performance. ~~to avoid even the appearance of a conflict or impropriety.~~
- (B) Purpose. To educate university employees about conflicts of interest and conflicts of commitment and to provide guidance on addressing and managing such conflict.
- (~~B~~C) ~~Purpose~~ Guidelines.
- (1) A conflict of interest typically exists when financial, professional or other personal considerations directly or indirectly affect or benefit, ~~compromise~~ or have ~~the potential for or~~ the appearance of affecting or benefiting, an employee or the employee's family or business associates. ~~compromising a person's objectivity in meeting university responsibilities, including research activities.~~ Employees are expected to avoid participating in decisions or actions on behalf of the university which may result in or appear to result in such benefit.
  - (2) A conflict of commitment typically exists when an Eemployees ~~may not~~ engages in outside activities, either paid or unpaid, that

interfere with the performance of performing university job duties and responsibilities. ~~at the university.~~ Employees are expected to avoid any situation which compromises, or appears to compromise, their loyalty to the university and commitment to their university responsibilities. ~~job performance, loyalty, or stewardship to the university. This may be considered a conflict of commitment.~~

- ~~(3) — Employees are expected to avoid participating in decisions or actions on behalf of the university which may result in personal gain to the employee or the employee's family or business associates. This may be considered a conflict of interest.~~
- (3) State ethics laws.
- (a) Section 102.03 of the Revised Code prohibits employees from soliciting or accepting or influencing one to give anything of value when it comes from a party who is interested in a pending matter or doing or seeking to do business with the university.
  - (b) Sections 2921.42 and 2921.43 of the Revised Code prohibit public employees from having an interest in a public contract.
  - (c) These statutes also prohibit a public employee's family and business associates from having an interest in a public contract. The Revised Code provides certain exceptions to these prohibitions; however, all exceptions must be approved in advance through the office of contract compliance.
  - (d) An employee must report the conflict on the "Conflict of Interest Certification Form." The following procedures are designed to ensure integrity in the conduct of university business.
- ~~(4) — There are two main conflict of interest provisions in Ohio's ethics laws that apply to full- and part-time employees of the university. First, section 102.03 of the Revised Code prohibits employees from soliciting or accepting or influencing one to give anything of value when it comes from a party who is interested in a pending~~



~~matter or doing or seeking to do business with the university. Second, sections 2921.42 and 2921.43 of the Revised Code prohibit public employees from having an interest in a public contract. These statutes also prohibit a public employee's family and business associates from having an interest in a public contract. There may be an exception to this prohibition, but it must be approved in advance through the office of contract compliance. The employee must report the conflict on the "Conflict of Interest Certification Form." The following procedures are designed to ensure integrity in the conduct of university business.~~

- (D) Use of self-authored material in a course taught by the author/co-author. Educational materials authored by instructors can be valuable and unique course resources. However, in order to avoid even the appearance of a conflict of interest; no university employee is to receive private gain arising from the sale of textbooks or other materials used in a Youngstown state university course in which the employee is an instructor. Therefore an employee/instructor, including full and part-time faculty, who wishes to use self-authored materials must:
- (1) Waive royalties or other type of personal gain, or:
  - (2) Designate the university or a recognized professional organization or honorary to receive such royalties or gain. This option must ensure that there will be no potential for future personal gain by the employee.
  - (3) Both of these options require an instructor to submit documentation of adherence to the above requirements to the appropriate dean and the provost/vice-president for academic affairs. Written approval must be received from the appropriate dean and the provost/vice-president of academic affairs prior to the use of self-authored materials. The written request and approval must identify the instructor, the course[s], the educational materials, the options being utilized, and will be retained by the appropriate dean.
  - (4) Employee/instructors are prohibited from by-passing these requirements through arrangements between or among fellow employees/instructors for the use of each other's self-authored materials for private gain.

(E) Annual reporting requirement. ~~Procedures.~~

- (1) ~~Annually,~~ All employees authorized to sign for expenditures or involved in making purchasing decisions on behalf of the university are required to complete a "Conflict of Interest Certification Form:" annually.
- (2) ~~The forms are retained in the office of contract compliance.~~ The contract compliance officer and the controller will review these forms and make any determinations necessary. ~~The forms are retained in the office of contract compliance~~
- (23) Employees are under a continuing obligation to update information on the ~~is~~ form ~~should~~ as circumstances change.
- ~~(3) — An employee unsure of the applicability of any of these procedures may consult with the office of the controller or the office of contract compliance.~~

(F) Use of university resources. University resources are to be used only in the interest of the university. Employees may not use university resources, facilities, personnel, equipment or confidential information, as part of their outside consulting activities or for any other non-university purpose.

(G) Disclosure requirements.

- (41) — Employees are ~~also expected~~ required, as soon as possible, to disclose to their department head any of the following:
  - (a) Any employment at the university in addition to primary employment (i.e., part-time teaching position, etc.);
  - (b) Outside employment;
  - (c) Other interests or activities that require commitments of time that may interfere with meeting university obligations;
  - (d) Use of supplies, equipment, or university resources for non-university purposes;

- (e) Receipt of gifts or entertainment of more than nominal value from suppliers of goods or services.
  - (f) Receipt of gifts or entertainment of more than nominal value from persons associated or seeking association with the university.
  - (g) Use of confidential or privileged information acquired in the course of employment at the university for non-university purposes.
- (52) The appropriate department head will review the disclosed information to determine whether a conflict of interest or commitment, the appearance of a conflict of interest, or the potential for a conflict of interest exists. If the department head is uncertain as to whether a specific situation constitutes a conflict of interest, they shall consult with their supervisor.
- (63) If it is determined that a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest does exist, the department head and employee will together develop a written statement of action to protect the university by managing, reducing, or eliminating the conflict situation. If the statement is mutually agreed upon, a copy will be submitted to the next highest level of authority for approval.
- (74) If the department head and employee cannot mutually agree upon a statement of action, or if the statement of action is not approved by the next highest level of authority, the situation will be referred to the appropriate dean/executive director or vice president for final determination.
- (5) An employee unsure of the applicability of this policy should consult with the office of the controller or the office of contract compliance.
- (H) Policy violations. Violations of this policy, including failure to disclose required information or the knowing submission of an incomplete, erroneous or misleading "Conflict of Interest Certification Form" may result in discipline up to and including termination in accordance with applicable disciplinary policies and collective bargaining agreements.

**3356-7-01 Conflicts of interest and conflicts of commitment.**

Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: August 1997; December 2010; September 2012; March 2018  
Board Committee: University Affairs  
**Effective Date: March 15, 2018**  
Next Review: 2023

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- (A) Policy statement. All employees have a fundamental responsibility to act in the best interests of Youngstown state university (university) and are to avoid conflicts of interest and conflicts of commitment in the conduct of university business. As part of this responsibility, the university expects all employees to apply their time and effort appropriately and to avoid any situation which conflicts with, or gives the appearance of conflict in objectivity or job performance.
- (B) Purpose. To educate university employees about conflicts of interest and conflicts of commitment and to provide guidance on addressing and managing such conflict.
- (C) Guidelines.
- (1) A conflict of interest typically exists when financial, professional or other personal considerations directly or indirectly affect or benefit, or have the appearance of affecting or benefiting, an employee or the employee's family or business associates. Employees are expected to avoid participating in decisions or actions on behalf of the university which may result in or appear to result in such benefit.
  - (2) A conflict of commitment typically exists when an employee engages in outside activities, either paid or unpaid, that interferes with the performance of university job duties and responsibilities. Employees are expected to avoid any situation which compromises, or appears to compromise, their loyalty to the university and commitment to their university responsibilities.

- (3) State ethics laws.
  - (a) Section 102.03 of the Revised Code prohibits employees from soliciting or accepting or influencing one to give anything of value when it comes from a party who is interested in a pending matter or doing or seeking to do business with the university.
  - (b) Sections 2921.42 and 2921.43 of the Revised Code prohibit public employees from having an interest in a public contract.
  - (c) These statutes also prohibit a public employee's family and business associates from having an interest in a public contract. The Revised Code provides certain exceptions to these prohibitions; however, all exceptions must be approved in advance through the office of contract compliance.
  - (d) An employee must report the conflict on the "Conflict of Interest Certification Form." The following procedures are designed to ensure integrity in the conduct of university business.
  
- (D) Use of self-authored material in a course taught by the author/co-author. Educational materials authored by instructors can be valuable and unique course resources. However, in order to avoid even the appearance of a conflict of interest; no university employee is to receive private gain arising from the sale of textbooks or other materials used in a Youngstown state university course in which the employee is an instructor. Therefore an employee/instructor, including full and part-time faculty, who wishes to use self-authored materials must:
  - (1) Waive royalties or other type of personal gain, or:
  - (2) Designate the university or a recognized professional organization or honorary to receive such royalties or gain. This option must ensure that there will be no potential for future personal gain by the employee.
  - (3) Both of these options require an instructor to submit

documentation of adherence to the above requirements to the appropriate dean and the provost/vice-president for academic affairs. Written approval must be received from the appropriate dean and the provost/vice-president of academic affairs prior to the use of self-authored materials. The written request and approval must identify the instructor, the course[s], the educational materials, the options being utilized, and will be retained by the appropriate dean.

- (4) Employee/instructors are prohibited from by-passing these requirements through arrangements between or among fellow employees/instructors for the use of each other's self-authored materials for private gain.
- (E) Annual reporting requirement.
- (1) All employees authorized to sign for expenditures or involved in making purchasing decisions on behalf of the university are required to complete a "Conflict of Interest Certification Form" annually.
  - (2) The contract compliance officer and the controller will review these forms and make any determinations necessary. The forms are retained in the office of contract compliance.
  - (3) Employees are under a continuing obligation to update information on the form as circumstances change.
- (F) Use of university resources. University resources are to be used only in the interest of the university. Employees may not use university resources, facilities, personnel, equipment or confidential information, as part of their outside consulting activities or for any other non-university purpose.
- (G) Disclosure requirements.
- (1) Employees are required, as soon as possible, to disclose to their department head any of the following:
    - (a) Any employment at the university in addition to primary employment (i.e., part-time teaching position, etc.).

- (b) Outside employment.
  - (c) Other interests or activities that require commitments of time that may interfere with meeting university obligations.
  - (d) Use of supplies, equipment, or university resources for non-university purposes.
  - (e) Receipt of gifts or entertainment of more than nominal value from suppliers of goods or services.
  - (f) Receipt of gifts or entertainment of more than nominal value from persons associated or seeking association with the university.
  - (g) Use of confidential or privileged information acquired in the course of employment at the university for non-university purposes.
- (2) The appropriate department head will review the disclosed information to determine whether a conflict of interest or commitment, the appearance of a conflict, or the potential for a conflict exists. If the department head is uncertain as to whether a specific situation constitutes a conflict of interest, they will consult with their supervisor.
- (3) If it is determined that a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest does exist, the department head and employee will together develop a written statement of action to protect the university by managing, reducing, or eliminating the conflict situation. If the statement is mutually agreed upon, a copy will be submitted to the next highest level of authority for approval.
- (4) If the department head and employee cannot mutually agree upon a statement of action, or if the statement of action is not approved by the next highest level of authority, the situation will be referred to the appropriate dean/executive director or vice president for final determination.

- (5) An employee unsure of the applicability of this policy should consult with the office of the controller or the office of contract compliance.
- (H) Policy violations. Violations of this policy, including failure to disclose required information or the knowing submission of an incomplete, erroneous or misleading “Conflict of Interest Certification Form” may result in discipline up to and including termination in accordance with applicable disciplinary policies and collective bargaining agreements.



**Explanation of Modifications to *Guidebook Policy*:**

**3356-7-45 Persona Non Grata**

Policy was reviewed pursuant to review cycle. The policy was retitled and modifications were made to remove unnecessary information, clarify the application of the policy, delineate the processes for a determination of persona non grata status and appeal of persona non grata status, and provide an evidentiary standard.

**RESOLUTION TO MODIFY AND RETITLE  
PERSONA NON GRATA  
STATUS FOR CAMPUS VISITORS POLICY, 3356-7-45**

**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 Persona Non Grata, 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 Persona Non Grata, policy number 3356-7-45, to be retitled as Persona Non Grata Status for Campus Visitors, shown as Exhibit \_\_ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-45 Persona non grata status for campus visitors.

Previous Policy Number: ~~7022.01~~  
Responsible Division/Office: ~~Finance and Administration;~~ Student Affairs  
Experience: University Relations  
Responsible Officer: Vice President for ~~Finance and Administration;~~ VP for Student Affairs; Chief of Police  
Revision History: June 1999; September 2009; September 2012; March 2018  
Board Committee: University Affairs  
Effective Date: ~~September 28, 2012~~ March 15, 2018  
Next Review: ~~2017~~23

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- (A) Policy statement. Pursuant to Revised Code section 3345.21 and in order to pursue its educational objectives and programs in an orderly manner, the board of trustees of Youngstown state university (university) is authorized to regulate the conduct of visitors to university owned or controlled property and to university programs and activities. ~~To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner.~~
- (B) Purpose. To identify visitors whose presence on the university campus or at university programs or activities may be detrimental to the university community and to provide a mechanism to limit the access of such visitors to university owned or controlled property, university programs and activities.
- (C) Scope. This policy applies to visitors who are accused of demonstrating behavior detrimental to the university community.

This policy does not apply to university students or to university employees acting within the scope of their employment. When doubt exists as to a person's status as a student, the person may be charged under this policy and then later referred to student conduct if determined to be a student.

- (DB) Definitions for purposes of this rule.

- (1) ~~“Employee”.~~— ~~a~~Any person on active employment status ~~at~~ with the university.
- (2) ~~“Student”.~~— ~~a~~Any person ~~admitted to the university either for credit or noncredit and~~ currently registered for classes.
- (3) ~~“Visitor”.~~— ~~a~~ Any person who is not a student or an employee acting within the scope of their employment. A visitor includes, but is not limited to:
  - (i) A person who had been enrolled at the university but who has graduated or transferred.
  - (ii) A persons who has been admitted to the university but is not currently enrolled.
  - (ii) A former employees no longer on active employment status with the university.
- (4) ~~“Persona non grata”.~~— ~~a~~ A ~~person~~visitor whose ~~has exhibited~~ behavior ~~that has been deemed~~has been determined to be detrimental to the university community and who is ~~thus~~ no longer permitted to be present on university owned or controlled property or to have access to university services, ~~activities~~ or events.
- (5) ~~“Behavior Ddetrimental behavior”.~~— ~~behavior that has been deemed detrimental~~ to the university community includes but is not limited to:
  - (a) ~~Obstruction or d~~Disruption of university processes, services or programs. ~~teaching, research, administration, disciplinary proceedings, or other official university activities.~~
  - (b) Actions which result in offenses against persons or property including the use of university facilities in a manner inconsistent with the facilities’ purpose.
  - ~~(b) — Obstruction of the free flow of pedestrian or vehicle traffic.~~
  - (c) ~~Physical abuse, verbal abuse, t~~Threats or other behaviors; ~~intimidation, harassment, coercion, and/or other conduct~~

that ~~threatens or endangers the mental or physical health or~~  
pose a risk to the safety of ~~any person~~ the university  
community.

