



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE
Anita A. Hackstedde, Chair
Charles T. George, Vice Chair
All Trustees are Members**

**Wednesday, June 22, 2022
4:00 p.m. or immediately following
previous meeting**

**Board Room
Tod Hall**

AGENDA

- A. Disposition of Minutes for Meeting Held March 2, 2022**
- B. Old Business**
- C. Committee Items**

1. University Affairs Consent Items*

- C.1.a. = Tab 1 a. Resolution to Modify Family and Medical Leave Act (FMLA) Policy, 3356-7-07**
- C.1.b. = Tab 2 b. Resolution to Modify Part-Time Faculty Teaching Excellence Award Policy, 3356-7-52**
- C.1.c. = Tab 3 c. Resolution to Modify Excellence Awards for Department Chairpersons Policy, 3356-7-53**

2. University Affairs Action Items

- C.2.a. = Tab 4 a. Resolution to Modify Persona Non Grata Status for Campus Visitors Policy, 3356-7-45
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.**
- C.2.b. = Tab 5 b. Resolution to Modify Employment of Students Policy, 3356-9-03
Claire Berardini, Associate Provost for Student Success, will report.**
- C.2.c. = Tab 6 c. Resolution Regarding Campus Free Speech
Holly Jacobs, Vice President for Legal Affairs and Human Resources, will report.**

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

C.2.d. = Tab 7 **d. Resolution to Authorize Conferral of Emeritus Status for Faculty and Administrators**
This resolution nominates eighteen (18) recently-retired faculty members for Faculty Emeritus Status, and nominates two (2) recently-retired administrators for Administrator Emeritus Status in accordance with the University policy for Emeritus Status, Policy Number 3356-7-17.
Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer, will report.

C.2.e. = Tab 8 **e. Resolution to Ratify Personnel Actions**
University policies require that the Chief Human Resources Officer provide a summary of appointments, promotions, and other personnel actions for faculty and professional/administrative staff, including intercollegiate athletics coaching positions for January 16, 2022, through April 15, 2022. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.
Cynthia Kravitz, Associate Vice President and Chief Human Resources Officer, will report.

3. University Affairs Discussion Items

C.3.a. = Tab 9 **a. Title IX Update**
Dana Lantz, Director of Equal Opportunity and Policy Development, will report.

C.3.b. = Tab 10 **b. Support Area Assessment: Student Experience**
Joy Polkabra Byers, Associate Vice President for Student Experience, will report.

C.3.c. = Tab 11 **c. Support Area Assessment: Facilities**
Neal P. McNally, Vice President for Finance and Business Operations, and John Hyden, Associate Vice President for Facilities and Support Services, will report.

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

D. New Business

E. Adjournment



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY, 3356-7-07**

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

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

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

WHEREAS, the Family and Medical Leave Act (FMLA) 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 Family and Medical Leave Act (FMLA), policy number 3356-7-07, attached hereto.

**Board of Trustees Meeting
June 23, 2022
YR 2022-**

3356-7-05 Family and Medical Leave Act (FMLA).

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: October 1997; August 2010; April 2012;
December 2017; June 2022
Board Committee: University Affairs
Effective Date: June 23, 2022
Next Review: 2027

- (A) Policy statement. Youngstown state university (university) is committed to complying with the Family and Medical Leave Act (“FMLA”).
- (B) Purpose. To provide employees with a basic understanding of their rights and obligations under the FMLA.
- (C) Scope. This policy applies to all employees eligible for leave under the FMLA (hereinafter referred to as leave or family and medical leave
- (D) Parameters.
 - (1) In order for a university employee to be eligible for leave pursuant to the FMLA, the employee is required to:
 - (a) Have been employed by the university for at least twelve months.
 - (b) Completed at least one thousand two hundred fifty hours worked during the twelve-month period immediately preceding the commencement of the leave.
 - (2) The FMLA provides an eligible employee up to twelve work weeks of unpaid leave during the twelve-month period measured forward from the first date the employee uses family and medical leave.
 - (3) The university required family and medical leave to run concurrently with any accrued paid leave. All accrued leave must be exhausted before unpaid family medical leave. Accrued paid

leave must be utilized in the following order: sick, vacation and documented compensatory time if available.

- (4) Family and medical leave may be used for the following reasons:
 - (a) To care for the employee's child after the birth of the child.
 - (b) To care for a child after the child is placed with the employee for adoption or foster care.
 - (c) To care for the employee's spouse, child, or parent who has a serious health condition.
 - (d) Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a worker's compensation qualifying injury.
 - (e) Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following: short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.
- (5) An eligible employee may be permitted a total of twenty-six work weeks of leave during the twelve-month period measured forward from the first date the employee uses family and medical leave in order to care for a covered service member with a serious injury or health condition if the employee is the spouse, son, daughter, parent or next of kin of the service member. However, when family and medical leave is used for this reason and one or more of the reasons listed in paragraph (D)(3) of this rule, the eligible employee will be entitled to a maximum combined total of twenty-six work weeks of leave.
- (6) An eligible employee will be required to use paid leaves concurrently with unpaid family and medical leave in accordance with rule 3356-7-14 of the administrative code (see university policy 3356-7-14 Maternity/parental leave, excluded professional

administrative employees).

- (7) In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has exhausted the twelve work weeks of leave as provided in this policy, the employee may continue to utilize any available accrued leaves or request an unpaid disability leave of absence in accordance with rule 3356-7-08 of the Administrative Code (see university policy 3356-7-08, "Leave without pay for extended serious health condition or disability, excluded professional/administrative staff") or the applicable collective bargaining agreement.
- (8) In any case in which both a husband and wife are employed by the university and both request leave due to the birth or placement with the employees of a child, the total number of work weeks of family and medical leave to which both employees are collectively entitled will be limited to twelve work weeks during the twelve-month period.
- (9) It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period. During any uncompensated portion of a leave period, employees shall not accumulate sick, vacation, personal, or any other accrued leave except as may be provided under the terms of a collective bargaining agreement.
- (10) An eligible employee who takes leave in accordance with this policy shall, upon return from such leave, be restored to the position held by the employee when the leave commenced or a similar position of equivalent pay and benefits.
- (11) During any period that an eligible employee takes leave in accordance with this policy, the university shall maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee's share of the health insurance costs during the leave. If the employee does not return from the leave, the university may recover the premiums it paid for

maintaining the health care coverage during the period of unpaid family and medical leave.

(E) Intermittent leave/reduced leave schedule.

- (1) Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious health condition or injury, may be taken intermittently or on a reduced leave schedule when medically necessary.
- (2) An employee who takes intermittent leave or a reduced leave schedule for planned medical treatments may be required to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave.
- (3) Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.
- (4) The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy.
- (5) Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.

(F) Procedures.

- (1) An employee desiring to take leave under FMLA should contact the human resources office at (330) 941-1508 to obtain information regarding eligibility for family and medical leave. FMLA information is also available on the human resources webpage at [*Family and Medical Leave \(FMLA\)*](#).
- (2) Upon requesting family and medical leave, an eligible employee will receive a written notice from the university outlining the employee's rights and obligations.
- (3) U.S. department of labor form WH-380 shall be utilized by health care providers in supporting the leave request.
- (4) An eligible employee will be required to provide the university

with thirty days advance notice of the employee's intention to take family and medical leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.

- (5) The university will require an employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition, or for leave due to serious health condition that makes the employee unable to perform the essential functions of the employee's position.

The university, at the university's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the university. The expense of a third opinion will be paid by the university.

- (6) An employee is required to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or health condition.
 - (7) As a condition of return to employment, an employee who has taken leave due to a serious health condition that made the employee unable to perform the essential functions of the employee's position, must submit certification from the employee's physician that the employee is able to resume work.
 - (8) All FMLA leaves, paid or unpaid, within a consecutive twelve-month period will be counted toward the twelve-week allocation under FMLA.
 - (9) Employees covered by collective bargaining should also refer to their respective labor agreements.
- (G) Prohibited conduct. The following conduct is prohibited and will result in employee discipline up to and including termination and possible loss of benefits:

- (1) Failure to submit required and/or complete documentation.
- (2) Engaging in fraud, misrepresentation, or providing false information to the university or health care provider.
- (3) Having other employment during leave without the prior written approval of the chief human resources officer.
- (4) Failure to timely return from leave.

3356-7-05 Family and Medical Leave Act (FMLA).

