

# BOARD OF TRUSTEES



## AGENDA

**Thursday, June 4, 2020**



## **BOARD OF TRUSTEES' MEETING**

**Thursday, June 4, 2020  
10:00 a.m.**

<https://www.facebook.com/YSUBoT/>

### **AGENDA**

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes
- D. Report of the President of the University
- E. Report of the Committees of the Board
  - 1. Academic Excellence and Student Success Committee
    - a. Resolution to Adopt Export Control Policy, 3356-10-24
    - b. Resolution to Authorize Recommendation of Candidates for Honorary Degrees
    - c. Board to Acknowledge Campus Involvement in the Strategic Planning Process and to Recognize for Their Leadership, the Members of the Strategic Planning Organization Team
  - 2. Institutional Engagement Committee
    - a. Resolution to Accept WYSU Memberships
    - b. Resolution to Approve University Police Policy, 3356-4-08
    - c. Resolution to Modify Display of the Flag of the United States of America Policy, 3356-5-01
  - 3. Finance and Facilities Committee
    - a. Resolution to Approve Changes to Tuition and Fees for the 2020-21 Academic and Fiscal Year
    - b. Resolution to Approve Waiving the Non-Resident Surcharge for Graduate Students Who Earned an Undergraduate Degree at an Ohio College or University, Effective Fall 2020
    - c. Resolution to Approve the Annual Operating Budget for FY 2021
    - d. Resolution to Approve Interfund Transfers
    - e. Resolution to Modify Institutional Insurance Programs Policy, 3356-3-06
    - f. Youngstown State University Board of Trustees Resolution to Make Organizational Adjustments to Support the Adoption of the FY2021 Operating Budget
    - g. Resolution to Approve the FY21 Annual Audit Plan and Risk Assessment
    - h. Report of the Audit Subcommittee, Michael A. Peterson, Chair
    - i. Report of the Investment Subcommittee, Capri S. Cafaro, Chair
  - 4. University Affairs Committee
    - a. Resolution to Ratify Personnel Actions – Athletics
    - b. Resolution to Modify Resignation of Employment Policy, 3356-7-38
    - c. Resolution to Modify Selection, Appointment, and Annual Evaluation of Administrative Officers Policy, 3356-9-02
    - d. Resolution to Approve the Selection of the Dean of the Bitonte College of Health and Human Services
    - e. Resolution to Authorize Conferral of Emeritus Status for Faculty and Administrators
    - f. Resolution to Ratify Personnel Actions – Faculty/PA Staff
    - g. Youngstown State University Board of Trustees Resolution to Appoint the Inaugural Dean of the College of Liberal Arts, Social Sciences, and Education

- 5. Governance Committee
  - a. Resolution of Appointment National/Global Trustee – Helen K. (Lamb) Lafferty
  - b. Resolution of the Youngstown State University Board of Trustees to Take Charge of Our Future: Endorsing the Mission, Vision, Values and the Plan for Strategic Actions to Take Charge of Our Future
- F. Communications and Memorials
  - a. Youngstown State University Board of Trustees Resolution to Recognize Franklin S. Bennett, Jr. for Exemplary Service as Secretary to the Board and Extending Emeritus Status to Him as Well as to His Father and Attorney Manchester
- G. Unfinished Business
- H. New Business
- I. Election of Board Officers
- J. Committee Appointments 2020-2021
- K. Chairperson's Remarks
- L. Dates and Times of Upcoming Regular Meetings of the Board
  - Tentative Meeting Dates: 10 a.m., Thursday, September 3, 2020
  - 10 a.m., Thursday, December 3, 2020
  - 10 a.m., Thursday, March 4, 2021
- M. Adjournment

# **DIVIDER**

## **ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**



**RESOLUTION TO ADOPT  
EXPORT CONTROL POLICY, 3356-10-24**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the adoption of University Policy governing Export Control Policy, policy number 3356-10-24, shown as **Exhibit A** attached hereto.

## **3356-10-24 Export Control Policy**

Responsible Division/Office: Office of Research Services  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: June 2020  
Board Committee: Academic Excellence and Student Success Committee  
**Effective Date: June 4, 2020**  
Next Review: 2025

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- (A) **Policy Statement.** It is the policy of the University that all students, employees, and all other people retained or working at or for the University comply with all U.S. laws and regulations while performing work on behalf of the University. Although the University strives to create an environment where teaching, learning, and research are conducted openly and without restrictions, certain federal regulations may require the University to obtain permission from the government before allowing foreign persons to participate in or have access to research involving specific technologies or data. Export Control regulations have the potential to,
- (1) Limit research opportunities of university faculty, staff, and students
  - (2) Affect publication rights; and/or
  - (3) Prevent collaboration
- (B) **Purpose.** To establish University compliance with U.S. Export Control laws and regulations while balancing the University's commitment to openness in research and education.
- (C) **Scope.** This policy applies to all members of the campus community, comprising all units and university personnel including faculty, staff, visiting scholars, research associates and fellows, student employees, students, visitors, volunteers, and all others retained by or working at the university when conducting any research, teaching, service or business activity at the University or on behalf of the University at a domestic location or in a foreign country.
- (D) **Definitions**
- (1) **Controlled Export.** Specific types of exports regulated by the federal government (e.g. commodity, biologics, equipment, software, encryption, technology or technical information) sent from the U.S. to a foreign person or destination.
  - (2) **Deemed Export.** The release or transmission of controlled exports, technology, technical data, or software source code to a foreign person in the U.S. This can be through the physical release of information or technology or through communications, such as discussions, with a foreign person, including students, visitors, and foreign researchers. Such a release of information is considered to be an export to the foreign national's home country or country of current citizenship.

- (3) Defense Article. Any item or technical data designated in the U.S. Munitions List (22 C.F.R. §121.1). Defense articles include technical data recorded or stored in any physical form, models, mockups, or other items that reveal technical data relating to the item. It does not include basic marketing information or general system descriptions (22 C.F.R. §120.6).
- (4) Dual Use. Items, information, and software that are primarily commercial in nature but also have potential military applications.
- (5) EAR. Export Administration Regulations, administered by the Department of Commerce through the Bureau of Industry and Security (BIS) (15 C.F.R. §§730-774) regulates commercial and dual-use items, technology, and software identified in the Commerce Control List (CCL, 15 C.F.R. §774).
- (6) Educational Information. Information that is commonly taught in catalog courses and associated teaching laboratories of academic institutions. It is not subject to Export Control regulations.
- (7) Export. Any item (commodity, software, technology, equipment, software, or information) sent from the U.S. to a foreign destination is considered an export. Examples of exports include the actual shipment of goods as well as the transfer of written documents or information via e-mail, phone, fax, Internet postings, verbal/personal conversations and meetings.
- (8) Export License. A written authorization provided by the appropriate governing regulatory authority detailing specific terms and conditions allowing the export or re-export of a controlled item(s).
- (9) Foreign Person or Entity. Anyone who is not a U.S. person. This includes individuals as well as any foreign corporation, business association, partnership, trust, society, or any other foreign entity or group, including international organizations and foreign governments, not incorporated or organized to do business in the U.S.
- (10) Fundamental Research. Any “basic and applied research in science and engineering, the results of which are ordinarily published and shared broadly within the scientific community...” Information that results from Fundamental Research is not subject to Export Control regulations under the Fundamental Research Exclusion (FRE). See National Security Decision Directive 189 ([NSDD 189](#)) for more information.
- (11) ITAR. International Traffic in Arms Regulations, administered by the State Department through the Directorate of Defense Trade Controls (DDTC) (22 C.F.R. §§120-130) regulates the export of articles and services that are inherently military in nature.
- (12) Re-Export. An actual shipment or transmission of a controlled export, software, or information subject to the EAR or ITAR from one foreign country to another foreign country, including the sending or taking of a defense article to or from such countries in any manner.

- (13) Technology Control Plan (TCP). An internal university compliance document that is prepared by the Office of Research Services (ORS) subject to review by the Office of General Counsel. The plan outlines the security measures to be taken by the PI to ensure that access to the export-controlled information is controlled and managed. The TCP is signed by the PI and all who are working on the project. Once in place, it is the responsibility of the PI to ensure that all of the security measures listed to safeguard the controlled information or technology are enforced.
  - (14) U.S. Person or Entity. Any U.S. citizen, a lawful, permanent resident of the U.S., Green Card holder, refugee or asylum seeker wherever that person is located. U.S. incorporated or organized firms and their foreign branches are also considered U.S. persons.
  - (15) U.S. Munitions List (USML). A list of articles, services, and related technical data designated as defense and space-related by the United States federal government and are subject to Export Control laws and regulations. The USML is subject to Export Control regulations under ITAR. The list can be found at [https://www.ecfr.gov/cgi-bin/text-idx?node=pt22.1.121#se22.1.121\\_11](https://www.ecfr.gov/cgi-bin/text-idx?node=pt22.1.121#se22.1.121_11).
- (E) Federal Administration. There are three primary departments that oversee and enforce Export Control regulations: the Department of Commerce, the State Department, and the Treasury Department.
- (1) The Department of Commerce
    - (a) Administers the Export Administration Regulations (EAR) through the Bureau of Industry and Security
    - (b) EAR is codified in 15 C.F.R. §§730-774
    - (c) Controls the export of Dual Use items
  - (2) The State Department
    - (a) Administers the International Traffic in Arms Regulations (ITAR) through the Directorate of Defense Trade Controls
    - (b) ITAR is codified in 22 C.F.R. §§120-130
    - (c) Controls the export of military and space-related items
  - (3) The Treasury Department
    - (a) Manages and enforces Export Controls through the Office of Foreign Assets Control ([OFAC](#))
    - (b) Enforces and oversees regulations related to embargoed and/or sanctioned countries and people and entities from those countries
- (F) Compliance Roles and Responsibilities
- (1) All personnel within the scope of this Policy are responsible for ensuring that their educational, research, service and other business activities are conducted properly and in compliance with Export Control regulations, all requirements of this policy, related procedures and any TCP on which they are included.
  - (2) The Provost or their designee shall serve as the Empowered Official of the



University in all matters related to Export Controls. The EO has the responsibility, power and authority to:

- (a) Serve as the University's point of contact for Export Control related matters
- (b) Represent the University before Export Control regulators
- (c) Sign paperwork binding the University in any proceedings before the DDTC, BIS, OFAC, or any government agency with export control responsibilities
- (d) Sign export license applications or other Export Control related requests
- (e) Coordinate with the Office of General Counsel regarding the legality of any proposed Export Control activity or transaction

(3) The Director of the Office of Research Services shall serve as the Export Controls Officer ("ECO") for the University. The ECO has the responsibility, power, and authority to:

- (a) Implement procedures to ensure compliance with Export Control regulations and this policy
- (b) Develop, conduct, and oversee University trainings related to Export Controls
- (c) Work in conjunction with sponsored program officers, University department administrators, units, HR staff and Office of General Counsel to facilitate compliance.

(4) Failure to comply with the Export Control policy or regulations may result in substantial civil and criminal penalties to the University and specific individual(s) involved, as well as administrative sanctions resulting in potential loss of federal funding and export privileges.

(G) Procedures. Procedures and other information concerning Export Control laws and regulations, including regulations in fundamental research and educational information, are available in the Office of Research Services and PI Handbook.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO AUTHORIZE  
RECOMMENDATION OF CANDIDATES  
FOR HONORARY DEGREES**

**WHEREAS**, the *Policies of the Board of Trustees* provide for the recommendation of candidates for honorary degrees for the next academic year who are reviewed and recommended by the Senate Executive Committee, the Provost/Vice President of Academic Affairs, and the President of the University;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize that the selection for honorary degrees in the 2020-2021 academic year be granted from the candidates listed in the roster attached hereto.

**Board of Trustees Meeting  
June 4, 2020  
YR 2020-**

**Agenda Item E.1.b**

## **2020-2021 Honorary Degree Nominees**

**The following nominees were approved by the Events Committee and the Executive Committee of the Academic Senate (names listed in alphabetical order):**

### **Dr. Amy Acton**

As a Liberty native and graduate of NEOMED, Dr. Acton represents the best of the Valley and has emerged as a leader in a time of crisis. Her bio, from the ODH website, is as follows:

Amy Acton, MD, MPH, was appointed director of health for the Ohio Department of Health (ODH) by Governor Mike DeWine in February 2019. A licensed physician in preventive medicine with a master's degree in public health, Dr. Acton has more than 30 years of experience in medical practice, government and community service, healthcare policy and advocacy, academic and nonprofit administration, consulting, teaching, and data analysis.

Dr. Acton came to ODH from The Columbus Foundation where she served as community research and grants management officer and focused on community leadership and non-profit effectiveness. Prior to joining The Columbus Foundation, she served as assistant professor-practice at The Ohio State University (OSU) College of Public Health. She also previously served as visiting faculty professor at the Center for Injury Research and Policy at the Research Institute at Nationwide Children's Hospital, adjunct professor at the OSU College of Medicine and Public Health, and director of Project L.O.V.E. (Love Our Kids, Vaccinate Early) in Columbus.

Dr. Acton earned her medical degree from Northeastern Ohio University College of Medicine and completed her internship and residency training in pediatrics at Albert Einstein College of Medicine in New York City and at Nationwide Children's Hospital in Columbus. She also completed residency training in preventive medicine at OSU where she earned her master's degree in public health. As part of her residency training at OSU, Dr. Acton served at ODH from 1995-96 in what was then known as the Division of Family and Community Health.

### **John Asimakopoulos**

John Asimakopoulos is a YSU alum who recently retired as the CFO of Apex Paper Box in Cleveland. He is being nominated because of his service to YSU and our students. He's served as a committed member of the WCBA Dean's Business Advisory Panel for years, he's participated in the annual Accounting and Finance Student/Practitioner Day for years, and he has invited students to visit him at work in Cleveland. When students have shown up, he would spend a good portion of the day giving them a thorough tour of Apex's operations.

He is a mensch -- humble, witty, engaged, generous, interested, encouraging, and friendly. He is a role model for a different image of a business man.

### **Eric Bella, PE**

- Eric is a YSU alumni graduating in 2002
- Eric is a Principle Engineer with CJL. Eric has 17 years of experience in power distribution, lighting and safety design, and communications. Eric has been involved in many projects in the Mahoning Valley including the Mahoning Vally Hospital, Williamson College of Business (LEED Certified), and assisted in various electrical upgrades for the YSU campus and buildings.

**E.1.b Support Material**

## HONORARY DEGREE NOMINEES

### Dr. Patty Bode (taken from Dr. Bode's personal website)

Rooted in anti-racism and anti-bias activism, Dr. Bode weaves a tapestry of teaching and leadership experiences in PK-12 public schools, higher education teacher preparation programs and community settings. Her goal is to equip teachers and professors to prepare their students to be full participants in the multicultural democracy that defines her work. She has worked in public schools for over 20 years as an art teacher, curriculum leader and middle school principal, and in higher education settings for over 10 years in teaching and leadership. She has intersected this work with museums, neighborhood centers, juvenile justice institutions and city streets. In each setting she focuses on innovative teaching, curriculum transformation, social justice leadership, through art integration and community partnerships. She has received several awards from National Art Education Association (NAEA), and from other organizations such as the National Association for Multicultural Education (NAME), and the Anti-Defamation League. Dr. Bode has published widely, most recently her 2018 book with co-author, Sonia Nieto, is the 7th edition of *Affirming Diversity: The Sociopolitical Context of Multicultural Education*, used by teacher education programs nationally and internationally. She is also an independent scholar and educational consultant.

### Mr. Cornel Bogdan

Mr. Bogdan is an accomplished educator and promoter of health and wellness. I have come to know Cornell through the Spinning classes that he teaches at YSU. He does a fabulous job with these classes -teaching much more than just Spinning. He plays a good deal of blues and classic rock and talks non-stop throughout the classes, making funny and sometimes outlandish comments to entertain and I suspect keep participants from considering the rigorous exercise they are engaged in. Along with some music history and a good bit of humor, there is always a health and wellness message. Cornell brings an antidrug, work hard, take care of yourself message to those in attendance each week. In this day of drug overdoses and an opioid crisis, the world and the part of it that is Youngstown, Ohio should be thankful that Cornell Bogdan, business owner, on-air radio personality, teacher, philanthropist and fitness guru is going about his craft-providing first-rate physical conditioning with a bit of humor and a huge dose of positivity.

He has been giving back to his university as a volunteer since 2007. Cornell attended YSU as a student majoring in telecommunications with a minor in journalism. While a student at YSU, Cornell completed his Telecom internship with honors from The Youngstown Radio Reading Service at the Youngstown Society for The Blind. He helped create the YSU on-campus station, The Underground Sound and served as a Writer/Concert Reviewer for The Jambar.

Mr. Cornell Bogdan deserves to be recognized for exemplary leadership in public service as an educator – teaching health and wellness along with Spinning and serving as a speaker and consultant for "Blues in Schools". Mr. Bogdan has been bringing the blues genre into high school and college classrooms while breaking down racial barriers and opening dialogue about cultural diversity since 2002. He has been invited to speak at many prestigious educational institutions including: Gannon University, Thiel College, Kent State University, Penn State/Shenango, Westminster University and Youngstown State University.

Cornell deserves to be recognized for his leadership in business as a Sales Manager for iHeart Media, which reaches a quarter of a billion consumers monthly and as owner of a company that he started, that promotes and operates 'haunted attractions' including Ghoul Mansion in Sharon, Pennsylvania and currently, The ExFEARience at Eastwood Field in Niles.

His creative achievements as a radio personality, producer and educator are also worthy of recognition. He has been on air since 1980, working at radio stations: WMGZ and WNCN CD 106-The Wolf, which became WNCN 93 - The Wolf and is now part of iHeart Media. Now serving as a sales Manager for iHeart Media, Cornell continues promoting the blues through his national show, Tangled Up in Blues. He recently completed his 886th consecutive broadcast of the show. Mr. Bogdan has also produced a large number of concerts at Stambaugh Auditorium, Powers Auditorium, Packard Music Hall, House of Blues/Cleveland, and other local music venues. Cornell loves Youngstown and Youngstown State University. He credits the university with doing so much for his career. He continues to give back to YSU and his community. He is involved in many charities including Akron Children's Hospital, Children's Rehabilitation Center, Home

## HONORARY DEGREE NOMINEES

for Kids, The Ray "Boom Boom" Mancini Foundation, Second Harvest Food Bank, Hope House, Ontario Bloodhound Rescue, and Inspiring Minds.

### Mr. Jamael Tito Brown

Jamael Tito Brown is a lifelong resident of Youngstown, Ohio. He is currently the 51<sup>st</sup> mayor of Youngstown, Ohio, and was formerly the Director of Operations for the Mahoning County Treasurer's Office. Tito is married to Lynette C. (Frost) Brown, and they have five children. In August, 2011, Tito was appointed to Youngstown City Council as President of Council. Prior to the appointment, he served as 3rd Ward City Councilman for three and one-half years. Tito was also a Member of the Youngstown City School Board for four years.

Mayor Brown graduated with a master's degree in Clinical Counseling from YSU in 2006. His undergraduate degree in Criminal Justice was also awarded from Youngstown State University. He is also a graduate of The Rayen High School.

### William E. Brown

A Youngstown native, William Brown entered the U.S. Air Force in 1968 and began his distinguished career providing rescue and emergency medical services to downed pilots during the Vietnam war as a Pararescueman in the US Air Force Special Operations Forces. He was awarded the Distinguished Flying Cross for "heroism" for the rescue of two pilots shot down behind enemy lines in North Vietnam in 1971. In addition, he was awarded an Air Medal with 3 oak leaf clusters, Vietnam Service Medal, Expeditionary Forces Medal, Good Conduct Medal, and Expert Rifleman Medal.

Following his military service, he completed five years of undergraduate education at YSU, with an Associate Degree in Applied Sciences in 1976 with a major in both nursing and political science, and a Bachelor of Science in AS with a dual major in Nursing and Law Enforcement Administration in 1977. He continued his education at Indiana University where he received a Master of Science degree in Health and Safety Education in 1979.

During his college years at YSU, he served as the President of Student Government, was recognized as a Best-All-Around student. He is best known as "The man who saved the rock" in front of Kilcawley Center with his lobbying efforts against the moving of the rock off-campus.

William Brown worked at Wishard Memorial Hospital Emergency Department, returned to YSU to serve as the Paramedic Program Director in the Department of Allied Health, completed two years of post-graduate education at the University of Akron and was appointed the Executive Director, and Chief Executive Officer of the national EMS (Emergency Medical Services certification agency, where he served for 25 years. During his service, he was appointed by the US Department of Transportation to serve on many committees and lectured and presented in all 50 states.

Mr. Brown was awarded many prestigious awards such as 2009 Rocco V. Morando Lifetime Achievement Award in EMS, the highest national recognition awarded to an EMS professional, National Association of EMS Physicians (NAEMSP) Ronald D. Stewart MD Lifetime Achievement Award, National Association of EMTs Presidential Leadership Award, Armstrong Industries Literary Award, etc. to name just a few. In recognition of Mr. Brown's dedication to achieving excellence in EMS, the YSU EMS Paramedic program instituted the William E. Brown, Jr. Academic Excellence Award, which is given to students with the highest academic average in the program.

Mr. William Kennedy

- YSU graduate (B.E. Chemical Engineering, 1985)
- Businessman (President of Redex Industries)
- Public service, including development of products for cancer patients
- Continued advocacy & contributions to YSU, including tours of manufacturing facility for engineering students & serving on Chemical Engineering Program Industrial Advisory Board

Harold Danko

Biography from the Eastman School of Music:

In a career spanning more than a half century Harold Danko has established himself as a distinguished pianist, composer and band leader, fortified by an impressive resume of collaborations with legendary jazz artists, at prestigious jazz venues throughout the world as well as in recordings, television and video. His work is well documented and readily available on multiple CDs and youtube clips These include Chet Baker's classic 1987 Tokyo concert with more than five million hits, as well as featured performances with Thad Jones/Mel Lewis, Gerry Mulligan, Lee Konitz, and on James Moody's version of "Giant Steps".

As a leader Harold has been featured at the Rochester International Jazz Festival, Lincoln Center's "Meet the Artist" series, Washington DC Performing Arts Society series at J.F.K. Center, and numerous jazz festivals both in the USA and abroad. In the 1990's he performed with and composed for his quartet with Rich Perry (tenor saxophone), Scott Colley (bass) and Jeff Hirshfield (drums), and in 1995 received an NEA Fellowship to perform his own works in a series of concerts in New York City. In recent years he has led a trio with Hirshfield and Michael Formanek or Jay Anderson (bass) in addition to adapting his compositions for solo piano performances, and can be heard in various formats on more than thirty CDs on the SteepleChase and SunnySide labels. Since 1980 he has earned ASCAP awards yearly for the value of his catalog of original compositions.

Danko holds Professor Emeritus status at the Eastman School of Music in Rochester, NY, where he chaired the jazz studies program for eleven years and established the Jazz Performance Workshop curriculum. In 2007 he received a Bridging Fellowship for research in the Linguistics Department of the University of Rochester on the relationship of speech and music. Prior to his appointment at Eastman he served on the faculties of the Manhattan School of Music, the New School/Mannes, Hartt College, and other institutions. Harold's featured column, "Solo Piano", appeared in Keyboard Magazine for more than five years, and his keyboard improvisation method, "The Illustrated Keyboard Series", is a highly regarded reference work. Beginning his piano studies at the age of five, he became serious about pursuing a career in jazz at the age of fifteen when he commenced studies with Gene Rush in Youngstown, Ohio. After graduation from Youngstown State University and a stint in the U.S. Army band Harold landed the piano chair in Woody Herman's Thundering Herd, which launched his career as a much sought after jazz musician, composer, and educator. His newest CD, released in March 2019 on the SteepleChase label, is a duo with cornetist Kirk Knuffke entitled "Play Date".

Governor Mike DeWine

Governor DeWine has demonstrated fact-based decision making, prudent, forward thinking leadership, and informative and honest (yet empathetic) communication. The following bio is from the Governor of Ohio website:

Raised in Yellow Springs, Ohio, Mike DeWine and Fran (Struewing) met in the first grade and married while students at Miami University. They've been blessed with eight children and 24 grandchildren. Family is at the core of everything Mike DeWine does, and that's why he has devoted his life to fighting for Ohio's families. He knows when families are strong, Ohio communities are stronger, and our future is bright.

Mike DeWine loves Ohio and cares passionately about our state's future. He will fight for an Ohio that works for everyone – every person and every family in every corner of our state. From world class cities to

## HONORARY DEGREE NOMINEES

some of the best small towns in America, Mike DeWine knows that to build our state into an economic powerhouse, we must have strong schools, a great quality of life, and compassion for those who need our help.

Mike DeWine's family started a seed company in Yellow Springs. Working alongside his parents and grandparents, Mike learned early the value of hard work, strong leadership, and fiscal responsibility.

Growing up, he loaded seed bags onto trucks and boxcars, shoveled wheat out of trucks during harvest, worked in wheat fields to help ensure the purity of the seed, and basically did whatever it took to get the job done for their customers. Inseparable to the end, his parents were married for 65 years and died within four days of each other. The values he learned from them still live within him today.

On November 6, 2018, Mike DeWine was elected to serve as the 70<sup>th</sup> Governor of the State of Ohio. The Governor has had a long and distinguished career in public service, focusing on protecting Ohio children and families. He was previously the 50<sup>th</sup> Attorney General of Ohio and has previously been elected to serve as Greene County Prosecutor, Ohio State Senator, U.S. Congressman, Ohio Lt. Governor, U.S. Senator.

### Chuck George

Chuck George is one of the inventors of the world's largest 3-D printer. He is a visionary who possesses the traits of grit, determination, and foresight. Besides, he is a YSU alum, YSU Board Member, inventor, entrepreneur, resident at the Youngstown Business Incubator (YBI), and a philanthropist.

George, a CPA, who served at Packer Thomas for 27 years, eventually became the managing partner. George left the firm to become the CEO of Hapco, a manufacturing firm.

At Hapco, George conducted business with Oak Ridge National Laboratory, where he became involved in 3-D printing. He worked with Lonnie Love, Ph.D., coffee drinker, and head of the manufacturing systems group, who invited him to a meeting with a dozen others. In the conference room, walls covered with flat-screen TVs, Love challenged the Hapco team and said, "If you guys want to be successful, if you want to make a difference, you need to figure out how to make an extruder that can push 150 pounds an hour of output and weigh 150 pounds." (At that time, extruders only pushed 3 pounds of output.)

George said to his team on their flight home, "I don't know if we can do this." The group conducted a few experiments, and as George often says, "He is too stupid to quit."

To build such an extruder, the team needed to break through mental barriers and create prototypes. Within two years, George met Love's challenge, and his team invented the new extruder that revolutionized additive manufacturing. Now, 3-D printers are used on a mass scale to produce useful products such as car parts, and perhaps can even build a car someday.

In 2017, George and fellow YBI inventor, Mike Garvey, and engineer, Slade Gardner ended up in Chicago at the same time but for different reasons. The men swapped visions and ideas.

"We've got to do something together," said George. About six months later, the three inventors looked upon their novel creation, the largest 3-D printer in the world.

George poses as a humble man from modest beginnings, but he is known internationally for his inventions. His incredible grit and creative mind are evident in his history of work. George is a life-long learner who successfully transitioned from public accounting to becoming an entrepreneur. Public accounting allowed him to develop many skills – learning from his and others' mistakes, managing people, taking risks, and advising businesses – that helped him become the successful entrepreneur and inventor he is today.

Local businesspersons such as George serve as an inspiration to us all, especially our graduates. I hope he can also serve as a keynote speaker. I think he can speak into the future of our students and inspire them to break mental barriers as he did.

### Drs. Maciek Saniskowski and Heather Saniskowska

- The Saniskowskis are YSU alumni who have gone on to achieve esteem in multiple fields.

## HONORARY DEGREE NOMINEES

- Maciek Saniskowski is an “Author, physician-scientist, educator and entrepreneur with over 20 years of experience in: bioinformatics; clinical and basic research, algorithm development; establishing and leading multi-institutional, interdisciplinary teams; software engineering and commercialization; clinical diagnostics; HEOR; clinical affairs; business development; and grantsmanship.”
- Heather Saniskowska “received a Ph.D. in statistics from Duke University with an emphasis on health and environmental studies. As an Assistant Professor at Clemson University, she continued her research on the application of prediction and normalization methods in life sciences and health care. In 1998, she co-founded INCOGEN, where she served as the principal statistician, concentrating her research on clinical applications of gene expression microarray and protein mass spectrometry data toward diagnosis and prognosis of breast, prostate, and renal cancers; heart disease; and diabetic retinopathy. In addition to her background in statistics, Dr.Sasinowska holds a Master of Science in Operations Research from The College of William and Mary and served as INCOGEN’s Chief Operating Officer, running the company’s day-to-day operations. Dr. Sasinowska has served on numerous boards, including the Center for Excellence in Aging and Geriatric Health in Williamsburg, VA. In 2015 she co-founded VIRUS Health, a non-profit organization to inspire healthy living in the U.S.”