- ~~(d) — Unauthorized entry to or use of the building and grounds of the university.~~
- (ed) Violation of a ~~Failure to comply with previous order or~~  
directive~~s~~ given by a court of law, ~~of a~~ university  
officials, ~~Youngstown state~~ the university police, or other  
law enforcement agency or officer~~s~~, or a court of law,  
acting in performance of their duties, ~~and failure to~~  
~~identify oneself to these persons when requested to do so.~~
- ~~(f) — Unauthorized use, possession, or distribution of narcotic or~~  
~~illegal drugs or alcoholic beverages.~~
- ~~(g) — Illegal or unauthorized possession or use of firearms,~~  
~~explosives, other weapons, dangerous chemicals, or fire~~  
~~extinguishers.~~
- ~~(h) — Theft of or damage to property of the university, a member~~  
~~of the university community, or a campus visitor.~~
- ~~(i) — Disorderly conduct, breach of the peace; aiding, abetting,~~  
~~or procuring another to breach the peace; or lewd, indecent~~  
~~or obscene conduct or expression.~~
- ~~(j) — Any act of violence such as arson, assault and/or homicide.~~
- (ke) A continuing ~~violation~~ of ~~other~~ university policies, rules  
or regulations after notice of the policies, rules or  
regulations has been given ~~and applicable city, state, or~~  
~~federal laws.~~
- (f) Misrepresentations of self or providing other false or  
misleading information to a university office or official.

(EG) Parameters.

- (1) ~~These is policy regulations are in no way intended to limit or~~  
~~restrict the constitutional guarantees of~~ will not be utilized to

restrict freedom of speech ~~and~~ or the right of persons to peaceful assembly.

- (2) This policy will not be construed to limit the authority of university officials from taking actions, such as arrest and/or criminal prosecution, as warranted by circumstances.
- ~~(2) — These regulations are designed to comply with the mandates of section 3345.21 of the Revised Code.~~
- ~~(3) — Violators of these regulations may be ejected from university-owned or controlled property and subject to criminal prosecution and/or university discipline which may include suspension or expulsion, if a student, or suspension or termination, if an employee, and/or designation as persona non grata. When applicable, disciplinary action shall be conducted in accordance with sections 3345.22 and 3345.23 of the Revised Code.~~
- ~~(4) — Youngstown state university police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the university.~~
- (5) If necessary, the president, or designee, or the university chief of policy may seek the assistance of other appropriate law enforcement agencies.
- ~~(6) — Violations of this policy by students are subject to procedures found in the “Code of Student Rights, Responsibilities, and Conduct” (see Chapters 3356:36-1 to 3356:36-19 of the Administrative Code).~~
- ~~(7) — Employees covered by collective bargaining should refer to their respective agreement for additional information.~~
- ~~(8) — The following rules address other forms of misconduct that may result in penalties in addition to those covered in this policy:~~
  - ~~(a) — Rule 3356-10-13 of the Administrative Code, “Research, grants, and sponsored programs.”~~

- ~~(b) — Rule 3356-10-14 of the Administrative Code, “Integrity in research—use of human participants.”~~
  - ~~(e) — Rule 3356-10-15 of the Administrative Code, “Integrity in research—use and care of animals.”~~
  - ~~(d) — Rule 3356-10-16 of the Administrative Code, “Research misconduct.”~~
  - ~~(e) — Rule 3356-10-17 of the Administrative Code, “Objectivity in research—avoidance of conflicts of interest and/or commitment in sponsored research.”~~
  - ~~(f) — Rule 3356-2-01 of the Administrative Code, “Equal opportunity discrimination complaint procedures.”~~
  - ~~(g) — Rule 3356-2-03 of the Administrative Code, “Discrimination/harassment.”~~
  - ~~(h) — Rule 3356-4-09 of the Administrative Code, “Acceptable use of university technology resources.”~~
  - ~~(i) — Rule 3356-9-06 of the Administrative Code, “Professional conduct of faculty, department chairpersons, and professional/administrative employees.”~~
  - (4) Any university student or employee may bring concerns regarding possible detrimental behavior of a visitor to the attention of the university police department or to the office of student experience/student affairs.
- (FD) ~~Process.dures. The following procedures apply to those situations in which an individual’s behavior may result in determination of persona non grata status.~~ The process to designate a visitor as a persona non grata is initiated by the issuance of a notice of persona non grata status. Only the president, the provost, a university vice-president, the chief of police, or their designees, have the authority to issue a notice of persona non grata status.

(1) Notice: An individual visitor accused of behavior detrimental to the university community shall will be served with notice that such behavior is not acceptable and may result in a determination of persona non grata status that person being denied the opportunity to be present on specified university property, facilities and/or university programs or activities.

(a) The warning-notice shall will contain:

- (i) Name and last known address of the individual; current e-mail address if notice is to be sent via e-mail.
- (ii) A specification of the alleged detrimental behavior.
- (iii) A warning that the individual is on temporary persona non grata status and is not allowed on university premises or at university sponsored programs or activities until a meeting regarding persona non grata status occurs and a formal determination is made.
- (iv) The name, title and contact information of the university official who will make the persona non grata determination and a time limit in which the accused must contact the university official to schedule a meeting to determine persona non grata status.
- ~~(ii) The date, time and location of a hearing before a hearing panel along with the date by which the individual must contact the university general counsel to confirm attendance at the hearing.~~
- ~~(iii)~~ (iv) A statement warning that failure to confirm attendance with the university general counsel arrange a meeting with the university official within the specified time limit or failure to attend a scheduled meeting may will result in a



determination as to persona non grata status being made without the accused individual being present.

~~(iv) — A statement, that the individual is on temporary persona non grata status at the university until the date and time, and pending the outcome of the hearing referenced in this rule~~

- (b) The notice may be ~~issued only by the president~~ delivered via U.S. mail, U.S. mail return receipt requested, e-mail with delivery receipt, or in-person by the university police department.
- (2) ~~Hearing:~~ Meeting to determine persona non-grata status.
- (a) University officials designated to conduct a persona non grata meeting are:
- (i) The vice president of student affairs or designee.
- (ii) The director or associate director of student conduct.
- (ii) A university associate or assistant general counsel.
- (b) The university administrator that issues the notice of persona non grata status will designate the university official who will conduct the persona non grata meeting based on the official's availability to conduct the meeting in a timely manner.
- (c) A university official who will present evidence at the hearing may not conduct the persona non grata meeting.

~~A hearing will be held at the time, date, and location specified in the warning notice.~~

(d) All ~~hearings~~ meetings will be held in private. ~~The hearing panel appointed by the office of general counsel will be comprised of three individuals.~~

(e) At the ~~hearing~~ meeting the accused individual ~~accused of behavior detrimental to the university~~ is entitled to know

the nature and source ~~will be presented with~~ of the evidence against him/her; to question any witnesses; and to present evidence including witnesses on his/her behalf. ~~be given the opportunity to respond.~~ If the accused individual chooses not to be present or to participate, the process will nevertheless proceed.

- (f) The accused individual may be accompanied by another individual who may serve in an advisory capacity, ~~but who may not participate directly in the meeting.~~
- (3) Findings. ~~and notification.~~
- (a) The university official conducting the meeting shall hear and weigh all evidence presented and shall apply a preponderance of the evidence standard (more likely than not).
  - (b) To place the accused on persona non grata status, the university official conducting the meeting must find that it is more likely than not that the alleged behavior occurred and that such behavior is more likely than not detrimental to the university community.
  - (c) If such a finding is made, the university official conducting the meeting may take into consideration the reasons for such behavior and the likelihood of its recurrence and based on the meeting findings and these considerations may place the individual on persona non grata status for a period of up to two (2) years.
- (4) Notification.
- (a) Written notification of the findings of the ~~hearing panel~~ university official shall ~~be sent~~ ~~occur~~ within ~~five~~ ~~ten~~ (10-business) business days of the ~~hearing~~ meeting. If the finding is that the individual is deemed to be on persona non grata status, the notification will indicate ~~whether~~ the time period ~~is specified or permanent~~ and parameters of persona non grata status .

- (4b) The restrictions imposed by persona non grata status ~~shall~~will take effect upon receipt of the notification.
- (5c) In those instances where an individual has been placed on persona non grata status, the hearing officer will forward a copy of the findings to ~~T~~the university's president, vice-presidents, provost, associate vice presidents, associate provosts, deans, chief human resources officer, executive director of facilities, director of the Maag library and the chief of police. ~~are to be informed and are authorized.~~ These university administrators will inform faculty and staff of an individual's persona non grata status as appropriate.
- (d) The university police department will maintain a current list of persona non grata status and ~~to~~ enforce ~~the~~sanctions of persona non grata.
- ~~(6) — Any person determined to be a persona non grata who violates the sanction imposed shall be deemed a trespasser and prosecuted accordingly.~~
- (75) Review.:
- (a) A written request for review of persona non grata status may be made to the ~~president~~general counsel or his/her designee at any time after a determination of persona non grata status ~~has been made~~.
- (b) The review ~~shall~~will be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding. ~~The review may only determine if the~~ persona non grata status will remain in effect or be voided.
- (c) The persona non grata status ~~shall~~will remain in effect ~~pending the decision on~~during the review ~~process~~.
- (d) The ~~president~~general counsel or his/her designee shall render a decision within ten (10) ~~working~~business days of receipt of the request for a review.

- (e) An individual who was a witness at the persona non grata meeting is disqualified from reviewing persona non grata status.
  - (f) The decision of the general counsel will be sent to the accused individual via U.S. mail, U.S. mail return receipt requested, e-mail with delivery receipt, or in-person by the university police department.
  - (g) In those instances in which persona non grata status is voided, those university administrators noted in Notification section (4) (c) of this policy, will be informed of this action.
  - (eh) The decision of the general counsel, or his/her designee, ~~shall be~~ final.
- (GE) Records. Records of the persona non grata process will be retained in the division of student experience.
- (HF) Violation of persona non grata status. A person who violates the terms of his/her persona grata status shall be deemed a trespasser, removed from the university and prosecuted accordingly.

**3356-7-45 Persona non grata status for campus visitors.**

Responsible Division/Office: Student Experience; University Relations  
Responsible Officer: Vice President for  
Student Affairs; Chief of Police  
Revision History: June 1999; September 2009; September 2012;  
March 2018  
Board Committee: University Affairs  
**Effective Date: March 15, 2018**  
Next Review: 2023

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- (A) Policy statement. Pursuant to Revised Code section 3345.21 and in order to pursue its educational objectives and programs in an orderly manner, the board of trustees of Youngstown state university (university) is authorized to regulate the conduct of visitors to university owned or controlled property and to university programs and activities.
- (B) Purpose. To identify visitors whose presence on the university campus or at university programs or activities may be detrimental to the university community and to provide a mechanism to limit the access of such visitors to university owned or controlled property, university programs and activities.
- (C) Scope. This policy applies to visitors who are accused of demonstrating behavior detrimental to the university community.
- This policy does not apply to university students or to university employees acting within the scope of their employment. When doubt exists as to a person's status as a student, the person may be charged under this policy and then later referred to student conduct if determined to be a student.
- (D) Definitions for purposes of this rule.
- (1) Employee. Any person on active employment status with the university.
  - (2) Student. Any person admitted to the university either for credit or noncredit and currently registered for classes.

- (3) Visitor. Any person who is not a student or an employee acting within the scope of their employment. A visitor includes, but is not limited to:
  - (i) A person who had been enrolled at the university but who has graduated or transferred.
  - (ii) A persons who has been admitted to the university but is not currently enrolled.
  - (ii) A former employees no longer on active employment status with the university.
- (4) Persona non grata. A visitor whose behavior has been determined to be detrimental to the university community and who is no longer permitted to be present on university owned or controlled property or to have access to university services, activities or events.
- (5) Behavior detrimental to the university community includes but is not limited to:
  - (a) Disruption of university processes, services or programs.
  - (b) Actions which result in offenses against persons or property including the use of university facilities in a manner inconsistent with the facilities' purpose.
  - (c) Threats or other behaviors that pose a risk to the safety of the university community.
  - (d) Violation of a previous order or directive given by a court of law, a university official, the university police or other law enforcement agency or officer, or a court of law, acting in performance of their duties.
  - (e) A continuing violation of university policies, rules or regulations after notice of the policies, rules or regulations has been given.
  - (f) Misrepresentations of self or providing other false or misleading information to a university office or official.

- (E) Parameters.
- (1) This policy will not be utilized to restrict freedom of speech or the right of persons to peaceful assembly.
  - (2) This policy will not be construed to limit the authority of university officials from taking actions, such as arrest and/or criminal prosecution, as warranted by circumstances.
  - (3) If necessary, the president, or designee, or the university chief of policy may seek the assistance of other appropriate law enforcement agencies.
  - (4) Any university student or employee may bring concerns regarding possible detrimental behavior of a visitor to the attention of the university police department or to the office of student experience/student affairs.
- (F) Process. The process to designate a visitor as a persona non grata is initiated by the issuance of a notice of persona non grata status. Only the president, the provost, a university vice-president, the chief of police, or their designees, have the authority to issue a notice of persona non grata status.
- (1) Notice. A visitor accused of behavior detrimental to the university community will be served with notice that such behavior is not acceptable and may result in that person being denied the opportunity to be present on specified university property, facilities and/or university programs or activities.
    - (a) The notice will contain:
      - (i) Name and last known address of the individual; current e-mail address if notice is to be sent via e-mail.
      - (ii) A specification of the alleged detrimental behavior.
      - (iii) A warning that the individual is on temporary persona non grata status and is not allowed on

university premises or at university sponsored programs or activities until a meeting regarding persona non grata status occurs and a formal determination is made.

- (iv) The name, title and contact information of the university official who will make the persona non grata determination and a time limit in which the accused must contact the university official to schedule a meeting to determine persona non grata status.
  - (v) A warning that failure to arrange a meeting with the university official within the specified time limit or failure to attend a scheduled meeting will result in a determination as to persona non grata status being made without the accused individual being present.
- (b) The notice may be delivered via U.S. mail, U.S. mail return receipt requested, e-mail with delivery receipt, or in-person by the university police department.
- (2) Meeting to determine persona non-grata status.
- (a) University officials designated to conduct a persona non grata meeting are:
    - (i) The vice president of student affairs or designee.
    - (ii) The director or associate director of student conduct.
    - (ii) A university associate or assistant general counsel.
  - (b) The university administrator that issues the notice of persona non grata status will designate the university official who will conduct the persona non grata meeting based on the official's availability to conduct the meeting in a timely manner.



- (c) A university official who will present evidence at the hearing may not conduct the persona non grata meeting.
  - (d) All meetings will be held in private.
  - (e) At the meeting the accused individual is entitled to know the nature and source of the evidence against him/her; to question any witnesses; and to present evidence including witnesses on his/her behalf. If the accused individual chooses not to be present or to participate, the process will nevertheless proceed.
  - (f) The accused individual may be accompanied by another individual who may serve in an advisory capacity, but who may not participate directly in the meeting.
- (3) Findings.
- (a) The university official conducting the meeting shall hear and weigh all evidence presented and shall apply a preponderance of the evidence standard (more likely than not).
  - (b) To place the accused on persona non grata status, the university official conducting the meeting must find that it is more likely than not that the alleged behavior occurred and that such behavior is more likely than not detrimental to the university community.
  - (c) If such a finding is made, the university official conducting the meeting may take into consideration the reasons for such behavior and the likelihood of its recurrence and based on the meeting findings and these considerations may place the individual on persona non grata status for a period of up to two (2) years.
- (4) Notification.
- (a) Written notification of the findings of the university official shall be sent within ten (10) business days of the meeting. If the finding is that the individual is deemed to

be on persona non grata status, the notification will indicate the time period and parameters of persona non grata status.