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: October 1997; August 2010; April 2012;
December 2017; June 2022
Board Committee: University Affairs
Effective Date: ~~December 7, 2017~~ June 23, 2022
Next Review: ~~2022~~ 2027

- (A) Policy statement. Youngstown state university (university) is committed to complying with the Family and Medical Leave Act (“FMLA”).
- (B) Purpose. To provide employees with a basic understanding of their rights and obligations under the FMLA.
- (C) Scope. This policy applies to all employees eligible for leave under the FMLA (hereinafter referred to as leave or family and medical leave). ~~In order for an employee to be eligible for leave pursuant to this policy, the employee is required to:~~
- ~~(1) — Have been employed by the university for at least twelve months.~~
 - ~~(2) — Completed at least one thousand two hundred fifty hours worked during the twelve-month period immediately preceding the commencement of the leave.~~
- (D) Parameters.
- (1) In order for a university employee to be eligible for leave pursuant to the FMLA, the employee is required to:
 - (a) Have been employed by the university for at least twelve months.
 - (b) Completed at least one thousand two hundred fifty hours worked during the twelve-month period immediately preceding the commencement of the leave.

- (1)(2) ~~An~~The FMLA provides an eligible employee ~~shall be permitted a total of up to~~ twelve work weeks of unpaid leave during the twelve-month period measured forward from the first date the employee uses family and medical leave.
- (2)(3) ~~Leave may be taken as paid or unpaid leave~~The university required family and medical leave to run concurrently with any accrued paid leave. Paid leave is in the form of accrued personal, sick, or vacation leave or documented compensatory time~~All accrued leave must be exhausted before unpaid family medical leave. Accrued paid leave must be utilized in the following order: sick, vacation and documented compensatory time if available.~~
- (3)(4) Family and medical leave may be used for the following reasons:
- (a) To care for the employee's child after the birth of the child.
 - (b) To care for a child after the child is placed with the employee for adoption or foster care.
 - (c) To care for the employee's spouse, child, or parent who has a serious health condition.
 - (d) Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a worker's compensation qualifying injury.
 - (e) Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following: short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.
- (4)(5) An eligible employee may be permitted a total of twenty-six work weeks of leave during the twelve-month period measured forward from the first date the employee uses family and medical leave in order to care for a covered service member with a serious injury or health condition if the employee is the spouse, son, daughter,

parent or next of kin of the service member. However, when family and medical leave is used for this reason and one or more of the reasons listed in paragraph (D)(3) of this rule, the eligible employee will be entitled to a maximum combined total of twenty-six work weeks of leave.

- (5)(6) An eligible employee will be required to use ~~any appropriate~~ ~~accrued~~-paid leaves ~~concurrent~~concurrently with unpaid family and medical leave in accordance with rule 3356-7-14 of the administrative code (see university policy 3356-7-14 Maternity/parental leave, excluded professional administrative employees).
- (6)(7) In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has exhausted the twelve work weeks of leave as provided in this policy, the employee may continue to utilize any available accrued leaves or request an unpaid disability leave of absence in accordance with rule 3356-7-08 of the Administrative Code (see university policy 3356-7-08, "Leave without pay for extended serious health condition or disability, excluded professional/ administrative staff") or the applicable collective bargaining agreement.
- (7)(8) In any case in which both a husband and wife are employed by the university and both request leave due to the birth or placement with the employees of a child, the total number of work weeks of family and medical leave to which both employees are collectively entitled will be limited to twelve work weeks during the twelve-month period.
- (8)(9) It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period. During any uncompensated portion of a leave period, employees shall not accumulate sick, vacation, personal, or any other accrued leave except as may be provided under the terms of a collective bargaining agreement.
- (9)(10) An eligible employee who takes leave in accordance with this policy shall, upon return from such leave, be restored to the

position held by the employee when the leave commenced or a similar position of equivalent pay and benefits.

(11) During any period that an eligible employee takes leave in accordance with this policy, the university shall maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee's share of the health insurance costs during the leave. If the employee does not return from the leave, the university may recover the premiums it paid for maintaining the health care coverage during the period of unpaid family and medical leave.

(E) Intermittent leave/reduced leave schedule.

- (1) Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious health condition or injury, may be taken intermittently or on a reduced leave schedule when medically necessary.
- (2) An employee who takes intermittent leave or a reduced leave schedule for planned medical treatments may be required to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave.
- (3) Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.
- (4) The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy.
- (5) Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.

(F) Procedures.

- (1) An employee desiring to take leave under FMLA should contact the human resources office at (330) 941-~~2137~~1508 to obtain

information regarding eligibility for family and medical leave. [FMLA information is also available on the human resources webpage at *Family and Medical Leave \(FMLA\)*.](#)

- (2) Upon requesting family and medical leave, an eligible employee will receive a written notice from the university outlining the employee's rights and obligations.
- (3) U.S. department of labor form WH-380 shall be utilized by health care providers in supporting the leave request.
- (4) An eligible employee will be required to provide the university with thirty days advance notice of the employee's intention to take family and medical leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.
- (5) The university will require an employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition, or for leave due to serious health condition that makes the employee unable to perform the essential functions of the employee's position.

The university, at the university's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the university. The expense of a third opinion will be paid by the university.

- (6) An employee is required to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or health condition.
- (7) As a condition of return to employment, an employee who has taken leave due to a serious health condition that made the employee unable to perform the essential functions of the employee's position, must submit certification from the

employee's physician that the employee is able to resume work.

- (8) All FMLA leaves, paid or unpaid, within a consecutive twelve-month period will be counted toward the twelve-week allocation under FMLA.
 - (9) Employees covered by collective bargaining should also refer to their respective labor agreements.
- (G) Prohibited conduct. The following conduct is prohibited and will result in employee discipline up to and including termination and possible loss of benefits:
- (1) Failure to submit required and/or complete documentation.
 - (2) Engaging in fraud, misrepresentation, or providing false information to the university or health care provider.
 - (3) Having other employment during leave without the prior written approval of the chief human resources officer.
 - (4) Failure to timely return from leave.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
PART-TIME FACULTY TEACHING EXCELLENCE AWARD POLICY,
3356-7-52**

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Part-Time Faculty Teaching Excellence Award, policy number 3356-7-52, attached hereto.

**Board of Trustees Meeting
June 23, 2022
YR 2022-**

3356-7-52 Part-time faculty teaching excellence award.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: March 2017; June 2022
Board Committee: University Affairs
Effective Date: June 23, 2022
Next Review: 2027

- (A) Policy statement. Youngstown state university (university) recognizes the valuable contributions made by part-time faculty to advance the teaching mission of the university.
- (B) Purpose. To honor the work and commitment of dedicated and outstanding part-time faculty.
- (C) Scope. Eligibility for the part-time faculty excellence award is limited to part-time faculty who have been teaching continuously over the previous five years with a minimum load of one three-hour course per year. For purposes of this policy, the most recent five continuous years of teaching will be used to determine eligibility.
- Full-time university personnel who are eligible for other university service awards and teach as part-time faculty are not eligible for the part-time faculty excellence award.
- (D) Parameters.
- (1) Up to eight awards may be granted annually to part-time faculty whose teaching performance at the university has been identified as outstanding.
 - (2) Part-time faculty teaching excellence award recipients shall receive two thousand dollars.
- (E) Procedures.

- (1) To be eligible, an individual must be nominated during the annual nomination process.
- (2) Staff members, faculty, or alumni may make nominations.
- (3) Each undergraduate college dean will appoint a part-time faculty representative to serve as a committee to review nominations and recommend award recipients. The provost or the provost's designee will serve as the chair of the review committee.
- (4) The names of the award recipients recommended by the committee will be forwarded to the office human resources.
- (5) Announcement and presentation of the awards occurs at the annual faculty awards dinner.
- (6) Annually a list of all recipients of the part-time teaching excellence award will be presented to the academic excellence and student success committee of the board of trustees.

3356-7-52 Part-time faculty teaching excellence award.

~~Previous Policy Number:~~ **New**

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: March 2017; June 2022

Board Committee: University Affairs

Effective Date: ~~March 16, 2017~~ June 23, 2022

Next Review: ~~2022~~2027

(A) Policy statement. Youngstown state university (university) recognizes the valuable contributions made by part-time faculty to advance the teaching mission of the university.

(B) Purpose. To honor the work and commitment of dedicated and outstanding part-time faculty.

(C) Scope. Eligibility for the part-time faculty excellence award is limited to part-time faculty who have been teaching continuously over the previous five years with a minimum load of one three-hour course per year. For purposes of this policy, the most recent five continuous years of teaching will be used to determine eligibility.

Full-time university personnel who are eligible for other university service awards and teach as part-time faculty are not eligible for the part-time faculty excellence award.

(D) Parameters.

(1) Up to eight awards may be granted annually to part-time faculty whose teaching performance at the university has been identified as outstanding.

(2) Part-time faculty teaching excellence award recipients shall receive two thousand dollars.

(E) Procedures.