**RESOLUTION TO ACKNOWLEDGE CAMPUS INVOLVEMENT IN THE  
STRATEGIC PLANNING PROCESS AND TO  
RECOGNIZE FOR THEIR LEADERSHIP, THE MEMBERS OF THE  
STRATEGIC PLANNING ORGANIZATION TEAM**

**WHEREAS**, upon the recommendation by President Tressel the Youngstown State University community embarked upon a process to develop a Strategic Plan to begin Fall 2020; and

**WHEREAS**, the Board of Trustees has provided guidance, and the campus leadership, faculty, staff and students has engaged in significant efforts to consider the future of the university through significant engagement with four Thought Leaders, responding to nine questions regarding both current and future states, participation in Town Hall convenings, and providing input through the leadership of deans and department chairs; and

**WHEREAS**, with the leadership of President Tressel the membership of the Strategic Planning Organization Team synthesized the tremendous amount of input and assessed the shifting landscape of higher education focusing on the vibrancy and vitality of Youngstown State University; and

**WHEREAS**, the membership of the Strategic Planning Organization Team was constituted over time to include: Moataz M. Abdelrasoul, Coskun Bayrak, Kristine Blair, Amy Cossentino, Amy Crawford, Chet Cooper, Dana Davis, Tim Francisco, Rodney Harden, Jacci Johnson, Sepideh Khavari, Ken Learman, David Morgan; and

**WHEREAS**, the Team was assisted with campus communications and website design by Becky Rose, Shannon Tirone, Ross Morrone; and

**WHEREAS**, the conveners of the Team included the significant engagement in and facilitation of the process by Brien Smith, A.J. Sumell, Jenn Pintar, Claire Berardini, and Mike Sherman; and

**WHEREAS**, Trustees Seals and Roberts were significantly involved in the planning process over time and had significant input in crafting Board of Trustees Resolutions guiding the planning process.

**NOW, THEREFORE, BE IT RESOLVED**, that the Youngstown State University Board of Trustees recognizes the dedication, insightfulness, and conscientious engagement in this process by these members of the Strategic Planning Organization Team and thanks them for their significant service supporting the strategic direction and sustainability of this University by facilitating the development of the Plan for Strategic Actions to Take Charge of Our Future.

**DIVIDER**

**INSTITUTIONAL ENGAGEMENT  
COMMITTEE**



**YOUNGSTOWN  
STATE  
UNIVERSITY**

### **RESOLUTION TO ACCEPT WYSU MEMBERSHIPS**

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

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

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

**UNIVERSITY MEMBERSHIPS  
EXECUTIVE SUMMARY  
Fiscal Year 2019-2020  
July 1, 2019-March 31, 2020**

<b>Memberships Received</b>	<b>Number of Members</b>	<b>Amount</b>
<b>WYSU-FM</b>	<b>1,211</b>	<b>\$ 203,759</b>
<b>Total University Members</b>	<b>1,211</b>	<b>\$ 203,759</b>

**UNIVERSITY MEMBERSHIPS  
EXECUTIVE SUMMARY  
Fiscal Year 2018-2019  
July 1, 2018-March 31, 2019**

<b>Memberships Received</b>	<b>Number of Members</b>	<b>Amount</b>
WYSU-FM	1,334	\$ 193,077
<b>Total University Members</b>	<b>1,334</b>	<b>\$ 193,077</b>



YOUNGSTOWN  
STATE  
UNIVERSITY

**RESOLUTION TO APPROVE  
UNIVERSITY POLICE POLICY, 3356-4-08**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Police Policy number 3356-4-08 of the *University Guidebook*, shown as **Exhibit C** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-08 University police.

Previous Policy Number: 4008.01

**Responsible Division/Office: University Relations**

Responsible Officer: Associate VP of University Relations

Revision History: June 1999; June 2010; June 2015; June 2020

Board Committee: Institutional Engagement

Effective Date: June 17, 2015, June 4, 2020

Next Review: 2020/2025

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(A) Policy statement. The president of the university shall have the authority to take the necessary action to regulate the use of university facilities and the conduct of students, staff, faculty, and visitors so that law and order are maintained.

(B) <sup>(1)</sup> Parameters.

The university police shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff, and visitors and the protection of university property.

(2) The university police shall enforce the laws of the state of Ohio and the ordinances of the city of Youngstown.

(3) The university police shall assist the associate vice president of university relations with the enforcement of rules and regulations governing student behavior and shall assist the other executive officers with the enforcement of all other university rules and regulations.

(4) The university police shall cooperate with the Youngstown police department, the Mahoning Valley law enforcement task force (Mahoning and Trumbull counties), and the state universities of Ohio in compliance with the terms of mutual aid agreements between the university and the appropriate law enforcement agencies.

**Agenda item E.2.b  
Exhibit C**

(C) Procedures.

- (1) All university police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.
- (2) All sworn officers shall be armed with a weapon and ammunition approved and issued by the university chief of police ("chief"), and they shall carry only such additional equipment as approved and issued by the chief.
- (3) Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio peace officers training council and shall annually demonstrate proficiency with firearms, physical fitness, and mental stability.
- (4) Departmental operating procedures and regulations for the conduct of officers shall be published and amended as necessary by the chief of the university police department.



**3356-4-08 University police.**

<b>Responsible Division/</b>	<b>University Relations</b>
<b>Office: Responsible</b>	<b>Associate VP of University Relations</b>
<b>Officer: Revision</b>	<b>June 1999; June 2010; June 2015; June 2020</b>
<b>History:</b>	<b>Institutional Engagement</b>
<b>Board Committee:</b>	<b>June 4, 2020</b>
<b>Effective Date:</b>	<b>2025</b>
<b>Next Review:</b>	

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- (A) Policy statement. The president of the university shall have the authority to take the necessary action to regulate the use of university facilities and the conduct of students, staff, faculty, and visitors so that law and order are maintained.
- (B) Parameters.
- (1) The university police shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff, and visitors and the protection of university property.
  - (2) The university police shall enforce the laws of the state of Ohio and the ordinances of the city of Youngstown.
  - (3) The university police shall assist the associate vice president of university relations with the enforcement of rules and regulations governing student behavior and shall assist the other executive officers with the enforcement of all other university rules and regulations.
  - (4) The university police shall cooperate with the Youngstown police department, the Mahoning Valley law enforcement task force (Mahoning and Trumbull counties), and the state universities of Ohio in compliance with the terms of mutual aid agreements between the university and the appropriate law enforcement agencies.
- (C) Procedures.

All university police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.

- (1) All sworn officers shall be armed with a weapon and ammunition approved and issued by the university chief of police ("chief"), and they shall carry only such additional equipment as approved and issued by the chief.

- (3) Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio Peace Officers Training Council and shall annually demonstrate proficiency with firearms, physical fitness and mental stability.

- (4) Departmental operating procedures and regulations for the conduct of officers shall be published and amended as necessary by the chief of the University Police Department



**RESOLUTION TO APPROVE  
DISPLAY OF THE FLAG OF THE UNITED STATES  
OF AMERICA POLICY, 3356-5-01**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Display of the Flag of the United States of America Policy number 3356-5-01 of the *University Guidebook*, shown as **Exhibit D** attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-5-01 Display of the flag of the United States of America.**

Responsible University Relations  
Division/Office: Associate VP for University Relations  
Responsible Officer: May 1997; December 2010; December 2015; **June 4, 2020**  
Revision History: Institutional Engagement  
Board Committee: **December 16, 2015 (no changes)**  
Effective Date: **June 4, 2020**  
Next Review: **2025**

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- (A) Policy statement. The flag of the United States of America displayed in the veterans' plaza and at other campus locations shall be displayed in accordance with The United States Flag Code as found in Title 4 of the United States Code and the section of Title 36 which provides instructions on display of the flag during rendition of the national anthem. The flag shall be flown at half-staff only during periods of national mourning as declared by the president of the United States, on memorial day, or as proclaimed by the governor of the state of Ohio.
- (B) Procedures.
- (1) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker, and if displayed from a staff in an auditorium, should be displayed in advance of the audience and at the speaker's right as the speaker faces the audience.
  - (2) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America.
  - (3) The flag, when flown at half-staff, should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
  - (4) On memorial day, the flag should be displayed at half-staff until noon only, then raised to the peak of the staff.

**3356-5-01     Display of the flag of the United States of America.**

Responsible Division/Office: University Relations  
Responsible Officer: Associate VP for University Relations  
Revision History: May 1997; December 2010; December 2015; June 2020  
Board Committee: Institutional Engagement  
Effective Date: June 4, 2020  
Next Review: 2025

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- (A) Policy statement. The flag of the United States of America displayed in the veterans' plaza and at other campus locations shall be displayed in accordance with The United States Flag Code as found in Title 4 of the United States Code and the section of Title 36 which provides instructions on display of the flag during rendition of the national anthem. The flag shall be flown at half-staff only during periods of national mourning as declared by the president of the United States, on memorial day, or as proclaimed by the governor of the state of Ohio.
- (B) Procedures.
- (1) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker, and if displayed from a staff in an auditorium, should be displayed in advance of the audience and at the speaker's right as the speaker faces the audience.
  - (2) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America.
  - (3) The flag, when flown at half-staff, should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
  - (4) On memorial day, the flag should be displayed at half-staff until noon only, then raised to the peak of the staff.

# **DIVIDER**

## **FINANCE & FACILITIES COMMITTEE**



**RESOLUTION TO APPROVE  
CHANGES TO TUITION AND FEES FOR THE 2020-21  
ACADEMIC AND FISCAL YEAR**

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

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

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

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

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

**BE IT ALSO RESOLVED**, that the Board of Trustees of Youngstown State University does hereby declare the “tuition charge” shall be the sum of the Instructional Fee, General Fee, and the Information Services Fee, and does hereby establish the tuition charge and other fees as included in **Exhibit E**, to become effective for the 2020-21 academic year and shall not exceed what is permitted by the final enacted version of House Bill 166, and to remain in effect until changed by the Board of Trustees, except as may be specifically noted otherwise; and

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

1. Fees for continuing education and noncredit courses, institutes, and workshops offered or coordinated through the Colleges and Office of College Access and Transition;
2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions;
3. Service charges for loans to students;

4. A special fee for programs under contract (e.g., a training program). It shall be understood that such special fees, if authorized, shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as other University operating budgets; and
5. Fees for credit courses offered by the Office of College Access and Transition under contract to established groups as provided for in Resolution YR 2001-03.

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

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

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



## **Refund Schedule**

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

**YOUNGSTOWN STATE UNIVERSITY**  
**Summary of Full-Time Bulk-Rate Tuition<sup>1</sup>**  
(See Schedules 2, 3 and 4 for detail)

**Schedule 1**

	<b>FY 2020 Actual</b>	<b>FY 2021 Proposed</b>	<b>FY 2021 \$ Change</b>	<b>% Change</b>
<b>UNDERGRADUATE</b>				
<b>Continuing students, per semester</b>				
Resident	\$4,124.52	\$4,206.96	\$82.44	2.00%
Non-resident:				
Affordable Tuition Advantage <sup>2</sup>	\$4,304.52	\$4,386.96	\$82.44	1.92%
Non-regional	\$7,124.52	\$7,206.96	\$82.44	1.16%
<b>Penguin Promise cohort 3, per semester</b>				
Resident	\$4,605.36	\$4,794.24	New	New
Non-resident:				
Affordable Tuition Advantage <sup>2</sup>	\$4,785.36	\$4,974.24	New	New
Non-regional	\$7,605.36	\$7,794.24	New	New
<b>GRADUATE<sup>3</sup></b>				
<b>Masters-Level, per semester</b>				
Resident	\$6,178.80	\$6,195.12	\$16.32	0.26%
Non-resident:				
Affordable Tuition Advantage <sup>2</sup>	\$6,358.80	\$6,375.12	\$16.32	0.26%
Non-regional	\$9,178.80	\$9,195.12	\$16.32	0.18%
<b>Doctoral-Level, per semester</b>				
Resident	\$6,552.72	\$6,569.04	\$16.32	0.25%
Non-resident:				
Affordable Tuition Advantage <sup>2</sup>	\$6,732.72	\$6,749.04	\$16.32	0.24%
Non-regional	\$9,552.72	\$9,569.04	\$16.32	0.17%

1. Rates for specialized programs not included in this presentation.

2. The Affordable Tuition Advantage rate is offered to students from the following counties: Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington and Westmoreland counties in Pennsylvania; Chautauqua County in New York; and Brooke, Hancock, Marshall and Ohio counties in West Virginia.

3. Although the graduate bulk-rate band is from 12-18 hours, graduate students are considered full-time for academic purposes at 6 credit hours and above.

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

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

<b>Fee Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021</b>		
		<b>Proposed*</b>	<b>\$ Change</b>	<b>% Change</b>
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$3,304.80	\$3,370.92	\$66.12	2.00%
General Fee (per semester, 12-18 credit hours)	\$697.32	\$711.24	\$13.92	2.00%
Information Services Fee (per semester, 12-18 credit hours)	\$122.40	\$124.80	\$2.40	1.96%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$4,124.52</b>	<b>\$4,206.96</b>	<b>\$82.44</b>	<b>2.00%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour)	\$275.40	\$280.91	\$5.51	2.00%
General Fee (per credit hour)	\$58.11	\$59.27	\$1.16	2.00%
Information Services Fee (per credit hour)	\$10.20	\$10.40	\$0.20	1.96%

\*Proposed FY 2020 tuition is based on the executive version of House Bill 166, the state of Ohio operating budget legislation for the FY 2020 and FY 2021 biennium. Final tuition and fees implemented will not exceed what is permitted by the final version of H.B. 166, as enacted.

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

<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>	<b>Cohort 1</b>	<b>Change from Prior Cohort</b>	
	<b>FY 2019</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per semester, 12-18 credit hours)	\$3,434.40	N/A	(FY19 is first cohort)
General Fee	\$1,015.19	N/A	(FY19 is first cohort)
<b>Full-time Penguin Promise tuition</b>	<b>\$4,449.59</b>	N/A	(FY19 is first cohort)
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>			
Instructional Fee (per credit hour)	\$286.20	N/A	(FY19 is first cohort)
General Fee (per credit hour)	\$84.60	N/A	(FY19 is first cohort)
Penguin Promise tuition per credit hour	\$370.80	N/A	(FY19 is first cohort)

<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>	<b>Cohort 2*</b>	<b>Change from Prior Cohort</b>	
	<b>FY 2020</b>	<b>%</b>	<b>\$</b>
Instructional Fee (per semester, 12-18 credit hours)	\$3,554.64	3.50%	\$120.24
General Fee	\$1,050.72	3.50%	\$35.53
<b>Full-time Penguin Promise tuition</b>	<b>\$4,605.36</b>	<b>3.50%</b>	<b>\$155.77</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>			
Instructional Fee (per credit hour)	\$296.22	3.50%	\$10.02
General Fee (per credit hour)	\$87.56	3.50%	\$2.96
Penguin Promise tuition per credit hour	\$383.78	3.50%	\$12.98

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

\* Cohort 2 and 3 rates were set in accordance with H.B. 166, which allows for a 2% adjustment, in addition to an adjustment that is based on the average inflation of the Consumer Price Index (all urban consumers, all items) for the 36-month period ending December 31st pursuant to ORC §3345.48. The CPI inflation for cohort 3 is 2.1%.

**YOUNGSTOWN STATE UNIVERSITY**  
**Undergraduate College Fees**

Fee Description	FY 2020 Actual	FY 2021		
		Proposed	\$ Change	% Change
<b>COLLEGE FEES</b>				
<b>Beeghly College of Education</b>				
All Undergraduate Students (per credit hour)	\$8.00	\$8.00	\$0.00	0.00%
All Undergraduate Students (bulk rate, 12-18 hours)	\$96.00	\$96.00	\$0.00	0.00%
<b>Bitonte College of Health &amp; Human Services</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$12.50	\$12.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$150.00	\$150.00	\$0.00	0.00%
<b>College of Science, Technology, Engineering &amp; Mathematics</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$25.00	\$25.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$300.00	\$300.00	\$0.00	0.00%
<b>College of Liberal Arts &amp; Social Sciences</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$8.50	\$8.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$102.00	\$102.00	\$0.00	0.00%
<b>College of Creative Arts &amp; Communications</b>				
Undergraduates (per credit hour)	\$9.00	\$9.00	\$0.00	0.00%
Undergraduates, (bulk rate, 12-18 hours)	\$108.00	\$108.00	\$0.00	0.00%
<b>Williamson College of Business Administration</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$20.00	\$20.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$240.00	\$240.00	\$0.00	0.00%

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

**Schedule 3**

Fee Description	FY 2020 Actual	FY 2021		
		Proposed	\$ Change	% Change
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$5,359.08	\$5,359.08	\$0.00	0.00%
General Fee (per semester, 12-18 credit hours)	\$697.32	\$711.24	\$13.92	2.00%
Information Services Fee (per semester, 12-18 credit hours)	\$122.40	\$124.80	\$2.40	1.96%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$6,178.80</b>	<b>\$6,195.12</b>	<b>\$16.32</b>	<b>0.26%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour)	\$446.59	\$446.59	\$0.00	0.00%
General Fee (per credit hour)	\$58.11	\$59.27	\$1.16	2.00%
Information Services Fee (per credit hour)	\$10.20	\$10.40	\$0.20	1.96%
<b>ADDITIONAL GRADUATE FEES</b>				
<b>Master of Public Health<sup>1</sup></b> (per credit hour)	\$598.00	\$610.00	\$12.00	2.01%
<b>Master of Fine Arts<sup>1</sup></b> (per credit hour)	\$570.00	\$570.00	\$0.00	0.00%
<b>Nurse Anesthetist Program Fee<sup>2</sup></b> (per semester)	\$3,011.14	\$3,011.14	\$0.00	0.00%
<b>Graduate Workshops</b> (per credit hour)				
Resident	\$161.00	\$161.42	\$0.42	0.26%
Non-Resident	\$171.69	\$172.14	\$0.45	0.26%

1. The MPH and MFA fees are set by consortia of several Ohio public universities of which YSU is a member.
2. Nurse Anesthetist fee is set by the St. Elizabeth Health Center School for Nurse Anesthetists.

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

Fee Description	FY 2020 Actual	FY 2021		
		Proposed	\$ Change	% Change
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$5,733.00	\$5,733.00	\$0.00	0.00%
General Fee (per semester, 12-18 credit hours)	\$697.32	\$711.24	\$13.92	2.00%
Information Services Fee (per semester, 12-18 credit hours)	\$122.40	\$124.80	\$2.40	1.96%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$6,552.72</b>	<b>\$6,569.04</b>	<b>\$16.32</b>	<b>0.25%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour)	\$477.75	\$477.75	\$0.00	0.00%
General Fee (per credit hour)	\$58.11	\$59.27	\$1.16	2.00%
Information Services Fee (per credit hour)	\$10.20	\$10.40	\$0.20	1.96%

**YOUNGSTOWN STATE UNIVERSITY**  
**Accelerated Online Programs<sup>1</sup>**

**Schedule 3b**

<b>Fee Description</b>	<b>FY 2020</b>	<b>FY 2021</b>		
	<b>Actual</b>	<b>Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Master of Business Administration</b>				
In-state	\$13,500.00	\$13,500.00	\$0.00	0.0%
Non-resident	\$13,650.00	\$13,650.00	\$0.00	0.0%
<b>Master of Science in Education<sup>2</sup></b>				
In-state	\$12,450.00	\$12,450.00	\$0.00	0.0%
Non-resident	\$12,600.00	\$12,600.00	\$0.00	0.0%
<b>Master of Science in Education, Educational Administration with Principal Licensure</b>				
In-state	\$14,940.00	\$14,940.00	\$0.00	0.0%
Non-resident	\$15,120.00	\$15,120.00	\$0.00	0.0%
<b>Registered Nurse to Bachelor of Science in Nursing<sup>3</sup></b>				
In-state	\$9,800.00	\$9,800.00	\$0.00	0.0%
Non-resident	\$9,940.00	\$9,940.00	\$0.00	0.0%
<b>Master of Family Nurse Practitioner</b>				
In-state	N/A	\$24,242.00		New
Non-resident	N/A	\$24,472.00		New
<b>Master of Adult Gerontology Acute Care</b>				
In-state	N/A	\$23,715.00		New
Non-resident	N/A	\$23,940.00		New
<b>Adult Gerontology Acute Care Post Masters Certificate</b>				
In-state	N/A	\$19,499.00		New
Non-resident	N/A	\$19,684.00		New
<b>Family Nurse Practitioner Post Masters Certificate</b>				
In-state	N/A	\$19,499.00		New
Non-resident	N/A	\$19,684.00		New
<b>Advanced placement FNP Certificate</b>				
In-state (per credit)	N/A	\$527.00		New
Non-resident (per credit)	N/A	\$532.00		New
<b>Advanced placement AGAC Certificate</b>				
In-state (per credit)	N/A	\$527.00		New
Non-resident (per credit)	N/A	\$532.00		New

1. Accelerated Online Programs are offered through YSU's agreement with Academic Partnerships. Amounts represent total program charges to enrolled students. The number of required credit hours varies by program.

2. M.S.Ed. programs include Educational Administration; Special Education (Autism and Related Disabilities Track); Special Education (Intervention Specialist Mild to Moderate); Teacher Education Curriculum and Instruction (C & I) - Digital Teaching & Learning; Literacy; Math and Biology; STEM; and Teacher Leader Endorsement.

3. Up to 19 additional general education credits may be required at \$350 per credit hour.



**YOUNGSTOWN STATE UNIVERSITY**  
**Non-Resident Tuition Surcharge**

**Schedule 4**

	FY 2020 Actual	FY 2021		
		Proposed	\$ Change	%Change
<b>UNDERGRADUATE</b>				
<b>Affordable Tuition Advantage<sup>1</sup></b>				
Part-time (per credit, 1-11 credits)	\$15.00	\$15.00	\$0.00	0.00%
Full-time (per semester, within bulk)	\$180.00	\$180.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$15.00	\$15.00	\$0.00	0.00%
<b>Non-Regional</b>				
Part-time (per credit, 1-11 credits)	\$250.00	\$250.00	\$0.00	0.00%
Full-time (per semester, within bulk)	\$3,000.00	\$3,000.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$250.00	\$250.00	\$0.00	0.00%
<b>GRADUATE<sup>2</sup></b>				
<b>Affordable Tuition Advantage<sup>1</sup></b>				
Below bulk-rate (per credit, 1-11 credits)	\$15.00	\$15.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$180.00	\$180.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$15.00	\$15.00	\$0.00	0.00%
<b>Non-Regional</b>				
Below bulk-rate (per credit, 1-11 credits)	\$250.00	\$250.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$3,000.00	\$3,000.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$250.00	\$250.00	\$0.00	0.00%
<b>If undergraduate degree conferred by an Ohio institution</b>				
Below bulk-rate (per credit, 1-11 credits)	N/A	\$5.00	<i>New in FY 2021</i>	
Within bulk-rate (per semester)	N/A	\$60.00	<i>New in FY 2021</i>	
Credits in excess of bulk (per credit)	N/A	\$5.00	<i>New in FY 2021</i>	
<b>Special Programs</b>				
<b>Master of Public Health</b>				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%
<b>Master of Fine Arts</b>				
Below bulk-rate (per credit, 1-11 credits)	\$5.00	\$5.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$60.00	\$60.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$5.00	\$5.00	\$0.00	0.00%
<b>Accelerated Online Programs</b>				
<b>Undergraduate and Graduate</b>				
Bulk-rate	\$60.00	\$60.00	\$0.00	0.00%
Per credit, outside bulk rate	\$5.00	\$5.00	\$0.00	0.00%

1. The Affordable Tuition Advantage rate is offered to students from the following counties: Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington and Westmoreland counties in Pennsylvania; Chautauqua County in New York; and Brooke, Hancock, Marshall and Ohio counties in West Virginia.

2. Although the graduate bulk-rate band is 12-18 hours, graduate students are full-time for academic purposes at 6 credit hours and above.

**YOUNGSTOWN STATE UNIVERSITY**  
**Distance Education Program Fees**

Fee Description	FY 2020 Actual	FY 2021		
		Proposed	\$ Change	% Change
<b>UNDERGRADUATE, continuing students, non-Penguin Promise</b>				
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$3,304.80	\$3,370.92	\$66.12	2.00%
Information Services Fee (per semester, 12-18 credit hours)	\$122.40	\$124.80	\$2.40	1.96%
<b>Full-time tuition &amp; mandatory fees</b>	<u>\$3,427.20</u>	<u>\$3,495.72</u>	<u>\$68.52</u>	<u>2.00%</u>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour, 1-11 hours)	\$275.40	\$280.91	\$5.51	2.00%
Information Services Fee (per credit hour)	\$10.20	\$10.40	\$0.20	1.96%
<b>GRADUATE</b>				
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$5,359.08	\$5,359.08	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$122.40	\$124.80	\$2.40	1.96%
<b>Full-time tuition &amp; mandatory fees</b>	<u>\$5,481.48</u>	<u>\$5,483.88</u>	<u>\$2.40</u>	<u>0.04%</u>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour, 1-11 hours)	\$446.59	\$446.59	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.20	\$10.40	\$0.20	1.96%
<b>WEB-BASED PROGRAM</b>				
Per Web-Based Course	\$100.00	\$100.00	\$0.00	0.00%

**YOUNGSTOWN STATE UNIVERSITY**  
**Housing Charges FY2021**

Fee Description	FY2020 Actual	FY 2021		
		Proposed	\$ Change	% Change
<b>Room &amp; Board</b> (per academic year) F2020 Cohort		\$9,700.00	New	New
<i>Room</i>		\$5,772.00	New	New
<i>Board (12 meals plan)</i>		\$3,928.00	New	New
<b>Room &amp; Board</b> (per academic year) F2019 Cohort	\$9,700.00	\$9,700.00	\$0.00	0.00%
<i>Room</i>	\$5,886.00	\$5,772.00	(\$114.00)	-2.00%
<i>Board (12 meals plan)</i>	\$3,814.00	\$3,928.00	\$114.00	3.00%
<b>Room &amp; Board</b> (per academic year) F2018 Cohort & Continuing Students	\$9,400.00	\$9,400.00	\$0.00	0.00%
<i>Room</i>	\$5,586.00	\$5,472.00	(\$114.00)	-2.00%
<i>Board (12 or 8 meal plans)</i>	\$3,814.00	\$3,928.00	\$114.00	3.00%
<b>Residence Hall Application Fee</b> (academic year and/or summer)	\$35.00	\$35.00	\$0.00	0.00%
<b>Single Room Upcharge</b> (per semester)	\$1,440.00	\$1,440.00	\$0.00	0.00%
<b>Weller House small one-bedroom apartment</b> (per month, room only)		\$600.00	\$0.00	0.00%
<b>Weller House large one-bedroom apartment</b> (per month, room only)		\$650.00	\$0.00	0.00%
<b>Weller House small two-bedroom apartment</b> (per month, room only)		\$750.00	\$0.00	0.00%
<b>Weller House large two-bedroom apartment</b> (per month, room only)		\$800.00	\$0.00	0.00%
<b>Weller House three-bedroom apartment</b> (per month, room only)		\$900.00	\$0.00	0.00%
<b>Expanded Housing Rate</b> (overoccupied rooms)	\$4,100.00	\$4,100.00	\$0.00	0.00%
<b>Student Housing During Academic Break</b>				
Fall semester early arrival or spring semester late stay (per day, no meals)	\$27.00	\$27.00	\$0.00	0.00%
Full winter break period (no meals)		\$250.00	New	New
<b>Cancellation Fee</b>				
Before April 1 (academic year) or December 15 (spring only)	\$0.00	\$0.00	\$0.00	0.00%
After April 1 and before June 15 (academic year)	\$250.00	\$250.00	\$0.00	0.00%
After June 15 and before August 1 (academic year) or after January 5 and before move-in day (spring only)	\$300.00	\$300.00	\$0.00	0.00%
After August 1 and before move-in day (academic year)	\$350.00	\$350.00	\$0.00	0.00%
<b>Summer</b>				
Room and Board (per week, meals included)	\$340.00	\$340.00	\$0.00	0.00%
<b>Summer Event Housing Rates</b>				
Rooms with community bathrooms (per night)		\$40.00	New	New
Rooms with private or semi-private bathrooms (per night)		\$60.00	New	New
Apartment-style housing (weekly rates only)				
One-bedroom apartment		\$150.00	New	New
Two-bedroom apartment		\$200.00	New	New
Three-bedroom apartment		\$225.00	New	New
Linens (for rent, per set)	\$25.00	\$25.00	\$0.00	0.00%
Bed adjustment fee (per bed)		\$10.00	New	New
Additional staffing (per night, all groups with minors, or as requested by others)		\$120.00	New	New
Late check-in or check-out fee (per hour)		\$50.00	New	New

**YOUNGSTOWN STATE UNIVERSITY  
University Courtyard Apartments**

Fee Description	FY 2021 Actual	FY 2021		
		Proposed	\$ Change	% Change
<b>Monthly Rates</b>				
1 bed / 1 bath room	\$835.00	\$835.00	\$0.00	0.00%
2 bed / 2 bath room	\$710.00	\$710.00	\$0.00	0.00%
4 bed / 2 bath room	\$620.00	\$620.00	\$0.00	0.00%
<b>Annual 12-Month Lease Rates</b>				
1 bed / 1 bath room	\$10,020.00	\$10,020.00	\$0.00	0.00%
2 bed / 2 bath room	\$8,520.00	\$8,520.00	\$0.00	0.00%
4 bed / 2 bath room	\$7,440.00	\$7,440.00	\$0.00	0.00%

\*Expanded room rates apply to rooms that have been converted to additional beds to allow for increased occupancy (when demand exceeds supply).