- (b) The restrictions imposed by persona non grata status will take effect upon receipt of the notification.
  - (c) In those instances where an individual has been placed on persona non grata status, the hearing officer will forward a copy of the findings to the university's president, vice-presidents, provost, associate vice presidents, associate provosts, deans, chief human resources officer, executive director of facilities, director of the Maag library and the chief of police. These university administrators will inform faculty and staff of an individual's persona non grata status as appropriate.
  - (d) The university police department will maintain a current list of persona non grata status and enforce sanctions of persona non grata.
- (5) Review.
- (a) A written request for review of persona non grata status may be made to the general counsel or his/her designee at any time after a determination of persona non grata status has been made.
  - (b) The review will be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding. The review may only determine if the persona non grata status will remain in effect or be voided.
  - (c) The persona non grata status will remain in effect during the review process.
  - (d) The general counsel or his/her designee shall render a decision within ten (10) business days of receipt of the request for a review.

- (e) An individual who was a witness at the persona non grata meeting is disqualified from reviewing persona non grata status.
  - (f) The decision of the general counsel will be sent to the accused individual via U.S. mail, U.S. mail return receipt requested, e-mail with delivery receipt, or in-person by the university police department.
  - (g) In those instances in which persona non grata status is voided, those university administrators noted in notification section (4) (c) of this policy, will be informed of this action and will inform faculty and staff as appropriate.
  - (h) The decision of the general counsel, or his/her designee, is final.
- (G) Records. Records of the persona non grata process will be retained in the division of student experience.
- (H) Violation of persona non grata status. A person who violates the terms of his/her persona grata status shall be deemed a trespasser, removed from the university and prosecuted accordingly.



**RESOLUTION TO APPROVE THE SELECTION OF THE POSITION  
FOR SPECIAL ASSISTANT TO THE PRESIDENT**

**WHEREAS**, the Special Assistant to the President is a critical position that provides leadership, vision, and direction in the administration of a comprehensive set of initiatives, services, and policies related to institutional research, strategic planning implementation and assessment, and an integrated approach to institutional effectiveness; and

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

**WHEREAS**, the position of Special Assistant to the President is eligible for a multiple-year appointment pursuant to University Policy 3356-7-35; and

**WHEREAS**, this position is also eligible for faculty rank and tenure pursuant to University Policy 3356-9-05; 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 faculty of the Department of Kinesiology and Sport Science, the Dean of the Bitonte College of Health and Human Services, and the Provost & Vice President for Academic Affairs, who have recommended appointment of the candidate as a full Professor with tenure; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the appointment of William Michael Sherman as the Special Assistant to the President and tenured Professor of Kinesiology and Sport Science, effective February 1, 2018.

**Board of Trustees Meeting  
March 15, 2018  
YR 2018-**



YOUNGSTOWN STATE UNIVERSITY

**Issued:**

**Salary Range:** L10, Excluded

**Reviewed By:** JT/HJ/JG

**RFLSA Review:** Exempt

**Hiring Range:** \$100,323 - \$120,000

**TITLE:** Special Assistant to the President

**DEPARTMENT:** Office of the President

**JOB SUMMARY:**

To serve as a member of the President's Cabinet; provides leadership, vision and direction in the administration of a comprehensive array of initiatives, services, and policies related to institutional research, strategic planning implementation and assessment, and an integrated approach to institutional effectiveness. Works with institutional leadership to develop, implement and enhance systems and processes to achieve the mission and realize the vision by supporting evaluation of process and changes in key performance indicators. Supports the Office of the President internally and externally. Acts as liaison to the Board of Trustees. Plans, manages, and evaluates operational, financial, and personnel activities of the Division of Institutional Effectiveness that includes Institutional Research and the Division of Student Success.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

In support of Institutional Research, helps assure that competent and insightful capabilities are available to:

- Conduct data analytics for descriptive , predictive, and prescriptive purposes
- Assess progress on strategic initiatives and key performance indicators
- Support accurate submission by all levels of the University the necessary reports for agencies at the local, state, and federal levels and for accreditations
- Support a collaborative and shared-responsibility framework for data governance that will optimize the use of analytics for informed decision-making
- Partner with information technology services to assure enterprise systems support an integrated planning, implementation and assessment environment
- Educate and convene internal and external constituencies about institutional data analysis and analytics capabilities
- Communicate and collaborate internally and externally on matters related to Institutional Research

In support of Institutional Effectiveness, assists YSU to achieve its mission and realize its vision by:

- Supporting the success of all aspects of strategic planning, implementation, assessment, reporting and adjusting the plan that includes

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 3

- Consulting with academic, student support and administrative areas from an integrated planning perspective including the perspective that YSU is a learning organization
- Helping to create an environment of integrated planning that aligns resources (human, operational, capital, etc.) with strategies and tactics to achieve goals and objectives
- Helping to assure predictive and prescriptive analytics are utilized to improve all aspects of policies and operations
- Helping create an environment of data-informed and consultative decision-making
- Helping to strengthen a foundation of shared-responsibility for achieving goals

Supports the **Division of Student Success** in achieving the goals and objectives included in YSU's Student Success Plan (report submitted through the BOT to the chancellor of the Ohio Department of Higher Education on Student Completion and Retention.) Aligned with this responsibility include the following:

- Supports a consultative environment of faculty and staff involvement in all aspects of student access and success
- Ability to facilitate use of data and knowledge of student behaviors to enhance student matriculation, satisfaction, and persistence

Supports the **Office of the President** by leading an integrated planning approach to achieve the goals and objectives of the strategic plan including convening individuals and/or groups as appropriate, representing the institution internally and externally to advance and to enhance its position in higher education, and other duties as designated to facilitate the success of the responsibilities of the Office of the President and of the position. Aligned with this responsibility include the following:

- Ability to communicate effectively in written form as well as in public settings
- Experience and maturity to maintain composure and be diplomatic as well as maintain confidentiality

Supports the Board of Trustees by serving as the liaison to the Board. Aligned with this responsibility include the following:

- Understanding of the role and responsibilities of a Board to support training and development that helps optimize board discussions and deliberations and involvement in mission-critical and vision-achieving decisions
- Current knowledge of local, state and federal higher education issues, policies, regulations and trends

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

**SUPERVISION EXERCISED:** Supervision is exercised over professional/administrative and classified staff including their professional development and advancement, performance assessment, and adherence to regulations, policies, and procedures.

**REPORTS TO:** President

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:** None

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 3 of 3

**PHYSICAL REQUIREMENTS:** None

**MINIMUM QUALIFICATIONS:**

Master's degree; minimum of fifteen (15) years of experience in college/university administration at the Dean's level or higher; seven (7) years of higher education supervisory experience; experience planning and managing budgets in excess of \$20 million; strong analytical skills, research knowledge and experience.

**PREFERRED QUALIFICATIONS:**

Doctoral degree in an academic discipline; significant experience as a faculty member at the level of professor; experience as a senior higher education administrator at the vice president level or higher; demonstrated experience and competency in a shared governance and collective bargaining environment; demonstrated experience proactively implementing analytics that have positively impacted academic excellence, student success and engagement with the community; significant experience associated with strategic planning, implementation, and assessment of progress in achieving the goals and objectives of the strategic plan of a higher education institution; demonstrated experience of positive outcomes of supporting the office of the President of a higher education institution; experience and successful outcomes of interactions with a Board of Trustees of a higher education institution.

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: \_\_\_\_\_

**Mike Sherman, Ph.D.**  
**Higher Education and Academic Leadership Resume**

**Address:** 4573 Tremont Club Drive  
Hilliard, Ohio 43026  
614-314-2810 cell  
wmichaelsherman@yahoo.com

**Education:** Doctor of Philosophy, The University of Texas-Austin (1984)  
Master of Science, Ball State University (1980)  
Bachelor of Science, Ohio University (1977)

**Titles: Educational Excellence Consultant**

Academic Quality, Institutional Effectiveness, and Student Success, January 2017-present

**Higher Education Administrative Leadership**

**University of Akron** (June 2010-December 2016)

Vice President for Innovation and Economic Development/Chief Operating Officer; University of Akron/University of Akron Research Foundation, January 2016-December 2016

Senior Vice President and Provost/Chief Operating Officer, University of Akron, June 2010-December 2016

Professor, June 2010-December 2016

**Ohio State University** (October 1985-May 2010)

Vice Provost for Academic Administration and then Academic Planning, Office of Academic Affairs, Ohio State University, January 2005-May 2010

Director, School of Physical Activity and Educational Services, College of Education, Ohio State University, October 1996-December 2004

Professor across the ranks, October 1985-May 2010

**University Leadership Titles and Selected Experiences:**

**Vice President for Innovation and Economic Development/Chief Operating Officer  
Research Foundation**

The University of Akron, January 2016-December 2016

Context: One-year contract via the new president Scott Scarborough. Provided guidance and advise to the new vice provost for research in the Office of Academic Affairs. Stimulated and enabled activities and initiatives that advanced innovation and economic development. Connected the University to collaborations that support sustainable prosperity.

Quick facts: The University's strategy for distinction aligned with college strategic plans calls for increased focus and investments in polymer science and polymer engineering, corrosion, biomimicry, and data science & information technology.

**Senior Vice President and Provost; Chief Operating Officer**

([https://web.archive.org/web/\\*/uakron.edu/provost](https://web.archive.org/web/*/uakron.edu/provost) ) The University of Akron, June 2010 to December 2015

Context: Hired by President Luis Proenza to serve in this capacity for a five-year term contract

Quick facts: ~26,000 students, 750 faculty, 1,700 contract professionals and staff, \$480 million total budget; \$200 million academic budget; in 2013, highest ever \$70 million in federal, state and local research expenditures; \$126 million endowment; in 2013, highest ever \$50 million annual fund-raising. Reaccredited by the Higher Learning Commission through 2023, faculty represented by the American Association of University Professors

Direct reports: 9 deans; 4 vice provosts; 2 associate vice presidents

Strategic Planning & Implementation: Finalized the strategic plan-*Vision 2020: A New Gold Standard in University Performance*; oversaw one comprehensive program review resulting in faculty senate endorsed adjustments to 44 programs/specializations; oversaw a \$2million selective investment initiative in biomimicry, proof of concept and entrepreneurship

Student Experience and Success: Increased numbers of graduates annually except one year between 2010 and 2016; increased freshman retention from mid-60% to mid-70% (slightly above that predicted by academic preparation) and graduation rates from the mid-30% to mid-40% (slightly lower than that predicted by academic preparation; increased funding for peer-tutoring; increased



number of living-learning communities; added a 500-bed residence hall via a public-private partnership; implemented UA Analytics to identify gateway courses and potential alternate degree paths based upon academic performance in those courses; implemented the Finish-in-Time initiative that increased from less than 40% to more than 55% students taking 15 credit hours or more per semester

*Innovations:* Submitted state capital request for a region of campus instead of specific buildings allowing real-time request for use of state capital funds; office of responsibility for Woodrow Wilson Teaching Fellowship program (\$1 million) and Choose Ohio First STEM Scholarship program (\$8 million); lead on a \$250,000 Transformational Planning Grant from Urban Serving Universities of the Association of Public and Land-Grant Universities via the Bill & Melinda Gates Foundation to modularize a Spanish for health professionals curriculum; convener of the institutions and agencies that led to the Akron Metropolitan Service Area (MSA) receiving the CEOsforCities \$1 million Talent Dividend Prize for the largest increase in post-secondary graduation rates per capita amongst 52 MSAs nationally; moved \$4 million from one capital project to another that permitted leveraging an external gift for an Engineering Research Center that has generated significant follow-on funding-original project was funded in the next capital cycle

*Operational and shared governance experiences:* Collaborated with the Chief of Staff to provide day-to-day guidance of university operations; convened the operational efficiency and effectiveness group and formed the integrated budget advisory group of unit-level finance and human resources officers; assured health and safety of the campus and created circumstances for table-top and simulated exercises to respond to situations threatening the health and safety of campus; helped revise and refine educational efforts related to sexual harassment and discrimination as well as assured the integrity of responsiveness to such allegations; executive sponsor for the revision of the master plan for the physical environment; strong supporter of and advocate of intercollegiate athletics and intramural and recreational sports

**Vice Provost for Academic Administration (2009-2010) and Academic Planning (2005-2008)**  
The Ohio State University

*Quick facts:* \$160 million budget overseen by direct reports; oversaw integrated planning for the physical environment linked to \$70 million state capital budget requests; worked with chief financial officer to develop the annual \$2 billion academic budget; inaugural member of the enterprise risk management committee

*Direct reports/oversight:* Deans/Directors of the regional campuses; John Glenn School of Public Affairs that has subsequently become a college; University Libraries; Chief Information Officer; ADA Coordinator; Office of International Affairs and Global Strategies; Faculty & TA Development; P-12 Project; ROTC; Battelle Endowment for Technology & Public Affairs

*Strategic Planning and Implementation:* Worked with the provost, vice provosts, and vice presidents for research and student affairs to stimulate and enable academic excellence; served as liaison to the Board of Trustees and University Senate executive officers; instigated college-level strategic planning; Co-leader in the development of Framework 1.0, the renewed Master Plan for the Physical Environment that was the 25+-year plan that led to the concept of University Districts/Neighborhoods, the principle of no net new academic space, the perspective of collaborative physical facilities as opposed to college/department/discipline-focused physical facilities, monetization of assets eventually including parking and sustainability, revitalization of student housing to include a sophomore requirement

*Community engagement/liaison:* Office of the Board of Trustees; University Senate Finance and Administration and Governmental Affairs Committees; office of the Vice President for Research; Office of the Vice President for Outreach and Engagement; Campus Partners for the University District; instigated the return of the annual ROTC "review" to the Oval having been presented at an off-site location since the Vietnam war

*Operational and shared governance experiences:* OAA liaison for all emergency and safety responsiveness situations; Co-creator and facilitator of the Integrated Planning Committee for the Physical Environment; co-creator and facilitator of the Study Abroad Health and Safety Committee; Facilitated agenda planning for meetings with the Board of Trustees, University Senate Executive Committee, meeting of deans and meeting of department chairs/school directors; convened all of the

units within the Office of Academic Affairs to coordinate strategic communications; founding and continuing member of the Enterprise Risk Management strategy

**Inaugural Director, School of Physical Activity and Educational Services**

College of Education, The Ohio State University. (July 1996 - December 2004)

Context: Founding director of a newly created tenure-initiating unit of vastly different disciplines (health, physical education & recreation; special education; counselor education & rehabilitation counseling; school psychology; workforce development & education)

Quick facts: Worked with faculty, staff and students to create all aspects of operations, governance, and oversight; \$6million budget; \$1 million external funding; 18,000 student contacts annually; provided oversight of a \$36 million capital project that was a component of a \$139 million recreation center

Direct reports: 5 heads of sections with 45 faculty and 28 staff; directors of two research centers

Academic Excellence: four faculty members received the OSU Alumni Award for Distinguished Teaching; School was a finalist for the departmental Distinguished Teaching Award

Community engagement: Center for Special Needs Populations; Center on Education and Training for Employment; facilitated receipt of funding that connected the School to initiatives to increase and improve the physical activity and well-being of students in Columbus Public Schools

Operational experiences: Responsible for the day-to-day operations of all aspects of a School with more than 30,000 student contacts per quarter; originated with faculty and staff all documents of governance and operating procedures

**National Level Contributions:**

Urban Serving Universities (USU) of the Association of Public and Land Grant Universities (APLU), "stand-in" for the president at Board meetings; coordinate the institutional participation in and contributions to this national network of universities, 2010-2015

Institutional Consortium for Personalized Learning of the Association of Public and Land Grant Universities (APLU), member of the initial executive committee that developed the by-laws and framework for such a consortium, the objective of which is to secure collaboration amongst universities to retain ownership of intellectual property related to learning via electronic means (e.g., to not "give-up" the IP rights as has happened with research distributed in journals)

**System Level Contributions:**

Member, Chancellor's Ohio Post-Secondary Attainment Goals Working Group, 2015-2016.