- (1) To be eligible, an individual must be nominated during at the annual nomination process.
- (2) Staff members, faculty, or alumni may make nominations.
- (3) Each undergraduate college dean will appoint a part-time faculty representative to serve as a committee to review nominations and recommend award recipients. The provost or ~~his/her~~ the provost's designee will serve as the chair of the review committee.
- (4) The names of the award recipients recommended by the committee will be forwarded to the office human resources.
- (5) Announcement and presentation of the awards occurs at the annual faculty awards dinner.
- (6) Annually a list of all recipients of the part-time teaching excellence award will be presented to the academic ~~and student~~ affairs excellence and student success committee of the board of trustees.



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
EXCELLENCE AWARDS FOR DEPARTMENT CHAIRPERSONS POLICY,
3356-7-53**

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 Excellence Awards for Department Chairpersons 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 Excellence Awards for Department Chairpersons, policy number 3356-7-53, attached hereto.

**Board of Trustees Meeting
June 23, 2022
YR 2022-**

3356-7-53 Excellence awards for department chairpersons.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: March 2017; June 2022
Board Committee: University Affairs
Effective Date: June 23, 2022
Next Review: 2027

- (A) Policy statement. Youngstown state university (university) recognizes the valuable contributions made by department chairpersons to advance the research, scholarship, and academic mission of the university.
- (B) Purpose. To recognize and honor outstanding performance of university department chairpersons.
- (C) Scope. Any chairperson who has completed at least one year as a department chairperson is eligible for nomination for the excellence award for department chairpersons. A chairperson may not receive an excellence award within three years of receiving this same award or a similar distinguished professor award in that category.
- (D) Parameters.
 - (1) One award may be granted annually to a department chairperson whose teaching performance at the university has been identified as outstanding.
 - (2) One award may be granted annually to a department chairperson whose performance in research/scholarship at the university has been identified as outstanding.
 - (3) Department chairperson excellence award recipients shall receive two thousand dollars, a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.

(E) Procedures.

- (1) To be eligible, an individual must be nominated during the “Call for Nominations” process.
- (2) Staff members, faculty, or alumni may make nominations.
- (3) Each undergraduate college dean will appoint a representative to serve as a committee to review nominations and recommend award recipients. No person from a department in which a nomination has been received shall be eligible to serve on the review committee.
- (4) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (5) Announcement and presentation of the awards occur at the annual faculty awards dinner.
- (6) Annually a list of all recipients of the department chair excellence awards will be presented to the academic excellence and student success committee of the board of trustees.

3356-7-53 Excellence awards for department chairpersons.

~~Previous Policy Number:~~ **New**

Responsible Division/Office: Academic Affairs

Responsible Officer: Provost and Vice President for Academic Affairs

Revision History: March 2017; June 2022

Board Committee: University Affairs

Effective Date: ~~March 16, 2017~~ June 23, 2022

Next Review: ~~2022~~ 2027

- (A) Policy statement. Youngstown state university (university) recognizes the valuable contributions made by department chairpersons to advance the research, scholarship, and academic mission of the university.
- (B) Purpose. To recognize and honor outstanding performance of university department chairpersons.
- (C) Scope. Any chairperson who has completed at least one year as a department chairperson is eligible for nomination for the excellence award for department chairpersons. A chairperson may not receive an excellence award within three years of receiving this same award or a similar distinguished professor award in that category.
- (D) Parameters.
- (1) One award may be granted annually to a department chairperson whose teaching performance at the university has been identified as outstanding.
 - (2) One award may be granted annually to a department chairperson whose performance in research/scholarship at the university has been identified as outstanding.
 - (3) Department chairperson excellence award recipients shall receive two thousand dollars, a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.

(E) Procedures.

- (1) To be eligible, an individual must be nominated during the “Call for Nominations” process.
- (2) Staff members, faculty, or alumni may make nominations.
- (3) Each undergraduate college dean will appoint a representative to serve as a committee to review nominations and recommend award recipients. No person from a department in which a nomination has been received shall be eligible to serve on the review committee.
- (4) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (5) Announcement and presentation of the awards occurs at the annual faculty awards dinner.
- (6) Annually a list of all recipients of the department chair excellence awards will be presented to the academic ~~and student affairs committee~~ excellence and student success committee of the board of trustees.



YOUNGSTOWN
STATE
UNIVERSITY

Explanation of Modifications to *University Policy*:

3356-7-45 Persona Non Grata Status for Campus Visitors Policy

This policy has been updated to remove the Office of Student Experience and VP for Student Affairs as the responsible division and officer. The responsible divisions/offices are now University Relations and General Counsel. The responsible officers are now the Chief of Police and the Vice President and General Counsel.

The process for issuing a notice of persona non grata (PNG) was streamlined, with university police making the determination based on the evidence collected. The policy also sets forth the procedure for appealing the PNG determination to the office of general counsel.

Board of Trustees Meeting

June 23, 2022

YR 2022-



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

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 Persona Non Grata Status for Campus Visitors policy has been 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 Persona Non Grata Status for Campus Visitors, policy number 3356-7-45, attached hereto.

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

Responsible Division/Office: University Relations/General Counsel
Responsible Officers: Chief of Police; Vice President and General Counsel
Revision History: June 1999; September 2009; September 2012; March 2018; June 2022
Board Committee: University Affairs
Effective Date: June 23, 2022
Next Review: 2027

- (A) Policy statement. Pursuant to section 3345.21 of the Revised Code and in order to pursue its educational objectives and programs in an orderly manner, the board of trustees of Youngstown state university (“university”) is authorized to regulate the conduct of visitors to university owned or controlled property and to university programs and activities.
- (B) Purpose. To identify visitors whose presence on the university campus or at university programs or activities may be detrimental to the university community and to provide a mechanism to limit the access of such visitors to university owned or controlled property and to university programs and activities.
- (C) Scope. This policy applies to visitors who are accused of demonstrating behavior detrimental to the university community.

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

- (D) Definitions for purposes of this rule.
 - (1) “Employee.” Any person on active employment status with the university.
 - (2) “Student.” Any person currently enrolled in or registered for a future term at the university either for credit or noncredit classes.

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

- (f) Misrepresentations of self or providing other false or misleading information to a university office or official.

(E) Parameters.

- (1) This policy will not be utilized to restrict freedom of speech or the right of persons to peaceful assembly.
- (2) This policy will not be construed to limit the authority of university officials from taking actions, such as arrest and/or criminal prosecution, as warranted by circumstances.
- (3) If necessary, the president, or designee, or the university chief of police may seek the assistance of other appropriate law enforcement agencies.

(F) Process.

- (1) Determination of persona non grata status.
 - (a) Any person believing that a visitor has exhibited detrimental behavior as defined in paragraph (D)(5) of this policy should report the behavior to the university police department.
 - (b) The university police will review the information reported, collect and/or review evidence of the alleged detrimental behavior (e.g., police reports, witness statements, reports of previous incidents), and determine:
 - (i) Whether the evidence supports a finding that the visitor has engaged in detrimental behavior; and
 - (ii) Whether the visitor should be declared a persona non grata.
 - (c) The university police will issue findings in writing.
- (2) Notice of persona non grata status.

- (a) If the university police determine that a Notice of persona non grata should be issued, the university police will issue a persona non grata notice to that visitor containing the name and last known address of the individual; current email address if notice is to be sent via email.
 - (b) The persona non grata notice must advise the visitor of the following:
 - (i) The reasons why the visitor is being declared persona non grata;
 - (ii) That the visitor's permission to be on campus is revoked for a period of up to two years;
 - (iii) That the visitor has the right to appeal the persona non grata determination within five business days of the visitor's receipt of the persona non grata notice by sending a letter of appeal to the office of general counsel.
 - (c) The persona non grata notice may be delivered via U.S. mail return receipt requested, email with delivery receipt, or in person by the university police department.
- (3) Appeals.
- (a) Any visitor who wishes to challenge their persona non grata status must submit a letter of appeal to the office of general counsel that includes an explanation of why the trespass notice should be revoked together with any evidence in support of the appeal.
 - (b) The letter of appeal must be submitted to the office of general counsel within five business days of the visitor's receipt of the trespass notice.
 - (c) Within ten business days after receipt of the letter of appeal, the office of general counsel will hold a hearing to address the appeal.

- (d) Hearing.
 - (i) The general counsel or designee will conduct the hearing, which hearing is not a public meeting.
 - (ii) The chief of police or designee will present evidence supporting the persona non grata finding.
 - (iii) The visitor may question any witnesses and present evidence, including witnesses, on their behalf. If the visitor chooses not to be present or to participate, the process will nevertheless proceed.
 - (iv) The visitor may be accompanied by another individual who may serve in an advisory capacity but who may not participate directly in the hearing.
- (e) Findings.
 - (i) The general counsel or designee conducting the hearing will hear and weigh all evidence presented and shall apply a preponderance of the evidence standard (more likely than not).
 - (ii) To uphold the determination of persona non grata status, the general counsel or designee must find that it is more likely than not that the alleged behavior occurred and that such behavior is more likely than not detrimental to the university community.
 - (iii) If such a finding is made, the general counsel or designee may take into consideration the reasons for such behavior and the likelihood of its recurrence; and based on the findings and these considerations, may continue the individual on persona non grata status for a period of up to two years. If such a finding is not made, the persona non grata status will be removed and the notice of trespass revoked.