**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

Fee Description	FY 2020 Actual	FY 2021 Proposed	Change
ACT Test Fee	\$55.00	\$55.00	\$0.00
Career Services Fee, for continuing non-Penguin Promise Students			
Level 1 - Mandatory, Freshman and Sophomores (per credit hour)	\$1.75	\$1.75	\$0.00
Level 2 - Mandatory, Junior and Senior (per credit hour)	\$2.75	\$2.75	\$0.00
Check Replacement Fee	\$25.00	\$25.00	\$0.00
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00
College Credit Plus per credit ( <i>rates set by State of Ohio and subject to change</i> ):			
In high school instruction by high school teacher	\$41.64	\$41.64	\$0.00
Online instruction by YSU faculty	\$83.28	\$83.28	\$0.00
On-campus instruction by YSU faculty	\$166.55	\$166.55	\$0.00
College Over Sixty Registration Fee	\$5.00	\$5.00	\$0.00
Computer-based Placement Re-Test Fee (per test)	\$20.00	\$20.00	\$0.00
Course Book, e-Book, and instructional materials	Variable	Variable	
Course Fees (per course) (name change in FY20, formerly Lab & Materials fees)			
Course Fee Level 1	\$35.00	\$35.00	\$0.00
Course Fee Level 2	\$50.00	\$50.00	\$0.00
Course Fee Level 3	\$65.00	\$65.00	\$0.00
Course Fee Level 4 (gross anatomy)	\$300.00	\$300.00	\$0.00
Course Fee Level 7	\$20.00	\$20.00	\$0.00
Course Fee Level 8	\$85.00	\$85.00	\$0.00
Course Fee Level 9	\$25.00	\$25.00	\$0.00
Course Fee Level 10 (nursing clinical)	\$200.00	\$200.00	\$0.00
Course Fee Level 11 (Co-Op)	\$350.00	\$350.00	\$0.00
Course Fee Level 12	\$300.00	\$300.00	\$0.00
Course Fee Level 13	\$100.00	\$100.00	\$0.00
Student Success (name change in FY 2021, formerly First Year Experience)	\$35.00	\$35.00	\$0.00
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Credit Card Convenience Fee (student accounts only)	2.85%	2.85%	\$0.00
Deferred Payment Fee (for employers)	\$50.00	\$50.00	\$0.00
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00
Equipment, Materials & Damage Replacement Fee	<i>Replacement value</i>		
Federal Background Check	\$28.00	\$28.00	\$0.00
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00
Graduate Accelerated Program Fee	\$50.00	\$50.00	\$0.00
Graduate Student Application Fee	\$45.00	\$45.00	\$0.00
Graduation Fee	\$65.00	\$65.00	\$0.00
Health Center fee (pass-through to Mercy Health), mandatory flat fee	\$34.00	\$34.00	\$0.00
Honors College Fee (per semester)	\$25.00	\$25.00	\$0.00
Installment Plan Fee (maximum)	\$50.00	\$50.00	\$0.00
International Fees:			
International Student Program Fee (per semester)	\$75.00	\$75.00	\$0.00
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00
International Student Health Insurance (pass-through, set by insurance carrier)	Variable	Variable	\$0.00
International Student Transportation Fee	\$40.00	\$40.00	\$0.00
International Student Storage Fee	\$5.00	\$5.00	\$0.00
International Student Activities Fee	Variable	Variable	N/A
Placement & Supervision for Overseas Student Teaching	Variable	Variable	N/A
Internal Revenue Service / 1098T Fee (IRS penalty for incorrect name/SSN match)	\$100.00	\$100.00	\$0.00

**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

Fee Description	FY 2020 Actual	FY 2021 Proposed	Change
<b>Jump Start (rates apply only to initial summer semester and select courses):</b>			
One 1-credit lab	\$200.00	\$200.00	\$0.00
One 3-credit course	\$500.00	\$500.00	\$0.00
One 4-credit course	\$650.00	\$650.00	\$0.00
One 5-credit course	\$850.00	\$850.00	\$0.00
Late Class Add Fee (per course)	\$50.00	\$50.00	\$0.00
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00
Late Payment Fee	\$50.00	\$50.00	\$0.00
Late Registration Fee	\$75.00	\$75.00	\$0.00
<b>Library Fines:</b>			
Replacement Processing Fee	\$10.00	\$10.00	\$0.00
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00
Overdue Closed Reserve Material Daily Rental (per day)	\$0.55	\$0.55	\$0.00
Overdue Closed Reserve Material Hourly Rental (per hour)	\$0.55	\$0.55	\$0.00
Library Material Replacement Fee	Market Value	Market Value	\$0.00
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00
OhioLINK Material Replacement Fee	\$110.00	\$110.00	\$0.00
SearchOhio (OhioLINK partner) Overdue fine (per day)	\$0.50	\$0.50	\$0.00
SearchOhio (OhioLINK partner) Material Replacement Fee	\$25.00	\$25.00	\$0.00
MAT Test Fee	\$90.00	\$90.00	\$0.00
NCAA Permissible Expenses	Variable	Variable	N/A
Ohio Attorney General Payment / Collections Fee	Variable	Variable	\$0.00
<b>Parking &amp; Transportation Fees</b>			
<b>Transportation Fees, Non-Penguin Promise Students, per semester:</b>			
Fall & Spring terms, mandatory for students enrolled in 6 or more credits	\$115.00	\$115.00	\$0.00
Fall & Spring terms, optional permit for students enrolled in less than 6 credits	\$115.00	\$115.00	\$0.00
Summer term, mandatory for students enrolled in 6 or more credits	\$58.00	\$58.00	\$0.00
Summer term, optional permit for students enrolled in less than 6 credits	\$58.00	\$58.00	\$0.00
<b>Parking Permit Fees, Penguin Promise Students:</b>			
Optional commuter permit, per semester	\$45.00	\$45.00	\$0.00
Optional overnight permit, per semester	\$90.00	\$90.00	\$0.00
<b>Parking Permit Fees, Other Miscellaneous:</b>			
Employees, per semester	\$85.00	\$85.00	\$0.00
Contract employees, per semester, Fall & Spring	\$160.00	\$160.00	\$0.00
Contract employees, Summer term	\$103.00	\$103.00	\$0.00
Control Card Replacement	\$5.00	\$5.00	\$0.00
Visitors, Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00
Visitors, Weekly/Special Event (per week)	\$18.00	\$18.00	\$0.00
<b>Parking Violations:</b>			
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00
Class II (major violations)	\$100.00	\$100.00	\$0.00
Class III (legal violations)	\$250.00	\$250.00	\$0.00
PC Data Recovery Service Fee	\$100.00	\$100.00	\$0.00
PC Remediation Service Fee	\$75.00	\$75.00	\$0.00
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00
Photo I.D. Replacement Charge	\$25.00	\$25.00	\$0.00
Physical Therapy Doctoral Acceptance Deposit	\$500.00	\$500.00	\$0.00
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
<b>Program Fees:</b>			

**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

<b>Fee Description</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Proposed</b>	<b>Change</b>
Bachelor of Arts in Telecommunications Studies (per course)	\$35.00	\$35.00	\$0.00
Bachelor of Fine Arts - Studio Art Program (per credit course)	\$29.00	\$29.00	\$0.00
Bachelor of Science in Engineering (per student)	\$50.00	\$50.00	\$0.00
Master of Business Administration (per credit hour)	\$50.00	\$50.00	\$0.00
Applied / Performance Music (per credit)	\$75.00	\$75.00	\$0.00
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00
<b>Student Code of Conduct Fines for Violations:</b>			
Failure to attend conduct hearing	\$25.00	\$25.00	\$0.00
Failure to complete disciplinary sanction	\$25.00	\$25.00	\$0.00
Restitution for lost/stolen/damaged property	\$50.00	\$50.00	\$0.00
Alcohol abuse violation - 1st offense	\$75.00	\$75.00	\$0.00
Alcohol abuse violation - 2nd offense	\$125.00	\$125.00	\$0.00
Alcohol abuse violation - 3rd+ offense	\$175.00	\$175.00	\$0.00
Drug/controlled substance abuse violation - 1st offense	\$100.00	\$100.00	\$0.00
Drug/controlled substance abuse violation - 2nd offense	\$150.00	\$150.00	\$0.00
Drug/controlled substance abuse violation - 3rd+ offense	\$250.00	\$250.00	\$0.00
Violation for violent or threatening behavior	\$150.00	\$150.00	\$0.00
Violation for theft	\$150.00	\$150.00	\$0.00
Violation for weapons	\$150.00	\$150.00	\$0.00
Violation for drugs sales or distribution	\$250.00	\$250.00	\$0.00
Other violations	up to \$250	up to \$250	\$0.00
Student Locker Rental (per year)	\$25.00	\$25.00	\$0.00
<b>Study Abroad Fees:</b>			
Individual Study Abroad	\$75.00	\$75.00	\$0.00
Faculty-led Study Abroad (various, based on actual travel costs)	Variable	Variable	N/A
Thesis Binding Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$6.00	\$6.00	\$0.00
Transcript Rush Fee (same-day processing)	\$12.00	\$12.00	\$0.00
Transcript Rush Fee (overnight express)	\$35.00	\$35.00	\$0.00
Undergraduate Application Fee (first time applicant)	\$45.00	\$45.00	\$0.00
Web-based course fee (for students not in a web-based program)	\$100.00	\$100.00	\$0.00
Youngstown Early College (per credit hour)	\$109.71	\$114.21	\$4.50

**YOUNGSTOWN STATE UNIVERSITY**  
**Fee Waivers**

Section 381.170 of Am. Sub. House Bill 166 of the 133rd GA, states in part:

*“The board of trustees of a state institution of higher education shall not authorize a waiver or nonpayment of instructional fees or general fees for any particular student or any class of students other than waivers specifically authorized by law or approved by the Chancellor [of the Ohio Department of Higher Education].”*

During the FY 2019 – FY 2021 biennium, the Chancellor and the YSU Board of Trustees have approved fee waivers identified below. Each waiver is intended to achieve certain strategic goals,

<b>Waiver</b>	<b>Fee Waived</b>	<b>Amount Waived per credit hour</b>	<b>Adjusted Rate with Waiver</b>	<b>Number of Students served (per semester)*</b>
Affordable Tuition Advantage	Portion of Undergraduate Nonresident	\$235.00	\$15.00	1,200
Non-resident Graduate Surcharge - Affordable Tuition Advantage	Surcharge is waived for graduate students who earned undergraduate degree at an Ohio university	\$14.00	\$5.00	125-175
Non-resident Graduate Surcharge - Non-regional	Surcharge is waived for graduate students who earned undergraduate degree at an Ohio university	\$249.00	\$5.00	100-150
Distance Education	General Fee	\$59.27	\$0.00	350 - 400
Penguin Jump Start	Rates apply only to select courses, initial summer semester			
	One 1-credit lab	\$150.58	\$200.00	} 99
	One 3-credit course	\$551.74	\$500.00	
	One 4-credit course	\$752.32	\$650.00	
	One 5-credit course	\$902.90	\$850.00	
	Portion of Undergraduate Nonresider	\$235.00	\$15.00	
Saudi Arabia Cultural Mission	Portion of Undergraduate Nonresident	\$42.00	\$208.00	128
Youngstown Early College	Blended to create special YEC fate	\$236.37	\$114.21	150

\*Number of students served varies from semester to semester, year to year.





**RESOLUTION TO APPROVE  
WAIVING THE NON-RESIDENT SURCHARGE FOR GRADUATE  
STUDENTS WHO EARNED AN UNDERGRADUATE DEGREE AT AN  
OHIO COLLEGE OR UNIVERSITY,  
EFFECTIVE FALL 2020**

**WHEREAS**, section 381.170 of Am. Sub. H.B. 166 of the 133rd General Assembly requires any waiver of fees for a student or class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Chancellor of the Ohio Department of Higher Education; and

**WHEREAS**, the Ohio Department of Higher Education's established process for approving waivers requires that the Board of Trustees also approve proposals to waive fees; and

**WHEREAS**, in an effort to help the state of Ohio become a net importer of college students from other states, Chancellor Randy Gardner has requested that all Ohio state universities provide in-state tuition rates to all graduate students who earned an undergraduate degree at a college or university in Ohio; and

**WHEREAS**, Youngstown State University wishes to comply with the Chancellor's request by waiving the non-resident surcharges otherwise applicable to graduate students whose residency is outside Ohio; and

**WHEREAS**, it is anticipated that this waiver would be in place for the remainder of the current biennium, through at least June 30, 2021, and for as long as permissible by the Chancellor in accordance with state law; and

**WHEREAS**, it is anticipated that this waiver will positively affect between 200 and 300 students at Youngstown State University during the course of the 2020-21 academic year.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve waiving the surcharge for non-resident graduate students whose undergraduate degree was conferred by a college or university in Ohio, as depicted in **Exhibit F**, and made part hereof.

## EXHIBIT F

<u>Waiver</u>	<u>Fee Waived</u>	<u>Amount Waived per credit</u>	<u>Adjusted Rate with Waiver</u>	<u>Number of Students served (per</u>
Non-resident Graduate Surcharge - Affordable Tuition Advantage	Surcharge is waived for graduate students who earned undergraduate degree at an Ohio university	\$14.00	\$5.00	125-175
Non-resident Graduate Surcharge - Non-regional	Surcharge is waived for graduate students who earned undergraduate degree at an Ohio university	\$249.00	\$5.00	100-150



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**RESOLUTION TO APPROVE  
THE ANNUAL OPERATING BUDGET FOR FY 2021**

**WHEREAS**, the proposed Fiscal Year 2021 Annual Budget has been reviewed by the Finance and Facilities Committee of the Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the Annual Operating Budget for Youngstown State University's general and auxiliary funds for Fiscal Year 2021, shown on **Exhibit G**, and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved for the period of July 1, 2020 through June 30, 2021.

**Board of Trustees Meeting  
June 4, 2020  
YR 2020-**

**Agenda Item E.3.c**

# Fiscal Year 2021 Operating Budget



Youngstown State University  
Finance & Business Operations  
June 2020

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

***University Mission Statement***

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world. The University:

- Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;
- Provides access to a broad range of undergraduate programs;
- Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
- Supports economic development through applied learning and research;
- Integrates teaching and learning, scholarship, and civic engagement;
- Fosters understanding of diversity, sustainability, and global perspectives; and
- Advances the intellectual and cultural life of the city, region, and world.

\*\*\*\*\*

At the June 2020 meeting of the Board of Trustees, adoption of the following revised Mission is being requested as the Board considers endorsing President Tressel's recommendation to adopt the next strategic plan: *Plan for Strategic Actions to Take Charge of Our Future*.

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

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

**Board of Trustees**

David C. Deibel, Chair

Anita A. Hackstedde, M.D.

Capri S. Cafaro

Charles T. George

John R. Jakubek, M.D.

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Atty. Allen L. Ryan, Jr.

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Victoria M. Woods, Student Trustee

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**Executive Officers**James P. Tressel  
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Provost & Vice President  
for Academic AffairsEddie J. Howard, Jr., Ed.D.  
Vice President for Student AffairsMike Sherman, Ph.D.  
Vice President, Institutional Effectiveness  
and Board ProfessionalAtty. Holly A. Jacobs  
Vice President for Legal Affairs &  
Human ResourcesNeal P. McNally  
Vice President for Finance &  
Business Operations



## ***Introduction***

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

This FY 2021 budget plan is also aligned with [Resolutions](#) adopted by the Board of Trustees that since December 2018 have guided the strategic planning process, particularly the following:

- March 7, 2019 - [Resolution to approve "Taking Charge of Our Future" related to strategic planning](#)
- June 6, 2019 - [Resolution to assure the strategic planning process culminates with an effectiveness framework to implement the plan and thereby to "Take Charge of Our Future"](#)
- September 5, 2019 - [Resolution to "Take Charge of Our Future" for sustainability](#)
- March 4, 2020 - [Resolution related to the strategic allocation, and reallocation and distribution of resources](#)
- April 9, 2020 - [Resolution responding to demographic shifts, a pandemic, and other disruptions to sustain a vibrant future for Youngstown State University: an anchor institution essential to the prosperity of the region](#)

Last year's presentation of the FY 2020 budget was the first step in aligning the use of resources to strategies by illustrating expenses in functional categories linked to academic, student and institutional success. The FY 2021 budget continues under this format, which is consistent with the standardized definitions and classifications used for the federal Integrated Post-Secondary Data System. This approach will over time illustrate where resources are allocated using a standardized methodology.

To ensure the responsible use of financial resources aligned with the *Plan to Take Charge of Our Future*, an annual prioritization and optimization assessment will occur at all levels of the University, based upon principles to be developed and implemented that will provide for a process to allocate [strategic investment funding](#).

For FY 2021 and beyond, unrestricted funds will be purposefully distributed within the University's capacity, irrespective of funding sources. In addition, resources that have typically been distributed and utilized in a decentralized manner, may be held and managed centrally.

It is important to note that the YSU Foundation continues to support the success of YSU students by providing roughly \$8 million annually in scholarship and programmatic funding. More recently, the Foundation provided \$50,000 toward emergent student needs brought about by the COVID-19 pandemic. Impressively, the Foundation also recently approved an additional \$1.4 million for scholarships for qualified transfer students.

***Introduction (continued from previous page)***

Pursuant to Ohio Administrative Code 3356-3-11, this operating budget is hereby submitted to the Board of Trustees for approval, and will thereafter serve as the University's financial governing document for FY 2021. The budget is based on certain assumptions and variables unknown at this time, such as student enrollment and state funding levels. Therefore, the budget may be modified or otherwise adjusted to reflect new information that becomes available during the course of FY 2021. For this reason, it is important to reiterate that this budget is a financial *plan*.



### ***Budget Planning Process***

The FY 2021 budget planning process was performed in consultation with the YSU Budget Advisory Council. The COVID-19 pandemic temporarily disrupted the Council’s regular monthly meetings during the spring 2020 semester. Consequently, President Tressel established a separate Financial Realities Focus Group to help identify strategies to quickly and pragmatically respond to the new financial challenges that have emerged from the pandemic.

Even though the development and execution of the annual budget ultimately resides with the University’s executive management team, both the Budget Advisory Council and the Financial Realities Focus Group foster an environment that is consistent with the notion of shared governance and shared responsibility. This approach has allowed for broader participation in the budget process, and has helped communicate budget-related decisions to the campus community.

<b><i>YSU Budget Advisory Council</i></b>	
<b><u>Student representatives</u></b>	<b><u>Appointment Status</u></b>
Caroline Smith, Student Government President	By virtue of SGA position
Justin Shaughnessy , Student Government VP	By virtue of SGA position
<b><u>Academic Senate &amp; Academic Affairs representatives</u></b>	
Dr. Tomi Ovaska, Professor of Economics	Appointed by Academic Senate President
Dr. Gregg Sturuss, Professor & Chair of Physics & Astronomy	Appointed by Academic Senate President
Dr. Jeff Tyus, Associate Professor of Communications	Appointed by Academic Senate President
Jeff Coldren, Professor & Chair of Psychology	Appointed by the Provost
Dr. Sarah Michaliszyn, Assoc. Professor & Chair, Sports Science & Kinesiology	Appointed by the Provost
Dr. Thomas Wakefield, Professor & Chair of Math & Statistics	Appointed by the Provost
Mohan Eunni, Professor & Chair, Management Dept.	Appointed by the Provost
<b><u>Administrators</u></b>	
Elaine Jacobs, Associate Athletic Director	Appointed by the President
Dr. Charles Howell, Dean, Beeghly College of Education	Appointed by the President
Eddie Howard, Vice President for Student Affairs	Appointed by the President
Dr. Brien Smith, Provost & VP for Academic Affairs	Co-chair, appointed by the President
Neal McNally, Vice President for Finance	Co-chair, appointed by the President
<b><u>Staff Representatives</u></b>	
Carly Devenburgh, International Programs	Appointed by VP-CFO
Lisa Mudryk, Procurement Services	Appointed by VP-CFO
<b><u>Board of Trustees</u></b>	
Mike Sherman, VP for Inst. Effectiveness	Liaison to Board of Trustees

### **Executive Budget Summary**

Youngstown State University's proposed operating budget for FY 2021 is summarized in the table below, along with comparative information from the prior year's budget.

	<b>FY 2020 Adopted Budget</b>	<b>FY 2021 Proposed Budget</b>	<b>Percent Change</b>	<b>Dollar Change</b>
<b>General Fund</b>				
Revenue:				
Tuition & Fees	\$114,598,341	\$99,493,678	-13.2%	(\$15,104,663)
State Appropriations	43,586,259	34,743,409	-20.3%	(8,842,850)
Other Sources	5,415,400	4,762,913	-12.0%	(652,487)
	<u>\$163,600,000</u>	<u>\$139,000,000</u>	<u>-15.0%</u>	<u>(\$24,600,000)</u>
Expenses:				
Personnel	\$106,332,323	\$96,178,649	-9.5%	(\$10,153,674)
Operations & Transfers	62,515,074	58,916,801	-5.8%	(3,598,273)
Spending Reductions	(5,247,397)	(16,095,450)	206.7%	(10,848,053)
	<u>\$163,600,000</u>	<u>\$139,000,000</u>	<u>-15.0%</u>	<u>(\$24,600,000)</u>
<b>Auxiliary Funds</b>				
Net of Gen. Fund support	\$20,362,880	\$18,860,698	-7.4%	(\$1,502,182)
<b>Total Operating Budget</b>	<b><u>\$183,962,880</u></b>	<b><u>\$157,860,698</u></b>	<b><u>-14.2%</u></b>	<b><u>(\$26,102,182)</u></b>

#### **Major Revenue Assumptions:**

1. A 15% decline in full-time equivalent (FTE) student enrollments. This projected decline is largely attributable to the uncertainty brought about by the COVID-19 pandemic.
2. A 2% increase in undergraduate tuition rates for continuing students, and a 4.1% increase in undergraduate tuition for incoming students as part of the *Penguin Promise* tuition guarantee program, as permitted by House Bill 166.
3. A 20% or \$8.8 million decrease in State Share of Instruction funding appropriations, based on preliminary estimates provided by the Ohio Department of Higher Education.
4. A 12% or \$652,000 decrease in other revenue sources, largely due to the COVID-19 pandemic's projected impact on the University's investment earnings.

#### **Major Expense Assumptions:**

1. Major expense reductions totaling \$24.6 million to be achieved strategically through a series of actions, including:
  - Mandatory salary reductions for excluded management staff, ranging from 2% to 15%.



**Major Expense Assumptions (continued):**

- The May 2020 memoranda of understanding between the University and the ACE and APAS unions allowing for a summer lack-of-work layoff program and a one-year furlough program resulting in a 10% reduction in salaries for these two groups. These actions were made possible by both unions' commitment to shared sacrifice during a time of unprecedented financial challenges.
  - Additional reductions in force through lack-of-fund layoffs, which are projected to result in the layoff of approximately 40 to 60 employees. Had the ACE and APAS unions not agreed to the May 2020 MOU, the number of layoffs required would have ranged between 80 and 100.
  - A combination of strategic and across-the-board reductions to operating budgets campus-wide.
  - A campus-wide hiring freeze (with limited exceptions for critical faculty and staff searches).
  - The implementation of an Academic Affairs re-organization plan that will result in the merger of two colleges—the Beeghly College of Education with the College of Liberal Arts & Social Sciences. This will result in the elimination of one deanship and the consolidation of up to 18 academic departments.
  - The dissolution of one administrative division: External Affairs, Government Relations & Economic Development.
2. An \$800,000 strategic investment fund that will be used to pursue University priorities, particularly those focused on student success.
  3. A 2% contractual increase for the approximately 160 members of the Association of Professional & Administrative Staff (APAS) union, at a budgeted cost of \$183,000 (salaries plus benefits).
  4. No increases in salaries for any other employee group, aside from APAS.
  5. A \$1 million transfer to the University's debt service reserve to ensure coverage of current and ongoing debt service obligations.

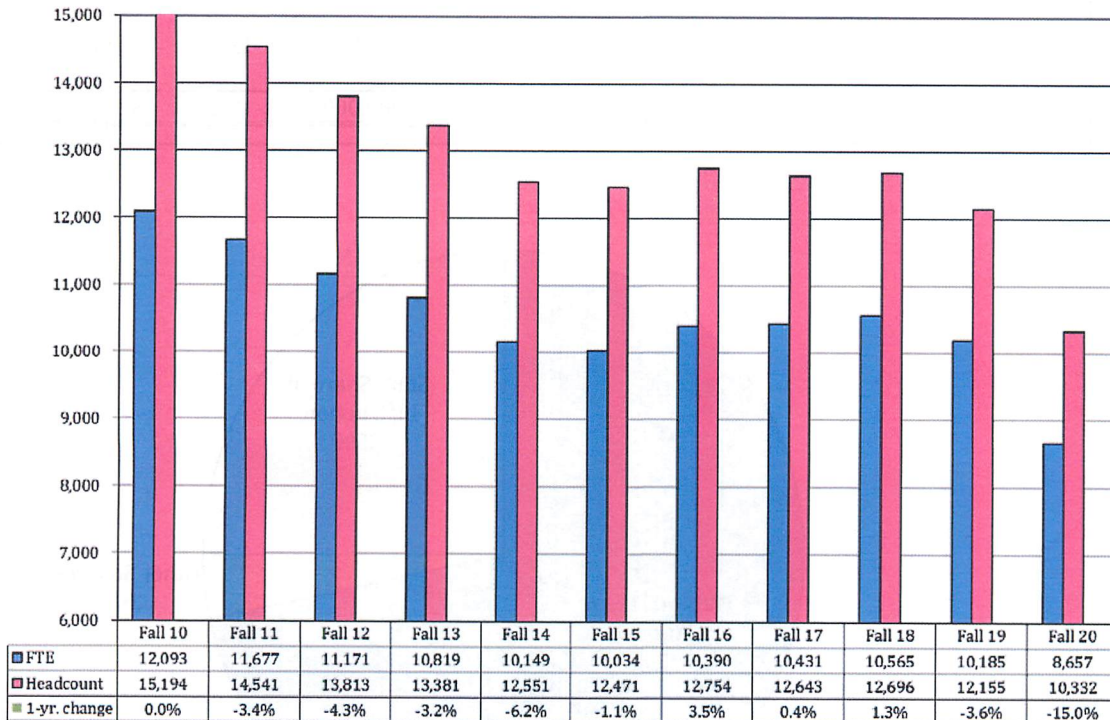
### Student Enrollment Levels

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

Over the past ten years, the University's enrollment levels have fluctuated from as high as 15,194 students in fall 2010 to as low as 12,471 in fall 2015. Between the fall 2016 and 2018, enrollments stabilized and grew by 5% on a full-time equivalency (FTE) basis between fall 2015 and fall 2018. However, enrollments fell by 3.6% last year, and are expected to decline even further in the fall of 2020, largely as a result of the uncertainty created by the COVID-19 pandemic.

To arrive at the FY 2021 enrollment projection, variables analyzed include the total number of students who have applied and been admitted; the number of scholarships awarded; the number of resident and non-resident students admitted; and the number of transfer students who have applied and been admitted. Consideration is also given to regional, state and national demographic trends.

**Fall Semester Student Enrollment Trends**



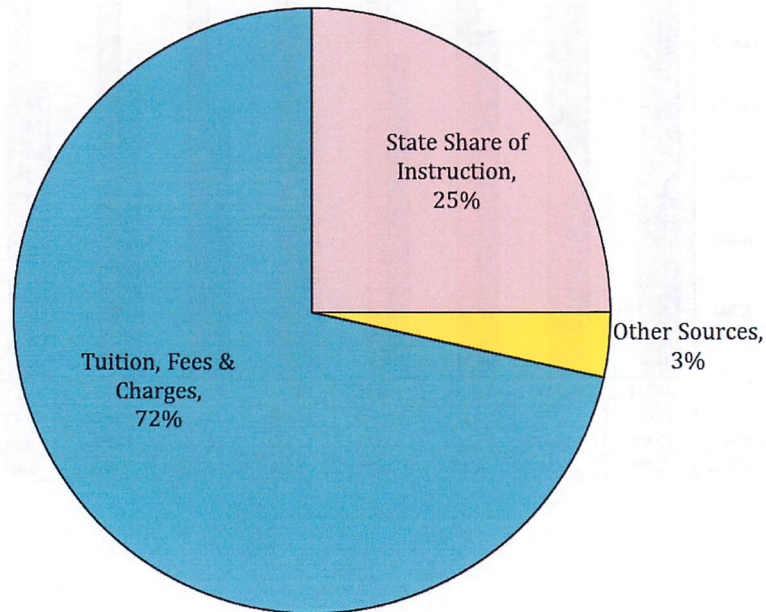


**General Fund Revenues**

As depicted in the table below, FY 2021 budgeted general fund revenues total \$139 million, a decrease of nearly \$25 million relative to the prior year’s budget. This projected decrease in revenue is mainly attributable to two main variables: (1) the expectation that enrollment levels will fall next year by 15%; and (2) the likelihood that State Share of Instruction funding will be reduced by 20% as the state of Ohio continues to suffer economically from the impact of the COVID-19 pandemic.

General fund revenues are summarized in the table and pie chart below. See Appendix A for greater detail.