Co-convener, Chancellor's Prior Learning Assessment Consortium, 2013-2014.

Member, Chancellor's Complete College Ohio Task Force, report released November 2012; co-convener of the "Help me cross the finish line" subcommittee.

**Higher Education-Related Publications and Addresses:**

Sherman, W.M. Testimony delivered to the Ohio House of Representatives Higher Education Reform Committee, September 9, 2013, Columbus State Community College

Cain, T.J., J.J. Branin, and W.M. Sherman. Mapping Expertise, Catalyzing Collaboration and Synergizing Strategic Decision-Making: Knowledge Management in Practice at the Ohio State University. *EDUCUASE Quarterly*, vol 30, October-December 2008

**Community Engagement:**

United Way of Summit County, April 2014 through December 2016

Children's Hospital Community Benefits Committee, April 2013 through December 2016

Leadership Akron, October 2011 through December 2016

Summit Education Initiative, January 2011 through December 2016

Akron Roundtable, April 2011 through December 2015

University of Akron Foundation (ex officio), June 2010 through December 2015

To: Dr. Martin Abraham, Provost and Vice President of Academic Affairs

From: Dr. Joseph L. Mosca, Dean/College of Health and Human Services

Date: February 22, 2018

Subject: Tenure and Rank for Dr. Mike Sherman

The Department of Kinesiology and Sport Science met on 1/31/18 to discuss tenure and rank for Dr. Mike Sherman. Dr. Sherman's credentials and curriculum vita were carefully vetted and discussed. The department unanimously voted to grant tenure and full professor rank in the Department of Kinesiology and Sports Science for Dr. Sherman. The vote was as follows:

4 – in favor

0 – opposed

1 – faculty member not in attendance

As acting chair of the Department of Kinesiology and Sports Science and as Dean of the College of Health and Human Services, I fully support and recommend without reservation the decision of the department to grant tenure and full professor rank. Thank you for your attention in this matter.

# Mike Sherman Ph.D.

## ACADEMIC CURRICULUM VITAE

**Contact Info:** 4573 Tremont Club Drive  
Hilliard, Ohio 43026  
614-314-2810 cell  
wmichaelsherman@yahoo.com

**Education:** The University of Texas, Austin, Texas: 8/30/1982-12/20/1984  
Doctor of Philosophy (12/22/1984)-Physical and Health Education  
Specialization: Exercise Physiology

Ball State University, Muncie, Indiana: 9/6/1978-11/21/1980  
Master of Science (11/21/1980)-Biology  
Specialization: Human Bioenergetics

Ohio University, Athens, Ohio: 9/25/1974-6/10/1978 (with honor)  
Bachelor of Science in Education (11/23/1977)  
Major: Health Education  
Specialization: Athletic Training-certified-inactive

**Board Member:** United Way of Summit County, April 2014 through April 2017  
Children's Hospital Community Benefits Committee, April 2013 through June 2017  
Leadership Akron, October 2011 through December 2016  
Summit Education Initiative, January 2011 through December 2016  
Akron Roundtable, April 2011 through December 2015  
University of Akron Foundation (ex officio), June 2010 through December 2015

**Honors:** Hall of Honor Inductee, Department of Kinesiology and Health, College of Education,  
The University of Texas at Austin, May 2012  
Elected fellow, American Academy of Kinesiology and Physical Education, 1999  
Co-Editor-in-Chief, International Journal of Sports Medicine, 1994-2007  
Visiting Research Scholar, Flinders University, Adelaide, Australia, June-September 1988  
Elected Fellow, American College of Sports Medicine, 1985  
Elected member of Omicron Delta Kappa, national leadership honorary, 1976

### University Leadership Experience:

Vice President for Innovation and Economic Development/Chief Operating Officer Research Foundation,  
University of Akron, January 2016-December 2016.

Senior Vice President and Provost/Chief Operating Officer, University of Akron, June 2010-December 2015.

Vice Provost for Academic Planning (2009-2010) and Academic Administration (2005-2008), Ohio State  
University

### Collegiate Leadership Experience:

**Inaugural Director, School of Physical Activity and Educational Services**  
College of Education, Ohio State University. (July 1996-December 2004)

**Interim Director**, July 1998-January 2000; July 2002-December 2004, **Center for Education and Training  
for Employment**, College of Education, Ohio State University.

### **National Level Contributions:**

Urban Serving Universities (USU) of the Association of Public and Land Grant Universities (APLU), "stand-in" for the president at Board meetings; coordinate the institutional participation in and contributions to this national network of universities, 2010-2015.

Institutional Consortium for Personalized Learning of the Association of Public and Land Grant Universities (APLU), member of the initial executive committee that is developing the by-laws and framework for such a consortium, the objective of which is to secure collaboration amongst universities to retain ownership of intellectual property related to learning via electronic means (e.g., to not "give-up" the IP rights as has happened with research distributed in journals).

### **System Level Contributions:**

Member, Chancellor's Ohio Post-Secondary Attainment Goals Working Group, 2015-2016.

Co-convener, Chancellor's Prior Learning Assessment Consortium, 2013-2014.

Member, Chancellor's Complete College Ohio Task Force, report released November 2012; co-convener of the "Help me cross the finish line" subcommittee.

Member, Ohio Board of Regents Commercialization Task Force, report released June 2012; co-convener of the academic subcommittee, follow-up report released summer 2013.

Member, Advisory Board of OhioLink 2011-2014, chancellor's appointment; collaboration amongst the public and some private universities and some public libraries to share in the cost of electronic journals and other publications.

### **Higher Education-Related Publications and Addresses**

Sherman, W.M. Testimony delivered to the Ohio House of Representatives Higher Education Reform Committee, September 9, 2013, Columbus State Community College  
<http://www.uakron.edu/provost/communication/remarks/testimony-2013.dot>.

Sherman, W.M. A Better Measure of Student Success. Akron Beacon Journal August 1, 2013.

Cain, T.J., J.J. Branin, and W.M. Sherman. Mapping Expertise, Catalyzing Collaboration and Synergizing Strategic Decision-Making: Knowledge Management in Practice at the Ohio State University. EDUCAUSE Quarterly, vol 30, October-December, 2008.  
<http://www.educause.edu/EDUCAUSE+Quarterly/EDUCAUSEQuarterlyMagazineVolum/KnowledgeManagementandtheAcade/163442>.

### **As a Faculty Member**

- Professor, June 2010-December 2016. Faculty appointments held during which time I was senior vice president and provost/chief operating officer and vice president for innovation and economic development/chief operating officer of the Research Foundation.
- Professor, October, 1993 to May, 2010; Associate Professor, October, 1989 to September, 1993; Assistant Professor, September, 1985 to September, 1989. School of Physical Activity & Educational Services, 1996 to 2010; School of Health, Physical Education and Recreation, 1985 to 1996, College of Education, Ohio State University, Columbus, Ohio. Taught graduate and undergraduate courses in exercise physiology and related areas. Advised undergraduate, Master's, doctoral degree, and post-doctoral students. Conducted research. Provided leadership in service: undergraduate program coordinator; graduate program coordinator; Chair of graduate programs for School; member and chair of promotion and tenure committees at the unit, college, and university levels; review committee of the Graduate School; involved in budget system design; involved in the committees that helped restructure the College of Education in 1996.

- Assistant Professor, January, 1985 to August, 1985, Elouise B. Smith Human Performance Laboratory, Texas A&M University, College Station, Texas. Taught undergraduate and graduate courses in exercise physiology and related areas. Conducted research. Advised Masters and doctoral degree students.
- Instructor, September, 1980 to June, 1981, Human Performance Laboratory, Ball State University, Muncie, Indiana. Taught undergraduate courses in anatomy, physiology, and exercise physiology. Conducted independent research.

### **Publications (Peer-Reviewed)**

Winnick, J.J. W.M. Sherman, D.L. Habash, M.B. Stout, M.L. Failla, M.A. Belury, and D.P. Shuster. Short-Term Aerobic Exercise Training in Obese Humans with Type 2 Diabetes Mellitus Improves Whole-Body Insulin Sensitivity through Gains in Peripheral, not Hepatic Insulin Sensitivity. *The Journal of Clinical Endocrinology & Metabolism* 93: 771-778, 2007.

Gaillard, T.R., W.M. Sherman, S.T. Devor, T.E. Kirby, and K. Osei. Importance of Aerobic Fitness in Cardiovascular Risks in Sedentary Overweight and Obese African-American Women. *Nursing Research*. 56: 407-415, 2007.

Ramirez-Marrero, F A; Smith, B A; Sherman, W M; Kirby, T E Comparison of methods to estimate physical activity and energy expenditure in African American children. *Int. J Sports Med* 26: 363-71, 2005.

Jacobs, K.J., D.R. Paul, R.J. Georg, K.W. Hinchcliff, R.A. Sams, and W.M. Sherman. Dietary composition influences short-term endurance training-induced adaptations of substrate partitioning during exercise. *J. Sport Nutr. & Exerc. Metabol.* 14: 38-61, 2004.

Leenders, N., T. Nelson, and W.M. Sherman. Ability of different physical activity monitors to detect movement during treadmill walking. *Int. J. Sports Med.* 24:43-50, 2003.

Leenders, N., W.M. Sherman, P Ward. College physical activity courses: Why do students enroll, and what are their health behaviors? *Res Q Exercise Sport* 74: 313-318, 2003.

Ramirez-Ferraro, F.A., B.A. Smith, T.E. Kirby, N.J.M. Leenders, and W.M. Sherman. Evaluation of a step-counter during treadmill walking in 7-12 year old African-American children. *J. Natl. Black Nur. Assoc.* 13: 1-5, 2002.

Leenders, N., L. Wallace-Silver, S. L. White, J. Buckworth, and W.M. Sherman. Assessment of physical activity, exercise self-efficacy, and stages of change in college students using a street-based survey method. *Am. J. Health Ed.* 33: 199-205, 2002.

Silver, L.P., J. Buckworth, T.E. Kirby, and W.M. Sherman. Characteristics of exercise behavior among college students: application of social cognitive theory to predicting stage of change. *Prev. Med.* 31: 494-505, 2000.

Leenders, N., W.M. Sherman, and H.N. Nagaraja. Comparisons of four methods of estimating physical activity in adult females. *Med. Sci. Sports. Exerc.* 32: 1320-1326, 2000.

Leenders N, W.M. Sherman, and D.R. Lamb DR. Creatine supplementation and swimming performance . *Int. J. Sport Nutr.* 9: 251-262, 1999

Capiotti P.V., W.M. Sherman, and D.R. Lamb. Reliability of power output during intermittent high-intensity cycling. *Med Sci Sport Exerc* 31: 913-915, 1999.

Jacobs K.A., W.M. Sherman. The efficacy of carbohydrate supplementation and chronic high-carbohydrate diets for improving endurance performance *Int J Sport Nutr* 9: 92-115, 1999.

Sherman, W.M., D.M. Morris, T.E. Kirby, R.A. Petosa, B.A. Smith, and D.J. Frid. Evaluation of a commercial accelerometer (Tritrac-R3D) to measure energy expenditure during ambulation. *Int. J. Sports Med.* 19: 43-47, 1997.

Friedman, J.E., C.M. Ferrara, K.S., Aulak, M. Hatzoglou, S.A. McCune, S. Park, and W.M. Sherman. Exercise training down regulates ob gene expression in the genetically obese SHHF/Mcc-fa (cp) rat. *Horm Metab Res.* 29: 214-219, 1997.

Wimer, G.S., D.R. Lamb, W.M. Sherman, and S.C. Swanson. Temperature of ingested water and thermoregulation during moderate intensity exercise. *Can. J. Appl. Physiol.* 22:479-493, 1997.

Ferrara, C.M., W.M. Sherman, N. Leenders, S.A. McCune, K. Roehrig. Exercise training and glucose transport system in obese SHHF/Mcc-fa (cp) rats. *J. Appl. Physiol.* 81: 1670-1676, 1996.

Albright, A., J.D. Mahon, K.M. Ward, W.M. Sherman, and T.E. Kirby. The evolution of diabetic nephropathy in an aerobically trained rat model of mild type I diabetes. *Med. Sci. Sports Exerc.* 27: 1270-1277, 1995.

Sherman, W.M. Metabolism of sugars and physical performance. *Am. J. Clin. Nutr.* 62: 228S-241S, 1995.

Ward, K.M., J.D. Mahan, and W.M. Sherman. Aerobic training and diabetic nephropathy in the obese Zucker rat. *Ann. Clin. Lab. Sci.* 24: 266-277, 1994.

Gao, J.P., W.M. Sherman, and S.A. McCune. Effects of acute running exercise on whole body insulin action in obese male SHHF/Mcc-facp rats. *J. Appl. Physiol.*, 77: 534-541, 1994.

Morris, G.S., P.V. Fiore, R.L. Hamlin, and W.M. Sherman. Effects of long-term cocaine administration and exercise on cardiac metabolism and isomyosin expression. *Can. J. Physiol. Pharmacol.* 72:1-5, 1994.

Sherman, W.M., J.E. Friedman, J-P. Gao, M.J. Reed, and G.L. Dohm. Effects of hyperglycemia and exercise training on muscle GLUT-4 and glucose transport in the obese Zucker rat. *Med. Sci. Sport Exerc.* 25: 341-348, 1993.

Doyle, J.A., W.M. Sherman, and R.A. Strauss. Carbohydrate feedings, eccentric exercise, and muscle glycogen synthesis. *J. Appl. Physiol.* 74: 1848-1855, 1993.

Dernbach, A.R., W.M. Sherman, J.C. Simonsen, K.A. Flowers, and D.R. Lamb. No evidence of oxidant stress during high-intensity rowing training. *J. Appl. Physiol.* 74: 2140-2145, 1993.

Betts, J.J., W.M. Sherman, J.P. Gao, and M.J. Reed. Effects of acute exercise on muscle glucose uptake in the obese Zucker rat. *J. Obesity Res.* 1: 295-302, 1993.

Lugo, M., W.M. Sherman, G.S. Wimer, and K. Garleb. Metabolic responses when different forms of carbohydrate energy are consumed during cycling. *Int. J. Sport Nutr.* 3: 398-407, 1993.

Sherman, W.M., J.M. Lash, and J.C. Simonsen. Effects of down-hill running on the responses to an oral glucose challenge. *Int. J. Sports Nutr.* 2: 251-259, 1992.

Sherman, W.M., and D.R. Lamb (eds.). *Nutrition for the Marathon and Other Endurance Sports.* Med. Sci. Sport Exerc. 24 supplement: S309-S363, 1992.

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Sherman, W.M. Recovery from endurance exercise. *Med. Sci. Sport Exerc.* 24 supplement: S336-S339, 1992.

Sherman, W.M., J.A. Doyle, D.R. Lamb, and R.A. Strauss. Dietary carbohydrate and training and performance capabilities. *Am. J. Clin. Nutr.* 57: 27-31, 1992.