- (iv) The decision of the general counsel or designee is final.
- (f) Notification of findings.
 - (i) The written decision of the general counsel will be sent to the visitor via either U.S. mail, U.S. mail return receipt requested, email with delivery receipt, or in person by the university police department.
 - (ii) Any new restrictions imposed following the hearing will take effect upon receipt of the notification.
 - (iii) In those instances where the persona non grata status has been upheld, general counsel or designee will forward a copy of the findings to the appropriate parties on campus and the chief of police.
 - (iv) The university police department will maintain a current list of persona non grata status and enforce sanctions of persona non grata.
- (G) Records. Records of the persona non grata process will be retained in the office of the general counsel.
- (H) Violation of persona non grata status. A person who violates the terms of their persona non grata status will be deemed a trespasser, removed from the university, and prosecuted accordingly.
- (I) Extension. In appropriate circumstances, the university may extend a visitor's persona non grata status for an additional time period.

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

Responsible Division/Office: ~~Student Experience~~; University Relations
~~Police~~/General Counsel

Responsible ~~Officer~~Officers: ~~VP for Student Affairs~~; Chief of Police; ~~Associate~~
~~Vice President of University Relations~~/Vice
President and General Counsel

Revision History: June 1999; September 2009; September 2012;
March 2018; June 2022

Board Committee: University Affairs

Effective Date: ~~March 15, 2018~~June 23, 2022

Next Review: ~~2023~~2027

- (A) Policy statement. Pursuant to section 3345.21 of the Revised Code and in order to pursue its educational objectives and programs in an orderly manner, the board of trustees of Youngstown state university (“university”) is authorized to regulate the conduct of visitors to university owned or controlled property and to university programs and activities.
- (B) Purpose. To identify visitors whose presence on the university campus or at university programs or activities may be detrimental to the university community and to provide a mechanism to limit the access of such visitors to university owned or controlled property and to university programs and activities.
- (C) Scope. This policy applies to visitors who are accused of demonstrating behavior detrimental to the university community.

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

- (D) Definitions for purposes of this rule.
- (1) “Employee.” Any person on active employment status with the university.

- (2) “Student.” Any person ~~admitted to~~ currently enrolled in or registered for a future term at the university either for credit or noncredit ~~and currently registered for~~ classes.
- (3) “Visitor.” Any person who is not a student or an employee acting within the scope of their employment. A visitor includes but is not limited to:
- (i)(a) A person who had been enrolled at the university but who has graduated or transferred.
 - (ii)(b) A person who has been admitted to the university but is not currently enrolled.
 - (iii)(c) A former employee no longer on active employment status with the university.
- (4) “Persona non grata.” A visitor whose behavior has been determined to be detrimental to the university community and who is no longer permitted to be present on university owned or controlled property or to have access to university services, activities, or events.
- (5) Behavior detrimental to the university community includes but is not limited to:
- (a) Disruption of university processes, services, or programs.
 - (b) Actions which result in offenses against persons or property, including the use of university facilities, in a manner inconsistent with the facility’s purpose.
 - (c) Threats or other behaviors that pose a risk to the safety of the university community.
 - (d) Violation of a previous order or directive given by a court of law, a university official, the university police or other law enforcement agency or officer, or a court of law acting in performance of their duties.

- (e) A continuing violation of university policies, rules, or regulations after notice of the policies, rules, or regulations has been given.
- (f) Misrepresentations of self or providing other false or misleading information to a university office or official.

(E) Parameters.

- (1) This policy will not be utilized to restrict freedom of speech or the right of persons to peaceful assembly.
- (2) This policy will not be construed to limit the authority of university officials from taking actions, such as arrest and/or criminal prosecution, as warranted by circumstances.
- (3) If necessary, the president, or designee, or the university chief of police may seek the assistance of other appropriate law enforcement agencies.

~~(4) Any university student or employee may bring concerns regarding possible detrimental behavior of a visitor to the attention of the university police department or to the office of student experience/ student affairs.~~

(F) Process. ~~The process to designate a visitor as a persona non grata is initiated by the issuance of a notice of persona non grata status. Only the president, the provost, a university vice president, the chief of police, or their designees, have the authority to issue a notice of persona non grata status.~~

(1) Determination of persona non grata status.

(a) Any person believing that a visitor has exhibited detrimental behavior as defined in paragraph (D)(5) of this policy should report the behavior to the university police department.

(b) The university police will review the information reported, collect and/or review evidence of the alleged detrimental

behavior (e.g., police reports, witness statements, reports of previous incidents), and determine:

(i) Whether the evidence supports a finding that the visitor has engaged in detrimental behavior; and

(ii) Whether the visitor should be declared a persona non grata.

(c) The university police will issue findings in writing.

(2) Notice of persona non grata status.

(a) If the university police determine that a Notice of persona non grata should be issued, the university police will issue a persona non grata notice to that visitor containing the name and last known address of the individual; current email address if notice is to be sent via email.

(b) The persona non grata notice must advise the visitor of the following:

(i) The reasons why the visitor is being declared persona non grata;

(ii) That the visitor's permission to be on campus is revoked for a period of up to two years;

(iii) That the visitor has the right to appeal the persona non grata determination within five business days of the visitor's receipt of the persona non grata notice by sending a letter of appeal to the office of general counsel.

(c) The persona non grata notice may be delivered via U.S. mail return receipt requested, email with delivery receipt, or in person by the university police department.

(3) Appeals.

- (a) Any visitor who wishes to challenge their persona non grata status must submit a letter of appeal to the office of general counsel that includes an explanation of why the trespass notice should be revoked together with any evidence in support of the appeal.
- (b) The letter of appeal must be submitted to the office of general counsel within five business days of the visitor's receipt of the trespass notice.
- (c) Within ten business days after receipt of the letter of appeal, the office of general counsel will hold a hearing to address the appeal.
- (d) Hearing.
 - (i) The general counsel or designee will conduct the hearing, which hearing is not a public meeting.
 - (ii) The chief of police or designee will present evidence supporting the persona non grata finding.
 - (iii) The visitor may question any witnesses and present evidence, including witnesses, on their behalf. If the visitor chooses not to be present or to participate, the process will nevertheless proceed.
 - (iv) The visitor may be accompanied by another individual who may serve in an advisory capacity but who may not participate directly in the hearing.
- (e) Findings.
 - (i) The general counsel or designee conducting the hearing will hear and weigh all evidence presented and shall apply a preponderance of the evidence standard (more likely than not).
 - (ii) To uphold the determination of persona non grata status, the general counsel or designee must find that it is more likely than not that the alleged

behavior occurred and that such behavior is more likely than not detrimental to the university community.

(iii) If such a finding is made, the general counsel or designee may take into consideration the reasons for such behavior and the likelihood of its recurrence; and based on the findings and these considerations, may continue the individual on persona non grata status for a period of up to two years. If such a finding is not made, the persona non grata status will be removed and the notice of trespass revoked.

(iv) The decision of the general counsel or designee is final.

(f) Notification of findings.

(i) The written decision of the general counsel will be sent to the visitor via either U.S. mail, U.S. mail return receipt requested, email with delivery receipt, or in person by the university police department.

(ii) Any new restrictions imposed following the hearing will take effect upon receipt of the notification.

(iii) In those instances where the persona non grata status has been upheld, general counsel or designee will forward a copy of the findings to the appropriate parties on campus and the chief of police.

(iv) The university police department will maintain a current list of persona non grata status and enforce sanctions of persona non grata.