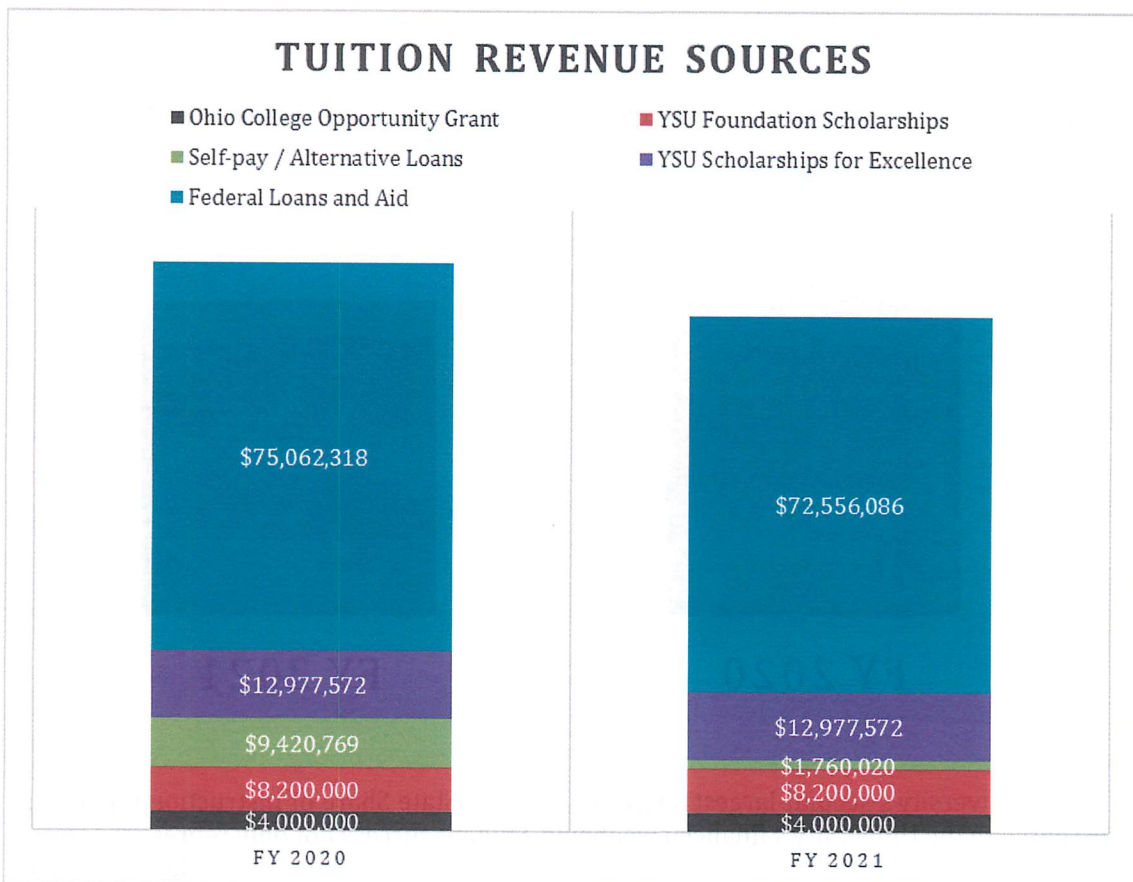
Source	FY 2020	FY 2021	Percent Change	Dollar Change
	Adopted Budget	Proposed Budget		
<i>Tuition, Fees &amp; Other Student Charges</i>				
Instructional & Mandatory Fees	\$98,141,000	\$85,032,163	-13.4%	(\$13,108,837)
Other Tuition, Fees & Charges	16,457,341	14,461,515	-12.1%	(1,995,826)
Total Tuition & Fees	<u>\$114,598,341</u>	<u>\$99,493,678</u>	-13.2%	<u>(\$15,104,663)</u>
<i>State Share of Instruction</i>				
Total State Funding	\$43,586,259	\$34,743,409	-20.3%	(\$8,842,850)
<i>Other Sources</i>				
	\$5,415,400	\$4,762,913	-12.0%	(\$652,487)
Total General Fund Revenue	<u>\$163,600,000</u>	<u>\$139,000,000</u>	-15.0%	<u>(\$24,600,000)</u>



### *Tuition & Fee Revenues*

As illustrated in the pie chart above, tuition and fees account for 72% of annual operating income, by far the University’s largest source of revenue. Totaling approximately \$99 million in annual general fund income, tuition and fees are ostensibly paid by students. However, there are a number of resources available to students to support the cost of attendance, including federal and state aid programs, as well as scholarships provided by both the University and the YSU Foundation.

The graph below depicts the estimated sources of tuition and fee revenues for FY 2020 and FY 2021.

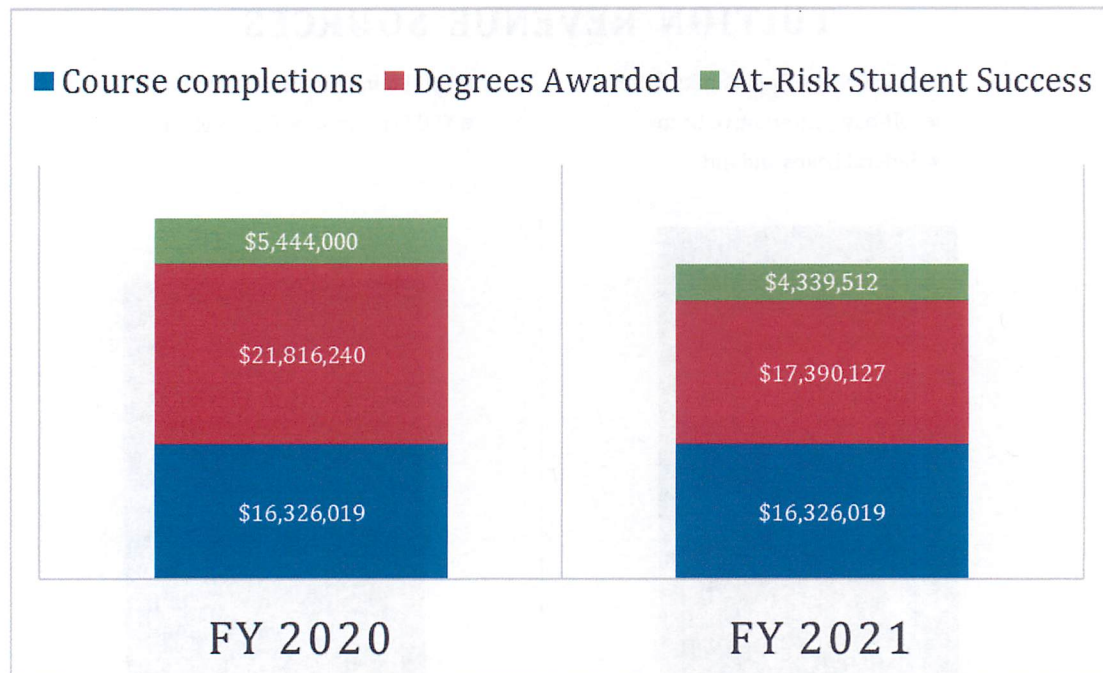


At approximately \$75 million, federal funds represent the largest resource available to students to help cover the cost of tuition and fees. Federal funds consist primarily of Direct Student Loans and Pell Grants but also include Perkins Loans, Federal Work Study and Supplemental Educational Opportunity Grants. The University’s reliance on these federal funds underscores the importance of compliance with federal student aid regulations, as well as the need to maintain strong relationships with congressional leaders and policymakers in Washington D.C., Columbus and elsewhere.

### State Operating Appropriations

As the state of Ohio continues to suffer economically from the COVID-19 pandemic, Governor Mike DeWine has signaled that a 20% reduction to the statewide State Share of Instruction (SSI) appropriation will be necessary. For Youngstown State University, this would be an approximate decrease of \$8.8 million in FY 2021.

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



As the University's second-largest source of revenue, State Share of Instruction funding is essential to the University's financial wellbeing. Student success not only represents a vital component to YSU's mission, it also serves as the catalyst for millions of dollars in annual state funding. Therefore, it is imperative that student success remains at the forefront of the University's priorities. To this end, the office of Academic Affairs must play a strong leadership role to ensure teaching is continually improving and student learning is enhanced. It also illustrates the University's responsibility to help students persist and complete degrees in a timely manner, as well as reducing the achievement gap to the greatest extent possible.

### **General Fund Expenses**

General fund expenses are summarized by functional expense category in the table below. Overall, budgeted expenses in FY 2021 are \$24.6 million lower than in the prior fiscal year. Required spending reductions of this magnitude correspond directly to the projected reductions in University revenues described earlier in this document.

	<b>FY 2020</b>	<b>FY 2021</b>	<b>1-year Flux</b>	
Academic Excellence & Support	\$87,516,766	\$79,638,679	-9%	<b>(\$7,878,087)</b>
Student Success & Experience	29,252,230	27,514,439	-6%	<b>(1,737,791)</b>
Plant Operation & Maintenance	18,086,789	16,802,019	-7%	<b>(1,284,770)</b>
Institutional Support	20,356,959	18,264,797	-10%	<b>(2,092,162)</b>
Intercollegiate Athletics	12,622,245	12,307,561	-2%	<b>(314,684)</b>
Economic Dev. & Public Service	1,012,409	567,956	-44%	<b>(444,453)</b>
Institution-wide Managed Spending	<b>(5,247,397)</b>	<b>(16,095,450)</b>	207%	<b>(10,848,053)</b>
<b>Total General Fund Expenses</b>	<b>\$163,600,000</b>	<b>\$139,000,000</b>	<b>-15%</b>	<b>(\$24,600,000)</b>

Academic Excellence & Support includes expenses directly associated with classroom instruction, academic administration, curriculum development, and instructional information technology.

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

Plant Operation & Maintenance includes building repairs, custodial services, grounds-keeping, and utilities, i.e., electricity, water, and natural gas.

Institutional Support includes fiscal operations, general administration, executive management, administrative information technology, and public relations.

Economic Development & Public Service includes the WYSU public broadcasting station, as well as government relations. The 44% reduction here reflects the elimination of an entire administrative department/division.

The roughly \$7.8 million reduction in Academic Affairs spending represents the elimination of 18 faculty vacancies and 21 staff vacancies, as well as strategic reductions to operating budgets across all colleges and academic departments. The nearly \$17 million in spending reductions in the other categories represent a combination of strategic and across-the-board budget cuts, as well as the elimination of 49 staff vacancies.

The amount shown here for Intercollegiate Athletics represents general fund support for the University's athletic programs. In addition to \$12.3 million in general fund support, YSU's Athletic Department is expected to generate an additional \$3.8 million in revenue (see Appendix B for more detail). The reduction in general fund support for Athletics is made possible by planned reductions in Athletics personnel, which will affect 9 coaches. The Athletics Department will also eliminate thirteen (13) non-coaching staff positions.





The table below provides additional detail showing the functional activities included in the various expense categories budgeted for FY 2021. Taken together, Academic Excellence/Support and Student Success/Experience comprise nearly 77% of total budgeted expenses in FY 2021, totaling more than \$107 million.

	<u>FY 2021 Budget</u>	<u>% of Total</u>
<b>Academic Excellence &amp; Support</b>		
General Academic Instruction	\$59,617,146	42.89%
Academic Administration	9,416,850	6.77%
Educational Media Services	4,659,223	3.35%
Library	2,753,992	1.98%
Ancillary Support	1,387,756	1.00%
Instructional Information Tech	673,295	0.48%
Academic Support Information Tech	177,269	0.13%
Individual and Project Research	393,990	0.28%
Course and Curriculum Development	170,670	0.12%
Museums and Galleries	184,130	0.13%
Academic Personnel Development	148,088	0.11%
Preparatory Remedial Instruction	48,594	0.03%
Community Education	7,676	0.01%
	<u>\$79,638,679</u>	<u>57.29%</u>
<b>Student Success &amp; Experience</b>		
Scholarships	\$12,948,415	9.32%
Auxiliary Enterprises Student	3,314,009	2.38%
Counseling and Career Guidance	2,401,326	1.73%
Social and Cultural Development	2,355,879	1.69%
Student Admissions	2,300,773	1.66%
Student Records	2,237,415	1.61%
Financial Aid Administration	1,566,242	1.13%
Student Health Services	378,905	0.27%
Student Service Administration	11,475	0.01%
	<u>\$27,514,439</u>	<u>19.79%</u>
<b>Institutional Support</b>		
Administrative Information Tech	\$4,014,332	2.89%
Public Relations Development	\$3,406,061	2.45%
General Admin & Exec. Management	9,272,225	6.67%
Fiscal Operations	1,572,180	1.13%
	<u>\$18,264,797</u>	<u>13.14%</u>
<b>Plant Operation &amp; Maintenance</b>		
Building Maintenance	\$5,289,074	3.81%
Utilities	2,430,618	1.75%
Security and Safety	4,720,204	3.40%
Custodial Services	891,288	0.64%
Landscape and Grounds Maintenance	3,470,835	2.50%
	<u>\$16,802,019</u>	<u>12.09%</u>
<b>Intercollegiate Athletics</b>		
	<u>\$12,307,561</u>	<u>8.85%</u>
<b>Economic Dev. &amp; Public Service</b>		
Public Broadcasting Services	\$448,737	0.32%
Economic Dev. / Government Relations	119,219	0.09%
	<u>\$567,956</u>	<u>0.41%</u>
Managed Spending Reductions	(\$16,095,450)	
Grand Total General Fund	<u><u>\$139,000,000</u></u>	<u>100%</u>

77% of budgeted resources

**General Fund Expenses (continued)**

The table below depicts general fund expenses arranged by natural expense classification. At \$89.2 million, personnel costs will be reduced by no less than \$16.8 million next fiscal year. These reductions will be achieved through the elimination of up to \$3.9 million in faculty vacancies and \$4 million in staff position vacancies; and through a staff austerity program that includes employee furloughs, mandatory salary reductions, and reductions in force totaling \$5.1 million in spending reductions. Of this \$5.1 million, roughly \$2.8 million represents one-time savings in the form of temporary adjustments during FY 2021.

	FY 2020*	FY 2021	Annual Change	
	Adopted Budget	Proposed Budget	%	\$
<b>Personnel</b>				
Faculty	\$41,586,119	\$37,587,151	-9.6%	(\$3,998,969)
Staff	32,936,796	28,782,981	-12.6%	(4,153,815)
Management Salary Reductions (one-time)	N/A	(675,486)	N/A	(675,486)
Employee Furloughs (one-time savings)	N/A	(2,183,416)	N/A	(2,183,416)
Reductions in Force (lack of work layoffs)	(265,471)	(265,471)	0.0%	0
Reductions in Force (lack of fund layoffs)	N/A	(2,244,184)	N/A	(2,244,184)
Net Staff	\$32,671,325	23,414,424	-28.3%	(\$9,256,901)
Temporary Staff and Student Wages	5,066,598	2,851,286	-43.7%	(2,215,312)
Fringe Benefits	26,742,810	25,361,896	-5.2%	(1,380,914)
<b>Total Personnel</b>	<b>\$106,066,852</b>	<b>\$89,214,757</b>	<b>-15.9%</b>	<b>(\$16,852,095)</b>
<b>Operating Expenses</b>				
Supplies	\$1,831,476	\$1,572,411	-14.1%	(\$259,065)
Travel & Business-Related Expenses	1,285,425	1,155,161	-10.1%	(130,264)
Dues and Memberships	331,268	280,670	-15.3%	(50,598)
Public Relations & Communications	1,159,541	922,924	-20.4%	(236,617)
Repairs and Maintenance	3,021,795	2,877,096	-4.8%	(144,699)
Rental of Facilities	168,343	148,994	-11.5%	(19,349)
Utilities	3,873,086	3,308,269	-14.6%	(564,817)
Library Acquisitions	1,092,445	1,092,445	0.0%	0
Equipment	400,918	342,941	-14.5%	(57,977)
Contracted Fees & Services	3,961,292	3,598,721	-9.2%	(362,571)
Chargebacks Campus Security	(45,388)	(39,089)	-13.9%	6,299
Revenue Sharing	569,520	489,042	-14.1%	(80,478)
Miscellaneous	442,247	371,360	-16.0%	(70,887)
Bad Debt	400,000	400,000	0.0%	0
Rentals Non Facilities	308,145	262,043	-15.0%	(46,102)
Scholarships & Awards	12,763,254	12,723,369	-0.3%	(39,885)
Managed Spending reductions	(4,794,532)	(9,014,798)	88.0%	(4,220,266)
Strategic Investment Reserve	0	800,000		800,000
Match Funds & Reserve Accounts	2,326,533	2,199,725	-5.5%	(126,808)
	\$29,095,368	\$23,491,284	-19.3%	(\$5,604,084)
<b>Transfers</b>				
Transfers to Auxiliaries	\$16,044,314	\$15,621,570	-2.6%	(\$422,744)
Transfers to Academic Colleges	5,213,924	4,753,776		
Transfers to other funds	7,179,542	5,918,613	-17.6%	(1,260,929)
	\$28,437,780	\$26,293,959	-5.9%	(\$1,683,673)
<b>Total General Fund</b>	<b>\$163,600,000</b>	<b>\$139,000,000</b>	<b>-15.0%</b>	<b>(\$24,600,000)</b>

\*Some FY 2020 figures restated for comparability and/or to reflect adjustments made during fiscal year.



**General Fund Expenses (continued)**

As depicted in the table above, operating expenses next year will be nearly 20% or roughly \$5.6 million lower than the prior fiscal year. Yet despite all the spending reductions illustrated here, the University will need to identify \$9 million in further spending reductions to ensure a balanced budget in FY 2021. It is expected that further reductions will be made to operating budgets; and additional personnel actions are possible.

**Auxiliary Services**

Auxiliaries provide a variety of services that enhance campus life for YSU students, faculty, staff, alumni and visitors. Auxiliaries also generate revenue through sales and services, which helps support their operations. As shown in the table below, the combined FY 2021 budgets for the University’s auxiliary units total nearly \$33 million, which includes approximately \$14 million in general fund support and \$18.9 million in earned income.

<b>Auxiliary Services:</b>	<b>FY 2021 Budget</b>	<b>Percent Change</b>	<b>Dollar Change</b>
Intercollegiate Athletics	16,140,534	0.27%	\$42,789
Housing Services	10,672,132	-11.44%	(1,379,262)
Parking Services	3,093,593	-10.07%	(346,493)
Kilcawley Center	1,713,760	-11.03%	(212,428)
Andrews Recreation and Wellness Center	1,237,249	-15.07%	(219,532)
<b>Total Auxiliary Budgets</b>	<b>\$32,857,268</b>	<b>-6.05%</b>	<b>(\$2,114,926)</b>
Less: Support from General Fund	(13,996,570)	-4.19%	612,744
<b>Total Earned Income</b>	<b>\$18,860,698</b>	<b>-7.38%</b>	<b>(\$1,502,182)</b>

The \$16 million Athletics budget is indicative of the long-standing institutional decision to support an NCAA-compliant Division I intercollegiate athletic program. Although Athletics budget is slated to be flat in FY 2021, mostly as a result of growth in game guarantee revenue next year, general fund support for Athletics will decrease by \$315,000 in FY 2021 (see Appendix B for details).

The budget for Housing Services is based on a planned occupancy rate of 85% in the University’s inventory of residence halls and apartments, which total 1,278 beds. It is expected that the COVID-19 pandemic will necessitate lower room occupancies, hence an 85% occupancy rate as opposed to the more typical 95% to 100%.

The FY 2021 operating budgets for Parking Services, Kilcawley Student Center and the Andrews Recreation & Wellness Center will decrease in FY 2021 due to the projected decline in overall student enrollments. See Appendix B for detail.

***Rich Center for Autism***

Established in 1995, The Paula and Anthony Rich Center for the Study and Treatment of Autism is an externally funded unit of Youngstown State University. The primary mission of the Rich Center is to improve the lives of individuals with autism through innovative educational programs that allow them to reach their full potential and improve their quality of life. The Rich Center serves as a conduit between the University, educators, health and human service professionals.

Pursuant to the 2010 agreement between the Rich Center and YSU, the Rich Center's budget is typically included here for the approval of the YSU Board of Trustees. However, due to organizational changes at the Rich Center, along with the Rich Center's request that the agreement between the parties be amended, the Rich Center's budget will be presented to the Trustees at a later time.

Regardless, the Rich Center will remain fully funded by external sources and will not receive direct funding support from the University. The University will, however, continue to provide approximately 15,500 square feet of space in Fedor Hall to house the Rich Center's classrooms, labs and administrative offices.



**APPENDIX A – Revenue Detail, General Fund**

	<b>FY 2021 BUDGET</b>	<b>CHANGE</b>	<b>PERCENT CHANGE</b>	<b>PERCENT of TOTAL</b>
<b>MANDATORY STUDENT TUITION &amp; FEES</b>				
Instructional Fee	\$69,147,250	(\$9,437,750)	-12.0%	49.75%
General Fee	15,312,013	(3,019,987)	-16.5%	11.02%
Info. Services Tech. Fee	572,900	(651,100)	-53.2%	0.41%
<b>Subtotal - Mandatory Fees</b>	<b>\$85,032,163</b>	<b>(\$13,108,837)</b>	<b>-13.4%</b>	<b>61.17%</b>
<b>OTHER STUDENT FEES</b>				
Non-resident Tuition Surcharge	\$4,433,465	(\$782,376)	-15.0%	3.19%
Laboratory/Materials Fee	3,378,750	(601,250)	-15.1%	2.43%
College/Program Fees	3,779,950	(288,300)	-7.1%	2.72%
Career Services Fee	175,000	(100,000)	-36.4%	0.13%
Non-credit Instructional Fees	24,300	(4,000)	-14.1%	0.02%
Miscellaneous Fees	173,800	(21,700)	-11.1%	0.13%
Application Fees	223,000	(35,000)	-13.6%	0.16%
College Credit Plus/Jump Start	1,112,000	167,000	17.7%	0.80%
<b>Subtotal - Other Tuition &amp; Fees</b>	<b>\$13,300,265</b>	<b>(\$1,665,626)</b>	<b>-11.1%</b>	<b>9.57%</b>
<b>STUDENT CHARGES</b>				
Fines & Penalty Assessments	\$629,250	(\$66,050)	-9.5%	0.45%
Service Charges	532,000	(264,150)	-33.2%	0.38%
<b>Subtotal - Student Charges</b>	<b>\$1,161,250</b>	<b>(\$330,200)</b>	<b>-22.1%</b>	<b>0.84%</b>
<b>Total - Tuition, Fees &amp; Other Chrg</b>	<b>\$99,493,678</b>	<b>(\$15,104,663)</b>	<b>-13.2%</b>	<b>71.58%</b>
<b>STATE SHARE OF INSTRUCTION</b>				
<b>Subtotal - State Appropriations</b>	<b>\$34,743,409</b>	<b>(\$8,842,850)</b>	<b>-20.3%</b>	<b>25.00%</b>
<b>OTHER SOURCES</b>				
Investment Income for Operations	\$2,000,000	(\$523,387)	-20.7%	1.44%
Administrative Charge - Auxiliaries	1,266,413	0	0.0%	0.91%
Alumni Relations	16,000	(55,000)	-77.5%	0.01%
Sales & Services of Educational Activiti	5,400	(6,000)	-52.6%	0.00%
Private Gifts, Unrestricted	100,000	0	0.0%	0.07%
Facility Rental, Athletics and University	482,000	6,000	1.3%	0.35%
Indirect Cost Recoveries	570,000	150,000	35.7%	0.41%
Revenue Sharing, NEOMED and other	0	(50,000)	-100.0%	0.00%
Other-Miscellaneous	323,100	(174,100)	-35.0%	0.23%
<b>Subtotal - Other Sources</b>	<b>\$4,762,913</b>	<b>(\$652,487)</b>	<b>-12.0%</b>	<b>3.43%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$139,000,000</b>	<b>(\$24,600,000)</b>	<b>-15.0%</b>	<b>100.00%</b>



**APPENDIX B - Auxiliary Budgets**

<b>INTERCOLLEGIATE ATHLETICS</b>			
	<b>FY 2021</b>	<b>PERCENT CHANGE</b>	<b>CHANGE</b>
<b>REVENUE RECORDED IN THE GENERAL FUND*</b>			
Tuition & Fees from Student Athletes	\$8,658,658	3.0%	\$252,194
State Share of Instruction Funding	948,705	-20.0%	(237,176)
<b>Total Athletic Revenue in Gen. Fund*</b>	<b>\$9,607,362</b>	<b>0.2%</b>	<b>\$15,018</b>
<b>REVENUE</b>			
Football Tickets	\$375,000	-8.5%	(\$35,000)
Basketball Tickets	162,500	10.2%	15,000
Guarantees	500,000	73.9%	212,500
Program Sales	5,500	0.0%	0
Medical Services Commissions	50,000	N/A	0
Concession Commissions	45,000	28.6%	10,000
Royalty Commissions	75,000	0.0%	0
NCAA Revenue Sharing	1,150,000	9.5%	100,000
Program Ad. Sales/Recognition	275,000	3.8%	10,000
Radio/Television Income	100,000	42.9%	30,000
Pouring Rights & Miscellaneous	150,000	0.0%	0
Football Tailgate	85,000	0.0%	0
Scoreboard Advertising:			
Football	235,000	4.4%	10,000
Basketball	105,000	0.0%	0
Stadium Loge Rentals	519,973	1.0%	4,973
<b>Total Revenue</b>	<b>\$3,832,973</b>	<b>10.3%</b>	<b>\$357,473</b>
<b>TOTAL REVENUE</b>	<b>\$13,440,335</b>	<b>2.9%</b>	<b>\$372,491</b>
<b>GENERAL FUND ALLOCATION</b>			
Total General Fund Support**	\$2,700,199	-2.5%	(\$329,702)
<b>TOTAL RESOURCES</b>	<b>\$16,140,534</b>	<b>0.3%</b>	<b>\$42,789</b>
<b>EXPENSES</b>			
Permanent Staff	\$3,904,865	-6.8%	(\$286,232)
Temporary Staff	402,186	0.0%	0
Fringe Benefits	1,740,144	-0.6%	(10,525)
Scholarships	5,611,012	6.0%	316,063
Operating	4,367,327	0.5%	23,483
Transfer, Capital Improvements	85,000	N/A	0
Transfer, Inst. Work Study	30,000	0.0%	0
<b>TOTAL EXPENSES</b>	<b>\$16,140,534</b>	<b>0.3%</b>	<b>\$42,789</b>
*Tuition and state funding are recorded in the general fund but are presented here to illustrate the estimated revenue attributable to YSU student athletes.			
** General fund support for Athletics has been adjusted to illustrate the estimated impact of tuition and state funding revenue that is attributable to YSU student athletes. The FY 2021 general fund allocation for Athletics is \$12,307,561.			
NOTE: Athletics budget reductions include the deferral of five (5) new coaching and training positions planned for the Lacrosse and Swimming/Diving expansions slated for FY 2021.			