Sherman, W.M. Carbohydrate meals before and after exercise. In: *Perspectives in Exercise Science and Sports Medicine, Vol. 4: Ergogenics: The Enhancement of Sports Performance*, D.R. Lamb, and M.A. Williams (eds.). Indianapolis, IN: Benchmark Press. 1991, pp. 1-34.

Simonsen, J.C., W.M. Sherman, D.R. Lamb, A.R. Dernbach, J.A. Doyle, and R. Strauss. Dietary carbohydrate, muscle glycogen, and power output during rowing training. *J. Appl. Physiol.* 70: 1500-1505, 1991.

- Sherman, W.M., and G.S. Wimer. Insufficient dietary carbohydrate during training: Does it impair athletic performance? *Int. J. Sports Nutr.* 1: 28-44, 1991.
- Wright, D.A., W.M. Sherman, and A.R. Dernbach. Carbohydrate feedings before, during, or in combination improve cycling endurance performance. *J. Appl. Physiol.* 71: 1082-1088, 1991.
- Sherman, W.M., M.C. Peden, and D.A. Wright. Carbohydrate feedings 1 h before exercise improves cycling performance. *Am. J. Clin. Nutr.* 54: 866-870, 1991.
- Withers, R.T., W.M. Sherman, D.G. Clark, P.C. Esselbach, S.R. Nolan, M.H. Mackay, and M. Brinkman. Muscle metabolism during 30, 60, and 90 s of maximal cycling on an air-braked ergometer. *Eur. J. Appl. Physiol.* 63: 354-362, 1991.
- Morris, G.S., K.M. Baldwin, J.M. Lash, R.L. Hamlin, and W.M. Sherman. Exercise alters cardiac myosin isozyme distribution in obese Zucker and Wistar rats. *J. Appl. Physiol.* 69: 380-383, 1990.
- Friedman, J.E., W.M. Sherman, M.J. Reed, C.W. Elton, and G.L. Dohm. Exercise training increases glucose transporter protein GLUT-4 in skeletal muscle of obese Zucker (fa/fa) rats. *FEBS Letters* 268: 13-16, 1990.
- Lamb, D.R., K.F. Rinehart, R.L. Bartels, W.M. Sherman, and J.T. Snook. Dietary carbohydrate and intensity of interval swim training. *Am. J. Clin. Nutr.* 52: 1058-1063, 1990.
- Sherman, W.M., and D.A. Wright. Pre-exercise carbohydrate feedings enhance endurance performance. In: K. Wheeler, (ed.). *Carbohydrates and Athletic Performance*, Columbus, OH: Ross Laboratories, pp 30-46, 1989.
- Lash, J.M., W.M. Sherman, and R.L. Hamlin. Capillary basement membrane thickness and capillary density in sedentary and trained obese Zucker rats. *Diabetes.* 38: 854-860, 1989.
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- Sherman, W.M., G. Brodowicz, D.A. Wright, W.K. Allen, J. Simonsen, and A. Dernbach. Effects of 4 h pre-exercise carbohydrate feedings on cycling performance. *Med. Sci. Sports Exerc.* 21: 598-604, 1989.
- Lash, J.M., and W.M. Sherman. Skeletal muscle adaptations to exercise. In: R. Pate (ed.). *American College of Sports Medicine Reference Manual on Exercise Guidelines for Exercise Leaders.*, Lea & Febinger, 1988, pp. 66-75, 1993, pp. 93-105.
- Fang, C-L., W.M. Sherman, S.F. Crouse, and H. Tolson. Exercise modality and selected coronary risk factors: a multivariate approach. *Med. Sci. Sports Exerc.* 20: 455-462, 1988.
- Sherman, W.M., C.L. Cutler, A. Katz, R.T. Withers, and J.L. Ivy. Glucose transport: Locus of insulin resistance in the obese Zucker rat. *Am. J. Physiol.* 255: E374-E382, 1988.
- Ivy, J.L., A.L. Katz, C.L. Cutler, W.M. Sherman, and E.F. Coyle. Muscle glycogen synthesis after exercise: Effect of time of carbohydrate ingestion. *J. Appl. Physiol.* 64: 1480-1485, 1988.
- Sherman, W.M., and D.R. Lamb. Nutrition for prolonged exercise. In: *Perspectives in Exercise Science and Sports Medicine*, Vol. 1: Prolonged Exercise, D.R. Lamb, and R. Murray (eds.). Indianapolis, IN: Benchmark Press. 1988, pp. 213-280.
- Sherman, W.M. Carbohydrates, muscle glycogen and improved performance. *Physician Sportsmed.* 2:157-164, 1987.
- Ivy, J.L., M.M.-Y. Chi, C.S. Hintz, W.M. Sherman, R.P. Hellendal, and O.H. Lowry. Muscle fiber recruitment during exercise of progressive work in humans. *Am. J. Physiol.* 252: C630-C639, 1987.
- Ivy, J.L., W.M. Sherman, C.L. Cutler, and R.L. Katz. Exercise and diet reduce muscle insulin resistance in the obese Zucker rat. *Am. J. Physiol.* 251: E299-E305, 1986.



- Sherman, W.M., J.L. Durstine, and J.L. Ivy. Marathon running and the effect of subsequent training on serum lipids in trained runners. In: *Exercise Physiology: Current Selected Research*, C.O. Ootsman, and J.H. Humphreys, (eds.). Vol. II., 63-71, 1986.
- Miller, W.J., W.M. Sherman, H.L. Dodd, and J.L. Ivy. Influence of dietary carbohydrate on skeletal muscle glucose uptake. *Am. J. Clin. Nutr.* 41: 526-532, 1985.
- Ivy, J.L., B.A. Frishberg, S.W. Farrell, W.J. Miller, and W.M. Sherman. Effects of elevated and exercise-reduced muscle glycogen levels on insulin sensitivity. *J. Appl. Physiol.* 59: 154-159, 1985.
- Apple, F.S., M.A. Rogers, W.M. Sherman, and J.L. Ivy. Creatine kinase MB isozyme adaptations in stressed human skeletal muscle. *J. Appl. Physiol.* 59: 149-153, 1985.
- Sherman, W.M., and D.L. Costill. The marathon: Dietary manipulation to enhance performance. *Am. J. Sports Med.* 12: 44-51, 1984.
- Apple, F.S., M.A. Rogers, W.M. Sherman, and J.L. Ivy. Creatine kinase isozyme composition in skeletal muscle biopsies obtained from marathon runners. In: *Selected Topics in Clinical Enzymology*, M. Werner and D.M. Goldberg (eds.). New York, NY: Walter de Gruyter. 1984, pp. 419-427.
- Sherman, W.M., L.E. Armstrong, T.M. Murray, F.C. Hagerman, D.L. Costill, and R.C. Staron. The effect of a 42.2-km footrace and subsequent rest or exercise on the recovery of muscular strength and work capacity. *J. Appl. Physiol.* 57: 1668-1673, 1984.
- Hagerman, F.S., R.S. Hikida, R.S. Staron, W.M. Sherman, and D.L. Costill. Muscle damage in marathon runners. *Physician and Sportsmed.* 12: 39-48, 1984.
- Apple, F.S., M.A. Rogers, W.M. Sherman, and J.L. Ivy. Comparison of serum creatine kinase MB activities post marathon race versus post myocardial infarction. *Clin. Chem. Acta* 138: 111-118, 1984.
- Apple, F.S., M.A. Rogers, W.M. Sherman, D.L. Costill, F.C. Hagerman, and J.L. Ivy. Profile of creatine kinase isozymes in skeletal muscle of marathon runners. *Clin. Chem. Acta.* 30: 413-416, 1984.
- Miller, W., W.M. Sherman, and J.L. Ivy. The effect of strength training on glucose tolerance and insulin sensitivity. *Med. Sci. Sports Exerc.* 16: 539-543, 1984.
- Sherman, W.M., D.L. Costill, W.J. Fink, F.C. Hagerman, L.E. Armstrong, and T.M. Murray. The effect of a 42.2-km footrace and subsequent rest or exercise on muscle glycogen and enzymes. *J. Appl. Physiol.* 55: 1219-1224, 1983.
- Durstine, J.L., W. Miller, S. Farrell, W.M. Sherman, and J.L. Ivy. Increases in HDL-cholesterol ratio during prolonged endurance exercise. *Metabolism* 32: 993-997, 1983.
- Ivy, J.L., W. Miller, V. Dover, L.J. Goodyear, W.M. Sherman, and S. Farrell. Endurance improved by ingestion of a glucose polymer supplement. *Med. Sci. Sports Exerc.* 15: 466-471, 1983.
- Sherman, W.M. Carbohydrate, muscle glycogen, and muscle glycogen supercompensation. In: *Ergogenic Aids in Sport*, M.H. Williams, and (ed.). Human Kinetics Publishers, Champaign, IL, 1983, pp. 1-26.
- Sherman, W.M., D.L. Costill, W.J. Fink, L.E. Armstrong, F.C. Hagerman, and T.M. Murray. The marathon: Recovery from acute biochemical alterations. In: *Biochemistry of Exercise*. H.K. Knuttgen, J.A. Vogel, and J. Poortsman, (eds.), Champaign, IL: Human Kinetics Publishers. 1983, pp. 312-317.
- Ivy, J.L., W.M. Sherman, W. Miller, S. Farrell, and B. Frishberg. Glycogen synthesis: Effect of diet and training. In: *Biochemistry of Exercise*, H.G. Knuttgen, J.A. Vogel, and J. Poortsman, (eds.). Champaign, IL: Human Kinetics Publishers. 1983, pp. 291-296.
- Hikida, R.S., R.S. Staron, F.C. Hagerman, W.M. Sherman, and D.L. Costill. Muscle fiber necrosis associated with human marathon runners. *J. Neurol. Sci.* 59: 185-203, 1983.

Sherman, W.M., M.J. Plyley, D.R. Pearson, A.J. Habansky, D. A. Vogelgesang, and D.L. Costill. Isokinetic rehabilitation after meniscectomy: A comparison of two methods of training. *Physician and Sportsmed.* 11: 121-125, 132-133, 1983.

Miller, J.M., E.F. Coyle, W.M. Sherman, J.M. Hagberg, D.L. Costill, W.J. Fink, W.E. Terblanche, and J.O. Holloszy. Effect of glycerol feeding on endurance and metabolism during prolonged exercise in man. *Med. Sci. Sports and Exerc.* 15: 237-242, 1983.

Sherman, W.M., et al. Japanese translation of the above article appeared in *Jap. J. Sports Sci.* 2: 884-891, 1983.

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Ivy, J.L., W.M. Sherman, J.M. Miller, B.D. Maxwell, and D.L. Costill. The relationship between muscle QO<sub>2</sub> and fatigue during repeated isokinetic contractions. *J. Appl. Physiol.* 53: 471-474, 1982.

Withers, R.T., W.M. Sherman, W.M. Miller, and D.L. Costill. Japanese translation of The specificity of the anaerobic threshold in endurance trained cyclists and runners. in *Jap. J. Sports Sci.* 1: 50-54, 1982.

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Costill, D.L., W.M. Sherman, W.J. Fink, C. Maresh, J. Witten, and J.M. Miller. The role of dietary carbohydrates in muscle glycogen re-synthesis after strenuous running. *Am. J. Clin. Nutr.* 34: 1831-1836, 1981.

Sherman, W.M., D.L. Costill, W.J. Fink, and J.M. Miller. Effect of exercise-diet manipulation on muscle glycogen and its subsequent utilization during performance. *Int. J. Sports Med.* 2: 114-118, 1981.

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Sherman, W.M., M.J. Plyley, D.A. Vogelgesang, A.J. Habansky, and D.L. Costill. Changes in isokinetic muscle strength following arthrotomy: Specificity of speed. *Athletic Training.* 16: 138-141, 1981.

### **Educational Peer-Reviewed Articles for Diverse Audiences:**

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Sherman, W.M and N. Leenders. Fat loading: The next magic bullet. *Int. J. Sports Nutr.* 5: S1-S12, 1995.

Sherman, W.M., Ferrara, C.F., and Schneider, B.S. Limitations of human endurance performance: nutritional implications for the non-diabetic athlete. IN: *Handbook of Diabetes and Exercise*, Ruderman, N., and J. Devlin (eds.). Alexandria, VA: American Diabetes Association. 1995, pp. 89-98.

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Sherman, W.M. Recovery after endurance exercise. *Med. Sci. Sport Exerc.* 24: S336-S339, 1992.

Sherman, W.M., and A. Albright. Exercise and type II diabetes. *Sports Sci. Exchange*, 4(37), March, 1992.

Sherman, W.M., and E.W. Maglischo. Minimizing athletic fatigue among swimmers: special emphasis on nutrition. *Sports Sci. Exchange* 4(35), November, 1991.

Sherman, W.M., and A. Albright. Exercise and type I diabetes. *Sports Sci. Exchange*, 3(25), May, 1990.

Sherman, W.M. Pre-event nutrition. *Sports Sci. Exchange* 1(12), February, 1989.

Sherman, W.M. Muscle glycogen supercompensation during the week before athletic competition. *Sports Sci. Exchange.* 2(16), June, 1989.

### **Published Abstracts:**

Nelson, T.E., N.Y.J.M. Leenders, and W.M. Sherman. Comparison of activity monitors worn during treadmill walking. *Med. Sci. Sports. Exerc.* 30: S11, 1998.

Leenders, N.Y.J.M., F.A. Ramirez, and W.M. Sherman. Assessment of physical activity in free-living conditions. *Med. Sci. Sports. Exerc.* 30: S12, 1998.

Ramirez-Marrero, F.A., B.A. Smith, T.E. Kirby, W.M. Sherman, and M.I. Goran. Evaluation of methods to assess physical activity and energy expenditure in African American children. *Med. Sci. Sports. Exerc.* 30: S161, 1998.

Silver, L.P., J. Buckworth, and W.M. Sherman. Physical activity patterns of college students. *Med. Sci. Sports. Exerc.* 30: S202, 1998.