~~(1) — Notice. A visitor accused of behavior detrimental to the university community will be served with notice that such behavior is not acceptable and may result in that person being denied the opportunity to be present on~~

~~specified university property, facilities and/or university programs or activities.~~

~~(a) — The notice will contain:~~

~~(i) — Name and last known address of the individual; current email address if notice is to be sent via email.~~

~~(ii) — A specification of the alleged detrimental behavior.~~

~~(iii) — A warning that the individual is on temporary persona non grata status and is not allowed on university premises or at university sponsored programs or activities until a meeting regarding persona non grata status occurs and a formal determination is made.~~

~~(iv) — The name, title, and contact information of the university official who will make the persona non grata determination and a time limit in which the accused must contact the university official to schedule a meeting to determine persona non grata status.~~

~~(v) — A warning that failure to arrange a meeting with the university official within ten days from receipt of the notice or failure to attend a scheduled meeting will result in a determination as to persona non grata status being made without the accused individual being present.~~

~~(b) — The notice may be delivered via U.S. mail, U.S. mail return receipt requested, email with delivery receipt, or in person by the university police department.(2)~~

~~—— Meeting to determine persona non grata status.~~

~~(a) — University officials designated to conduct a persona non grata meeting are:(i) — The vice president of student affairs or designee.~~

~~(ii) — The director or associate director of student conduct.(iii) — A university associate or assistant general counsel.~~

~~(b) — The university administrator that issues the notice of persona non grata status will designate the university official who will conduct the persona non grata meeting based on the official's availability to conduct the meeting in a timely manner.~~

~~(c) — A university official who will present evidence at the hearing may not conduct the persona non grata meeting.~~~~(d) — All meetings will be held in private.~~

~~(e) — At the meeting, the accused individual is entitled to know the nature and source of the evidence against him/her, to question any witnesses, and to present evidence, including witnesses, on his/her behalf. If the accused individual chooses not to be present or to participate, the process will nevertheless proceed.~~

~~(f) — The accused individual may be accompanied by another individual who may serve in an advisory capacity but who may not participate directly in the meeting.~~

~~(3) — Findings.~~

~~(a) — The university official conducting the meeting will hear and weigh all evidence presented and shall apply a preponderance of the evidence standard (more likely than not).~~

~~(b) — To place the accused on persona non grata status, the university official conducting the meeting must find that it is more likely than not that the alleged behavior occurred and that such behavior is more likely than not detrimental to the university community.~~

~~(c) — If such a finding is made, the university official conducting the meeting may take into consideration the reasons for such behavior and the likelihood of its recurrence; and based on the meeting findings and these considerations, may place the individual on persona non grata status for a period of up to two years.~~

~~(4) — Notification.~~

(a) — Written notification of the findings of the university official will be sent within ten business days of the meeting. If the finding is that the individual is deemed to be on persona non grata status, the notification will indicate the time period and parameters of persona non grata status.

(b) — The restrictions imposed by persona non grata status will take effect upon receipt of the notification.

(c) — In those instances where an individual has been placed on persona non grata status, the hearing officer will forward a copy of the findings to the university's president, vice presidents, provost, associate vice presidents, associate provosts, deans, chief human resources officer, executive director of facilities, director of the Maag library, and the chief of police. These university administrators will inform faculty and staff of an individual's persona non grata status as appropriate.

(d) — The university police department will maintain a current list of persona non grata status and enforce sanctions of persona non grata.

(5) — Review.

(a) — A written request for review of persona non grata status may be made to the general counsel or his/her designee at any time after a determination of persona non grata status has been made.

(b) — The review will be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding. The review may only determine if the persona non grata status will remain in effect or be voided.

(c) — The persona non grata status will remain in effect during the review process.

~~(d) — The general counsel or his/her designee will render a decision within ten business days of receipt of the request for a review.~~

~~(e) — An individual who was a witness at the persona non grata meeting is disqualified from reviewing persona non grata status.~~

~~(f) — The decision of the general counsel will be sent to the accused individual via U.S. mail, U.S. mail return receipt requested, email with delivery receipt, or in person by the university police department.~~

~~(g) — In those instances in which persona non grata status is voided, those university administrators noted in the notification paragraph (F)(4)(c) of this policy will be informed of this action.~~

~~(h) — The decision of the general counsel or his/her designee is final.~~

(G) Records. Records of the persona non grata process will be retained in the ~~division of student experience~~office of the general counsel.

(H) Violation of persona non grata status.

~~(I) —~~A person who violates the terms of ~~his/her~~their persona non grata status will be deemed a trespasser, removed from the university, and prosecuted accordingly.

(I) Extension. In appropriate circumstances, the university may extend a visitor's persona non grata status for an additional time period.



YOUNGSTOWN
STATE
UNIVERSITY

Explanation of Modifications to *University Policy*:

3356-9-03 Employment of Students Policy

This policy has been updated to include key definitions as well as an expanded set of parameters that provides clarification of existing policies.

Board of Trustees Meeting

June 23, 2022

YR 2022-



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO MODIFY
EMPLOYMENT OF STUDENTS POLICY, 3356-9-03**

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 Employment of Students 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 Employment of Students, policy number 3356-9-03, attached hereto.

**Board of Trustees Meeting
June 23, 2022
YR 2022-**

3356-9-03 Employment of students.

Responsible Division/Office: Student Success
Responsible Officer: Associate Provost, Student Success
Revision History: June 1999; March 2007; December 2010;
March 2013; June 2017; June 2022
Board Committee: University Affairs
Effective Date: June 23, 2022
Next Review: 2027

- (A) Policy statement. Students are eligible to be employed by the university according to federal and state laws and university policy.
- (B) Purpose. This policy is designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with federal and state of Ohio law, including Ohio public employment retirement system (OPERS) guidelines and university policy. Information on the student employment process is available on the university's division of student success website.
- (C) Scope. Unless otherwise specified, this policy applies to the employment of undergraduate and graduate students in student employment positions at the university.
- (D) Definitions. For the purpose of this policy:
 - (1) "Domestic student" – a student that is a citizen of the United States, a permanent resident of the United States, or a refugee or asylee, as determined by the U.S. government.
 - (2) "International student" – a student that is not a citizen of the United States and is not a permanent resident of the United States.
 - (3) "Student employee" – individuals enrolled at the university who meet the requirements of this policy and work part-time jobs in support of university offices and departments.
 - (4) "Student employee supervisor" – the individual directly responsible for the hiring recommendation and day-to-day

supervision of the student employee, including but not limited to, establishing work schedules, monitoring adherence to established work schedules, approving timesheets, and providing guidance, training, and instructions relative to the student employee's assigned tasks.

(E) Parameters.

- (1) The division of student success will coordinate the student hiring process with the office of human resources.
- (2) Student employees are responsible for abiding by general university policies at all times, including but not limited to, the student code of conduct, rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, "The Student Code of Conduct").
- (3) As employees of an Ohio public university, student employees are required to contribute to OPERS unless the student opts to waive contributions and elects not to participate in OPERS. They must do so within thirty days of their hire date. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS. Once a student employee makes their OPERS election, i.e., exempt or non-exempt, the student's OPERS status is maintained until terminated by the university as defined in this rule or changes by operation of law.
- (4) The associate provost for student success is responsible for the final approval of all student employees except for those employees participating in the employment programs administered by the graduate school (graduate assistants, teaching assistants, graduate research assistants, graduate assistant interns) as per rule 3356-9-03.1 of the Administrative Code (university policy 3356-9-03.1, "Appointment of graduate assistants, graduate research assistants, and teaching assistants").

(F) Eligibility for student employment.

- (1) To be eligible for employment during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no

fewer than six credit hours and be in good academic standing. Audited classes do not count toward either the two-course or six-credit hour requirements.

- (2) To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing.
 - (3) Domestic student employees may not work more than twenty-five hours per week. International students may not work more than twenty hours per week during the academic year and may not work more than twenty-five hours per week during official university breaks and vacations. Student employees may work in more than one department; however, the total hours worked in one week by domestic students may not exceed twenty-five and the total hours worked in one week by international students may not exceed twenty hours during the academic year and may not exceed twenty-five hours per week during official university breaks and vacations.
 - (4) Students may not work as both a university employee (full or part-time) and a student employee at the same time.
- (G) Leave and time off without pay.
- (1) Student employees are not eligible to receive vacation, sick leave, or holiday pay.
 - (2) Arrangements for time off without pay are discussed with and approved by the student employee supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not pertain to the student employee work assignment.
 - (3) Time used by a student in the performance of jury duty, or when summoned as a witness, shall be treated as an excused absence without pay.
 - (4) A student employee who is a member of any reserve component of the United States Armed Forces, who is voluntarily or

involuntarily ordered to extended U.S. military service, shall be granted time off without pay.

(H) Termination of employment.

- (1) Status as a student employee is continuous from the date of initial appointment until student employment is terminated by the university.
- (2) A student's employment will cease under any of the following circumstances:
 - (a) Non-enrollment. A student who has not been enrolled for two consecutive semesters will be considered terminated.
 - (b) End of appointment. A student is effectively terminated on the end date specified at the time of the student's appointment unless a new appointment is issued.
 - (c) Voluntary resignation. Student employees may resign from their university appointment at any time and should provide timely notification to their supervisor of their resignation decision.
 - (d) Involuntary termination. The student employee supervisor may terminate the employment of a student employee. No reason is required to substantiate the action. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.

(I) Procedures.

- (1) Recruitment and application for all student employment positions will follow the procedures developed by the division of student success.
- (2) Actual employment may begin only after the required documents have been processed and approved by the student employment office.