**APPENDIX B - Auxiliary Budgets**

<b>KILCAWLEY CENTER</b>			
	<b>FY 2021</b>	<b>PERCENT CHANGE</b>	<b>CHANGE</b>
<b>REVENUES</b>			
Food Services Commissions	\$432,000	-10.00%	(\$48,000)
Bookstore Commissions	484,200	-10.00%	(53,800)
Pete's Treats Candy Counter	108,000	-10.00%	(12,000)
Duplicating Services	90,000	0.00%	0
Graphic Center	49,500	-10.00%	(5,500)
Recreation Room	5,000	0.00%	0
Room Rental	5,000	0.00%	0
Vending and Misc. Sales & Service	33,300	-10.00%	(3,700)
<b>Total Revenue</b>	<b>\$1,207,000</b>	<b>-9.25%</b>	<b>(\$123,000)</b>
<b>OTHER RESOURCES</b>			
General Fund Allocation	\$506,760	-15.00%	(\$89,428)
<b>TOTAL RESOURCES</b>	<b>\$1,713,760</b>	<b>-11.03%</b>	<b>(\$212,428)</b>
<b>EXPENSES</b>			
Permanent Staff	\$450,025	-5.20%	(\$24,681)
Temporary Staff	220,000	0.00%	0
Fringe Benefits	183,175	-4.79%	(9,212)
Administrative Charge	126,000	0.00%	0
Operating	677,581	-20.85%	(178,535)
Inst. Work Study transfer	55,979	0.00%	0
Transfer for Capital Improvements	1,000	0.00%	0
<b>TOTAL EXPENSES</b>	<b>\$1,713,760</b>	<b>-11.03%</b>	<b>(\$212,428)</b>

**APPENDIX B - Auxiliary Budgets**

<b>ANDREWS RECREATION AND WELLNESS CENTER</b>			
	<b>FY 2021</b>	<b>PERCENT CHANGE</b>	<b>CHANGE</b>
<b>REVENUES</b>			
Faculty & Staff Memberships	\$24,000	-7.69%	(\$2,000)
Guest Passes/Locker Rentals	6,000	-36.51%	(3,450)
Program Fees	20,000	-23.81%	(6,250)
Sponsorship income	5,000	19.05%	800
<b>Total Revenues</b>	<b>\$55,000</b>	<b>-16.54%</b>	<b>(\$10,900)</b>
<b>OTHER RESOURCES</b>			
General Fund Allocation	\$1,182,249	-15.00%	(\$208,632)
<b>TOTAL RESOURCES</b>	<b>\$1,237,249</b>	<b>-15.07%</b>	<b>(\$219,532)</b>
<b>EXPENSES</b>			
Permanent Staff	\$380,095	10.20%	\$35,184
Temporary Staff	371,373	-3.44%	(13,227)
Fringe Benefits	168,919	8.94%	13,855
Administrative Charge	77,600	0.00%	0
Operating	213,980	-53.94%	(250,590)
Inst. Work Study Transfer	20,000	0.00%	0
Transfer for Capital Improvements	5,282	-47.37%	(4,754)
<b>Total Expenses</b>	<b>\$1,237,249</b>	<b>-15.07%</b>	<b>(219,532)</b>





**APPENDIX B - Auxiliary Budgets**

<b>HOUSING SERVICES</b>			
	<b>FY 2021</b>	<b>PERCENT CHANGE</b>	<b>CHANGE</b>
<b>REVENUES</b>			
Room Rentals and Board	\$10,140,332	-11.05%	(\$1,260,152)
Meal Plans	488,750	-15.00%	(86,250)
Food Commissions	5,000	-23.08%	(1,500)
Misc. Fees	13,050	103.59%	6,640
Rentals-Guests and Special Groups	25,000	-60.32%	(38,000)
<b>Total Revenue</b>	<b>10,672,132</b>	<b>-11.44%</b>	<b>(1,379,262)</b>
<b>EXPENDITURES</b>			
Permanent Staff	\$764,373	-14.50%	(\$129,678)
Temporary Staff	295,893	-8.39%	(27,107)
Fringe Benefits	341,261	-9.65%	(36,444)
Administrative Charge	912,813	0.00%	0
Operating	6,487,366	-11.72%	(861,184)
Scholarships	387,000	0.00%	0
Inst. Work Study (transfer)	30,000	0.00%	0
Debt Service transfer	1,378,426	0.01%	151
Capital Improvements (transfer)	75,000	-81.25%	(325,000)
<b>Total Expenses</b>	<b>10,672,132</b>	<b>-11.44%</b>	<b>(1,379,262)</b>

**APPENDIX B - Auxiliary Budgets**

<b><u>PARKING SERVICES</u></b>			
	<b><u>FY 2021</u></b>	<b><u>PERCENT CHANGE</u></b>	<b><u>CHANGE</u></b>
<b>REVENUES</b>			
Faculty & Staff Permits	\$530,000	-1.85%	(\$10,000)
Student Transportation Fee/Permits	666,493	-53.33%	(761,493)
Penguin Promise Transportation Fee*	1,625,000 *	35.42%	425,000
Parking Fines	50,000	0.00%	0
Parking Fees-Special Events	110,000	0.00%	0
Daily Parking Fees	51,000	0.00%	0
Parking Meters	6,000	0.00%	0
Parking Permits-Contracted Service	40,000	0.00%	0
Control Card Replacement	100	0.00%	0
Weekly Permits	15,000	0.00%	0
<b>Total Revenues</b>	<b><u>\$3,093,593</u></b>	<b><u>-10.07%</u></b>	<b><u>(\$346,493)</u></b>
<b>EXPENDITURES</b>			
Permanent Staff	\$449,798	4.69%	\$20,137
Temporary Staff	417,000	0.00%	0
Fringe Benefits	246,848	5.30%	12,416
Administrative Charge	150,000	0.00%	0
Shuttle Service	363,000	0.00%	0
Other Operating	1,056,744	-26.39%	(378,857)
Debt Service	395,203	-0.05%	(189)
Inst. Work Study Transfer	15,000	0.00%	0
<b>Total Expenses</b>	<b><u>\$3,093,593</u></b>	<b><u>-10.07%</u></b>	<b><u>(\$346,493)</u></b>
<i>*Because the transportation fee was folded into the Penguin Tuition Promise in FY 2019, a portion of this fee income is transferred to Parking from the general fund.</i>			



**APPENDIX C – Miscellaneous Salary Rates**

<b><i>Part-Time Faculty (per semester hour workload)</i></b>	
With Baccalaureate (or equivalent qualifications)	\$650
With Masters degree	\$800
With Doctorate or Juris Doctor	\$1,050
<b><i>Doctoral Fellowships</i></b>	\$10,000
<b><i>Ph.D. Assistantships Stipends (sciences and engineering)</i></b>	\$23,500-\$30,000
<b><i>Graduate Assistants</i></b>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$7,500
<b><i>Graduate Teaching Assistants</i></b>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$8,750
<b><i>Student Employee Hourly Wage Rates*</i></b>	
Research Assistants	\$9.50
Student Assistants	\$8.55
Student Exception Rates <i>(as approved by the Assoc. Provost for Student Success)</i>	\$8.75 - \$12.00
<p>*Note: Student employee hourly wage rates are subject to revision, pending any applicable cost of living adjustments, as required by Ohio minimum wage law.</p>	



**RESOLUTION TO APPROVE  
INTERFUND TRANSFERS**

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

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

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



YOUNGSTOWN STATE UNIVERSITY  
Interfund Transfers Requiring Board Approval  
Transfers Outside of the Operating Budget  
Requested Transfers for Fourth Quarter 2020

FROM	TO	AMOUNT	REASON
<i>Higher Education Emergency Relief Fund - Institutional Portion (Restricted Fund)</i>	<i>Operating Funds</i>	\$2,669,595	<i>Reimbursement of Student Refunds</i>
	Housing Services	\$1,376,829	Housing and Meal Plan Adjustments
	General Fund	\$1,093,832	General Fee and Student Health Fee Adjustments
	Parking Services	\$198,934	Parking/Transport Fee Adjustments

**Agenda Item E.3.d**  
**Exhibit H**



**RESOLUTION TO MODIFY  
INSTITUTIONAL INSURANCE PROGRAMS POLICY, 3356-3-06**

**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 Institutional Insurance Programs 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 Institutional Insurance Programs, policy number 3356-3-06, shown as **Exhibit I** attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-3-06 Institutional insurance programs.**

~~Previous Policy Number: 3005.01~~

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

Responsible Officer: VP for Finance and ~~Administration~~ Business Operations

Revision History: June 1998; October 2010; June 2015; June 2020

Board Committee: Finance and Facilities

**Effective Date:** ~~June 17, 2015~~ June 4, 2020

Next Review: ~~2020~~ 2025

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- (A) Policy statement. As a best practice, the university maintains property and casualty insurance to manage risk associated with property losses and/or legal liability that may result from damage to property or injury to others. To provide optimal coverage and pricing, the university may participate in consortial insurance programs. All existing programs will be reviewed annually.
- (B) Parameters.
- (1) Youngstown state university is a member of the inter-university council insurance consortium (“IUC-IC”), a collaboration of thirteen public universities. The IUC-IC collectively pools a core group of casualty and property risks, retains a portion of the risk in a formalized self-insurance program, and then purchases insurance to cover large incidents.
  - (2) Annual competitive bidding shall be conducted in accordance with the policies and procedures governing the IUC-IC.
- (C) Procedures.
- (1) The vice president for finance and administration will appoint a designee to represent the university on the IUC-IC underwriting committee. The committee determines and implements programs regarding insurance and risk management.
  - (2) The IUC-IC underwriting committee recommendations are

submitted to the IUC-IC board of governors. The board of governors is the decision-making body of the insurance consortium. The vice president for finance and administration and the IUC-IC underwriting committee representative serve on the board of governors.



**3356-3-06 Institutional insurance programs.**

Responsible Division/Office: Finance and Business Operations  
Responsible Officer: VP for Finance and Business Operations  
Revision History: June 1998; October 2010; June 2015; June 2020  
Board Committee: Finance and Facilities  
**Effective Date: June 4, 2020**  
Next Review: 2025

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- (A) Policy statement. As a best practice, the university maintains property and casualty insurance to manage risk associated with property losses and/or legal liability that may result from damage to property or injury to others. To provide optimal coverage and pricing, the university may participate in consortial insurance programs. All existing programs will be reviewed annually.
- (B) Parameters.
- (1) Youngstown state university is a member of the inter-university council insurance consortium (“IUC-IC”), a collaboration of thirteen public universities. The IUC-IC collectively pools a core group of casualty and property risks, retains a portion of the risk in a formalized self-insurance program, and then purchases insurance to cover large incidents.
  - (2) Annual competitive bidding shall be conducted in accordance with the policies and procedures governing the IUC-IC.
- (C) Procedures.
- (1) The vice president for finance and administration will appoint a designee to represent the university on the IUC-IC underwriting committee. The committee determines and implements programs regarding insurance and risk management.
  - (2) The IUC-IC underwriting committee recommendations are submitted to the IUC-IC board of governors. The board of governors is the decision-making body of the insurance consortium. The vice president for finance and administration and

the IUC-IC underwriting committee representative serve on the board of governors.



**YOUNGSTOWN STATE UNIVERSITY  
BOARD OF TRUSTEES RESOLUTION TO  
MAKE ORGANIZATIONAL ADJUSTMENTS TO SUPPORT THE  
ADOPTION OF THE FY2021 OPERATING BUDGET**

**WHEREAS**, one component of creating a vibrant and sustainable future for Youngstown State University is gaining organizational efficiencies through adjustments in academic and academic support areas; and

**WHEREAS**, to support the adoption of the FY2021 Operating Budget, such adjustments are related to the realignment of colleges within the Division of Academic Affairs via the Office of Academic Affairs; and

**WHEREAS**, in addition, such adjustments are appropriate in the Support Areas of the institution.

**NOW THEREFORE BE IT RESOLVED**, that via adoption of the FY2021 Operating Budget, the Board of Trustees recognizes and endorsed the following actions:

- Creation of the Beeghly College of Liberal Arts, Social Sciences, and Education via converging the Beeghly College of Education and the College of Liberal Arts and Social Sciences
- Dissolution of the Division of Governmental Affairs, External Relations, and Economic Development; and
- Also acknowledging the likelihood that other actions may be necessary over the 2021 fiscal year to resolve a balanced budget.



**RESOLUTION TO APPROVE THE FY21  
ANNUAL INTERNAL AUDIT PLAN**

**WHEREAS**, the Annual Internal Audit Plan contains the planned scope and time budget of audit engagements for the fiscal year; and

**WHEREAS**, Internal Audit assesses risk annually and focuses priorities of the Annual Internal Audit Plan on risk exposures throughout the University; and

**WHEREAS**, the risk-based Annual Internal Audit Plan for fiscal year 2021 has been developed; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the FY21 Annual Internal Audit Plan, as shown in **Exhibit J** and made part hereof.

YSU FY 2020 Internal Audit Risk Assessment

Facilities 100

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
FAC 101	Special Events, Facility Use	5	3	4	2	2	3	3	2	1	6	31	325
FAC102	Maintenance-Buildings/Grounds	4	4	4	2	3	4	4	3	1	4.5	33.5	335
FAC 103	Building Access/ Key Control	5	2	3	2	2	2	3	1	1	4.5	25.5	270
FAC 104	Capital Project Management	3	4	4	4	4	3	5	4	1	3	35	330
Fac 105	Government Compliance	4	3	4	4	4	3	3	3	1	6	35	345

Financial 200

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
FIN 201	Grants: Accounting/Management	1	5	5	4	5	4	6	5	5	3	43	415
FIN 202	YSU Foundation	1	5	5	4	4	2	3	3	2	6	35	355
FIN 203	Budget Management	1	6	5	6	6	5	6	5	5	4	49	465
FIN 204	Procurement, Contracts	1	5	4	4	3	5	4	3	4	3	36	350
FIN 205	Financial Aid	1	5	5	5	5	5	5	4	6	1	42	410
FIN 206	Collections - Receivables	1	5	5	5	3	5	5	4	6	4.5	43.5	425
FIN 207	Payroll	3	5	5	5	5	5	5	4	6	3	46	460
FIN 208	Disbursements, A/P	1	5	4	3	3	5	4	3	4	4.5	36.5	360

Research 300

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
RES 301	Grant Management	1	4	5	5	5	4	6	5	4	4.5	43.5	405
RES 302	Human/Animal Subjects	5	5	5	5	4	3	4	3	4	1	39	410
RES 303	Intellectual Property	1	4	4	5	5	3	5	4	4	4.5	39.5	375
RES 304	External Partnerships	1	3	4	5	5	3	5	4	4	8	42	395
RES 305	Research Funding	1	5	5	5	5	4	5	4	5	4.5	43.5	425
Res 306	3D Printing	5	4	4	4	4	3	5	4	4	10	47	475

YSU FY 2020 Internal Audit Risk Assessment

Human Resources 400

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
HR 401	Discrimination, Harassment	4	4	5	4	4	4	4	4	3	10	46	460
HR 402	Employee Travel	4	3	3	3	1	3	3	2	2	5	29	295
HR 403	Volunteers	4	1	4	2	1	1	2	1	2	3	21	235
HR 404	Employee Productivity	4	4	4	4	4	4	3	4	4	6	41	415
HR 405	Succession Planning	3	5	5	4	5	4	5	3	2	10	46	455
HR 406	Employment Practices, Termination	4	5	4	4	4	3	3	4	4	7.5	42.5	440
HR 407	Employment Practices, Hiring	4	4	4	4	4	4	3	3	4	3	37	380

Athletics 500

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
ATH 501	Team Travel	4	3	3	3	2	2	2	1	1	4.5	25.5	370
ATH 502	Camps -Athletic	5	5	4	4	3	2	2	1	2	6	34	375
ATH 503	NCAA Compliance	3	5	4	5	4	2	3	2	2	3	33	340
ATH 504	Athletic Injury	5	5	4	4	3	2	3	2	2	6	36	385

Safety 600

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
SAF 601	Campus Safety -Crisis Management	6	4	5	4	5	4	4	4	2	10	48	485
SAF 602	Environmental Compliance	5	4	5	3	4	3	5	3	2	2	36	370
SAF 603	Youth Programs	5	3	5	4	3	2	4	2	2	7.5	37.5	390
SAF 604	Occupational Safety	6	4	5	4	4	4	4	4	2	3	40	405
SAF 605	Police/Law Enforcement	4	2	3	2	3	2	3	2	1	3	25	255
SAF 606	Chemical Safety	5	3	4	3	3	2	3	2	2	3	30	320
SAF 607	Crime Reporting	5	3	4	4	3	2	3	2	2	4.5	32.5	340
SAF 608	Laboratory Safety	5	3	4	3	3	2	3	2	2	10	37	390

YSU FY 2020 Internal Audit Risk Assessment

Information Technology 700

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score	
		15	15	15	5	10	5	5	5	15	10	100		
IT 701	Data management, PII	4	5	5	3	5	5	5	5	4	5	6	47	480
IT 702	Records Retention	4	4	4	3	3	5	5	4	5	6	43	430	
IT 703	Cyber Security	4	5	5	3	5	5	5	4	5	8	49	500	

Academic & Student Affairs - 800

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
ACA 801	Student Travel: Domestic and International	4	3	3	3	2	1	2	2	1	6	27	285
ACA 802	Student Organizations/Clubs (RSO)	4	2	2	2	2	1	2	2	1	6	24	250
ACA 803	Title IX, VAWA	1	5	5	5	5	5	5	4	4	10	49	470
ACA 804	Residence Life	5	3	3	3	4	3	4	4	1	6	36	350
ACA 805	Diversity	3	3	3	4	5	3	4	5	1	4.5	35.5	325
ACA 806	Substance Abuse	4	3	3	3	4	1	3	4	1	10	36	360
ACA 807	Student Counseling	4	2	2	4	4	1	2	5	1	10	35	335
ACA 808	Distance Learning	2	5	5	3	5	5	8	4	4	3	44	420
ACA 809	Student Admission	3	5	5	4	5	4	5	5	4	3	43	425
ACA 810	Student Internships	1	2	2	2	3	1	2	2	1	6	22	215
ACA 811	Enrollment Special Needs	1	5	5	5	5	5	5	4	4	4	43	410
ACA 812	Student Data Management	3	5	5	4	4	5	4	4	5	4.5	43.5	440
ACA 813	Study Abroad Programs	4	2	2	3	2	1	3	3	1	4.5	25.5	250
ACA 814	International Students	3	3	3	3	2	2	3	3	1	4.5	27.5	270

Other Areas Not Discretely Presented in ERM

Category #	Activity	Health and Safety	Financial Impact	Public Image and Reputation	Outside Influence	Strategic Risks	Volume & Size	Change	Complexity	IT & System Risk	ERM Results	Total Risk	Weighted Risk Score
		15	15	15	5	10	5	5	5	15	10	100	
	Endowment And Development	2	3	4	3	2	2	2	2	2	1	23	240
	Parking Services	3	2	3	3	1	1	2	1	1	1	18	190
	Outsourced - Revenue Sharing/Commissions	2	3	3	2	1	2	3	1	1	1	19	195
	UBIT	1	4	4	3	4	2	4	4	1	1	28	265
	Strategic/Governance	4	4	5	4	5	5	6	5	3	1	42	400
	Motor Pool	4	3	3	3	2	3	3	2	1	1	25	250
	Radio	3	2	4	3	2	2	2	2	1	1	22	225
	Rich Center	4	4	7	6	3	3	6	4	3	1	41	405
	Career Services	2	3	4	3	4	3	3	3	3	1	29	290

Youngstown State University  
Office of Internal Audit  
FY 2021 Audit Plan and Risk Assessment  
Proposed June 3, 2020

Audit Engagements						
Area / Quarter Planned	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY19 Budgeted Hours
Rich Center for Autism	YSU Agreement with Foundation Operational and financial related to compliance with YSU policies for accounts payable and payroll	compliance, financial and reputational and governance risks resulting from improper understanding, documentation and use of YSU resources as it relates to Rich Center operations	Financial	high	review agreement with Rich Center to ensure sustainability and continued effectiveness of the operating agreement and identify, assess and test processes and selected transactions to ensure compliance with policies and procedures related to accounts payable and payroll transactions.	160
Donor Restricted Funds (Carryover from 2020)	policies, procedures and controls related to acceptance, receipt, documentation and use of donor restricted funds in accordance with donor intent	compliance, financial, reputational and governance risks resulting from improper understanding, documentation, and use of funds in accordance with donor intent	Financial	moderate	identify, assess and test processes and selected transactions to ensure compliance with policies and procedures and overall effectiveness of internal control related to acceptance, tracking and use of donor restricted funds	170
Banner User Access 3rd quarter (carryover from 2020)	procedures and controls for granting, modifying, and terminating Banner access within Banner modules	inappropriate Banner user access is inherently high risk in complex ERP system with a large number of users	IT	high	ensure Banner user access is appropriately assigned and restricted based on least privilege (users have access only to what is required to perform their duties) including read-only access to sensitive and confidential information, and maintains segregation of duties	280
Faculty Workload	criteria, processes and controls related to scheduling, workload, and non-instructional activities	operations including productivity and resource allocation, compliance with HR	Financial	high	identify definitions, policies and procedures related to faculty workload and test processes and controls to ensure accuracy of captured information and reporting	208
Total Audit Engagements						818

Continuous Auditing/Analytics						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY19 Budgeted Hours
Continuous Auditing - Payroll	quarterly continuous auditing	fraud and errors related to payroll	Financial	high	analysis of quarterly payroll data to ensure operating effectiveness of internal controls	275
Continuous Auditing - Accounts Payable	quarterly continuous auditing	fraud and errors related to payables	Financial	high	analysis of quarterly payables data to ensure operating effectiveness of internal controls	325
Total Continuous Auditing						600

Open Audit Recommendation Follow-up						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY19 Budgeted Hours
Open Audit Recommendation Follow-up	Follow-up on open audit recommendations from previous audits	various	various	various	assess implementation of appropriate corrective action to address audit recommendations	140
Total Open Audit Recommendation Follow-up						140

Hotline Monitoring						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY19 Budgeted Hours
Hotline Monitoring	Ongoing monitoring of hotline reports	fraud/unethical conduct	various	TBD	assess risk level and quality of hotline reports; ensure timely follow-up of reports as deemed necessary	60
Total Hotline Monitoring						60

Audit Plan Total **1618**



**Youngstown State University**  
**Office of Internal Audit**  
**FY 2021 Audit Plan**  
*Proposed June 3, 2020*

	Jul - Sept	Oct - Dec	Jan - Mar	Apr - Jun	
	Q1 Total	Q2 Total	Q3 Total	Q4 Total	FY21 Total
<i>Audit and Assurance: (see Proposed Audit Plan for detail)</i>					
Audit engagements	172	262	208	176	818
Continuous Auditing/Analytics	120	180	180	120	600
Open Audit Recommendation Follow-up	35	35	35	35	140
Hotline Monitoring	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>60</u>
	342	492	438	346	1618
<i>Advisory</i>					
Advisory	90	90	90	90	360
<i>Administrative &amp; Planning:</i>					
Administrative (includes student auditor hiring, training)	60	60	60	60	240
Audit Risk Assessment, Annual Planning, Audit Subcommittee Prep and Meetings	20	20	20	30	90
Enterprise Risk Management assistance	20	20	20	20	80
Professional Development & Training	10	10	10	10	40
Holiday, Vacation/Sick	<u>24</u>	<u>24</u>	<u>48</u>	<u>40</u>	<u>136</u>
	134	134	158	160	586
<b>Total Hours</b>	<b>566</b>	<b>716</b>	<b>686</b>	<b>596</b>	<b>2564</b>

Note: hours above include a total of 900 hours for two student audit interns in the Fall 2020 and two student audit interns in the Spring 2021

**DIVIDER**

**UNIVERSITY AFFAIRS  
COMMITTEE**



**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

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

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the March 5, 2020, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2019-2020 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 K** attached hereto.

**SUMMARY OF PERSONNEL ACTIONS**  
**Athletics Employees**  
**1/16/20 through 4/15/20**

**Appointments – 16**

**New Positions – 0** (*Notated with an asterisk \**)

**Replacement Positions – 16**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 15

**Separations – 15**

- Professional Administrative Excluded – 14
- Professional Administrative Externally Funded – 1

**YOUNGSTOWN STATE UNIVERSITY**  
**ATHLETICS EMPLOYEES**  
**PERSONNEL ACTIONS 1/16/20 THROUGH 4/15/20**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Feinberg, Adam	APAS	Assistant Athletic Trainer	Training Room	3/16/2020	1.00	\$ 41,000.00
Bujnoch, Austen	Excluded	Assistant Coach Football	Football	2/24/2020	1.00	\$ 50,000.00
Cummings Morrow, Justin	Excluded	Assistant Football Coach Director Operations	Football	2/24/2020	1.00	\$ 52,000.00
Gervelis, Alyssa	Excluded	Assistant Coach Soccer	Soccer - Women's	3/2/2020	1.00	\$ 30,000.00
Harvey, Evan	Excluded	Assistant Coach, Football Director Operations	Football	2/17/2020	1.00	\$ 35,568.00
Johnson, Timothy	Excluded	Assistant Coach - Football QC	Football	4/1/2020	1.00	\$ 35,568.00
McClendon, Kenneth	Excluded	Assistant Football Coach	Football	2/24/2020	1.00	\$ 50,000.00
Nardo, Bryan	Excluded	Assistant Football Coach	Football	2/24/2020	1.00	\$ 60,000.00
Phillips, Douglas	Excluded	Head Coach Football	Football	2/16/2020	1.00	\$ 254,549.00
Rothenbuhler, Troy	Excluded	Assistant Coach Football	Football	2/17/2020	1.00	\$ 80,000.00
Schaefer, Joseph	Excluded	Assistant Football Coach	Football	2/17/2020	1.00	\$ 80,000.00
Sinagoga, Joshua	Excluded	Assistant Coach Football	Football	2/24/2020	1.00	\$ 50,000.00
Spalding, Devon	Excluded	Assistant Football Coach	Football	2/24/2020	1.00	\$ 35,568.00
Van Blarcom, Derek	Excluded	Assistant Coach Strength Conditioning	Training Room	1/16/2020	1.00	\$ 31,695.00
Virtue, Taylor	Excluded	Assistant Coach Volleyball	Volleyball	1/16/2020	1.00	\$ 30,000.00
Youboty, Ashton	Excluded	Assistant Football Coach	Football	2/24/2020	1.00	\$ 62,000.00

**YOUNGSTOWN STATE UNIVERSITY  
ATHLETICS EMPLOYEES  
PERSONNEL ACTIONS 1/16/20 THROUGH 4/15/20  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Baker, Sean	Excluded	Assistant Coach Football	Football	3/31/2020	1.00	\$ 41,208.00
Borecki, Kajetan	Excluded	Assistant Coach, Volleyball	Volleyball	1/17/2020	1.00	\$ 30,000.00
Crist, Brian	Excluded	Assistant Football Coach	Football	3/30/2020	1.00	\$ 87,567.00
D'Alesio, Donald	Excluded	Assistant Coach Football	Football	3/30/2020	1.00	\$ 61,812.00
Ganz, Joseph	Excluded	Assistant Coach Football	Football	3/30/2020	1.00	\$ 58,721.40
Gomes, DeJon	Excluded	Assistant Coach Football	Football	3/30/2020	1.00	\$ 60,000.00
Green, Mandy	Excluded	Assistant Soccer Coach	Soccer - Women's	1/20/2020	1.00	\$ 30,000.00
Hurst, Billy	Excluded	Assistant Coach Football Director Operations	Football	3/30/2020	1.00	\$ 25,009.38
Marlowe, Tim	Excluded	Assistant Coach Football	Football	3/30/2020	1.00	\$ 56,661.00
McKissic-Luke, Nicolas	Excluded	Assistant Coach Football	Football	3/1/2020	1.00	\$ 66,963.00
Murphy, John	Excluded	Director Football Operations	Football	3/30/2020	1.00	\$ 72,114.00
Pelini, Carl	Excluded	Assistant Coach Football	Football	4/6/2020	1.00	\$ 102,355.00
Pelini, Mark	Excluded	Head Football Coach	Football	2/1/2020	1.00	\$ 204,548.00
Tislaretz, Travis	Excluded	Assistant Coach Football	Football	1/31/2020	1.00	\$ 26,785.00
Wingard, Rahumus	Externally Funded	Assistant Director Athletic Sales Development	Athletic Administration	4/3/2020	1.00	\$ 47,437.14



**RESOLUTION TO MODIFY  
RESIGNATION OF EMPLOYMENT POLICY, 3356-7-38**

**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 Resignation of Employment 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 Resignation of Employment, policy number 3356-7-38, shown as **Exhibit L** attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-38      Resignation of employment.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: May 1998; March 2011; June 2017;  
September 2018; June 2020  
Board Committee: University Affairs  
**Effective Date:** ~~September 6, 2018~~ June 4, 2020  
Next Review: 20235

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- (A) Policy statement. It is the policy of the university to obtain a written resignation from all employees who are voluntarily terminating their employment with the university.
- (B) Scope. This policy applies to all full-time, part-time, and term employees who are voluntarily resigning from employment for any reason, including but not limited to retirement. This policy does not apply to student employees.
- (C) Parameters.
- (1) ~~Unless otherwise specified by the applicable collective bargaining agreement, a~~ A two-week written notice of resignation is standard and will be provided by the resigning employee to their supervisor. Longer or shorter notice periods may be appropriate for key positions; ~~and therefore,~~ alternative notice arrangements may be arranged with the employee, unit, and human resources.
- (2) Any supervisor/manager or representative of the office of human resources may accept an employee's notice of resignation by confirming its receipt in writing. The notice of resignation, along with the written confirmation of receipt, will be forwarded to the executive officer of the division and to the office of human resources.
- (23) The university may, at its sole discretion, accept or reject an employee's request to rescind or modify a resignation. ~~is not required to accept a reversion of a resignation.~~

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



- (34) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.
- (45) Employees must return all university property and provide their current university computer system password on or before the last work day at a time determined by management.
- (D) Procedures. Additional information regarding separation/transfer of employment is available on the human resources “[Separation/Transfer of Employment](#)” webpage. ~~Bargaining unit employees should consult their respective labor agreements.~~
- (1) In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
- (2) Employees ~~, except classified civil service staff members,~~ shall ~~send~~ provide a formal letter of resignation to their supervisor, with copies to the provost or appropriate vice president and the office of human resources.
- ~~(3) — Classified civil service staff members are expected to provide a minimum two-week notice of resignation/retirement to the office of human resources.~~
- (43) In those instances where the employee provides a verbal notice of intent to resign ~~is given verbally~~ to the supervisor, the supervisor will ~~confirm the~~ provide a written acceptance confirmation of the resignation to the employee ~~in writing and forward a copy of the confirmation to the executive officer and the office of human resources.~~
- ~~(5) — The supervisor will notify the office of human resources in writing immediately upon receiving notice of an employee’s intent to resign.~~
- (64) A supervisor may, after consultation with the office of human resources, ~~may~~ designate an earlier final date of employment.
- (75) Upon receipt of the letter of resignation or confirmation of a verbal notice of intent to resign, the office of human resources will ~~prepare a document officially accepting the resignation. This office will also~~ notify the appropriate department, units, and offices of the impending separation.

- (86) The office of human resources will ~~process all resignations and~~ authorize any applicable final payments ~~of vacation benefit~~ applicable. Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.
- (97) The resigning employee's supervisor will complete the "Exit Separation/Transfer Checklist" and will secure all university property available to the employee (e.g., keys, tools, identification card, parking permit, computer password) prior to the date of separation.
- ~~(108) Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.~~
- (E) Exit interview. As part of the resignation process, supervisors should ask employees to voluntarily complete an online exit survey before leaving the university. When appropriate, the information on the online form is may be maintained as confidential, and not released to the employee's supervisor. The university will use the information provided by the employee in the aggregate to determine employment trends and identify problem areas. In the alternative, an employee may complete a printable version of the exit survey and submit it to human resources or to their supervisor who will forward the form to human resources.

**3356-7-38      Resignation of employment.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: May 1998; March 2011; June 2017;  
September 2018; June 2020  
Board Committee: University Affairs  
**Effective Date: June 4, 2020**  
Next Review: 2025

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- (A) Policy statement. It is the policy of the university to obtain a written resignation from all employees who are voluntarily terminating their employment with the university.
- (B) Scope. This policy applies to all full-time, part-time, and term employees who are voluntarily resigning from employment for any reason, including but not limited to retirement. This policy does not apply to student employees.
- (C) Parameters.
  - (1) A two-week written notice of resignation is standard and will be provided by the resigning employee to their supervisor. Longer or shorter notice periods may be appropriate for key positions; therefore, alternative notice arrangements may be arranged with the employee, unit, and human resources.
  - (2) Any supervisor/manager or representative of the office of human resources may accept an employee's notice of resignation by confirming its receipt in writing. The notice of resignation, along with the written confirmation of receipt, will be forwarded to the executive officer of the division and to the office of human resources.
  - (3) The university may, at its sole discretion, accept or reject an employee's request to rescind or modify a resignation.

- (4) The chief human resources officer is authorized to develop additional procedures necessary for the implementation of this policy.
  - (5) Employees must return all university property and provide their current university computer system password on or before the last work day at a time determined by management.
- (D) Procedures. Additional information regarding separation/transfer of employment is available on the human resources [“Separation/Transfer of Employment” webpage](#).
- (1) In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
  - (2) Employees shall provide a formal letter of resignation to their supervisor, with copies to the provost or appropriate vice president and the office of human resources.
  - (3) In those instances where the employee provides a verbal notice of intent to resign to the supervisor, the supervisor will provide a written confirmation of the resignation to the employee and forward a copy of the confirmation to the executive officer and the office of human resources.
  - (4) A supervisor may, after consultation with the office of human resources, designate an earlier final date of employment.
  - (5) Upon receipt of the letter of resignation or confirmation of a verbal notice of intent to resign, the office of human resources will notify the appropriate department, units, and offices of the impending separation.
  - (6) The office of human resources will authorize any applicable final payments . Normally, the final payroll check will be released within thirty days of the date of separation pending audits and the clearance of all applicable offices and the return of all university property.