- Leenders, N., F.A. Ramirez-Marrero, B.A. Smith, C. Munford, T.E. Kirby, W.M. Sherman, and G. Turner. Evaluation of a step counter in African American children. *Med. Sci. Sports. Exerc.* 29: S72, 1997.
- Ferrara, C.M., W.M. Sherman, N. Leenders, S. McCune, and K. Roehrig. Exercise training and the glucose transport system in SHHF/Mcc-facp rats. *Med. Sci. Sports. Exerc.* 27: S167, 1995.
- Sherman, W.M., D.M. Morris, R. Petosa, T.E. Kirby, B.A. Smith, and D. Frid. Validity of the Tritrac-R accelerometer. *Med. Sci. Sports Exerc.* 27: S76, 1995.
- Casenhiser-Sutterluety, A.J., T.E. Kirby, and W.M. Sherman. Effects of a low calorie diet in combination with resistance or aerobic training on metabolic rate. *Med. Sci. Sports Exerc.* 27: S72, 1995.
- Ferrara, C., W.M. Sherman, S. McCune, and K. Roehrig. The glucose transport system in SHHF/Mcc-fa cp rats. American Diabetes Association Research Symposium and ICO Satellite Conference: Obesity, Diabetes, and Insulin Resistance, Implications from Molecular Biology, Epidemiology, and Experimental Studies in Humans and Animals. August, 1994, Boston, MA.
- Reed, M.J., W.M. Sherman, and J.P. Gao. Electrical stimulation and glucose transporter translocation in the SHHF/Mcc-cp rat. *Med. Sci. Sports Exerc.* 24: S112, 1992.
- Gao, J.P., W.M. Sherman, K. Osei, and S.A. McCune. Acute exercise and whole-body insulin resistance in the SHHF/Mcc-cp rat. *Med. Sci. Sports Exerc.* 24: S89, 1992.
- Albright, A.L., W.M. Sherman, T.E. Kirby, K.M. Ward, and J.D. Mahan. Training and diabetic nephropathy. *Med. Sci. Sports Exerc.* 23: S83, 1991.
- Friedman, J.E., W.M. Sherman, G-P. Gao, M.J. Reed, W.J. Elton, and G.L. Dohm. Exercise training restores glucose transporter protein GLUT4 in hyperglycemic-obese Zucker (fa/fa) rats. *Med. Sci. Sports Exerc.* 23: S86, 1991.
- Reed, M.J., W.M. Sherman, and J-P. Gao. Training the obese Zucker rat (OZR). *Med. Sci. Sports Exerc.* 23: S86, 1991.
- Gao, J-P., W.M. Sherman, and M.J. Reed. Training, pancreatectomy, and the Zucker rat. *Med. Sci. Sports Exerc.* 23: S86, 1991.
- Plato, P., W.M. Sherman, R.L. Hamlin, and T.L. Marble. Training and cardiac function in obese Zucker rat. *Med. Sci. Sports Exerc.* 23: S89, 1991.
- Doyle, J.A., and W.M. Sherman. Eccentric exercise and glycogen synthesis. *Med. Sci. Sports Exerc.* 23: S98, 1991.
- Sherman, W.M., A.J. Doyle, and D.R. Lamb. Training, dietary carbohydrate, and muscle glycogen. *Med. Sci. Sports Exerc.* 23: S101, 1991.
- McCurdy, D., D.R. Lamb, and W.M. Sherman. The association between pre-exercise serum insulin and the exercise-induced increase in serum growth hormone. *Med. Sci. Sports Exerc.* 22: S32, 1990.
- Betts, J.J., W.M. Sherman, J-P. Gao, M.J. Reed, and J.M. Lash. Effects of acute exercise on muscle glucose metabolism of obese Zucker rats. *Med. Sci. Sports Exerc.* 22: S80, 1990.
- Simonsen, J.C., W.M. Sherman, D.R. Lamb, A.R. Dernbach, J.A. Doyle, R.A. Strauss, and J.T. Snook. Dietary carbohydrate and rowing training. *Med. Sci. Sports Exerc.* 22: S88, 1990.
- Reed, M., W.M. Sherman, and J.M. Lash. Capillary density and training in obese rats. *Med. Sci. Sports Exerc.* 21: S4, 1989.
- Plato, P., W.M. Sherman, J.J. Betts, and J.M. Lash. Eccentric and concentric exercise and insulin action. *Med. Sci. Sports Exerc.* 21: S30, 1989.
- Peden, C., W.M. Sherman, L. D'Aquisto, and D.A. Wright. One hour pre-exercise carbohydrate meals enhance performance. *Med. Sci. Sports Exerc.* 21: S59, 1989.

- Wright, D.A., and W.M. Sherman. Carbohydrate feedings 3 hours before and during exercise improve cycling performance. *Med. Sci. Sports Exerc.* 21: S58, 1989.
- Gao, J., W.M. Sherman, and N. Rong. Training mode and rat oxidative capacity. *Med. Sci. Sports Exerc.* 21: S71, 1989.
- Eichner, E.R., R.H. Strauss, W.M. Sherman, A. Dernbach, and D.R. Lamb. Intravascular hemolysis in elite college rowers. *Med. Sci. Sports Exerc.* 21: S78, 1989.
- Sherman, W.M., G. Brodowicz, and W. Allen. Carbohydrate in 4 h pre-exercise meals. *Med. Sci. Sport Exerc.* 19: S43, 1987.
- Moritani, T., and W.M. Sherman. Oxygen availability and motor unit activity in man. *Med. Sci. Sport Exerc.* 19: S28, 1987.
- Ivy, J.L. M.M.-Y. Chi, C.S. Hintz, W.M. Sherman, R.P. Hellendall, and O.H. Lowry. Muscle fiber recruitment during a lactate threshold test. *Med. Sci. Sport Exerc.* 19: S35, 1987.
- Simonsen, J., M. Sherman, W. Allen, S. Thompson, and J. Betts. Creatine kinase activity after exercise. *Med. Sci. Sport Exerc.* 19: S30, 1987.
- Lash, J., M. Sherman, and S. Bloomfield. Muscle soreness: glucose and insulin response. *Med. Sci. Sport Exerc.* 19: S75, 1987.
- Bachrach, D.W., W.M. Sherman, W.S. Barnes, and W. Gadberry. Muscle soreness and IEMG/force ratio. *Med. Sci. Sport Exerc.* 19: S36, 1987.
- Sherman, W.M., A.C. Katz, C.L. Cutler, J. Van Dyke, and J.L. Ivy. Effect of endurance training on insulin stimulated glucose uptake and transport in skeletal muscle of the obese Zucker rat. *Med. Sci. Sports Exerc.* 17: 279, 1985.
- Sherman, W.M., L.E. Armstrong, T.M. Murray, F.C. Hagerman, D.L. Costill, and R.C. Staron. Recovery of muscular strength, power, and work capacity following intense endurance exercise: The marathon. *Med. Sci. Sports Exerc.* 14: 161, 1982.
- Sherman, W.M., D.L. Costill, W.J. Fink, L.E. Armstrong, F.C. Hagerman, and T.M. Murray. The marathon: Recovery from acute biochemical alterations. Fifth International Symposium on the Biochemistry of Exercise, Boston, Massachusetts, 1982.
- Sherman, W.M., M.J. Plyley, R.L. Sharp, P.J. Van Handel, W.J. Fink, R.M. McAllister, and D.L. Costill. Muscle glycogen and its apparent association with water. Pan American Congress of Sports Medicine and Exercise Science, Miami Beach, Florida, 1981.
- Sherman, W.M., D.L. Costill, W.J. Fink, and J.M. Miller. Carbohydrate loading: A practical approach. *Med. Sci. Sports Exerc.* 13: 90, 1981.
- Sherman, W.M., A.J. Habansky, M.J. Plyley, D.A. Vogelgesang, and D.L. Costill. Isokinetic strength changes during training following knee surgery. Annual meeting of the American Orthopedic Society for Sports Medicine. Lake Tahoe, Nevada, 1981.
- Sherman, W.M., D.L. Costill, W.J. Fink, and J.M. Miller. Dietary influence on 24 hr muscle glycogen restoration following depletion. *Med. Sci. Sports Exerc.* 12: 127, 1980.

### **Notable Funded Projects:**

National Institutes of Health, "Exercise and energy/substrate utilization in blacks with NIDDM" (with D.P. Schuster, Co-investigator), \$106,676.00, 1 year, funded, January 2000.

Quaker Oats, "The influence of dietary composition on short-term aerobic training-induced adaptations in glucose kinetics" (with Kevin Jacobs, Co-investigator), \$12,763.00, 1 year, funded January 1998.

United States Olympic Committee, "Creatine supplementation and swimming performance." Co-Investigator (with David Lamb), \$13,634, 1 year, funded July 1996.

Ohio Division of Vocational and Adult Education, "Central Ohio vocational education personnel development center" (with D.L. Parks and W.E. Budke, Co-investigators), \$71,280.00, 1 year, July 1996.

Quaker Oats, "Carbohydrate/electrolyte beverages consumed before and during prolonged exercise: effects on serum hormone profiles." Co-investigator (with David Lamb), \$29,400, 1 year, funded March, 1995.

Quaker Oats, "Effects of increased quantity of training on indices of overwork and fatigue." Principal Investigator (with David Morris, Co-Investigator), \$3,000, 1 year, funded May, 1994.

Central Ohio Diabetes Association, "Effects of exercise training on glucose transporters in the SHHF/Mcc-cp rat." Principal Investigator, (with C. Ferrara, Co-Investigator) \$13,000, 1 year, funded January, 1993.

Quaker Oats, "Effects of antioxidants on muscle damage and glycogen synthesis after concentric and eccentric contractions." Principal Investigator (with S. Swanson, Co-Investigator), \$25,000, 1 year, funded November, 1993.

Quaker Oats Company, "Carbohydrate content and temperature of fluid replacement drinks: Effects on physiology and performance in prolonged running and cycling." Co-investigator (D.R. Lamb, Principal Investigator), \$26,159, 1 year, funded January, 1992.

Ross Laboratories, "Exercise capacity of pre-dialysis renal patients." Co-Investigator (with T.E. Kirby), \$25,310, 1 year, funded April, 1992.

Central Ohio Diabetes Association, "Effects of exercise and diet therapy on gestational diabetes mellitus." Co-investigator (T.E. Kirby and A. Casenheiser, Co-Investigators), \$13,790, 1 year, funded April, 1992.

Central Ohio Lung Association, "Comparison of fitness, cardiovascular risk factors and "camp" in asthmatic and non-asthmatic adolescents." Co-investigator (with Tim E. Kirby), \$13,000, 1 year, March, 1991.

Ross Laboratories, "Comparison of carbohydrate availability: sports bar versus fluid replacement energy drink". Principal Investigator, \$9,000, 1 year, funded June, 1991.

Ross Laboratories, "Rates of glycogen synthesis after exercise in the absence and presence of muscle inflammation." Principal Investigator (with A. Doyle), \$13,000, 1 year, funded January, 1990.

American Diabetes Association, Ohio Affiliate, "Acute exercise and the SHR, diabetic rat." Principal Investigator, \$6,142, 1 year, funded September, 1990.

American Diabetes Association, Ohio Affiliate, "Amylin's role in fetal diabetic macrosomia." Co-investigator, \$9,994, 1 year, funded September, 1990.

Central Ohio Diabetes Association, "Effects of electrical stimulation on the translocation of muscle glucose transporters in the obese Zucker rat." Principal Investigator, \$5,645, 1 year, funded October, 1990.

Ohio State University Interdisciplinary Grant Program, "Interdisciplinary approach to characterizing the SHR:Mcc-ssp rat: A new model for human hypertensive diabetes.

Principal Investigator (S.A. McCune, Co-investigator, and M.A. White, Co-investigator), \$35,000, 1 year, funded July, 1990, (Interdisciplinary with the Department of Food Science and Technology and Department of Animal Science).

Ross Laboratories, "Effects of education on voluntary fluid consumption habits of workers in an industrial setting in a hot environment." Principal Investigator, \$5,000, 1 year, funded May, 1989.

Quaker Oats Company, "Muscle glycogen synthesis during daily training: Effect of carbohydrate content of the diet and exercise mode." Principal Investigator (with D.R. Lamb, and A. Doyle), \$42,164, 1 year, funded September, 1989.

United States Olympic Committee, "Blood indices of muscle oxidant stress as markers of overtraining for rowers." Principal Investigator, \$12,000, 1 year, March, 1988.

Central Ohio Diabetes Association, "Effects of endurance training on heart, kidney, and muscle function in the obese Zucker rat." Principal Investigator (with K. Osei, and R.L. Hamlin), \$16,233, 1 year, funded October, 1988. (Interdisciplinary with Department of Endocrinology, School of Medicine, and Department of Physiology and Pharmacology, School of Veterinary Medicine).

Quaker Oats Company, "Effect of a carbohydrate-electrolyte beverage on work production during simulated labor in a hot environment." Co-Principal Investigator (with D.R. Lamb and A. Doyle), \$44,344, 1 year, funded September, 1988.

United State Olympic Committee, "Glycogen depletion: A possible cause of overtraining for rowing." Principal Investigator (with D.R. Lamb, J.T. Snook, A. Dernbach, F.C. Hagerman), \$36,839, 1 year, September, 1987.

Ross Laboratories, "Dietary carbohydrate and rowing training." Principal Investigator, \$14,000, 1 year, October, 1987.

American Diabetes Association and American Diabetes Association, Ohio Affiliate, joint submission, "Effect of acute exercise on skeletal muscle insulin resistance in the obese Zucker rat." Principal Investigator, \$52,251, 2 years, June, 1987.

Spencer Foundation Grant, "Effect of concentric and eccentric exercise on whole body insulin action." Principal Investigator, \$5,000, 1 year, funded December, 1986.

The Ohio State University Seed Grant Program, "Effects of exercise, hyper-insulinemia and diet on skeletal muscle insulin action of the Wistar fatty rat." Principal Investigator, \$18,123, 1 year, funded April, 1986.

American Heart Association/Ohio Chapter Grant-In-Aid, "Exercise intervention of microvascular disease in diabetes." Principal Investigator (with Drs. Julia Lash and Robert Hamlin), \$15,509, 1 year, funded May, 1986.

The Ohio State University Equipment Grant to complete the Exercise Science Biochemistry Laboratory. Submitted through the School of HPER. \$100,000, funded June, 1986.

Quaker Oats Company, "A high carbohydrate diet during intensive physical training: Effects on the quality of training performance." Co-investigator, (David R. Lamb, Principal Investigator), \$13,129, 1 year, funded October, 1986.

Ross Laboratories, "Evaluation of the timing and content of pre-exercise carbohydrate meals," Primary Investigator, \$6,000, 1 year, funded September, 1986.

Air Force Office of Scientific Research, Research Initiation Program. "Effects of exercise and dobutamine on suspension hypokinesia/hypodynamia deconditioning in rats." Co-investigator, (Beverly E. Girten, Principal Investigator) (with Drs. David Lamb, Robert Hamlin, John Merola), \$26,767, 1 year, funded November, 1986.

Organized Research Fund, Texas A&M University. "Muscle fiber type and energy substrate utilization following high intensity muscular activity." Principal Investigator, \$10,000, funded Spring, 1985.

Biomedical Research Science Grant, Texas A&M University, "Does adenosine interact with fiber type specific insulin stimulated glucose uptake and transport?" Primary Investigator, \$5,300, funded Spring, 1985.

Graduate Student Research Grant, The University of Texas. "The evaluation of a perfusion technique which isolates muscles of known fiber types." Principal Investigator, \$200.00, one semester, funded Spring, 1983.

University Research Grant, The University of Texas, "Evaluation of a new glucose analog, 6-deoxy-D-glucose, for measuring glucose transport in situ in mammalian skeletal muscle. Co-investigator (John L. Ivy, Principal Investigator), \$4,000, funded Fall, 1983.

Sigma Xi, The Scientific Research Society, The University of South Carolina, "The recovery of oxidative capacity, serum enzymes, and strength, power, and work capacity as they related to EMG activity following marathon running." Principal Investigator, \$300.00, one quarter, funded Spring, 1982.

Sigma Xi, The Scientific Research Society, Ball State University, "Effect of diet and exercise on muscle glycogen stores in rat skeletal muscle: The activation of glycogen synthase." Principal Investigator, \$300.00, one quarter, funded Fall, 1981.

New Faculty Research Grant, Ball State University, "Effect of the velocity of isokinetic contractions on muscle fiber recruitment patterns." Principal Investigator, \$480.00, one quarter, funded Spring, 1980.

Graduate Student Research Fund, Ball State University. "Dietary manipulation to enhance endurance performance." Principal Investigator, \$195.00, one quarter, funded Winter, 1979.

### **Invited Presentation (United States):**

"Reflections on Leadership," Ohio Department of Education, Ohio Career-Technical Education Leadership Institute, Dublin, OH, 2000.