- (3) Wage level and pay rates are based upon the nature of the job and required experience and/or credentials, and are approved by the student employment office.
- (4) The student employee supervisor is responsible for ensuring that student employees whose position requires interaction with minors complete a background check as pursuant to rule 3356-7-44 of the Administrative Code (university policy 3356-7-44, “Background checks for employees and volunteers”).
- (5) The student employee and student employee supervisor should attempt to informally resolve any issues or concerns, such as supervision, work schedule, or duties. If an issue or concern cannot be resolved informally at the department or unit level, it may be referred, by either the student or the student employee supervisor, to the office of student success. If the issue or concern involves a university policy administered by a separate department or unit, such as rule 3356-2-03 of the Administrative Code (university policy 3356-2-03, “Discrimination/harassment”) or rule 3356-2-05 of the Administrative Code (university policy 3356-2-05, “Title IX sexual harassment”), the student must follow the requirement of the applicable policy.

3356-9-03 Employment of students.

Responsible Division/Office: Student Success
Responsible Officer: Associate Provost ~~for~~, Student Success
Revision History: June 1999; March 2007; December 2010;
March 2013; June 2017; June 2022
Board Committee: University Affairs
Effective Date: ~~June 14, 2017~~ June 23, 2022
Next Review: ~~2022~~ 2027

- (A) Policy statement. Students are eligible to be employed by the university according to federal and state laws and university policy.
- (B) Purpose. This policy is designed to create a fair and equitable process for employment of students on campus. All procedures are in compliance with federal and state of Ohio law, including Ohio public employment retirement system (OPERS) guidelines and university policy. Information on the student employment process is available on the university's division of student success website.
- (C) ~~Parameters~~ Scope. Unless otherwise specified, this policy applies to the employment of undergraduate and graduate students in student employment positions at the university.
- (D) Definitions. For the purpose of this policy:
- (1) "Domestic student" – a student that is a citizen of the United States, a permanent resident of the United States, or a refugee or asylee, as determined by the U.S. government.
 - (2) "International student" – a student that is not a citizen of the United States and is not a permanent resident of the United States.
 - (3) "Student employee" – individuals enrolled at the university who meet the requirements of this policy and work part-time jobs in support of university offices and departments.
 - (4) "Student employee supervisor" – the individual directly responsible for the hiring recommendation and day-to-day

supervision of the student employee, including but not limited to, establishing work schedules, monitoring adherence to established work schedules, approving timesheets, and providing guidance, training, and instructions relative to the student employee's assigned tasks.

(E) Parameters.

- (1) ~~The associate provost for student success is responsible for the approval and coordination of the process of employing all student employees except for those employees participating in the employment programs administered by the graduate school (graduate assistants, teaching assistants, graduate research assistants, graduate assistant interns)~~The division of student success will coordinate the student hiring process with the office of human resources.
- (2) ~~Students may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements. Task-based stipends are available on a limited basis and require the special approval of the associate provost for student success~~Student employees are responsible for abiding by general university policies at all times, including but not limited to, the student code of conduct, rule 3356-8-01.1 of the Administrative Code (university policy 3356-8-01.1, "The Student Code of Conduct").
- (3) ~~To be eligible for employment under hourly student wages or task-based stipend during the fall or spring semesters, the a student must be enrolled for a minimum of two courses and no less than six credit hours and be in good academic standing. Student employees enrolled at this level ensure that they meet the criteria for exception from FICA taxes~~As employees of an Ohio public university, student employees are required to contribute to OPERS unless the student opts to waive contributions and elects not to participate in OPERS. They must do so within thirty days of their hire date. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS. Once a student employee makes their OPERS election, i.e., exempt or non-exempt, the student's OPERS

status is maintained until terminated by the university as defined in this rule or changes by operation of law.

- (4) The associate provost for student success is responsible for the final approval of all student employees except for those employees participating in the employment programs administered by the graduate school (graduate assistants, teaching assistants, graduate research assistants, graduate assistant interns) as per rule 3356-9-03.1 of the Administrative Code (university policy 3356-9-03.1, "Appointment of graduate assistants, graduate research assistants, and teaching assistants").

(F) Eligibility for student employment.

- (1) To be eligible for employment during the fall or spring semesters, a student must be enrolled for a minimum of two courses and no fewer than six credit hours and be in good academic standing. Audited classes do not count toward either the two-course or six-credit hour requirements.

- ~~(4)(2)~~ To be employed during the summer semester without summer enrollment, the student must have been enrolled during the previous spring, be currently registered for the upcoming fall semester, and be in good academic standing. ~~While students may continue employment without enrolling for classes during the summer sessions, only those students enrolled for at least six credit hours and enrolled for a minimum of eight weeks during the summer will meet the criteria for exception from FICA taxes.~~

- ~~(5)(3)~~ ~~Student employees may elect whether to participate in OPERS or not. Students who are employed during the summer, but not enrolled for a course (minimum one credit), are required to participate in OPERS.~~ Domestic student employees may not work more than twenty-five hours per week. International students may not work more than twenty hours per week during the academic year and may not work more than twenty-five hours per week during official university breaks and vacations. Student employees may work in more than one department; however, the total hours worked in one week by domestic students may not exceed twenty-five and the total hours worked in one week by international students may not exceed twenty hours during the academic year

and may not exceed twenty-five hours per week during official university breaks and vacations.

(4) Students may not work as both a university employee (full or part-time) and a student employee at the same time.

~~(6) Regulations regarding compliance with the internal revenue service and OPERS are made available to students by the payroll office.~~

~~(7) Appointments to all student employment positions and the effective appointment dates are made by the office of student success.~~

(G) Leave and time off without pay.

~~(8)(1) Students may not work as both a university employee (full or part-time) and a student employee at the same time~~Student employees are not eligible to receive vacation, sick leave, or holiday pay.

(2) Arrangements for time off without pay are discussed with and approved by the student employee supervisor, including time off during academic break periods. Academic break periods are a function of the academic calendar and do not pertain to the student employee work assignment.

(3) Time used by a student in the performance of jury duty, or when summoned as a witness, shall be treated as an excused absence without pay.

(4) A student employee who is a member of any reserve component of the United States Armed Forces, who is voluntarily or involuntarily ordered to extended U.S. military service, shall be granted time off without pay.

(H) Termination of employment.

(1) Status as a student employee is continuous from the date of initial appointment until student employment is terminated by the university.

- (2) A student's employment will cease under any of the following circumstances:
- (a) Non-enrollment. A student who has not been enrolled for two consecutive semesters will be considered terminated.
 - (b) End of appointment. A student is effectively terminated on the end date specified at the time of the student's appointment unless a new appointment is issued.
 - (c) Voluntary resignation. Student employees may resign from their university appointment at any time and should provide timely notification to their supervisor of their resignation decision.
 - (d) Involuntary termination. The student employee supervisor may terminate the employment of a student employee. No reason is required to substantiate the action. A student employee who has performance issues, has engaged in misconduct, or is found in violation of university rules or policies may be terminated immediately without advance notice.

~~(D)~~(I) Procedures.

- (1) ~~All positions for student employment, including federal and institutional work study, are described in written position descriptions maintained and posted on the university website for the office of student success~~Recruitment and application for all student employment positions will follow the procedures developed by the division of student success.
- (2) ~~Students interested in a posted position must submit an application for employment. The department or unit makes the offer of employment and submits the required documents for appointment to the position to the office of student success~~Actual employment may begin only after the required documents have been processed and approved by the student employment office.
- (3) ~~Actual employment may begin only after the required documents have been processed and approved by the office of student success.~~

~~The student is required to complete one OPERS election form during the term of their employment~~ Wage level and pay rates are based upon the nature of the job and required experience and/or credentials, and are approved by the student employment office.

- (4) ~~Status as a student employee is continuous from the date of initial appointment until the student is terminated by the university. For purposes of this policy, a student who has not been enrolled for two consecutive semesters will be considered terminated. Changing positions of employment of departments does not impact one's student employment status. Therefore, once a student employee makes their OPERS election, i.e., exempt or nonexempt, the student's OPERS status is maintained until terminated by the university as defined in this rule or changes by operation of law~~ The student employee supervisor is responsible for ensuring that student employees whose position requires interaction with minors complete a background check as pursuant to rule 3356-7-44 of the Administrative Code (university policy 3356-7-44, "Background checks for employees and volunteers").
- (5) ~~Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the office of student success~~ The student employee and student employee supervisor should attempt to informally resolve any issues or concerns, such as supervision, work schedule, or duties. If an issue or concern cannot be resolved informally at the department or unit level, it may be referred, by either the student or the student employee supervisor, to the office of student success. If the issue or concern involves a university policy administered by a separate department or unit, such as rule 3356-2-03 of the Administrative Code (university policy 3356-2-03, "Discrimination/harassment") or rule 3356-2-05 of the Administrative Code (university policy 3356-2-05, "Title IX sexual harassment"), the student must follow the requirement of the applicable policy.