- (7) The resigning employee's supervisor will complete the "Exit Separation/Transfer Checklist" and will secure all university property available to the employee (e.g., keys, tools, identification card, parking permit, computer password) prior to the date of separation.

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- (E) Exit interview. As part of the resignation process, supervisors should ask employees to voluntarily complete an online [exit survey](#) before leaving the university. When appropriate, the information may be maintained as confidential. The university will use the information provided by the employee in the aggregate to determine employment trends and identify problem areas. In the alternative, an employee may complete a printable version of the [exit survey](#) and submit it to human resources or to their supervisor who will forward the form to human resources.



**RESOLUTION TO MODIFY  
SELECTION, APPOINTMENT, AND ANNUAL EVALUATION OF  
ADMINISTRATIVE OFFICERS POLICY, 3356-9-20**

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

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

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

**WHEREAS**, the Selection, Appointment, and Annual Evaluation of Administrative Officers policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Selection, Appointment, and Annual Evaluation of Administrative Officers, policy number 3356-9-20, shown as **Exhibit M** attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-9-02 Selection, appointment, and annual evaluation of administrative officers.**

Responsible Office: Office of the President  
Responsible Officer: President  
Revision History: February 1998; February 2009; March 2013;  
April 2013; June 2013; May 2015; March 2019;  
[June 2020](#)  
Board Committee: University Affairs  
**BOT Approval Date:** ~~March 7, 2019~~ [June 4, 2020](#)  
Next Review: 2024<sup>5</sup>

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- (A) Policy statement. In the selection and annual evaluation of administrative officers of the university, the board of trustees is committed to the principle of collegiality where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of administrative officers. The board also affirms the principles of collegiality and merit-based rewards in these processes that are directly associated with positive evaluation of these officers.
- (B) Parameters.
- (1) A position announcement, including the required and preferred qualifications, will be developed and brought to the president for review and approval prior to initiating the search.
  - (2) Advertising to fill administrative officer positions will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
  - (3) An individual selected to serve as an administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the president, a search firm may be utilized. Filling these positions on an interim basis may be done without initiating a formal process (see rule 3356-9-10 of the Administrative Code, "Acting/interim appointments of university administrators").

- (4) In recognition of the principles of collegiality, advisory committees may be utilized during the process of searching, screening, and interviewing potential administrative officers.
  - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
  - (6) The evaluation process may involve merit salary considerations as part of the year-end session.
- (C) Role of the administrative officers. Administrative officers of the university maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the university's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the executive and administrative staff council. Each dean, [associate dean and chair](#) has [certain](#) responsibility for one of the colleges and reports directly [or through the chain of command](#) to the provost and vice president for academic affairs. Associate vice presidents, associate provosts, assistant provosts, and executive directors are responsible for a major administrative unit and each reports directly to an executive level officer or the president. Administrative officers of the university include:
- (1) College deans, [associate deans and chairs](#).
  - (2) Associate vice presidents.
  - (3) Executive directors.
  - (4) Associate provosts.
  - (5) Assistant provosts.
  - (6) Director of equal opportunity and policy development.
  - (7) Other positions designated by the president.
- (D) Procedures for the selection of administrative officers. The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation, [i.e., selection of Chairs, see the YSU-YSU/OEA collective bargaining agreement](#). When an administrative officer vacancy occurs, the hiring manager will follow the prescribed



electronic process to see approval to post the position and follow standard search procedures as established by the office of human resources. The following is a general description of the search process.

- (1) When there is a need to identify a new administrative officer, the appropriate executive level officer (see rule 3356-9-01 of the Administrative Code) or designee appointed by the president will appoint a search advisory committee.
- (2) This committee will include representatives of the affected university division and may include other members of the university community and other external members as appropriate.
- (3) This committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
- (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
- (5) The on-campus interview process may include a broad representation of the affected university division, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
- (6) Upon the conclusion of the interview process, the search advisory committee will submit to the appropriate executive level officer or designee appointed by the president an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
- (7) The appropriate executive level officer appointed by the president, in consultation with the president, will review the list of recommended candidates to identify the person to be extended an offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or an employment contract.
  - (a) Appointments will include a ninety-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval. [See also 3356-9-05 Faculty rank and tenure for designated administrators.](#)

Administrators with tenure may be returned to faculty without providing the ninety-day notice period.

- (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (E) Exceptions to the selection procedures. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the university. A request for such an exception must be submitted in writing to the office of human resources and the office of equal opportunity and policy development for review and recommendation. A request initiated by a hiring department, together with the recommendations of human resources and equal opportunity, will be submitted to the president, who will take final action on the request and report the recommendations and action taken to the university affairs committee of the board of trustees at or before its next meeting.
- (F) Procedures for the evaluation of administrative officers. The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.
  - (1) The evaluation process is conducted on an annual basis.
  - (2) The process will be initiated with one-on-one session(s) between the administrative officer and the executive officer or the president.
  - (3) This initial phase of the process is devoted to dialog, whereby mutually acceptable annual objectives are identified and finalized in writing at the start of the calendar year.
  - (4) Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
  - (5) At year's end, during a one-on-one session between the administrative officer and the executive officer, the degree to

which these objectives have been met is determined and preliminary salary adjustment considerations may be discussed. The board of trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates.

- (6) All administrative officers' merit considerations are reviewed by the executive officers in a group setting to ensure consistent application from an institutional perspective.
- (7) When considering salary adjustments for administrative officers, the president will submit proposed adjustments to the university affairs committee for its review and comment prior to implementing said adjustment(s).

**3356-9-02 Selection, appointment, and annual evaluation of administrative officers.**

Responsible Office: Office of the President  
Responsible Officer: President  
Revision History: February 1998; February 2009; March 2013;  
April 2013; June 2013; May 2015; March 2019;  
June 2020  
Board Committee: University Affairs  
**BOT Approval Date: June 4, 2020**  
Next Review: 2025

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- (A) Policy statement. In the selection and annual evaluation of administrative officers of the university, the board of trustees is committed to the principle of collegiality where, as appropriate, members of the university community (students, faculty, and staff) have an opportunity to participate in the decision-making processes of the university. The board of trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of administrative officers. The board also affirms the principles of collegiality and merit-based rewards in these processes that are directly associated with positive evaluation of these officers.
- (B) Parameters.
- (1) A position announcement, including the required and preferred qualifications, will be developed and brought to the president for review and approval prior to initiating the search.
  - (2) Advertising to fill administrative officer positions will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
  - (3) An individual selected to serve as an administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the president, a search firm may be utilized. Filling these positions on an interim basis may be done without initiating a

formal process (see rule 3356-9-10 of the Administrative Code, “Acting/interim appointments of university administrators”).

- (4) In recognition of the principles of collegiality, advisory committees may be utilized during the process of searching, screening, and interviewing potential administrative officers.
  - (5) Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
  - (6) The evaluation process may involve merit salary considerations as part of the year-end session.
- (C) Role of the administrative officers. Administrative officers of the university maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the university’s leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the executive and administrative staff council. Each dean, associate dean and chair has certain responsibility for one of the colleges and reports directly or through the chain of command to the provost and vice president for academic affairs. Associate vice presidents, associate provosts, assistant provosts, and executive directors are responsible for a major administrative unit and each reports directly to an executive level officer or the president. Administrative officers of the university include:
- (1) College deans, associate deans and chairs.
  - (2) Associate vice presidents.
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  - (4) Associate provosts.
  - (5) Assistant provosts.
  - (6) Director of equal opportunity and policy development.

- (7) Other positions designated by the president.
- (D) Procedures for the selection of administrative officers. The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation, i.e., selection of Chairs, see the YSU-YSU/OEA collective bargaining agreement. When an administrative officer vacancy occurs, the hiring manager will follow the prescribed electronic process to see approval to post the position and follow standard search procedures as established by the office of human resources. The following is a general description of the search process.
- (1) When there is a need to identify a new administrative officer, the appropriate executive level officer (see rule 3356-9-01 of the Administrative Code) or designee appointed by the president will appoint a search advisory committee.
  - (2) This committee will include representatives of the affected university division and may include other members of the university community and other external members as appropriate.
  - (3) This committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
  - (4) This committee will be involved in the process of interviewing all of the candidates visiting the campus.
  - (5) The on-campus interview process may include a broad representation of the affected university division, other members of the university community, including the board of trustees and others identified by the appropriate executive level officer or designee appointed by the president.
  - (6) Upon the conclusion of the interview process, the search advisory committee will submit to the appropriate executive level officer or designee appointed by the president an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.

- (7) The appropriate executive level officer appointed by the president, in consultation with the president, will review the list of recommended candidates to identify the person to be extended an offer. The office of human resources will extend an offer of employment that is contingent upon the approval of the board of trustees. The offer will be in the form of either an appointment or an employment contract.
- (a) Appointments will include a ninety-day notice of termination clause. Appointments are contingent upon board approval; however, employees may begin employment prior to board approval. See also 3356-9-05 Faculty rank and tenure for designated administrators. Administrators with tenure may be returned to faculty without providing the ninety-day notice period. (b) When it is in the best interest of the university, the president may issue an employment contract for multiple years. Employment contracts must be approved by the board of trustees in advance of the employment start date.
- (8) The chief human resources officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the university affairs committee for recommendation for approval by the board of trustees. The personnel actions shall be contingent upon approval by the board.
- (E) Exceptions to the selection procedures. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the university. A request for such an exception must be submitted in writing to the office of human resources and the office of equal opportunity and policy development for review and recommendation. A request initiated by a hiring department, together with the recommendations of human resources and equal opportunity, will be submitted to the president, who will take final action on the request and report the recommendations and action taken to the university affairs committee of the board of trustees at or before its next meeting.
- (F) Procedures for the evaluation of administrative officers. The procedures that follow provide an overall structure for evaluation. It is recognized

that these procedures may need to be adjusted to accommodate a particular situation.

- (1) The evaluation process is conducted on an annual basis.
- (2) The process will be initiated with one-on-one session(s) between the administrative officer and the executive officer or the president.
- (3) This initial phase of the process is devoted to dialog, whereby mutually acceptable annual objectives are identified and finalized in writing at the start of the calendar year.
- (4) Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
- (5) At year's end, during a one-on-one session between the administrative officer and the executive officer, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations may be discussed. The board of trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates.
- (6) All administrative officers' merit considerations are reviewed by the executive officers in a group setting to ensure consistent application from an institutional perspective.
- (7) When considering salary adjustments for administrative officers, the president will submit proposed adjustments to the university affairs committee for its review and comment prior to implementing said adjustment(s).





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

**WHEREAS**, a vacancy occurred in the position of Dean Bitonte College of Health and Human Services with the Retirement of Joseph Mosca; and

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

**WHEREAS**, the position of Dean Bitonte College of Health and Human Services is eligible for a multi-year appointment pursuant to University Policy 3356-9-02 and requires that the Board approve this appointment prior to the employment start date; and

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

**WHEREAS**, 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 tenured faculty members of the Department of Psychology with a recommendation to the Board of Trustees that the candidate be appointed as a full Professor with tenure; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the multi-year appointment of Dr. Jeffery B. Allen as the Dean of the Bitonte College of Health and Human Services with tenure, effective July 15, 2020 through June 30, 2023, attached as **Exhibit N**.



## Multiple Year Appointment

6/8/2020

**Dr. Jeffery Blake Allen**  
**214 Sycamore Drive**  
**Shippenville, PA 16524**

Dear Dr. Allen:

It is a pleasure to offer you the position of Dean and Professor, as described herein.

**Title:** Dean, Bitonte College of Health and Human Services    **Division:** Academic Affairs  
**Employment Period:** July 15, 2020 to June 30, 2023    **Union:** Excluded  
**Annual Salary:** \$175,000 -10% reduction = \$157,000\*    **Salary Range:** A13  
**FTE:** 1.00-Professional/Administrative Staff

*\*The 10% salary reduction for Professional Administrative Excluded employees is to address financial challenges associated with the coronavirus pandemic and will be in place for the 2021 fiscal year (July 1, 2020-June 30, 2021).*

This appointment is subject to formal approval by the Board of Trustees, a recommendation that I will make at the regular meeting of the Board of Trustees on June 5, 2020, per Board of Trustees Policy 3356-9-02. Renewal of this appointment will be discussed at the September 2022 quarterly meeting of the University's Board of Trustees. At the conclusion of this meeting, renewal or other employment options, will be presented to you.

This appointment is also subject to the provisions of the Ohio Constitution and Revised Code, applicable regulations of State agencies, and the policies of the Board of Trustees of Youngstown State University; it is contingent upon the availability of funds, your rendering full-time service to the University in accordance with the provisions of applicable laws, regulations and policies, your submission of proper documentation of your professional credentials, and your submission of periodic reports concerning your consulting activities.

You are required to produce documents within three working days after the effective date of your appointment which establish your identity and eligibility to be employed in the United States in accordance with the Immigration Reform and Control Act of 1986.

I understand that you will be recommended for appointment at the rank of full Professor with tenure in the Department of Psychology. I will be pleased to forward that recommendation with my own support to the Board of Trustees.

**Agenda Item E.4.d**  
**Exhibit N**



If during this employment period, the University recommends that you assume your full-time faculty status, you would be entitled to continue to receive your current salary as Dean for the remaining employment period designated in this Multiple Year Appointment. Thereafter, your salary would be determined by the base salary (set forth below) and adjusted in accordance with the provisions of applicable University rules, Board policies and collective bargaining agreements.

Should you wish to step down from the position of Dean to assume full-time faculty status at the University, you will thereafter be deemed a full-time, nine-month faculty member with tenure. Your annual base salary for the faculty appointment as of July 15, 2020 is \$106,000. Any increases to the base salary would be determined in accordance with the provisions of applicable University rules, Board policies and collective bargaining agreements.

Youngstown State University may terminate your appointment at any time with just cause. If just cause exists, you will be terminated effective immediately upon receipt of written notice. For purposes of this appointment, just cause shall mean: (a) neglect or failure to fulfill the duties, responsibilities and obligations required of your position as determined in the sole judgment of the University; (b) any conduct that constitutes moral turpitude or that would bring public disrespect upon the University, as determined by the University; (c) a violation of any local, state or federal law, excluding minor violations; or (d) any other normally understood meaning of just cause in similar employment at the other public universities in the State of Ohio.

In addition to your salary, you are eligible for participation in certain fringe benefit programs. These include: health insurance, prescription coverage, term life insurance, dental and vision insurance, and other benefits as provided by the Board of Trustees to those in the Professional/Administrative Staff. The University also provides the option of contributing to both 403(b) and 457 Plans. No employer contributions are made.

Your earnings from this job are not covered under Social Security. You will have the option of enrolling in Ohio's Public Employees Retirement System (OPERS) or the Alternative Retirement Program (ARP) during the term of this appointment. As a condition of employment, your salary and other payments made to you will be subject to the Salary Reduction Pick-Up, i.e., employee contributions withheld on a pre-tax basis. The University is required to contribute on your behalf to Ohio's Public Employees Retirement System (OPERS) or the Alternative Retirement Program (ARP) during the term of this appointment. For additional information, please visit [www.opers.org](http://www.opers.org).

Professional/Administrative staff will earn 22 days of vacation leave and 15 days of sick leave per year; this is per Board policy, and subject to change. Vacation and sick leave are accrued commencing with the first semi-monthly pay period.

Additional terms and conditions of employment are as follows, if any:

- Relocation expenses up to \$6,000; with amounts in excess of \$1,000 subject to approval by the Vice President of Finance and Business Operations and the Associate Vice President of Human Resources in consultation with the Office of the President. All relocation expenses including possible repayment are subject to the provisions of University policy 3356-7-54, Relocation allowance for new full-time employees and applicable guidelines.

If the terms and conditions of this appointment are agreeable, please sign and return this appointment letter to the Office of Human Resources at your earliest convenience. A copy will be provided to you for your records.



**YOUNGSTOWN  
STATE  
UNIVERSITY**

One University Plaza, Youngstown, Ohio 44555  
Office of Human Resources

I want to welcome you to our Senior Leadership Team. We look forward to working with you to make Youngstown State University a premier university in Ohio and beyond.

Best Regards,

Mr. James P. Tressel, President

I accept the appointment under the terms set forth above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION

Page 1 of 2



**Name:**  
**Issue Date:**  
**Salary Range/Pay Grade:** A11 Excl.  
**Reviewed By:** MS/CK/MM  
**FLSA Review:** Exempt  
**Hiring Range:** \$111,865-\$151,071

**TITLE:** Dean

**DEPARTMENT:** Bitonte College of Health and Human Services

**SUMMARY OF POSITION:** Collaborates with fellow Deans, academic, and support areas to create an environment that fosters high quality teaching and learning, scholarship, and community engagement that embraces diversity, equity, and inclusion. Provides leadership for all academic activities.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Leads with integrity, transparency, and a commitment to shared governance.

Collaboratively implements the strategies and tactics that support The Plan for Strategic Actions to Take Charge of Our Future assuring the annually proposed and allocated budget aligns resources with agreed upon priorities including academic program effectiveness and enhancement considering market and program data analytics.

Enables the professional development and advancement of faculty teaching, scholarship and creative activity, and service; creates an environment of respect for faculty excellence in a collective-bargaining environment.

Uses data to inform decision-making that is principle-based and appropriately consultative engaging shared governance and shared responsibility.

Stimulates increased focus on student success including persistence, progress, completion, and placement of all students expressing an interest in the programs offered by the college.

Fosters an environment that enhances and values academic excellence including high-quality instruction, research and creative activity, service and experiential learning initiatives.

Develops strategies that emphasize and enhance diversity, equity, and inclusion.

Supports the implementation of technology-enabled student success strategies and structures including enhanced relational student advising.

Facilitates mutually beneficial relationships in the community that contribute to student educational experiences, faculty scholarly and creative activities, and outcomes with identified and quantified impact and influence.

Collaborates with the academic leadership team, including strategic agenda setting for the Division of

Academic Affairs.

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

**SUPERVISION EXERCISED:** Supervision is exercised over employees.

**REPORTS TO:** Provost and Vice President, Academic Affairs

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

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

**SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

**MINIMUM QUALIFICATIONS:** Doctoral degree; demonstrated successful record of academic teaching, research, and service with credentials appropriate for rank of professor and tenure in an academic department. A demonstrated progression of responsibilities in various academic leadership roles; extensive experience providing innovative leadership for academic planning; program development, implementation, and evaluation; demonstrated experience in the management of financial and human resources.

I hereby acknowledge that I have reviewed this position description & fully understand my job duties & responsibilities in their entirety.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# **Jeffery B. Allen**

**jeffery.blake.allen1963@gmail.com • 513-222-2472**

## **Curriculum Vitae**

### **ACADEMIC LEADERSHIP EXPERIENCE**

FOUNDING DEAN, College of Health Sciences and Human Services, Clarion University, Clarion, Pennsylvania, August 2017–present. Responsibilities: Establishment of the university's College of Health Sciences and Human Services (CHSHS) and service as its Chief Executive/Academic Officer. Development of CHSHS mission, vision, and strategic plan. Development of CHSHS's charter community advisory board and charter student advisory council. Management of CHSHS budget (approximately \$12 million). Oversight and management of CHSHS's four academic departments—Department of Communication Sciences and Disorders, Department of Human Services, Rehabilitation, and Health and Sports Sciences, Department of Nursing, Department of Psychology—and the Norwest Alliance, an organization that works in unison with the communities of northwest Pennsylvania to improve and protect the health of those living with HIV/AIDS. Supervision of CHSHS faculty/staff recruitment, retention, and development; oversight of faculty review, promotion, and tenure. Planning, development, management, and scheduling of CHSHS academic programming on the Clarion University main campus, on three satellite campuses, and in distance learning endeavors. Management of CHSHS program assessment, accreditation, and certification and licensure outcomes. Participation on the university's Deans Council and Provost Council, where we undertake intercollege initiatives on topics such as student learning assessment, new student recruitment, student retention, and diversity.

ASSOCIATE DEAN, School of Professional Psychology (SOPP), Wright State University, Dayton, Ohio, August 2013–July 2017. Responsibilities: Leadership of SOPP strategic planning processes. Management of day-to-day operations of SOPP, including budgetary decision making and management of all core and adjunct faculty members. Leadership of programmatic development and curricular assessment and reporting. Oversight of and decision making for all aspects of academic training, including curricular development, dissertation processes, clinical competency examinations, and annual student evaluations. Service on university and SOPP committees and task forces. Chairpersonship or membership on doctoral dissertation committees.

DIRECTOR, Community Memory Clinic, Ellis Human Development Institute, School of Professional Psychology, Wright State University, Dayton, Ohio, September 2005–August 2012. Responsibilities: Development and oversight of all aspects of a community-based memory clinic, including training of doctoral students in neuropsychological assessment and report writing, service delivery/quality assurance, and research and scholarship efforts.

### **ACADEMIC/CLINICAL POSITIONS**

VICE-PRESIDENT, University Psychological Services Association (UPSA), School of Professional Psychology, Wright State University, Dayton, Ohio, May 2014–July 2017. Responsibilities: Negotiation of grants and contracts of faculty UPSA members. Creation and modification of policies, procedures, and bylaws. Direct provision of clinical services.

PROFESSOR, School of Professional Psychology, Wright State University, Dayton, Ohio, July 2005–July 2017. Responsibilities: Instruction of neuropsychology coursework and assessment coursework. Development of clinical neuropsychological services within the university and extended community. General clinical supervision and focused supervision of doctoral trainees, pre-doctoral residents, and postdoctoral residents in the areas of psychological assessment and neuropsychology. Direct involvement in general clinical psychological research and clinical neuropsychological research. Participation in academic, university-wide, community-based, and national committees.

ASSOCIATE PROFESSOR, School of Professional Psychology, Wright State University, Dayton, Ohio, August 2000–June 2005. Responsibilities: Instruction of neuropsychology coursework and assessment coursework. Development of clinical neuropsychological services within the university and extended community. General clinical supervision and focused supervision of doctoral trainees and pre-doctoral residents in the areas of psychological assessment and neuropsychology. Direct involvement in general clinical psychological research and clinical neuropsychological research. Participation in academic, university-wide, community-based, and national committees.

ASSISTANT PROFESSOR, School of Professional Psychology, Wright State University, Dayton, Ohio, August 1997–August 2000. Responsibilities: Instruction of neuropsychology coursework. Development of clinical neuropsychological services within the university and extended community. General clinical supervision and focused supervision of doctoral trainees in the areas of psychological assessment and neuropsychology. Direct involvement in general clinical psychological research and clinical neuropsychological research. Participation in academic and university-wide committees.

CHAIRPERSON, RESEARCH COMMITTEE, Cardinal Hill Rehabilitation Hospital, Lexington, Kentucky, January 1997–June 1997. Responsibilities: Direction and leadership of hospital-wide research efforts.

ASSISTANT PROFESSOR (ADJUNCT), Department of Psychology, University of Kentucky, Lexington, Kentucky, July 1996–June 1997. Responsibilities: Supervision of and didactic involvement with doctoral clinical psychology students during their neuropsychological practicum placement at Cardinal Hill Rehabilitation Hospital.

CLINICAL NEUROPSYCHOLOGIST, Cardinal Hill Rehabilitation Hospital, Lexington, Kentucky, September 1995–June 1997. Responsibilities: Development and direction of inpatient and outpatient neuropsychological services. Supervision of inpatient psychological services staff and doctoral clinical psychology practicum students. Neuropsychological assessment, intervention, and behavioral management of populations with acute traumatic brain injury, dementia, and various neurologic conditions. Involvement in and direction of clinical research



projects and staff education. Development of overarching research initiative for the hospital, including the founding of an annual Cardinal Hill Research Day that integrated the scholarly efforts of the University of Kentucky with those of professionals within the hospital. Creation of a hospital-wide outcome evaluation system that allowed for proximal and distal outcome measurement across service units throughout the hospital.

CLINICAL NEUROPSYCHOLOGY POSTDOCTORAL FELLOW, Rehabilitation Institute of Michigan, Detroit, Michigan, September 1994–August 1995. Responsibilities: Neuropsychological assessment, intervention, and behavioral management of populations with acute traumatic brain injury, spinal cord injury, stroke, and various dementing conditions. Training in the evaluation of outpatient population with a variety of neurologic conditions. Supervisor: Scott R. Millis, Ph.D., ABPP-ABCN. (2,000 hours total)

CLINICAL NEUROPSYCHOLOGY INTERN, Brown University Clinical Psychology Internship Consortium, Providence, Rhode Island, July 1993–July 1994. Responsibilities: Neuropsychological assessment of and intervention with pediatric and geriatric neurologic populations. Additional experience in the assessment and group treatment of alcohol and substance abuse patients. Supervisors: William Whelihan, Ph.D., ABPP-ABCN; Rose Huntzinger, Ph.D. (2,000 hours total)

PRACTICUM STUDENT, Region VI Mental Health Center, Grenada, Mississippi, June 1992–July 1993. Responsibilities: Assessment and treatment of populations with psychological and behavioral disorders in a rural mental health setting. Supervisor: Richard Saynor, Ph.D. (150 hours total)

OUTPATIENT CLINICIAN, Region VI Mental Health Center, Grenada, Mississippi, November 1991–June 1992. Responsibilities: Assessment and treatment of populations with psychological and behavioral disorders in a rural mental health setting, with the majority of adult cases involving marital and family issues, depression, and anxiety and the majority of child cases involving issues of behavioral management, attention deficit disorders, and developmental disorders. Supervisor: Charles Small, Ph.D. (880 hours total)

PRACTICUM STUDENT, Psychological Services Clinic, Department of Psychology, University of Mississippi, University, Mississippi, August 1991–May 1992. Responsibilities: Assessment and treatment of university student and community resident populations with behavioral and psychological disorders. Supervisor: Billy Barrios, Ph.D. (150 hours total)

PRACTICUM STUDENT, Psychological Services Clinic, Department of Psychology, University of Mississippi, University, Mississippi, January 1991–July 1991. Responsibilities: Assessment and treatment of university student and community resident populations with behavioral and psychological disorders. Supervisor: Karen Christoff, Ph.D. (150 hours total)

PRACTICUM STUDENT, Department of Behavioral Health, North Mississippi Medical Center, Tupelo, Mississippi, July 1990–October 1990. Responsibilities: Administration of cognitive and neuropsychological tests to medical and neurologic populations. Participation in the bedside examination of acute neurologic populations. Supervisor: David Nash, Ph.D. (150 hours total)

PRACTICUM STUDENT, Acute Psychiatric Ward, Western Mental Health Institute, Bolivar, Tennessee, May 1990–July 1990. Responsibilities: Administration of objective and projective psychological tests to recently admitted population. Supervisor: David Pickering, Ph.D. (150 hours total)

TEACHING ASSISTANT (paid position based on academic merit), University of Mississippi, University, Mississippi, August 1989–May 1993. Responsibilities: Instruction of general, abnormal, and introductory clinical psychology courses. Supervisor: Thomas Lombardo, Ph.D. (approximately 2,800 hours total)

“VERTICAL” TEAM MEMBER, Psychological Services Clinic, Department of Psychology, University of Mississippi, University, Mississippi, August 1989–May 1992. Responsibilities: Attendance at regular clinical team meetings and participation in case presentations. Supervisors: Thomas Lombardo, Ph.D.; Karen Christoff, Ph.D.; Billy Barrios, Ph.D. (175 hours total)

COORDINATOR OF DIAGNOSTIC SERVICES, Center for Neuropsychological Rehabilitation, Indianapolis, Indiana, February 1988–August 1989. Responsibilities: Scheduling of activity in and maintenance of neuropsychological testing laboratory. Neuropsychological testing of populations with traumatic brain injury, stroke, neoplastic disease, and various toxic/metabolic disorders. Participation in the management of neurologic and psychiatric patient populations. Supervisors: Lance Trexler, Ph.D.; Andrew Swihart, Ph.D., ABPP-ABCN. (2,400 hours total)

NEUROPSYCHOLOGICAL TECHNICIAN, Center for Neuropsychological Rehabilitation, Indianapolis, Indiana, June 1987–February 1988. Responsibilities: Participation in the maintenance of the neuropsychological testing laboratory. Neuropsychological testing of population with neurological impairment. Participation at case conferences. Supervisor: Lance Trexler, Ph.D. (1,200 hours total)

CLINICAL PSYCHOLOGY INTERN, Human Services Center, Peoria, Illinois, July 1986–May 1987. Responsibilities: Psychological assessment of populations with anxiety and stress management issues. Supervisor: Joel Eckert, Psy.D. (1,360 hours total)

GRADUATE ASSISTANTSHIP (paid position based on academic merit), Bradley University, Peoria, Illinois, September 1985–May 1986. Responsibilities: Supervision and consultancy for various campus-based student activity groups. Supervisor: Peggy Petrucci. (approximately 700 hours total)

VOLUNTEER, Miami County Mental Health Association, Peru, Indiana, June 1984–August 1984 (one day per week). Responsibilities: Assisting of full-time staff in supervising chronic mental health patients during recreational activities. (40 hours total)

## **TEACHING EXPERIENCE**

### **Graduate Teaching**

**NEUROPSYCHOLOGICAL ASSESSMENT**, School of Professional Psychology, Wright State University, June 1998–present. Responsibilities: All phases of teaching including the preparation and administration of lectures, selection of readings, construction of examinations, and assignment of final grades. Course content focuses on the processes of neuropsychological test administration, scoring, interpretation, and report writing.