"Evaluating claims of sports nutrition supplements," Sports Nutrition: From Science To Practice Conference, Chicago, IL, June, 1999.

"Balancing fat and carbohydrate in athletes' diets," International Sports Nutrition Conference, Williamsburg, VA, September, 1997.

"Carbohydrate metabolism during endurance exercise," Overtraining and Overreaching In Sport: Physiological, Psychological, and Biomechanical Considerations Conference, Memphis, Tennessee, July, 1996.

"Influences of dietary carbohydrate and fat on exercise metabolism and performance," Rocky Mountain Chapter, American College of Sports Medicine, Frisco, CO, January, 1995.

"Substrate utilization in active people," American Dietetics Association, Orlando, FL, October, 1994.

"Physical activity and health," Sports Medicine and the Weekend Athlete, Center for Continuing Health Sciences Education, Ohio State University, June, 1994.

"Sugars and Physical Activity," Evaluation of the Nutritional and Health Aspects of Sugars, International Life Sciences Institute (ILSI), North American Branch, Washington, DC, May, 1994.

"Mechanisms for the effects of carbohydrate supplementation on improved exercise performance in athletes," Department of Biological Science, Ohio University, October, 1993.

"Effects of physical activity on type II diabetes," Central Ohio Diabetes Association, 1993 Education Series, Columbus, Ohio, May, 1993.

"Effects of exercise on the glucose transport system in insulin resistant muscle," Department of Food Science and Technology, The Ohio State University, May, 1993.

"Influences of glucose polymers on exercise metabolism and performance," Nutritional Science Council, Lecture No. 118, Wise and Helen Burroughs Fellowship, Iowa State University of Science and Technology, Ames, Iowa, February, 1993.

"Effects of pre-exercise carbohydrate feedings on athletic performance," presented at American Dietetic Association meeting, Indianapolis, IN, April, 1992.

"Recovery from the Marathon," presented at Nutrition for the Marathon and Other Endurance Sports, Columbus, OH, April, 1992.

"Why exercise: What is in it for me?," presented at the annual meeting of the Central Ohio Diabetes Association Meeting, Columbus, OH, April, 1992.

"Effects of exercise training on the glucose transport system in muscle of animal models of diabetes," Department of Physiology & Pharmacology, The Ohio State University, April, 1992.



"Effects of asthma on fitness and activity levels and cardiovascular disease risk factors in adolescent asthmatics and non-asthmatics", presented at the Central Ohio Lung Association board meeting with T.E. Kirby, Columbus, OH, March, 1992.

"Dietary carbohydrate and athletic fatigue," presented at Nutrition for the Athlete, Orlando, FL, March, 1991.

"Effects of exercise training on hyperglycemia in the obese Zucker rat," presented at the American Diabetes Association, Ohio Affiliate board Meeting, Columbus, OH, June, 1991.

"Effects of exercise on glucose transport in the SHHF/Mcc-cp rat," Department of Biochemistry, East Carolina State University, Greenville, NC, July, 1991.

"Effects of exercise training in the Zucker rat on muscle and cardiac tissues," presented at the Central Ohio Diabetes Association board meeting, Columbus, OH, November, 1991.

"Pre-exercise carbohydrate feedings and endurance performance," presented at the Midwest American College of Sports Medicine Meeting, Muncie, IN, October, 1990.

"Dietary carbohydrates and athletic performance," presented at the Sixth Annual Sports Medicine Seminar for Swimming, Diving and Rowing Coaches, Cincinnati, OH, September, 1990.

"Sports nutrition," presented at the XIV International Congress of Clinical Chemistry, in a workshop titled "Biochemistry of Exercise Related to Laboratory Medicine." San Francisco, CA, July, 1990.

"Carbohydrate metabolism in athletics and diabetes: a synopsis of research," Department of Physical Education, University of Texas @ Austin, Austin, TX, June, 1990.

"Effects of exercise on diabetes," presented at the annual board meeting of the American Diabetes Association, Ohio Affiliate, Columbus, OH, June, 1990.

"Dietary carbohydrate consumption and training, overwork, and overtraining," tutorial lecture, American College of Sports Medicine, Dallas, TX, May, 1990.

"Exercise physiology," presented at the American Association of Fitness Instructor's accreditation meeting in Columbus, OH, October, 1989.

"Nutrition for athletes," presented at St. Ann's Healthletics, Westerville, OH for the workshop titled "Working as a Sports Medicine Team." September, 1989.

"Effects of exercise on muscle glucose transport in the obese Zucker rat," Noll Physiology Laboratory, Penn State University, College Park, PA, August, 1988.

"Muscle's adaptations to exercise training," presented at the American Association of Fitness Instructor's accreditation meeting in Columbus, OH, May, 1988.

"Carbohydrate and athletic performance," presented at St. Vincent Hospital, Toledo, OH, for Nutritional Dietetics Department, October, 1987.

"Nutrition and the athlete," presented at the Ohio State Medical Association's annual meeting, Columbus, OH, September, 1987.

"Nutrition for the athlete," presented for the Nutrition Society of Youngstown State University, Youngstown, OH, April, 1987.

"Carbohydrates and athletic performance," presented at the National Nutrition Month Physician's luncheon sponsored by the Food Services Department, St. Vincent Hospital, Indianapolis, IN, March, 1987.

"Effects of exercise on insulin resistance in animal models of diabetes," Department of Physiology, The Ohio State University, November, 1986.

"Concepts to improve your fitness index," presented at the annual meeting of the Ohio Dental Expanded Function Association, Columbus, OH, September, 1986.

"Muscle soreness: causes and relief's," presented at "Commitment to Wellness" program sponsored by the Stark County Department of Public Health, Akron, OH, September, 1986.

"Overview of the availability of ingested carbohydrate," presented at the 1986 American College of Sports Medicine, Indianapolis, IN, May 1986.

"Carbohydrate metabolism during exercise," presented at Newark Public Schools for "Sports Medicine Update" for CME credit for high school coaches and athletic trainers, Newark, OH, February, 1986.

"Substrate utilization during long term performance," presented at the First National Conference on Physiological Performance Evaluation: Overreaching versus overtraining, Colorado Springs, CO, 1985.

"Energy for muscle function," and "The application of muscle physiology to the development and evaluation of isokinetic rehabilitation programs," presented at the Cybex Seminar series at Kansas City, MO, and Washington, D.C, 1983.

"Training for neuromuscular strength, power, and endurance," presented at Rehab '83, Los Angeles, CA, 1983.

"Carbohydrates and performance," and "The role of protein and fat in athletic performance," presented at the Nutrition and the Athlete Symposium, Colorado Springs, CO, 1983.

"Carbohydrate, muscle glycogen, and muscle glycogen supercompensation as determinants of athletic performance," presented at American College of Sports Medicine, Minneapolis, MN, 1982.

"The application of muscle physiology to the development and evaluation of isokinetic rehabilitation programs," presented at the Cybex Seminar series, Las Vegas, NV, 1982.

"The role of dietary carbohydrate in athletic performance," presented at the Pan American Congress and International Course on Sports Medicine and Exercise Science, Miami Beach, FL, 1980.

### **Invited Presentations (International):**

"Carbohydrate feedings and performance." Sixth International Conference on Equine Exercise Physiology, Lexington, Kentucky, USA, September, 2002.

"Influences of chronic carbohydrate and fat diets on athletic performance, " "Mechanisms of improved performance with carbohydrate feedings during exercise," and "Dietary supplements as ergogenic aids: their use to improve sports performance. Seventh International Symposium of Actualization on Sports Sciences, Rosario, Argentina, 1999.

"Carbohydrate supplementation and high performance," Canadian Society for Exercise Physiology, Quebec City, Canada, October, 1995.

"Nutritional implications and manipulations of fat metabolism during exercise," International Workshop on Nutrition, Gatorade Sports Science Institute of Venezuela, Caracas, Venezuela, May, 1994.

"Pre-exercise carbohydrate feedings and endurance performance," and "Post-exercise carbohydrate feedings and endurance performance," presented at First International Conference on Sports Nutrition, Barcelona, Spain, June, 1991.

"Exercise training in Zucker rats," presented at Diabetes and Exercise '90, Dusseldorf, West Germany, May, 1990.

"Sports Medicine," was presented at the United States Embassy at Ndjamen, Chad, and "Exercise in a hot and humid environment: The marathon," was presented at the University of Cameroon, Yaoundé, Cameroon, Africa, April, 1988.

"Muscle metabolism during exercise, Carbohydrates and performance during prolonged exercise, and Recovery after prolonged exercise," presented at the International Sports Science Conference sponsored by the National Society of Physical Education and the Minister of Education, Republic of China, January, 1987.

"Nutrition for prolonged exercise," Conference on Prolonged Exercise, Warwick, Bermuda, June, 1987.

### **Mentoring Post-Doctoral Fellows:**

"Motivational factors for enrollment and health behavior characteristics." Nicole Leenders, Ph.D, 1998 to 2001. College of Education & School of Physical Activity & Educational Services.

College of Education, Postdoctoral fellowship, \$34,000, funded for 2 years for Leslie Pruitt, PhD, September, 1989.

NIH Individual National Research Service Award, Postdoctoral fellowship (with Robert Hamlin, Department of Physiology & Pharmacology), "Diabetic microvascular disease: exercise intervention." \$21,000, funded for 1 year for Julia M. Lash, PhD, January, 1987.

American Heart Association, Ohio Chapter, Inc., Postdoctoral fellowship (with Robert Hamlin, Department of Veterinary Physiology & Pharmacology), "Exercise intervention of microvascular disease in diabetes." \$17,000, funded for 1 year for Julia M. Lash, PhD, January, 1986.

### **Editorial Boards and Editorships:**

Newsletter editor, American Academy of Kinesiology & Physical Education, 2001 to 2006.

Co-Editor-In-Chief, Western Hemisphere, International Journal of Sports Medicine, 1993-2007.

Member, editorial board, International Journal of Sports Nutrition, 1990-1993.

### **Professional Memberships:**

Sigma Xi, The Scientific Research Society, 1990-inactive.

Professional Member, American Diabetes Association, 1986-1993, inactive.

Member beginning 1978, Fellow beginning 1985, American College of Sports Medicine.

Certified Member, National Athletic Trainers Association beginning 1976, inactive.

### **Service to Professional Organizations:**

Newsletter editor, American Academy of Kinesiology & Physical Education, 2001 to 2006.

Abstract reviewer for the muscle biochemistry section for the American College of Sports Medicine's 1994 meeting.

Member of the American College of Sports Medicine Position Stand writing committee for "Hydration and Exercise," April, 1994.

Abstract reviewer for the muscle biochemistry section for the American College of Sports Medicine's 1994 meeting.

Member of the American College of Sports Medicine Position Stand writing committee for "Hydration and Exercise," April, 1994.

Abstract reviewer for the sport nutrition section and endocrinology section for the American College of Sports Medicine's 1993 meeting.

Abstract reviewer for the American Alliance for Health, Physical Education, Recreation and Dance's 1993 meeting.

Abstract reviewer for the sport nutrition section and endocrinology section for the American College of Sports Medicine's 1993 meeting.

Abstract reviewer for the American Alliance for Health, Physical Education, Recreation and Dance's 1993 meeting.

Participant in a Sports Nutrition Roundtable at the American College of Sports Medicine, January, 1992.

Abstract reviewer for the American Alliance for Health, Physical Education, Recreation, and Dance's 1992 meeting.

Participant in a Sports Nutrition Roundtable at the American College of Sports Medicine, January, 1992.

Abstract reviewer for the American Alliance for Health, Physical Education, Recreation, and Dance's 1992 meeting.

Abstract reviewer for the Carbohydrate Metabolism Section for the American College of Sports Medicine's 1989 meeting.

Abstract reviewer for the Carbohydrate Metabolism Section for the American College of Sports Medicine's 1989 meeting.

Abstract reviewer and section coordinator of abstract reviews for the Carbohydrate Metabolism Section for the American College of Sports Medicine's 1988 meeting.

Member, Committee on Research, American Diabetes Association, Council on Exercise, 1987-1988.

Abstract reviewer and section coordinator of abstract reviews for the Carbohydrate Metabolism Section for the American College of Sports Medicine's 1987 meeting.

Abstract reviewer and section coordinator of abstract reviews for the Carbohydrate Metabolism Section for the American College of Sports Medicine's 1986 meeting and moderator of free communication session A-1, "Carbohydrates and Exercise I."

Abstract reviewer for the American College of Sports Medicine's 1985 meeting and moderator of free communication session B-6, "Exercise and carbohydrate metabolism."

Elected member of the editorial board for the journal of the National Athletic Trainers Association, Athletic Training, 1985-1988.

Abstract reviewer for the American College of Sports Medicine's 1984 meeting and moderator of free communication session F-9, "Muscle damage and adaptations as a result of severe exercise."

### **Community Service:**

Panelist, "Practical approaches to managing obesity in your practice," The Epidemic of the 21st Century: Obesity Conference, Columbus Department of Health, December 10, 2004.

Member, Ad Hoc Committee, "Tool-kit" about childhood obesity developed for health care professionals, Columbus Department of Health, 2003-2004.

Member, Committee on Research, Central Ohio Diabetes Association, 1988 to 1993. Chairperson, 1995 to 1996.

Guest "Expert Speaker." Journalism Association of Ohio Schools/ OSU Journalism School Alumni Society Fall Workshop, November, 1993.

Member, Committee on Research, Central Ohio Lung Association, 1991 to 1994.

Member, Sports Nutrition Advisory Committee, United States Olympic Committee, 1991 to 1992.

Member, grants-in-aid review Committee, American Diabetes Association, December, 1991.

Member, Nutrition Committee, United States Olympic Sports Medicine Committee, 1988-1989.

### **Educational Service Impacting Wide Audiences:**

Co-organizer (with D.R. Lamb, and M.E. Kanter) of the conference titled "Nutritional ergogenic aids." November 11-12, 1994, sponsored by the Gatorade Sports Science Institute. Resulted in a full publication of the proceedings in Int. J. Sport Nutr. 5: S1-S131, 1995.

United States Navy, Seal Computer-Assisted Medical Reference System, reference to published work, 1993, 1994.

Sherman, W.M., and J.S. Rudd. Eating for recovery. Olympic Coach 4: 12-13, 1994.

Sherman, W.M., and J.S. Rudd. Carbohydrate requirements for strength athletes. Strength & Conditioning. 16: 42-43, 1994.

"Importance of physical activity in the management of diabetes," patient and public education lecture series, Central Ohio Diabetes Association, May, 1993.

"Effects of aerobic training on heart function in the obese Zucker rat," Diabetes Directions, 3: 8, 1993.

Co-organizer (with D.R. Lamb) of the conference titled "Nutrition for the marathon and other endurance sports." April 9-10, 1992, sponsored by the Gatorade Sports Science Institute. Resulted in a full publication of the proceedings in Med. Sci. Sports Exerc. 24: S309-S363, 1992.

### **Professional Academic Service:**

External dissertation evaluator, Capetown, South Africa, 1994, 1995, 1999, 2000.

Reviewer of an application to the Joint Infrastructure fund of the Wellcome Trust and the United Kingdom for sport and exercise science research laboratories submitted by John Evans and Clyde Williams from Loughborough University, 10,268,345 pounds, 1999.

External evaluator, thesis, University of South Australia, Adelaide, Australia, 1998.

Expert juror, for a survey on high school athlete nutritional practices developed by Susan Massad, RD, doctoral candidate, Department of Applied Health Science, Indiana University, Bloomington, IN, for a study titled "High school athletes and nutritional supplements: a study of knowledge and use," May, 1993.