**YOUNGSTOWN
STATE
UNIVERSITY**

RESOLUTION REGARDING CAMPUS FREE SPEECH

WHEREAS, Ohio Revised Code section 3345.0215 codifies the public policy of the state of Ohio concerning campus free speech and requires the Board to adopt a policy affirming several principles of campus free speech; and

WHEREAS, it is the practice of the Board to cause the University to operate in conformity with state law and Ohio public policy.

NOW, THEREFORE, the following is adopted as the resolution of the Youngstown State University Board of Trustees:

RESOLVED: The Board affirms the principles of campus free speech that are enumerated in Revised Code section 3345.0215(A) (1) through (9). The President (or his delegate) is authorized and directed to incorporate those principles into the University policy register; and

RESOLVED: The President (or his delegate) is authorized and directed to amend University policy to create a process by which any student, student group, or faculty member may submit a complaint about an alleged violation of the foregoing principles, or violation of any University policy or state law concerning campus free speech, by a University employee, including any allegation that a student's grade was reduced on account of the student's free speech (rather than on account of ordinary academic standards of substance and relevance, including legitimate pedagogical concerns); and

RESOLVED: The process described above shall substantially conform to standards promulgated by the Chancellor of the Ohio Department of Higher Education, and include a process for an impartial investigation of the complaints, and an impartial hearing regarding the allegation.

**Board of Trustees Meeting
June 23, 2022
YR 2022-**



**YOUNGSTOWN
STATE
UNIVERSITY**

**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, this resolutions nominates seven recently retired faculty members for Faculty Emeritus Status, and five recently retired administrators for Administrator Emeritus Status, and

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

**Board of Trustees Meeting
June 23, 2022
YR 2022-**

FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 23, 2022)

NAME	TITLE	YEARS of SERVICE	STATUS
Rebecca A. Barnhouse	Professor English & World Languages	27	Faculty Emeritus
Terry Benton	Assistant Professor English & World Languages	20	Faculty Emeritus
William R. Buckler	Associate Professor Humanities & Social Sciences	32	Faculty Emeritus
Gordon G. Frissora	Associate Professor Criminal Justice & Consumer Sciences	25	Faculty Emeritus
Stephen L. Gage	Professor & Band Director Dana School of Music	28	Faculty Emeritus
Shakir Husain	Professor Rayen School of Engineering	33	Faculty Emeritus
Birsen Karpak	Professor Management & Marketing	36	Faculty Emeritus
Tammy A. King	Associate Dean – BCHHS Dean – BCHHS	24	Faculty Emeritus
Betty Jo Licata	Dean/Professor – WCBA Dean – WCBA	26	Faculty Emeritus
Sherri R. Lovelace-Cameron	Professor Chemical & Biological Sciences	26	Faculty Emeritus
Christine E. McCullough	Professor Visual & Dramatic Arts	22	Faculty Emeritus
Allan Mosher	Professor Dana School of Music	29	Faculty Emeritus
Fred W. Owens, II	Professor Communication	45	Faculty Emeritus
Steven Reese	Professor English & World Languages	33	Faculty Emeritus
Ronald V. Shaklee	Professor Geography & Urban Regional Studies	33	Faculty Emeritus

Sharon A. Stringer	Professor Psychological Sciences & Counseling	34	Faculty Emeritus
Linda J. Strom	Associate Professor English & World Languages	28	Faculty Emeritus
William G. Vendemia	Professor Management & Marketing	39	Faculty Emeritus

**ADMINISTRATIVE STAFF
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 23, 2022)

NAME	TITLE	YEARS of SERVICE	STATUS
Josephine "Jodi" Clowes	Executive Assistant – Provost Academic Affairs	40	Administrator Emeritus
Diane Hritz	Coordinator, Career Management Dean – BCHHS	33	Administrator Emeritus

3356-7-17 Emeritus status.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: November 1997; October 2010; September 2015;
December 2020
Board Committee: University Affairs
Effective Date: December 3, 2020
Next Review: 2025

- (A) Policy statement. The board of trustees of Youngstown state university (university) may confer the title “emeritus” upon university faculty and executive and administrative officers upon retirement or posthumously in recognition of 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) With the exception of the university president, nominations for the conferral of emeritus status will follow the “Emeritus Nomination Guidelines” and utilize the “Emeritus Nomination” form (available on the office of human resources benefits webpage).
 - (2) In the event of retirement or death of the university president, the board of trustees may, in its discretion, confer emeritus status upon the individual.
 - (3) Emeritus status is conferred and presented at the spring meeting of the board of trustees.
 - (4) An individual can only be nominated once for conferral of emeritus status.
 - (5) If emeritus status is conferred, the individual will receive the title of “faculty emeritus” or “administrator emeritus.”

- (D) Eligibility. 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.
- (E) Emeritus privileges.
- (1) 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.")
 - (2) 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.
 - (3) 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.
 - (4) 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.
- (F) Revocation of emeritus status. Emeritus status may be revoked by the board of trustees at the request of the recipient or for good cause. Good cause includes, but is not limited to, an award based on misleading or deceptive information or for egregious conduct which diminishes the status or reputation of Youngstown state university.



RESOLUTION TO RATIFY PERSONNEL ACTIONS

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

WHEREAS, new appointments and other personnel actions have been made subsequent to the March 3, 2022, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2021-2022 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; 3356-7-43, Externally Funded Professional/Administrative Staff; and 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches;

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

**Board of Trustees Meeting
June 23, 2022
YR 2022-**



SUMMARY OF PERSONNEL ACTIONS
Professional Administrative, Faculty & Athletic Employees
1/16/22 through 4/15/22

Separations – 15

- Professional Administrative – 3
- Excluded – 4
- Externally Funded – 8

Appointments – 13

- Professional Administrative – 6
- Excluded – 3
- Externally Funded – 3
- Intermittent – 1

Promotions – 4

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

Reclassifications/Position Adjustments – 8

- Professional Administrative – 7
- Excluded – 1

Salary Adjustments – 2

- Excluded – 2

Transfers – 2

- Excluded – 1
- Externally Funded – 1

Multi-Year Contract – 1

- Excluded – 1

Faculty – 0

- No Faculty transactions during this period.

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY	SEPARATION TYPE
Barker, Summer	APAS	University Architect	Facilities Maintenance	3/11/2022	0.80	\$ 53,754.93	Resigned
Reesh, Shannon	APAS	Success Coordinator	First Year Student Services	3/25/2022	1.00	\$ 43,645.00	Resigned
Torres, Sandra	APAS	Compliance Programs	Financial Aid & Scholarships	3/11/2022	1.00	\$ 51,195.17	Resigned
McCracken, David	Excluded	Director	Procurement Services	4/8/2022	1.00	\$ 81,200.00	Resigned
McGiffin, Maura	Excluded	Associate Director, PSC	Registration & Records	3/11/2022	1.00	\$ 54,795.00	Resigned
McKenny, Melissa	Excluded	Associate Director, Financial Aid & Scholarships	Financial Aid & Scholarships	2/25/2022	1.00	\$ 59,978.66	Resigned
Walters-Dobson, Denise	Excluded	Academic Administrator	Dean - STEM	1/31/2022	1.00	\$ 69,160.62	Retired
Banas, Kristin	Externally Funded	Instruction Specialist	Rich Center for Autism	2/25/2022	1.00	\$ 26,791.26	Resigned
Bandy, Holly	Externally Funded	Research Evaluation Associate	Center for Human Services Development	3/25/2022	1.00	\$ 49,735.00	Resigned
Corey, Taylor	Externally Funded	Instruction Specialist	Rich Center for Autism	1/26/2022	1.00	\$ 23,819.35	Resigned
Marchionda, Dominic	Externally Funded	Associate Director	Ctr Workforce Educ & Innovation	1/19/2022	1.00	\$ 72,000.00	Resigned
Scott, Joseph	Externally Funded	Program Director, PTAC	Marketing	2/28/2022	1.00	\$ 51,765.00	Resigned
Shepas, Richard	Externally Funded	Director, Workforce Develop	Ctr Workforce Educ & Innovation	2/11/2022	1.00	\$ 121,800.00	Non-renewal
Wright, Emma	Externally Funded	Instruction Specialist	Rich Center for Autism	2/17/2022	1.00	\$ 22,030.47	Resigned
Wright, Mason	Externally Funded	Instruction Specialist	Rich Center for Autism	2/25/2022	1.00	\$ 21,175.00	Resigned