**HUMAN NEUROPSYCHOLOGY**, School of Professional Psychology, Wright State University, April 1998–August 2013. Responsibilities: All phases of teaching including the preparation and administration of lectures, selection of readings, construction of examinations, and assignment of final grades. Course content focuses on foundations of brain-behavior relationships, neurobehavioral syndromes, the neuropsychological assessment process, and intervention with neurological populations.

**INTEGRATIVE ASSESSMENT**, School of Professional Psychology, Wright State University, January 1998–May 2013. Responsibilities: All phases of teaching including the preparation and administration of lectures, selection of readings, construction of examinations, and assignment of final grades. Course content focuses on providing a background relevant to the assessment of various clinical problems or diverse client populations and experience with the process of integrating complex psychological data from multiple sources.

**PRACTICE TUTORIAL** (weekly course for doctoral students in various stages of clinical training), School of Professional Psychology, Wright State University, September 1997–present. Responsibilities: All phases of teaching including the structural organization of the clinical course, preparation of academic and clinical materials, discussion facilitation, provision of formative and evaluative feedback, and assignment of course grades.

**MULTICULTURAL LAB**, School of Professional Psychology, Wright State University, September 2005–March 2006. Responsibilities: All phases of teaching including the preparation and administration of lectures, selection of readings, facilitation of diversity-based discussions, and assignment of final grades. Course content focuses on the building of awareness around issues of cultural diversity and the importance of interpersonal differences inherent in providing clinical services.

**PHYSIOLOGICAL PSYCHOLOGY**, School of Professional Psychology, Wright State University, September 1997–December 1997, January 2004–March 2004. Responsibilities: All phases of teaching including the preparation and administration of lectures, selection of readings, construction of examinations, and assignment of final grades. Course content focuses on the biological and neurophysiologic bases of human behavior such as ingestive processes, reproduction, sleep, learning and memory, language, and higher-order cognition.

**COGNITIVE ASSESSMENT**, School of Professional Psychology, Wright State University, January 1999–March 1999. Responsibilities: All phases of teaching including the preparation and administration of lectures, selection of readings, construction of examinations, and assignment of final grades. Course content focuses on the processes of cognitive and achievement test, administration, scoring, interpretation, and report writing.

CLINICAL NEUROPSYCHOLOGY SEMINAR (weekly seminar presented to doctoral students in various stages of clinical training), Cardinal Hill Rehabilitation Hospital, October 1995–May 1997. Responsibilities: All phases of teaching including the preparation of academic and clinical-based material and discussion facilitation.

### **Dissertation Committee Chairpersonships and Memberships**

Weisman, J. (2015). *A proposed medical treatment adherence intervention for clients with Hepatitis C*. (Wright State University, Committee).

Handel, E. (2015). *Severity of traumatic brain injury (TBI) and resulting neurocognitive impairment*. (Wright State University, Chair).

Staal, R. (2014). *Diagnostic accuracy of dual diagnosis: The development of the screen for symptoms of psychotherapy in individuals with intellectual disability (SSP-ID)*. (Wright State University, Committee).

Rotsinger, S. (2014). *The effectiveness of focused brief group therapy: A pilot study*. (Wright State University, Committee).

Pulley, L. (2014). *Concussion and PTSD recovery training: COPR*. (Wright State University, Committee).

Pierce, W. (2014). *Diffusion of innovative panic disorder treatment strategies in a community mental health clinic*. (Wright State University, Committee).

Mellott, E. (2014). *Recovery from pediatric mild traumatic brain injury/concussion: A guide for youth and their families*. (Wright State University, Chair).

Magnuson, S. (2014). *The effects of cerebrovascular accidents on prospective memory*. (Wright State University, Chair).

Hendrickson, B. (2014). *The role of anxiety and worry on working memory and the central executive*. (Wright State University, Chair).

Greening, K. (2014). *A pilot study assessing outcomes for the high 8 socially uninhibited subtype after treatment with focused brief group therapy*. (Wright State University, Committee).

Frantz, S. (2014). *Mindfulness-based interventions and processes of change: A conceptual model for clinicians*. (Wright State University, Committee).

Bak, B. (2014). *Groupwork with incarcerated offenders: An integrated literature review*. (Wright State University, Committee).

- Yutzenka, D. (2013). *Assessing change in socially inhibited interpersonal subtype through focused brief group therapy*. (Wright State University, Committee).
- Reno, A. (2013). *Executive dysfunction in autism spectrum disorders: A meta-analytic review of cognitive planning*. (Wright State University, Chair).
- Pitsikalis, H. (2013). *Investigation of therapist gender in the intake evaluation of male and female clients at college counseling centers*. (Wright State University, Committee).
- Lodge, J. (2013). *A concurrent validity of the Shipley-2 and WAIS-IV*. (Wright State University, Committee).
- Higginbotham, K. (2013). *A psychoeducational approach to improving college student mental health*. (Wright State University, Committee).
- Brickner, K. (2013). *The effects of a mindfulness-based program on quality of life in African-American older adults: A feasibility study*. (Wright State University, Chair).
- Eapen, A. (2012). *The impact of non-reading language performance on the estimation of premorbid IQ among normal elderly individuals*. (Wright State University, Chair).
- Irani, T. (2012). *Multicultural group screening form (MGSF): Development of a pre-group screening form for use with diverse groups at university counseling centers*. (Wright State University, Committee).
- Daruwalla, S. (2012). *Mindfulness for the millennial generation: A clinician's handbook for college counseling centers*. (Wright State University, Committee).
- Hilton, G. (2011). *Attitudes towards eyewitnesses: Research implications*. (Wright State University, Chair).
- Funk, B. (2011). *A preliminary study on the use of hypermnesia to detect memory malingering*. (Wright State University, Chair).
- Ellington, E. (2011). *Addressing the mind, body and spirit in the treatment of depression: A proposed group curriculum in Christian women*. (Wright State University, Committee).
- Koerner, S. (2010). *Proposed research-based psychoeducational intervention to reduce caregiver burden and improve quality of life*. (Wright State University, Chair).
- Commander, C. (2010). *The effects of computerized cognitive training on response control and attention in children and adolescents with attention deficit-hyperactivity disorder*. (Wright State University, Chair).
- Orth, S. (2009). *Improving help-seeking in forensic populations: Recommendations for adult male inmates dealing with sexual violence*. (Wright State University, Committee).

- Noce, M. (2008). *Anxiety, worry, and working memory outcomes in a college student population*. (Wright State University, Chair).
- Leiphart, S. (2008). *The predictive ability of neuropsychological measures in relation to vocational outcome of consumers with traumatic brain injury*. (Wright State University, Chair).
- Kaljevic, T. (2008). *Eastern Europeans: Who are they and do they have to do with multi-cultural discussions?* (Wright State University, Committee).
- Kacmarcik, T. (2008). *The experience of game and loss: A development model of women serving life sentences*. (Wright State University, Committee).
- Andrews, E. (2008). *The experiences of parents and children with congenital limb differences with health care professionals: Results of an online survey*. (Wright State University, Committee).
- Green, S. (2007). *Female gender role conflict: Scale development*. (Wright State University, Committee).
- Brynnolf, J. (2006). *Quality of life: Interactions of subjective health and meaning in life*. (Wright State University, Chair).
- Stringer, K. (2005). *Own-race bias in facial recognition of the Weschler Memory Scale-Third Edition*. (Wright State University, Chair).
- Sears, R. (2005). *A cross-comparison of behavioral phenotypes in children and adolescents with mental retardation syndrome*. (Wright State University, Chair).
- Reist, D. (2005). *Gender role conflict in a population of court mandated male batterers*. (Wright State University, Committee).
- Harrison, T. (2005). *Red thunder and white lightning: Development of enculturation measure for use in culture sensitive alcohol treatment programs for Native American youth*. (Wright State University, Committee).
- Shaw, R. M. (2004). *Executive functioning in Parkinson's disease: Utility in the measurement of verbal fluency*. (Wright State University, Chair).
- Rutherford, S. (2004). *Teletherapy: Clinical considerations for conducting therapy via interactive televideo and a model of application with the elderly population*. (Wright State University, Committee).

- Rosas, G. (2004). *Chronic pain assessment: Evaluation of the utility of the Beck Depression Inventory and the Pain Anxiety Symptom Scale with a chronic pain population.* (Wright State University, Committee).
- Drown, E. (2004). *Clinical utility of the Cognistat for an outpatient dual diagnosis program.* (Wright State University, Chair).
- Williams, J. (2003). *MMPI-2 validity scales as predictors of employment among persons with brain injury.* (Wright State University, Chair).
- Thatcher, T. (2003). *Predicting development of dementia among elderly military veterans diagnosed with mild cognitive impairment.* (Wright State University, Chair).
- Sullivan, D. (2003). *ADHS and comorbid conditions: a psychoeducational program for parents and primary caregivers of children with ADHD.* (Wright State University, Committee).
- Salisbury, D. (2003). *A comparison of executive function measures in relation to vocational outcome following brain injury.* (Wright State University, Chair).
- Kase, L. (2003). *Neuropsychological correlates of depression in young adults.* (Wright State University, Chair).
- Thigpen, R. (2002). *A culturally responsible cognitive behavioral intervention for type 1 diabetes management among African American adolescents.* (Wright State University, Committee).
- Pongonis, S. (2002). *A study investigating the psychometric properties of the NEPSY visual attention and auditory attention and response set subsets in a sample of ADHD children.* (Wright State University, Chair).
- Kidd, S. (2002). *A comparison of fatal school shootings in rural communities.* (Wright State University, Committee).
- Smith, K. (2002). *Prejudice and stereotype reduction and the teaching of multicultural competence: A model.* (Wright State University, Committee).
- Samson, L. (2000). *The utility of formal and subjective memory measures in the prediction of functional status for Parkinson's patients.* (Wright State University, Chair).
- Cecil, M. (2000). *Neuropsychological correlates of working memory in Parkinson's disease patients and normal healthy elderly.* (Wright State University, Chair).

### **Undergraduate Teaching**

ABNORMAL PSYCHOLOGY, Department of Psychology, University of Mississippi, January 1993–May 1993. Responsibilities: All phases of teaching including the preparation and

administration of lectures, selection of reading materials and assignments, construction of examinations, and assignment of course grades.

CLINICAL PSYCHOLOGY, Department of Psychology, University of Mississippi, August 1992–December 1992. Responsibilities: All phases of teaching including the preparation and administration of lectures, selection of reading materials and assignments, construction of examinations, and assignment of course grades.

GENERAL PSYCHOLOGY, Department of Psychology, University of Mississippi, August 1989–May 1992. Responsibilities: All phases of teaching including the preparation and administration of lectures, selection of reading materials and assignments, construction of examinations, and assignment of course grades.

## **SCHOLARSHIP**

### **Grants**

CO-INVESTIGATOR, Small Business Innovation Research Program Grant Phase II, 2011–2013. Study investigating evidence-based evaluation process for traumatic brain injuries and co-morbid psychological disorders in service members. Total amount of funding: \$1.1 million

CO-INVESTIGATOR, Small Business Innovation Research Program Grant Phase I, 2010. Study investigating evidence-based evaluation process for traumatic brain injuries and co-morbid psychological disorders in service members. Total amount of funding: \$100,000.

PRIMARY INVESTIGATOR, Alzheimer's Association Investigator-Initiated Research Grant, 2008–2011. Study investigating the impact of quality of education on cognitive status in African American elders. Total amount of funding: \$185,526.

PRIMARY INVESTIGATOR, Wright State University Research Initiation Grant, 2007. Study investigating literacy as a measure of education quality and cognitive functioning in a population of African American elders. Total amount of funding: \$11,000.

CO-INVESTIGATOR, Veterans Administration Rehabilitation Research and Development Services Grant, 2003. Study investigating energy cost of activities of daily living and leisure for persons with physical impairment. Total amount of funding: \$531,400.

PRIMARY INVESTIGATOR, Wright State University Research Initiation Grant, 2001. Study investigating relationship between cognitive and psychological function and vocational outcome in individuals sustaining traumatic brain injury. Total amount of funding: \$7,660.

CO-INVESTIGATOR, Veterans Administration Rehabilitation Research and Development Services Grant, 2001. Study investigating energy cost of activities of daily living and leisure for persons with physical impairment. Total amount of funding: \$531,400.



CO-PRIMARY INVESTIGATOR, Ohio Department of Mental Health Grant, 2000–2003. Consumer-based intervention for dually diagnosed persons with mental illness. Total amount of funding: \$240,000.

CO-INVESTIGATOR, Veterans Administration Rehabilitation Research and Development Services Grant, 1998. Study investigating levels of physical activity of persons with multiple sclerosis. Total amount of funding: \$330,000.

CO-PRIMARY INVESTIGATOR, Ohio Department of Mental Health Grant, 1998. Consumer-based intervention for dually diagnosed persons with mental illness. Total amount of funding: \$79,000.

PRIMARY INVESTIGATOR, Wright State University Research Initiation Grant, 1998. Study investigating quality of life in psychologically distressed and medical/neurological populations. Total amount of funding: \$5,988.

PRIMARY INVESTIGATOR, Brown University Clinical Psychology Internship Consortium Intern Research Grant, 1994. Study investigating the relationship between formal neuropsychological tests and functional status in community-dwelling elderly individuals. Total amount of funding: \$500.

PRIMARY INVESTIGATOR, Care Consistency Foundation Research Grant, Meridian, Mississippi, 1992–1993. Study investigating glucose enhancement of perceptual and attentional processes in the elderly. Total amount of funding: \$5,000.

## **Publications**

### **Books**

Wolf, E. M., Allen, J. B., & VandeCreek, L. (Eds.). (2011). *Innovations in clinical practice: A 21st century sourcebook* (Vol. 2). Sarasota, FL: Professional Resource Press.

Allen, J. B., Wolf, E. M., & VandeCreek, L. (Eds.). (2009). *Innovations in clinical practice: A 21st century sourcebook* (Vol. 1). Sarasota, FL: Professional Resource Press.

VandeCreek, L., & Allen, J. B. (Eds.). (2008). *Innovations in clinical practice: Focus on group and family therapy*. Sarasota, FL: Professional Resource Press.

VandeCreek, L., & Allen, J. B. (Eds.). (2005). *Innovations in clinical practice: Focus on health and wellness*. Sarasota, FL: Professional Resource Press.

Allen, J. B. (2002). *General practitioner's guide to neuropsychological assessment*. Washington, DC: American Psychological Association.

### **Book Chapters**

- Koerner, S., & Allen, J. B. (2011). Toward an empirically based psychoeducation intervention for caregivers of people with dementia. In E. M. Wolf, J. B. Allen, & L. VandeCreek (Eds.), *Innovations in clinical practice: A 21st century sourcebook* (Vol. 2) (pp. 133–145). Sarasota, FL: Professional Resource Press.
- Moss, J., & Allen, J. B. (2011). Outcome evaluations in private practice. In E. M. Wolf, J. B. Allen, & L. VandeCreek (Eds.), *Innovations in clinical practice: A 21st century sourcebook* (Vol. 2) (pp. 149–160). Sarasota, FL: Professional Resource Press.
- Malloy, K. A., Dobbins, J. E., Williams, J. L., Allen, J. B., & Warfield, J. R. (2009). Experiences of educators and students in integrative diversity training. In Jean Lau Chin (Ed.), *Diversity in mind and in action* (Vol. 2), *Disparities and competence: Service delivery, education, and employment contexts* (pp. 107–127). Santa Barbara, CA: ABC-CLIO.
- Allen, J. B. (2009). Rating of cognitive and behavioral status in older adults. In J. B. Allen, E. M. Wolf, and L. VandeCreek (Eds.), *Innovations in clinical practice: A 21st century sourcebook* (Vol. 1) (pp. 217–220). Sarasota, FL: Professional Resource Press.
- Leiphart, S. S., & Allen, J. B. (2009). Combining neuroscience and psychotherapy: The emergence of a new discipline. In J. B. Allen, E. M. Wolf, and L. VandeCreek (Eds.), *Innovations in clinical practice: A 21st century sourcebook* (Vol. 1) (pp. 279–292). Sarasota, FL: Professional Resource Press.
- Wright, S. E., & Allen, J. B. (2008). A cultural transformation approach in the group treatment of addiction. In J. B. Allen & L. VandeCreek (Eds.), *Innovations in clinical practice: Focus on group and family therapy* (pp. 219–234). Sarasota, FL: Professional Resource Press.
- Bottoms, J., & Allen, J. B. (2005). Optimizing quality of life in chronic medical illness. In J. Allen & L. VandeCreek (Eds.), *Innovations in clinical practice: Focus on health and wellness* (pp. 5–20). Sarasota, FL: Professional Resource Press.
- Geisler, T. M., & Allen, J. B. (2005). Cognitive and psychological deficits accompanying chronic medical disease. In J. Allen & L. VandeCreek (Eds.), *Innovations in clinical practice: Focus on health and wellness* (pp. 21–32). Sarasota, FL: Professional Resource Press.
- Allen, J. B. (2004). Psychosocial and emotional factors. In J. H. Ricker (Ed.), *Differential diagnosis in adult neuropsychological assessment* (pp. 1–26). New York: Springer Publishing.
- Allen, J. B., & Gross, A. M. (1995). Research. In L. A. Heiden & M. Hersen (Eds.), *An introduction to clinical psychology* (pp. 257–276). New York: Plenum Publishing.
- Allen, J. B., & Gross, A. M. (1994). Children. In M. Hersen & S. M. Turner (Eds.), *Diagnostic interviewing* (2nd ed.) (pp. 305–326). New York: Plenum Press.

Allen, J. B. (1992). Brain-stem structures. In *Magill's survey of social sciences* (pp. 461–466). Pasadena, CA: Salem Press.

Allen, J. B. (1992). Neuropsychology. In *Magill's survey of social sciences* (pp. 1667–1672). Pasadena, CA: Salem Press.

### **Journal Articles**

Andrews, E. E., Williams, J. L., VandeCreek, L., & Allen, J. B. (2009). Experiences of parents of children with congenital limb differences with health care providers: A qualitative study. *Rehabilitation Psychology, 54*(2), 217–221.

Noce, M., & Allen, J. B. (2007). College student worry, anxiety, and working memory outcomes. *The Ohio Psychologist, 54*, 26–28.

Bottoms, J. M., Whittier, N. C., & Allen, J. B. (2005). Neuropsychological functioning in multiple sclerosis patients: Findings from the PAI and selected memory tests. *The Ohio Psychologist, 52*, 18–22.

Shaw, R. M., Samson, L. P., & Allen, J. B. (2003). Measurement of verbal fluency in Parkinson's disease. *The Ohio Psychologist, 50*, 37–38.

Geiger, R. A., Allen, J. B., O'Keefe, J., & Hicks, R. R. (2001). Balance and mobility following stroke: Effects of physical therapy interventions. *Physical Therapy, 81*(4), 995–1005.

Huebner, R. A., Allen, J. B., Hanlon-Inman, T., Gust, T., & Turpin, S. G. (1998). Quality of Life Rating: Psychometric and theoretical comparisons. *Journal of Rehabilitation Outcomes Measurement, 2*, 8–16.

Suhr, J., Grace, J., Allen, J., Nadler, J., & McKenna, M. (1998). Quantitative and qualitative performance of stroke versus normal elderly on six clock drawing systems. *Archives of Clinical Neuropsychology, 13*(6), 495–502.

Hanks, R. A., Allen, J. B., Ricker, J. H., & Deshpande, S. A. (1996). Normative data on a measure of design fluency: The Make-a-Figure Test. *Assessment, 3*(4), 459–466.

Allen, J. B., Gross, A. M., Aloia, M. S., & Billingsley, C. (1996). The effects of glucose on nonmemory cognitive functioning in the elderly. *Neuropsychologia, 34*(5), 459–465.

Aloia, M. S., Long, C. L., & Allen, J. B. (1995). Depression among the head-injured and nonhead-injured: A discriminate analysis. *Brain Injury, 9*(6), 575–583.

Allen, J. B., Blanton, P. D., Johnson-Greene, D., Murphy-Farmer, C., & Gross, A. M. (1993). Need for achievement (nAch) and performance on measures of behavioral fluency. *Psychological Reports, 71*, 471–478.

Allen, J. B. (1992). A hypermnesia effect for auditory inputs. *Journal of General Psychology*, 119(3), 289–294.

Thomas, R. S., & Allen, J. B. (1991). Pattern analysis: An alternative approach to interpreting serial recall data in studies of hypermnesia. *Perceptual and Motor Skills*, 72, 193–194.

Thomas, R. S., Allen, J. B., Trexler, L. E. (1989). Memory patterns in hypoxics versus traumatically brain injured patients. *CNR Review*, 3.

## **Presentations**

### ***Meetings and Symposia***

Rao, R., Durmusoglu, G., Allen, J., & Beebe, D. (2017, February). *The Relationship of Executive Function and Attention with Sleep Duration in Children with Obstructive Sleep Apnea*. Poster session presented at the annual meeting of the International Neuropsychological Society, New Orleans, Louisiana.

Kociuba, C., Davidson, K., & Allen, J. B. (2014, July). *Diagnostic and Evaluative Considerations in Dementia Assessment with an Ethnically Diverse Sample*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Jerusalem, Israel.

Allen, J. B., Handel, E., Davidson, K., & Kociuba, C. (2013, July). *Quality Versus Quantity of Education as a Predictor of Premorbid Intellectual Ability*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Amsterdam, Netherlands.

Handel, E., Davidson, K., Magnuson, S., Frantz, S., Mellott, E., & Allen, J.B. (2013, June). *Incremental Predictive Validity in Estimating premorbid Cognitive Functioning*. Poster session presented at the annual meeting of the American Academy of Clinical Neuropsychology, Chicago, IL.

Magnuson, S., Davidson, K., Livers, E., Handel, E., Frantz, S., & Allen, J.B. (2012, November). *Effect of education quality on predicting premorbid intelligence*. Poster session presented at the annual meeting of the National Academy of Neuropsychology, Nashville, TN.

Davidson, K., Handel, E., Frantz, S., & Allen, J.B. (2012, April). *Impact of Quality of Education on Cognitive Status in African American Elders*. Poster session presented at the annual meeting of the Midwest Neuropsychology Group, Dayton, OH.

Allen, J. B., Funk, B. A., & Rando, H. (2010, July). *Vitality of alternative measures of literacy in the prediction of intellectual ability in an ethnically diverse population*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Krakow, Poland.

- Funk, B. A., & Allen, J. B. (2009, October). *A preliminary study on the use of hypermnesia to detect memory malingering*. Poster session presented at the annual meeting of the Ohio Psychological Association, Columbus, OH.
- Allen, J. B., & Sampson, L. (2008, July). *Working memory and subjective memory complaints in a sample of individuals with Parkinson's disease and their caregivers*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Buenos Aires, Argentina.
- Fraser, S., Allen, J., & Williams, J. (2007, April). *Training primary care psychologists*. Paper presented at the annual meeting of the Association of Psychology Postdoctoral and Internship Centers, San Diego, CA.
- Leiphart, S., & Allen, J. B. (2006, December). *The predictive ability of neuropsychological measures in relation to vocational outcomes of traumatic brain injured individuals*. Paper presented at the annual meeting of the International Neuropsychiatric Association, Athens, Greece.
- Noce, M., & Allen, J. (2006, December). *The impact of worry and anxiety on working memory processing efficiency*. Poster session presented at the annual meeting of the International Neuropsychiatric Association, Athens, Greece
- Noce, M., & Allen, J. (2006, October). *College student worry, anxiety, and working memory outcomes*. \* Paper presented at the annual meeting of the Ohio Psychological Association, Columbus, OH.  
\*Winner of the meeting student research award.
- Andrews, E., Williams, J., & Allen, J. (2006, October). *Reactions from the health care professionals to congenital limb differences in children: What parents find helpful*. Paper presented at the annual meeting of the Ohio Psychological Association, Columbus, OH.
- Allen, J. B. (2006, April). *Developing a culturally sensitive community memory clinic*. Poster session presented at the Research Evaluation Enhancement Project Health Disparities Research Forum, Columbus, OH.
- Whittier, N. C., Bottoms, J. M., & Allen, J. B. (2005, August). *Impact of somatic complaints and memory on self-report accuracy in multiple sclerosis*. Poster session presented at the annual meeting of the American Psychological Association, Washington, DC.
- Bottoms, J. M., Whittier, N. C., & Allen, J. B. (2005, July). *Self-report accuracy of patients with multiple sclerosis*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Dublin, Ireland.
- Stringer, K., & Allen, J. B. (2005, July). *Cross-cultural differences in facial recognition on the Wechsler Memory Scale*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Dublin, Ireland.

- Whittier, N. C., Bottoms, J. M., & Allen, J. B. (2005, July). *Personality Assessment Inventory (PAI) findings in individuals diagnosed with multiple sclerosis*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Dublin, Ireland.
- Bottoms, J., Whittier, N., & Allen, J. (2004, October). *Neuropsychological functioning in multiple sclerosis patients: Findings from the PAI and selected memory tests*. \* Paper presented at the annual meeting of the Ohio Psychological Association, Columbus, OH.  
\*Winner of the meeting student research award.
- Datta, J., Allen, J., & Rando, R. (2004, October). *Relationship between quality of life and behavioral symptom ratings in a sample of university counseling center clients*. Paper presented at the annual meeting of the Ohio Psychological Association, Columbus, OH.
- Wolf, E. M., Allen, J. B., & Malloy, K. (2004, January) *Supervision of psychological assessment*. Paper presented at the annual College Teaching & Learning Conference, Orlando, FL.
- Shaw, R. M., Samson, L. P., & Allen, J. B. (2003, November). *Examination of the relationship between verbal fluency and working memory in Parkinson's disease*. Poster session presented at the annual meeting of the National Academy of Neuropsychology, Dallas, TX.
- Allen, J. B., & Mulcare, J. (2003, July). *Personality Assessment Inventory (PAI) profiles in individuals with multiple sclerosis*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Berlin, Germany.
- Allen, J. B., Shaw, R. M., & Samson, L. P. (2003, July). *Executive function deficits and adaptive functioning in Parkinson's disease*. Paper presented at the mid-year meeting of the International Neuropsychological Society, Berlin, Germany.
- Shaw, R. M., Samson, L. P., and Allen, J. B. (2002, November). *Measurement of verbal fluency in Parkinson's disease*. Poster session presented at the annual meeting of the Ohio Psychological Association, Columbus, OH.
- Allen, J. B., Kase, L., & Bramley, D. (2002, July) *Memory deficits associated with subjective depression in young adults*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Stockholm, Sweden.
- Allen, J. B., Salisbury, D., & Williams, J. (2002, July). *Neuropsychological predictors of vocational outcome following TBI*. Poster session presented at the mid-year meeting of the International Neuropsychological Society, Stockholm, Sweden.
- Williams, J., Salisbury, D., Allen, J. B., & Arnold, W. (2002, March). *Cognitive and personality factors as predictors of employability after brain injury*. Poster session presented at the annual meeting of the American Neuropsychiatric Association, La Jolla, CA.

- Williams, J., Salisbury, D., & Allen, J. B. (2002, February). *MMPI-2 scales as predictors of employability after brain injury*. Poster session presented at the annual meeting of the International Neuropsychological Society, Toronto, Ontario, Canada.
- Salisbury, D., Williams, J., & Allen, J. B. (2002, February). *Neuropsychological predictors of employability after brain injury*. Poster session presented at the annual meeting of the International Neuropsychological Society, Toronto, Ontario, Canada.
- Drown, E., & Allen, J. B. (2002, February). *The effectiveness of the Cognistat in predicting substance abuse treatment outcome with dually-diagnosed individuals*. Poster session presented at the annual meeting of the International Neuropsychological Society, Toronto, Ontario, Canada.
- Kase, L., & Allen, J. B. (2001, November). *Neuropsychological correlates of self-reported depressive symptomology in young adults*. Poster session presented at the annual meeting of the National Academy of Neuropsychology, San Francisco, CA.
- Samson, L., Shaw, R. M., Cecil, M., & Allen, J. B. (2001, August). *Comparing self-report and memory performance in individuals with Parkinson's disease to neurologically intact elderly*. Poster session presented at the annual meeting of the American Psychological Association, San Francisco, CA.
- Allen, J. B. (2001, May). *Neuropsychological factors affecting self-report in persons with multiple sclerosis*. Symposium conducted at the annual meeting of the American College of Sports Medicine, Baltimore, MD.
- Pongonis, S., & Allen, J. B. (2001, February). *Utility of the NEPSY battery in distinguishing attentional difficulties in children with epilepsy*. Poster session presented at the annual meeting of the International Neuropsychological Society, Chicago, IL.
- Salisbury, D., Williams, J., Allen, J. B., & Arnold, W. (2000, October). *Cognitive and personality factors associated with vocational outcomes in the traumatic brain injury population*. Poster session presented at the annual meeting of the Ohio Psychological Association, Columbus, OH.
- Cecil, M., Allen, J. B., & Samson, L. (2000, February). *Frontal executive functions and various aspects of verbal and nonverbal working memory in Parkinson's disease*. Poster session presented at the annual meeting of the International Neuropsychological Society, Denver, CO.
- Samson, L., Allen, J. B., & Cecil, M. (2000, February). *The relationship between long-term memory measures, working memory and functional memory deficits in individuals with Parkinson's disease*. Poster session presented at the annual meeting of the International Neuropsychological Society, Denver, CO.
- Allen, J. B., Cecil, M., & Samson, L. (2000, February). *Modality and material-specific aspects*

- of working memory in individuals with Parkinson's disease.* Poster session presented at the annual meeting of the American Neuropsychiatric Association, Fort Myers, FL.
- Allen, J. B., Samson, L., & Cecil, M. (2000, February). *Neuropsychological, functional memory and overall adaptive functioning correlates of Parkinson's disease.* Poster session presented at the annual meeting of the American Neuropsychiatric Association, Fort Myers, FL.
- Cecil, M., Allen, J. B., & Samson, L. (1999, November). *Executive function correlates of verbal and nonverbal working memory in individuals with Parkinson's disease.* Poster session presented at the annual meeting of the National Academy of Neuropsychology, San Antonio, TX.
- Samson, L., Allen, J. B., & Cecil, M. (1999, November). *The relationship between laboratory memory measures and functional memory deficits in individuals with Parkinson's disease.* Poster session presented at the annual meeting of the National Academy of Neuropsychology, San Antonio, TX.
- Allen, J. B., Pongonis, S., Kremer, N., & Thatcher, T. (1999, June). *The relationship between psychological distress or medical illness and quality of life.* Poster session presented at the annual meeting of the American Psychological Society, Denver, CO.
- Allen, J. B., Moore, D. C., & Sample, E. B. (1999, February). *Relationship between substance abuse severity indicators and cognitive performance in a dual-diagnosis population.* Poster session presented at the annual meeting of the American Neuropsychiatric Association, New Orleans, LA.
- Dos Santos, S. R., Lewis, K. L., Alarcon, M., Haugh, J., & Allen, J. B. (1998, August). *The effect of mind-body training on quality of life and disease course of breast cancer.* Poster session presented at the annual meeting of the American Psychological Association, San Francisco, CA.
- Allen, J. B., Huebner, R. A., Inman, T., Turpin, S., & Gust, T. (1998, February). *Quality of life following traumatic brain injury.* Poster session presented at the annual meeting of the American Neuropsychiatric Association, Honolulu, HI.
- Allen, J. B., Huebner, R. A., Inman, T., Turpin, S., & Gust, T. (1997, November). *Psychometric and normative data on the Quality of Life Rating in physically healthy as well as general medical rehabilitation patients.* Poster session presented at the annual meeting of the National Academy of Neuropsychology, Las Vegas, NV.
- Allen, J. B., Brennan, P., Garrett, R., & Moore, R. (1997, February). *A comparative study of methylphenidate and amantadine with traumatic brain injury.* Poster session presented at the annual meeting of the American Neuropsychiatric Association, Orlando, FL.
- Berry, D. T. R., Vickery, C., Hanlon-Inman, T., Lamb, D. G., Allen, J. B., Orey, S., Edwards, C. (1997, February). *Detection of feigned memory impairment using novel manipulations of*



*face difficulty level*. Paper presented at the annual meeting of the International Neuropsychological Society, Orlando, FL.