### **Student Advising:**

Major advisor for twenty-five recipients of the Doctor of Philosophy Degree since 1985.

Major advisor for forty recipients of the Master of Arts degree since 1985.

Major advisor for more than 100 undergraduate students 1985-1996.

### **Teaching:**

PE 800 (Mechanisms of fatigue during exercise), 802 (Endocrinological aspects of muscle and cardiovascular adaptations to exercise), and 803 (Carbohydrate metabolism during exercise): Graduate level courses for doctoral students in the exercise science program. These are seminar-based courses with readings in the current literature and discussions related to history, methods, controversies, and concepts for selected topics in each course. I developed the 803 course.

PE 867 (Laboratory methods in the assessment of human performance): This is a biochemistry laboratory course teaching wet-laboratory concepts required for data collection and analysis of human and animal tissue and blood analysis. I developed this course.

PE 714 (Organic science as applied to physical and health education): This is a team-taught course for Master's degree students entering the exercise science program.

PE 414 (Applied exercise physiology I): Adaptations of the human body to acute and chronic exercise. I developed this course with D. Lamb

PE 414Pt (Applied exercise physiology I): Adaptations of the human body to acute and chronic exercise for physical therapists. I developed this special offering required course for students in the OSU physical therapy BS program.

PE 514 (Applied exercise physiology II): Adaptations of the human body to acute and chronic exercise. Collaboratively I developed this course with A. Coggan and D. Lamb.

PE 567 (Contemporary Issues in Physical Activity, Fitness, and Health): Description and explanation of the relationships among physical activity, fitness, and health. T. Kirby and I developed. This is a capstone course for the general education curriculum was not adopted by the OSU GEC committee.

#### **Grants and Awards to Students:**

Cindy Ferrara, Harriet B. Lawrence Scholarship, American Diabetes Association, Ohio Affiliate, 1993.

#### **Academia, College, and University Service:**

Speed to Scale Task Force-Central State University, Ohio Board of Regents, 2007-2009.

Governing Board, OhioLink, 2006-2009.

Fiscal Committee, University Senate, 2004-2005.

Alternate, College of Education representative to the University Senate, 2004-2005.

Member, Provost's ad hoc committee on work-life, Winter quarter, 2004.

Panel participant for plenary session titled, "What is in it for me? The benefits, challenges and possibilities for university community engagement," at the conference titled "Ohio State-The 21st century model for outreach & engagement," April 30, 2004.

Member NCAA Fiscal Integrity Sub-committee of the NCAA Steering Committee for the NCAA review of the Department of Athletics during 2003-04.

Opening remarks for the Office of Academic Affairs and Office of Human Resources "Books & Breakfast" program. Introduced the book for discussion titled, "Execution: The Discipline of Getting Things Done," December 18, 2003.

Budget Restructuring I and II Taskforces- member for the College of Education, 2001-2003.

Panel participant, University-wide department chairpersons meeting to review budget restructuring at OSU, spring, 2002.

Panel participant, on "interpreting documentation of teaching," as part of the Office of Faculty & TA Development workshop on "Evaluation of Teaching: A Faculty Responsibility, spring quarter, 2002.

Coordinator, Information and data collection, College of Education, 2000-2005.

Committee Member, Search committee for the Dean of the College of Education, 1999 and 2000.

Speaker, New department chairperson orientation, September, 1999 and September, 2000.

Delegate, Committee on Institutional Cooperation Leadership Institute, Big 10 Center, Chicago, IL, 1997.

Member, Ad hoc committee for the College of Education to devise its staff performance management system, 1997-1998.

Member, Promotion and Tenure Committee, Office of Academic Affairs, 1996-1999.

Member, Transition Team Implementation Committee, College of Education, 1996.

Convener, proposed School of Physical Activity & Human Services in the restructured College of Education, 1996.

Member, College of Education, Ad Hoc Governance Committee related to restructuring, 1994-1995.

Chairperson, School of HPER, Ad Hoc Graduate Committee related to restructuring, 1994-1995.

Chairperson, College of Education Promotion and Tenure Committee, November, 1994.

Member, Distinguished Scholar Award Committee, Office of Research, 1995.

Member, Graduate School Review Committee, Office of Academic Affairs, 1995.

Member, College of Education, Transition Team related to restructuring; Chairperson, Subcommittee on Budget, 1995.

Chairperson, School of HPER, Search Committee, Sport and Exercise Science position, 1995.

Portfolio essay and examination evaluator for the Presidential-Medalist competition, 1993.

Member, College of Education Promotion and Tenure Committee, December, 1993.

Member, Undergraduate Curriculum Comm., School of Health, Physical Education, and Recreation, 1991-1995.

Member, Presidential Fellowship Review Committee, Graduate School, 1991-1993.

Coordinator, exercise physiology/health & fitness demonstration for Young Scholars Program, 1991-1992.

Member, NCATE Oversight Committee, College of Education, 1991-1992.

Ad hoc Member, College of Education focus group for the University's academic planning process, 1991.

Member, Task Force, School of Health, Physical Education & Recreation, 1991.

Graduate Studies Committee Chairperson, School of Health, Physical Education, and Recreation, 1990-95.

Search Committee Chairperson, School of Health, Physical Education and Recreation, Assistant Professor in Exercise Physiology, 1990.

Judge, ICSABER Graduate Student Research Day, 1990.

Search Committee Member, School Health, Physical Education and Recreation. Associate/Assistant Professor in Exercise Physiology, 1989.

At-large Member, Personnel Committee, College of Education, 1989.

Coordinator, Undergraduate Exercise Science Major, 1989-1996.

Ad hoc Member, College of Education Research Committee, 1989-1991.

Graduate Studies Committee, School of Health, Physical Education and Recreation. 1987 to 1990.

College of Education review committee for applications for the Graduate Student Alumni Research Awards, 1987-88.

**Leadership Development:**

Created a Community Leadership Institute for 25 individuals at the University of Akron in collaboration with Leadership Akron, 2014.

Attended Insight Akron of Leadership Akron, September, 2010.

Administrative Portfolio, Baldwin Wallace College Division of Continuing Education, April, 2004.

Speaker on Sexual Harassment issues for Ohio State University via completion of the OSU Sexual Harassment speakers' group training program. Approved speaker beginning autumn, 2004.

Leadership Institute for Department Chairpersons, American Association of Colleges for Teacher Education, April, 2002.

Dale Carnegie graduate, November, 2002.



**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

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

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the December 7, 2017, 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 \_\_\_ attached hereto.

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**10/16/17 through 1/15/18**

**Appointments – 17**

**New Positions – 7** *(Notated with an asterisk \*)*

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 3
- Faculty – 2

**Replacement Positions – 10**

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

**Separations – 17**

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 5
- Faculty – 3

**Reclassifications – 8**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 1

**Promotions – 4**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 1
- Faculty – 1

**Transfers – 0**

**Salary Adjustments/Position Audits – 6**

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

**Salary Adjustments per CBA & BOT Policy – 0**

**Displacements – 0**

**Layoffs – 0**

**Recalls – 0**

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18**  
**APPOINTMENTS**

<b>EMPLOYEE</b>				<b>CONTRACT/ APPOINTMENT</b>		
<b>EMPLOYEE NAME</b>	<b>TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATES</b>	<b>FTE</b>	<b>SALARY</b>
Adair, Danielle	APAS	Operations Manager	Kilcawley Center	12/4/2017	1.00	\$ 37,715.00
D'Amato, Joseph	APAS	Interim Coordinator	English Language Institute	1/2/2018	1.00	\$ 40,000.00
Getz, Justin	APAS	Operations Manager Coordinator Social Media Digital	Kilcawley Center	12/4/2017	1.00	\$ 37,715.00
Hartwig, Katilyn *	APAS	Marketing	Marketing & Communications	10/16/2017	1.00	\$ 38,265.00
Ortiz, Yaitza	APAS	Resolution Analyst	University Bursar	10/16/2017	1.00	\$ 42,000.00
Young, Gary *	APAS	Project Manager	IT Application Services Geological & Environmental Sciences	1/2/2018	1.00	\$ 75,000.00
Alexander, Diana*	Excluded	Temporary GIS Specialist	Sciences	11/16/2017	0.17	\$ 5,400.00
Clymer, Janis *	Excluded	Temporary Lab Coordinator	Physics & Astronomy	12/1/2017	0.20	\$ 9,450.00
Donahue, Steven	Excluded	Temporary Academic Advisor	Dean - Health & Human Services Geological & Environmental Sciences	10/9/2017	0.13	\$ 3,831.00
Jordan, Thomas *	Excluded	Temporary GIS Specialist	Sciences	11/16/2017	0.15	\$ 6,300.00
Sos, Tammy	Excluded	Temporary Academic Advisor	Dean - Health & Human Services	10/9/2017	0.13	\$ 3,831.00
Albani, Meagan	Externally Funded	Instruction Specialist	Rich Center for Autism	12/18/2017	1.00	\$ 21,175.00
Hogate, Gregory	Externally Funded	Instruction Specialist	Rich Center for Autism	10/16/2017	1.00	\$ 21,175.00
Moore, Kimberly	Externally Funded	Instruction Specialist	Rich Center for Autism	10/16/2017	1.00	\$ 21,175.00
Price, Aisha	Externally Funded	Site Coordinator	Ctr for Human Services Dev Civil Environmental & Chemical Engineering	12/1/2017	0.74	\$ 31,450.00
Park, Byung-Wook*	Faculty	Assistant Professor	Engineering	1/1/2018	1.00	\$ 32,500.00
Villano, Michael*	Faculty	Lecturer	Accounting & Finance	1/1/2018	1.00	\$ 20,745.00

**\*New Positions**

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>
Donahue, Steven	APAS	Temporary Academic Advisor	Dean - Health & Human Services	12/15/2017	0.13	\$ 3,831.00
Li, Dingqiang	APAS	Research Scientist	Materials Science and Engineering	10/31/2017	1.00	\$ 61,892.00
Munz, Justin	APAS	Housing Coordinator	Housing & Residence Life	10/27/2017	1.00	\$ 32,000.00
Weingart, Mary Lou	APAS	Senior Academic Advisor 1	Dean - Coll of Creative Arts & Comm	12/31/2017	1.00	\$ 57,037.38
Alexander, Diana	Excluded	Temporary GIS Specialist	Geological & Environmental Sciences	12/15/2017	0.17	\$ 5,400.00
Clymer, Janis	Excluded	Temporary Lab Coordinator Physics	Physics & Astronomy	12/15/2017	0.20	\$ 9,450.00
Jordan, Thomas	Excluded	Temporary GIS Specialist	Geological & Environmental Sciences	12/15/2017	0.15	\$ 6,300.00
Shepard-Smith, Andrew	Excluded	Director	Office of Research Services	10/23/2017	1.00	\$ 100,000.00
Sos, Tammy	Excluded	Temporary Academic Advisor	Dean - Health & Human Services	12/15/2017	0.13	\$ 3,831.00
Johnson, Michelle	Externally Funded	Instruction Specialist	Rich Center for Autism	1/10/2018	1.00	\$ 21,675.00
Laird, Julianne	Externally Funded	Instruction Specialist	Rich Center for Autism	12/1/2017	0.80	\$ 19,573.00
Mc Connell, Renee	Externally Funded	Assoc Dir Behav Programming	Rich Center for Autism	10/31/2017	1.00	\$ 71,233.00
McIntyre, Beth	Externally Funded	Site Coordinator	Ctr for Human Services Dev	10/10/2017	0.74	\$ 31,450.00
Naji, Grace	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	12/4/2017	1.00	\$ 31,470.00
Foltz, Patricia	Faculty	Instructor	Communication	12/31/2017	1.00	\$ 20,744.50
Morawski, Dennis	Faculty	Associate Professor and Chair	Social Work	12/31/2017	1.00	\$ 95,454.96
Spalsbury, Angela	Faculty	Professor and Chair	Mathematics & Statistics	12/31/2017	1.00	\$ 100,201.20

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18  
RECLASSIFICATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Cala, Catherine ②	APAS	Assistant Director	Alumni Engagement	10/16/2017	1.00	\$ 63,258.00	\$ 71,283.72
Carfolo, Susan ①	APAS	Senior Academic Advisor 1	Dean - Business Administration	6/16/2017	1.00	\$ 45,768.50	\$ 43,589.05
Lally, Anne ①	APAS	Assistant Director	Student Counseling Center	10/1/2017	1.00	\$ 73,430.00	\$ 64,026.82
Morrone, Ross ①	Excluded	Director of Marketing	Marketing & Communications	6/1/2018	1.00	\$ 75,500.00	\$ 64,544.00
Pascarella, Anna ①	Excluded	Manager Delivery Printing Svcs	Delivery Services	5/1/2017	1.00	\$ 65,680.00	\$ 60,814.84
Rovnak, Angela ③	Excluded	Manager IT Application Svcs	IT Application Services	11/1/2017	1.00	\$ 78,000.00	\$ 78,000.00
Viglione, Susan ①	Excluded	Risk Management Officer	Envir Occupational Health & Safety	10/16/2017	1.00	\$ 73,082.00	\$ 69,601.74
Robich, Laura ①	Externally Funded	Clinical Student Services Coordinator	Nursing	9/1/2017	1.00	\$ 47,250.00	\$ 45,000.00

① Position Audit/Administrative Review requested and awarded. (Resulted in change in classification)

② Classification changed from Director to Assistant Director

③ Title change only with no increase in salary

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT</b>			
				<b>APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Paul, Laurie	APAS	Senior Academic Advisor 1	Dean - CLASS	1/1/2018	1.00	\$ 47,032.00	\$ 44,792.43
Zupcsan, Michael	APAS	Desktop Engineer	IT Customer Services	12/1/2017	1.00	\$ 70,000.00	\$ 65,353.60
Felix, Julie	Excluded	Associate Director Records	Registration & Records	10/16/2017	1.00	\$ 62,000.00	\$ 48,008.65
Wakefield, Thomas	Faculty	Acting Chair and Professor	Mathematics & Statistics	1/1/2018	1.00	\$ 99,156.00	\$ 78,474.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 10/16/17 THROUGH 1/15/18  
SALARY ADJUSTMENTS/POSITION AUDITS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Luscher, David	② Excluded	Associate Director	WYSU - FM Marketing & Communications	6/1/2017	1.00	\$ 53,524.00	1.00	\$ 50,499.18
Morrone, Ross	② Excluded	Director of Marketing Manager, Delivery Printing Services	Rich Center for Autism	6/1/2018	1.00	\$ 75,500.00	1.00	\$ 64,544.00
Pascarella, Anna	② Excluded	Lead Instruction Specialist	Delivery Services	5/1/2017	1.00	\$ 65,680.00	1.00	\$ 60,814.84
Candel, Anthony	③ Externally Funded	Lead Instruction Specialist	Rich Center for Autism	11/16/2017	1.00	\$ 37,870.00	1.00	\$ 35,255.00
McKinney, Caitlin	③ Externally Funded	Lead Instruction Specialist	Rich Center for Autism	10/16/2017	1.00	\$ 29,665.00	1.00	\$ 27,986.00
Paidas, Alexis	① Externally Funded	Instruction Specialist	Rich Center for Autism	1/1/2018	1.00	\$ 24,966.00	0.80	\$ 19,573.00

① FTE Adjustment  
② Position Audit/Administrative Review. (No change in classification)  
③ Advanced Degree Adjustment