Hanks, R. A., Ricker, J. H., Allen, J. B., & Deshpande, S. A. (1996, August). *Clinical validation of the Make-a-Figure Test*. Paper presented at the annual meeting of the American Psychological Association, Toronto, Ontario, Canada.

Hanks, R. A., Allen, J. B., Ricker, J. H., & Deshpande, S. A. (1996, February). *Normative data on a measure of design fluency: The Make-a-Figure Test*. Poster session presented at the annual meeting of the International Neuropsychological Society, Chicago, IL.

Allen, J. B., Hanks, R. A., Thomas, B. W., & Reeder, K. P. (1995, November). *A brief measure of working memory in normal and traumatically brain injured populations*. Poster session presented at the annual meeting of the National Academy of Neuropsychology, San Francisco, CA.

Grace, J., Allen, J. B., Nadler, J., & Suhr, J. (1995, February). *Quantitative and qualitative performance of stroke versus normal elderly on six clock drawing scoring systems*. Poster session presented at the annual meeting of the International Neuropsychological Society, Seattle, WA.

Allen, J. B., Gross, A. M., Aloia, M. S., & Billingsley, C. (1994, November). *Effects of glucose on nonmemory cognitive functioning in an elderly sample*. Poster session presented at the annual meeting of the National Academy of Neuropsychology, Orlando, FL.

Thomas, R. S., Allen, J. B., & Trexler, L. E. (1993, November). *Memory deficit patterns in traumatic brain injury and in hypoxia*. Poster session presented at the annual meeting of the National Head Injury Foundation, Orlando, FL.

Allen, J. B., Billingsley, C., Gross, A. M., & Aloia, M. S. (1993, October). *Normative and demographic data of an elderly population on neuropsychological tasks*. Poster session presented at the annual meeting of the Louisiana and Mississippi Psychological Associations, New Orleans, LA.

Aloia, M. S., Long, C., & Allen, J. B. (1993, February). *Cognitive correlates of depression in neurologically impaired and normal populations*. Poster session presented at the annual meeting of the International Neuropsychological Society, Galveston, TX.

Allen, J. B. (1992, October). *Neuropsychological indicators in traditional psychological instruments*. Paper presented at the annual meeting of the Mississippi Psychological Association, Biloxi, MS.

Aloia, M. S., & Allen, J. B. (1992, October). *Cognitive correlates of depression in organic and normal populations*. Paper presented at the annual meeting of the Mississippi Psychological Association, Biloxi, MS.

Allen, J. B., Johnson-Greene, D., Murphy-Farmer, C., Reese, D., & Gross, A. M. (1991, November). *Investigation of sex differences for executive and motor tasks*. Paper presented at the annual meeting of the National Academy of Neuropsychology, Dallas, TX.

Allen, J. B., Blanton, P. D., Murphy-Farmer, C., Johnson-Greene, D., & Trainor, A. (1990, November). *Need for achievement (nAch) and performance on measures of behavioral fluency: A preliminary investigation in a neurologically intact sample*. Paper presented at the annual meeting of the National Academy of Neuropsychology, Reno, NV.

Allen, J. B., & Murphy-Farmer, C. (1990, September). *A hypermnesia effect for auditory inputs*. Paper presented at the annual meeting of the Mississippi Psychological Association, Biloxi, MS.

Allen, J. B., Thomas, J. D., Tschantz, J. (1988, October). *Chronicity and social adjustment in traumatic brain injury*. Poster session presented at the annual meeting of the Indiana Psychological Association, Indianapolis, IN.

### ***Invited Addresses***

*Psychotherapy with clients with memory impairment*. Dayton Area Psychological Association, Dayton, OH, 2003.

*The neuropsychology of substance abuse: Assessment and intervention*. Psychology Colloquium Seminar Series, Brown University, Providence, RI, 2002.

*Effectiveness of cognitive skills training for dually diagnosed persons with mental illness and substance abuse*. Research Results Briefing, Ohio Department of Mental Health, Columbus, OH, 2000.

*Neurobehavioral consequences and implications of head injury and substance abuse*. Consumer Advocacy Model Program, Wright State University, Dayton, OH, 1998.

*The neuropsychology of traumatic brain injury*. Kentucky Psychological Association, Louisville, KY, 1996.

*Behavioral fluency following traumatic brain injury: A case study*. Bluegrass Area Neuropsychological Group, Lexington, KY, 1996.

*Managing cognitive and behavioral sequelae of traumatic brain injury*. Traumatic Brain Injury Update, Cardinal Hill Rehabilitation Hospital, Lexington, KY, 1996.

*Predicting rehabilitation potential and vocational outcome*. Carl Perkins Rehabilitation Center, Thelma, KY, 1995.

*The role of the cerebellum in higher-order cognitive processes.* Continuing Education Series, Department of Rehabilitation Psychology, Rehabilitation Institute of Michigan, Detroit, MI, 1995.

*The neuropsychological consequences of alcohol use following traumatic brain injury.* Day Treatment Alcohol and Substance Abuse Program, Butler Hospital and Brown University Medical School, Providence, RI, 1994.

## **SERVICE**

### **Professional Service**

#### ***Grant Reviews***

GRANT REVIEWER, Veterans Administration Rehabilitation Research and Development, 2009–present.

GRANT REVIEWER, Alzheimer’s Association International Grant Program, 2008–present.

#### ***Editorial Reviews***

REVIEWER, *Alzheimer’s & Dementia: Journal of the Alzheimer’s Association*, 2016–present.

REVIEWER, *Journal of Clinical Child Psychology*, 1997–present.

REVIEWER, *Medical Psychotherapy*, 1994–present.

#### ***Clinical Certification Reviews***

WORK SAMPLE REVIEWER, American Board of Professional Psychology (Clinical Neuropsychology), 1998–present.

### **National Service**

SITE VISITOR, American Psychological Association (Clinical Neuropsychology), 1998–present.

MEMBER, American Psychological Association Division 40 Program Committee, 2004–2005.

MEMBER, American Psychological Association Public Interest Advisory Committee, 2000–2001.

### **University Service**

#### ***Clarion University***

CO-CHAIR, Search Committee for Dean of College of Arts and Sciences, 2019.

MEMBER, Search Committee for Provost and Vice President for Academic Affairs, 2018.

MEMBER, Clarion University Presidential Commission on Racial Equity, 2017–present.

MEMBER, Clarion University Deans Council, 2017–present.

MEMBER, Clarion University Provost Council, 2017–present.

MEMBER, Clarion University Academic Council, 2017–present.

***School of Professional Psychology/Wright State University***

ASSOCIATE DEAN ROLE, Wright State University Graduate Council, 2013–2017. MEMBER, Wright State University Graduate Council, 2010–2017.

ASSOCIATE DEAN ROLE, School of Professional Psychology Dean's Committee, 2013–2017. FACULTY REPRESENTATIVE, School of Professional Psychology Dean's Committee, 2010–2013.

CHAIR, School of Professional Psychology Curriculum Committee, 2013–2017. MEMBER, School of Professional Psychology Curriculum Committee, 2002–2013.

MEMBER, School of Professional Psychology Clinical Training Committee, 2013–2017.

MEMBER, School of Professional Psychology Faculty Affairs and Development Committee, 2013–2017, 1997–2009 (CHAIR, 1997–1998).

MEMBER, School of Professional Psychology Assessment Sequence Committee, 1997–2017 (FACILITATOR, 1997–2009).

REPRESENTATIVE/EXECUTIVE COMMITTEE MEMBER, Wright State University Senate, 2008–2012.

MEMBER, Wright State University Institutional Review Board, 1998–2008.

MEMBER, School of Professional Psychology Inclusion/Diversity Committee, 2000–2005.

MEMBER, School of Professional Psychology Technology Committee, 1997–2003 (CHAIR, 2003).

CHAIR, School of Professional Psychology Faculty, 2001–2002.

MEMBER, Wright State University Athletic Council, 1998–2001.

## **Community Service**

MEMBER, Clarion Hospital Board of Directors, 2017–present.

MEMBER, Human-Centered Innovation, Wright State University, 2009–2017.

MEMBER, Interdisciplinary Geriatric Team, Wright State University, 2006–2017.

SPEAKER, Miami Valley Alzheimer's Association Speakers Bureau, 2005–2017.

PRESENTER, Miami Valley Alzheimer's Association Family Caregivers Association, 2005–2017.

MEMBER, Elder Abuse Task Force, Montgomery County, 2007–2010.

## **HONORS AND AWARDS**

RECIPIENT, Distinguished Teacher Award, School of Professional Psychology, Wright State University, 2017. Presented by the graduating doctoral class to the faculty member demonstrating excellence in teaching.

RECIPIENT, Distinguished Teacher Award, School of Professional Psychology, Wright State University, 2011. Presented by the graduating doctoral class to the faculty member demonstrating excellence in teaching.

RECIPIENT, Distinguished Teacher Award, School of Professional Psychology, Wright State University, 2005. Presented by the graduating doctoral class to the faculty member demonstrating excellence in teaching.

RECIPIENT, Student Government Faculty Award, School of Professional Psychology, Wright State University, 2005. Presented by the Student Government to celebrate excellence in teaching, clinical training, and support of students.

RECIPIENT, Student Government Faculty Award, School of Professional Psychology, Wright State University, 2004. Presented by the Student Government to celebrate excellence in teaching, clinical training, and support of students.

RECIPIENT, Distinguished Teacher Award, School of Professional Psychology, Wright State University, 2001. Presented by the graduating doctoral class to the faculty member demonstrating excellence in teaching.

RECIPIENT, Distinguished Teacher Award, School of Professional Psychology, Wright State University, 2000. Presented by the graduating doctoral class to the faculty member demonstrating excellence in teaching.

RECIPIENT, APA Dissertation Award, American Psychological Association, 1993.

RECIPIENT, Wolfe Award, University of Mississippi, 1993. Presented to the outstanding graduate student within the Department of Psychology.

HONORS FELLOWSHIP, University of Mississippi, August 1989–May 1993. Monetary award based on scholastic achievement.

### **PROFESSIONAL AND ACADEMIC MEMBERSHIPS**

Pennsylvania Psychological Association: 2017–present

Dayton Area Psychological Association: 2007–2012

American Academy of Clinical Neuropsychology: 1999–present

University Psychological Service Association: 1997–2017

Ohio Psychological Association: 1997–2017

Phi Kappa Phi (academic honor society): 1991–present

National Academy of Neuropsychology: 1991–2004

International Neuropsychological Society: 1988–present

American Psychological Association: 1987–present

Psi Chi (psychology scholastic honorary society): 1984–present

### **EDUCATION**

Postdoctoral Fellowship, 1994–1995	Rehabilitation Institute of Michigan Department of Rehabilitation and Neuropsychology Detroit, Michigan
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Internship, 1993–1994	Brown University Clinical Psychology Internship Consortium Providence, Rhode Island Track: Clinical Neuropsychology
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Ph.D., 1994	University of Mississippi University, Mississippi Major: Clinical Psychology
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M.A., 1989	Bradley University Peoria, Illinois
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Major: Clinical Psychology

B.S., 1985

Ball State University  
Muncie, Indiana  
Major: Psychology

## **CERTIFICATION AND LICENSURE**

Licensed Psychologist, State of Pennsylvania, September 2019–present.

Licensed Psychologist, State of Ohio, November 1997–August 2017.

American Board of Professional Psychology Board Certification in Clinical Neuropsychology,  
Conferred August 15, 1998.

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Note: Professional qualifications and affiliations are subject to frequent revision. While this curriculum vita reflects my best knowledge as of the date of composition, I encourage direct contact regarding any information or questions about changes in current status.



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

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

**WHEREAS**, in accordance with University Policy 3356-7-17, Emeritus status for faculty and excluded professional/administrative staff and APAS, this resolutions nominates three recently retired and two recently deceased faculty members for Faculty Emeritus status, and seven recently retired and one recently deceased administrators for Administrator Emeritus status, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty and professional/administrative staff members listed in Exhibit A1 and A2 attached hereto respectively, are hereby granted the emeritus title designed thereon.



**3356-7-17 Emeritus status for faculty and excluded professional/  
administrative staff and APAS.**

Responsible Division/Office: Human Resources  
Responsible Officer: VP for Legal Affairs and Human Resources  
Revision History: November 1997; October 2010; September 2015  
Board Committee: University Affairs  
**Effective Date: September 24, 2015**  
Revision(s): September 2016; May 2018  
Next Review: 2020

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- (A) Policy statement. The university may confer the title “emeritus” upon retired faculty and professional/administrative staff members who have given long and meritorious service.
- (B) Definition. The designation “faculty emeritus” or “administrator emeritus” is an honorary title conferred upon the retirement or death of faculty or staff members in recognition of extended meritorious service.
- (C) Procedures.
- (1) Emeritus status and president emeritus status is conferred upon retirement or death. Emeritus status provides an honorary title of either administrator emeritus or faculty emeritus, as well as the benefits set forth in this policy.
  - (2) Names of individuals and the information set forth in paragraph (C)(3) of this policy recommended for the conferral of emeritus status are forwarded on the “Emeritus Status Recommendation” form from the retiring department or unit to the dean and provost or executive director and president. In the event of retirement or death of the university president, his/her name is forwarded to the board of trustees for approval. Emeritus status would be conferred and presented at the spring meeting of the board of trustees.
  - (3) Nomination of an individual to be considered for the conferral of emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the university; and the

service to society beyond the university community.

- (4) The vice president or provost forwards names of individuals nominated to the president who may recommend emeritus status be conferred and presented at the spring meeting of the board of trustees.
- (5) Those retirees achieving emeritus status are granted the following privileges: full library privileges; email services; university identification card; opportunity to secure parking consistent with current university procedures; and the same educational benefits that are available to currently employed faculty or staff at the time of application. (See university policy 3356-7-31, "Fringe benefits, excluded professional/administrative employees fee remission program.")
- (6) Those retirees achieving emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness programs; attend certain alumni and university events, e.g., homecoming events, holiday breakfast, commencement, and honors convocation, and join the Youngstown state university retirees association.
- (7) Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit at the discretion of the university based upon availability.
- (8) Those bargaining unit member retirees achieving emeritus status are granted the benefits in accordance with their collective bargaining agreement as well as any additional benefits provided herein.

# FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 4, 2020)

NAME	TITLE	YEARS of SERVICE	STATUS
Martin Cala	Professor Mechanical, Industrial, and Manufacturing Engineering	29	Faculty Emeritus
Donna DeBlasio	Professor History	19	Faculty Emeritus
Julia Gergits	Professor English	19	Faculty Emeritus
Anthony Kos	Professor Management	31	Faculty Emeritus
Keith Lepak	Associate Professor Politics & International Relations	31	Faculty Emeritus
Joseph Mistovich	Professor and Chair Health Professions	35	Faculty Emeritus
Kin Moy	Professor School of Engineering Technology	15	Faculty Emeritus
Tod Porter	Professor and Chair Economics	34	Faculty Emeritus
Pamela Schuster	Professor Nursing	35	Faculty Emeritus
Stephanie Tingley	Professor English	31	Faculty Emeritus
Bruce Waller	Professor Philosophy & Religious Studies	29	Faculty Emeritus
Jane Wetzel	Associate Professor Physical Therapy	10	Faculty Emeritus
Mark Womble	Professor Biological Sciences	24	Faculty Emeritus

# ADMINISTRATIVE STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 4, 2020)

NAME	TITLE	YEARS of SERVICE	STATUS
Catherine Cala	Assistant Director, Alumni Engagement Alumni & Events Operations	26	Administrator Emeritus
Susan Davis	Director Undergraduate Admissions	28	Administrator Emeritus
Arlene Floyd	Director, College Tech Prep Special Projects College Access & Transition	19	Administrator Emeritus
Cynthia Harrison	Assistant Reference Librarian, Science & Engineering Maag Library	13	Administrator Emeritus
Elaine A. Jacobs	Associate Athletic Director Athletic Administration	26	Administrator Emeritus
Joseph Mosca	Interim Provost & Vice President Academic Affairs Provost/VP – Academic Affairs	30	Administrator Emeritus
Marilyn O’Bruba	Senior Athletic Advisor Athletic Academic Counseling	20	Administrator Emeritus
Mary Jane Quaranta	Academic Advisor 2 Dean’s Office – BCOE	11	Administrator Emeritus
Daniel Sahli	Director Environmental & Occupational Health & Safety	29	Administrator Emeritus



**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

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

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the March 5, 2020, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2019-2020 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 O** attached hereto.

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**1/16/20 through 4/15/20**

**Appointments – 7**

**New Positions – 2** *(Notated with an asterisk \*)*

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

**Replacement Positions – 5**

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

**Separations – 11**

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

**Reclassifications/Position Adjustments – 5**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 1
- Faculty – 1

**Promotions – 1**

- Professional Administrative Excluded – 1

**Salary Adjustments – 1**

- Professional Administrative Externally Funded – 1

**Transfers – 1**

- Professional Administrative Staff – 1



**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 1/16/20 THROUGH 4/15/20**  
**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>
Parsons, Deanna	APAS	Restricted Funds Coordinator	Controller's Office	1/31/2020	1.00	\$ 49,336.98
Quaranta, Mary Jane	APAS	Academic Advisor 2	Dean - Business Administration	1/31/2020	1.00	\$ 41,618.02
Davis, Susan	Excluded	Director	Undergraduate Admissions	2/29/2020	1.00	\$ 94,729.14
Krodel, Karla	Excluded	Senior Director OCAT	College Access and Transition	3/6/2020	1.00	\$ 91,719.27
Loomis, Kaleigh	Externally Funded	Instruction Specialist	Rich Center for Autism	1/17/2020	1.00	\$ 21,598.50
Ludban, Melissa	Externally Funded	Instruction Specialist 1	Rich Center for Autism	2/28/2020	1.00	\$ 25,740.72
Rapp, John	Externally Funded	Research Project Engineer	Mech Ind & Manufacturing Engineering	1/17/2020	1.00	\$ 72,000.00
Stout, Lauren	Externally Funded	Instruction Specialist	Rich Center for Autism	3/13/2020	1.00	\$ 21,175.00
Bayrak, Coskun	Faculty	Chair and Professor	Computer Science & Info Systems	3/12/2020	1.00	\$ 157,415.00
Chalmers, Stephen	Faculty	Associate Professor	Art	1/14/2020	1.00	\$ 71,458.00
Schuster, Pamela	Faculty	Professor	Nursing	1/31/2020	1.00	\$ 108,878.51



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/20 THROUGH 4/15/20  
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Beverly, Michael	APAS	Program Advisor-Academic Coach/Assistant Director Academic Coaching	Center for Student Progress	2/1/2020	1.00	\$ 57,676.32	\$ 57,676.32
Greenawalt, Lori	APAS	Program Advisor-Academic Coach/Senior Coordinator	Center for Student Progress	2/1/2020	1.00	\$ 48,320.00	\$ 45,820.21
Sydney, Tara	APAS	Program Advisor-Academic Coach/Coordinator	Center for Student Progress	2/1/2020	1.00	\$ 42,767.00	\$ 40,177.80
Styraneec, Timothy	Excluded	Associate Director/ Environmental Specialist	Environmental Occupational Health & Safety	2/16/2020	1.00	\$ 65,984.00	\$ 62,842.20
Arslanyilmaz, Abdurrahman	Faculty	Acting Associate Professor & Chair/Associate Professor	Computer Science & Info Systems	3/9/2020	1.00	\$ 103,111.00	\$ 85,428.71

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/20 THROUGH 4/15/20  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE/ OLD POSITION TITLE</b>	<b>NEW DEPARTMENT/ OLD DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Chill, Jessica	Excluded	Director Cyber Learning/ Interim Director	Distance Learning	4/1/2020	1.00	\$ 67,000.00	\$ 52,020.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/20 THROUGH 4/15/20  
SALARY ADJUSTMENTS**

<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>
Smith, Ashley	Externally Funded	School Nurse	Rich Center for Autism	2/1/2020	0.80	\$ 34,080.00	0.60	\$ 25,560.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 1/16/20 THROUGH 4/15/20  
TRANSFERS**

<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>
Scott, Brenda	APAS	Coordinator Transition and Mentor Programs	Diversity and Inclusion/ First Year Student Services	3/16/2020	1.00	\$ 44,676.00	1.00	\$ 44,676.00



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**YOUNGSTOWN STATE UNIVERSITY  
BOARD OF TRUSTEES RESOLUTION TO  
APPOINT THE INAUGURAL DEAN OF THE  
COLLEGE OF LIBERAL ARTS, SOCIAL SCIENCES, AND EDUCATION**

**WHEREAS**, the Board of Trustees endorsed via the FY2021 Operating Budget, the creation of the Beeghly College of Liberal Arts, Social Sciences, and Education; and

**WHEREAS**, this college was created by converging the Beeghly College of Education and the College of Liberal Arts and Social Sciences; and

**WHEREAS**, a College is administered by a dean.

**NOW THEREFORE BE IT RESOLVED**, upon the endorsement to the Board of Trustees by the president of the recommendation from the provost and vice president for academic affairs, that Charles Howell is named the dean of the Beeghly College of Liberal Arts, Social Sciences, and Education subject to the terms and conditions of such an appointment.

**DIVIDER**

**GOVERNANCE COMMITTEE**



**RESOLUTION OF APPOINTMENT  
NATIONAL/GLOBAL TRUSTEE – HELEN K. (LAMB) LAFFERTY**

**WHEREAS**, Article IV, Paragraph B. of the *Bylaws of the Board of Trustees of Youngstown State University* provides that, in order to take advantage of the diverse talents, resources and experiences of friends and alumni of the University, the Board may nominate and appoint up to three (3) persons to the position of National/Global Trustee; and

**WHEREAS**, Mahoning Valley native Helen K. (Lamb) Lafferty is an Administrator and a faculty member at Villanova University in Villanova, Pennsylvania. She has held the positions of Academic Counselor in the University Counseling Center, Associate Dean of the College of Liberal Arts and Sciences, Interim Vice President for Academic Affairs, and the first University Vice President, a position she held for sixteen years. Currently, she holds the title College Professor of the Liberal Arts and Sciences and is a full-time faculty member of the Department of Education and Counseling; and in December 2019 received an honorary Doctor of Humane Letters from Youngstown State University; and

**WHEREAS**, Helen Lafferty is eminently qualified to serve as the Board's second appointment to the nonvoting position of National/Global Trustee.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby appoint Mrs. Helen Lafferty as a National/Global Trustee, for a three-year term effective July 1, 2020, and concluding June 30, 2023, pursuant to Article IV of the Board's *Bylaws*.



**RESOLUTION OF THE YOUNGSTOWN STATE UNIVERSITY  
BOARD OF TRUSTEES TO  
TAKE CHARGE OF OUR FUTURE:  
ENDORING THE MISSION, VISION, VALUES AND THE PLAN FOR STRATEGIC  
ACTIONS TO TAKE CHARGE OF OUR FUTURE**

**WHEREAS**, in December, 2018 the Board of Trustees endorsed President Tressel's recommendation to develop the next strategic plan and has subsequently provided guidance to the planning process through additional resolutions including:

- December 6, 2018 - Resolution To Approve Strategic Planning Process;
- March 7, 2019 - Resolution To Approve "Taking Charge Of Our Future" Related To Strategic Planning;
- June 6, 2019 - Resolution To Assure The Strategic Planning Process Culminates With An Effectiveness Framework To Implement The Plan And Thereby To "Take Charge Of Our Future";
- September 5, 2019 - Resolution To Take Charge Of Future For Sustainability;
- December 5, 2019 - Resolution On The Collective Impact With The Region;
- March 4, 2020 - Resolution Related To The Strategic Allocation, And Reallocation And Distribution Of Resources; and
- April 9, 2020 - Resolution Responding To Demographic Shifts, A Pandemic, And Other Disruptions To Sustain A Vibrant Future For Youngstown State University: An Anchor Institution Essential To The Prosperity Of The Region; and

**WHEREAS**, there has been significant engagement with the campus community in developing the next plan that will focus on student futures, academic distinction, and regional impact; and

**WHEREAS**, President Tressel recommends adoption of the *Plan for Strategic Actions to Take Charge of Our Future*.

**NOW, THEREFORE, BE IT RESOLVED**, that said Plan is adopted by the Board of Trustees as appended to this Resolution; and

**BE IT FURTHER RESOLVED** that there will be regular updates to the Board on progress achieving the goals of the plan as having influenced accompanying Key Performance Indicators; and

**BE IT FURTHER RESOLVED** there is acknowledgement that such plans are fluid and may require adjustments over time that will be reported to the Board.



**DIVIDER**

**INFORMATION**

**YOUNGSTOWN STATE UNIVERSITY  
BOARD OF TRUSTEES RESOLUTION TO RECOGNIZE  
FRANKLIN S. BENNETT, JR. FOR EXEMPLARY SERVICE AS  
SECRETARY TO THE BOARD AND EXTENDING EMERITUS STATUS TO  
HIM AS WELL AS TO HIS FATHER AND ATTORNEY MANCHESTER**

**WHEREAS**, Franklin S. Bennett, Jr. is the third secretary in Youngstown State University's 112-year history following the legacy of his father, Attorney Franklin S. Bennett, who followed Attorney Hugh Manchester, both of his former law firm, Manchester, Bennett, Powers, and Ullman, where his role as Secretary has included service as parliamentarian, historian, archivist, and secretary for presidential searches; and

**WHEREAS**, he dedicated many nights, weekends and personal time to complete official duties as well as fielding calls and interacting with trustees, administrators, the media and the public, and over the 30-years in this capacity, he has sworn-in 47 full-term trustees, 31 student trustees, and served through six presidential administrations; and

**WHEREAS**, he has served as Secretary for over 230 of 365 board meetings since the university became a state institution-over 60% of the meetings ever held, as well as attended well over 1,000 committee meetings, 80 commencements, countless university events, and with his signature appearing on over tens of thousands of university diplomas; and

**WHEREAS**, he provided orientations for most every board member appointed over this term while becoming a mentor and friend to the full-term and student trustees; kept confidences and defended and protected the members of the Board; having witnessed the brightest days and darkest hours of the institution, while providing sound and wise judgement, using his excellent relationship skills and good humor to advance the goodwill of the board; and

**WHEREAS**, as he was respectful of the policy-making role of the Board, he was also a trusted adviser to board chairpersons exposed to the "loneliness of leadership," while never seeking the limelight while being a quiet and steady advocate for the Board and university, having secured more than \$1million in philanthropy over the years.

**NOW THEREFORE BE IT RESOLVED**, that the Board recognizes the exemplary service and steadfast guidance of Franklin S. Bennett, Jr. in his role as Secretary to the Board of Trustees of Youngstown State University over the previous 30-years, serving in a legacy role of his father and his father's contemporaneous colleague Attorney Manchester; and

**BE IT RESOLVED FURTHER**, that the Board directs that Attorneys Franklin S. Bennett, Hugh Manchester, and Franklin S. Bennett, Jr., each be designated as Board Secretary Emeritus and that there be a planting of a tree for each of them as a component of the Campus Beautification Program, and that this designation be etched on the glass of the Board of Trustees meeting room; and

**BE IT FURTHER RESOLVED**, that this record of exemplary service be preserved in the permanent record of this Board's actions, and that a framed copy of this Resolution be presented to Secretary Bennett to further memorialize his service to Youngstown State University as an "unsung hero."