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Buehler, My Hoang	APAS	Coordinator, International Admissions	International Programs Office	3/1/2022	1.00	\$ 43,000.00
Burdette, Kevin	APAS	Resolution Analyst	University Bursar	2/7/2022	1.00	\$ 44,500.00
Dubos, Nick	APAS	Coordinator, International Student Services	International Programs Office	3/16/2022	1.00	\$ 49,000.00
Gary, Sarah	APAS	Coordinator, Center for Career Management	Dean - WCBA	2/28/2022	0.50	\$ 18,595.00
Morrow, Seth	APAS	Business Systems Administrator	IT Application Services	2/21/2022	1.00	\$ 68,000.00
Pavlansky, Jenna	APAS	Academic Advisor 1	Dean - STEM	1/31/2022	1.00	\$ 35,568.00
Hicks, Mauris	Excluded	Intermittent Local News Host and Producer	WYSU	3/14/2022	0.25	\$ 17,680.00
Miltner, Ross	Excluded	Associate General Counsel	General Counsel	3/28/2022	1.00	\$ 105,000.00
Wilkinson, Kelly	Excluded	Dean	Dean - WCBA	2/1/2022	1.00	\$ 180,000.00
Chapman, Chaste	Externally Funded	Instruction Specialist	Rich Center for Autism	2/16/2022	1.00	\$ 21,175.00
Delisio, Richard	Externally Funded	Program Director, PTAC	Dean - WCBA	3/16/2022	1.00	\$ 70,000.00
Janofa, David	Externally Funded	Director HS & Community Workforce	Center for Workforce Educ & Innov	3/1/2022	1.00	\$ 90,000.00
<i>*New Positions</i>						

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
RECLASSIFICATIONS/POSITION ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Catalano, Anthony E.	APAS	Senior Counselor Financial Aid / Counselor Financial Aid	Financial Aid & Scholarships	3/16/2022	1.00	\$ 41,817.84	\$ 38,016.22
Clyde, Carrie	APAS	Learning and Development Administrator / Wellness Coordinator	Human Resources	2/16/2022	1.00	\$ 55,006.39	\$ 52,387.04
Duchon, Brian D.	APAS	Senior Counselor Financial Aid / Counselor Financial Aid	Financial Aid & Scholarships	3/16/2022	1.00	\$ 40,505.91	\$ 36,823.55
Ensley, Katie S.	APAS	Assistant Director / Coordinator	Comprehensive Testing Center	2/16/2022	1.00	\$ 43,387.53	\$ 37,728.29
Phillips, Desja M.	APAS	Academic Advisor 2 / Academic Advisor 1	Dean Bitonte College Health & Human Services	2/16/2022	1.00	\$ 37,189.00	\$ 32,823.08
Schaper, Michele L.	APAS	Assistant Director / Coord Degree Audit System	Registration & Records	3/16/2022	1.00	\$ 65,999.11	\$ 63,460.68
Tervo, Kellie	APAS	Senior Academic Advisor 2 / Senior Academic Advisor 2	Dean Bitonte College Health & Human Services	2/1/2022	1.00	\$ 51,561.97	\$ 46,874.52
Michaliszyn, Sara B.	Excluded	Associate Dean / Assistant Dean	Dean Bitonte College Health & Human Services	3/16/2022	1.00	\$ 118,000.00	\$ 115,000.00
Miller, Kelli	Externally Funded	Manager / Director	Ctr Workforce Education & Innovation / Internal Audit	1/16/2022	1.00	\$ 80,000.00	\$ 79,170.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
PROMOTIONS

EMPLOYEE NAME	NEW EMPLOYEE TYPE/OLD EMPLOYEE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
McCormick, Daniel	APAS/ ACE	Studio Coord & Broad Engineer/ Tech Support Technician 1	Communication / IT Customer Service	4/1/2022	1.00	\$ 57,000.00	\$ 54,412.80
Bettura, Justin	Excluded	Associate Director / Director & DCISO	IT Infrastructure Services / IT Security Services	2/1/2022	1.00	\$ 109,513.55	\$ 99,557.77
Liguori, Joseph	Excluded/ ACE	Mgr, Campus Tech Support/ Tech Support Technician 2	IT Customer Service / IT Customer Service	4/11/2022	1.00	\$ 73,544.00	\$ 52,124.80
Chizmar, Melissa	Externally Funded	Program Coordinator / Lead Site Coordinator	Center for Human Serv Dev/ Center for Human Serv Dev	3/16/2022	1.00	\$ 48,000.00	\$ 46,000.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Greco-Yanniello, Alisha	Excluded	Director HRIS / Senior Business Systems Administrator	Human Resources / IT Application Services	4/1/2022	1.00	\$ 93,000.00	1.00	\$ 81,709.94
Haas, William D.	Excluded	Director Engineering	Facilities Maintenance	3/1/2022	1.00	\$ 105,000.00	1.00	\$ 90,114.38

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT APPT. DATES	FTE	SALARY
Gajdos, Dennis	Excluded	Associate Director / Associate Director	IT Customer Service / IT Infrastructure Services	2/1/2022	1.00	\$ 89,597.97

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
Multi-Year Appointments

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Wilkinson, Kelly	Excluded	Dean	Dean - WCBA	3/3/2022 (1/3)	1.00	\$ 180,000.00

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATON	FTE	SALARY	TYPE OF SEPARATION
Cummings-Morrow, Justin	Excluded	Assistant Football Coach - DO	Football	1/16/2022	1.00	\$ 52,780.00	Resigned
Graham, William	Excluded	Assistant Softball Coach	Softball	2/28/2022	1.00	\$ 30,000.00	Resigned
Grossetti, Terry	Excluded	Assistant Volleyball Coach	Volleyball	1/21/2022	1.00	\$ 41,006.00	Non-renewal
Johnson, Tim	Excluded	Assistant Football Coach - QC	Football	2/15/2022	1.00	\$ 36,101.52	Non-renewal
Nardo, Bryan	Excluded	Assistant Football Coach	Football	2/15/2022	1.00	\$ 60,900.00	Non-renewal
Peterson, John	Excluded	Assistant Football Coach	Football	3/25/2022	1.00	\$ 71,050.00	Resigned
Schaefer, Joseph	Excluded	Assistant Football Coach	Football	1/21/2022	1.00	\$ 91,756.00	Resigned
Wonner, Cory	Excluded	Mgr, Athletic Facilities & Programs	Athletic Facilities Rental	2/27/2022	1.00	\$ 47,500.00	Resigned
Youboty, Ashton	Excluded	Assistant Football Coach	Football	2/11/2022	1.00	\$ 62,930.00	Resigned

**YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Harden, Collin	APAS	Coordinator, Athletic Facility Operations	Athletic Facilities Rental	2/14/2022	1.00	\$ 37,715.00
Vargo, John	APAS	Coordinator, Sales & Promotion	Ticket Office	3/16/2022	1.00	\$ 45,000.00
Binns, Armon	Excluded	Assistant Coach, Football	Football	3/28/2022	1.00	\$ 57,000.00
Brown, Jahmal	Excluded	Assistant Coach, Football	Football	2/7/2022	1.00	\$ 90,000.00
Dukes, Christian	Excluded	Assistant Coach, Football	Football	3/7/2022	1.00	\$ 50,000.00
George, Mary Beth	Excluded	Assistant Athletics Director, Sports Performance	Training Room	4/1/2022	1.00	\$ 62,500.00
Haneline, John	Excluded	Assistant Coach, Football Defense	Football	2/7/2022	1.00	\$ 57,360.00
Peterson, Cole	Excluded	Assistant Coach Football, Director of Operations	Football	2/16/2022	1.00	\$ 45,000.00
Rodenberg, James	Excluded	Assistant Coach, Sports Performance	Training Room	1/18/2022	1.00	\$ 62,500.00

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
RECLASSIFICATIONS/POSITION ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE/ OLD POSITION TITLE	NEW DEPARTMENT/ OLD DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Morella, Thomas	Excluded	Associate Athletics Director / Assistant Director, Athletic Auxiliary Services	Athletic Administration	1/16/2022	1.00	\$ 67,218.52	\$ 64,017.64

YOUNGSTOWN STATE UNIVERSITY
ATHLETICS EMPLOYEES
PERSONNEL ACTIONS 1/16/22 THROUGH 4/15/22
SALARY ADJUSTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Bujnoch, Austen	Excluded	Assistant Coach Football	Football	3/1/2022	1.00	\$ 70,000.00	1.00	\$ 60,900.00
Gibson, Deonte	Excluded	Assistant Coach, Football	Football	4/1/2022	1.00	\$ 65,000.00	1.00	\$ 60,000.00
Harvey, Evan B.	Excluded	Assistant Coach Football QC	Football	4/1/2022	1.00	\$ 48,000.00	1.00	\$ 41,155.73
Preto, Mark A.	Excluded	Assistant Coach Football	Football	4/1/2022	1.00	\$ 39,377.00	1.00	\$ 36,101.52
Rothenbuhler, Troy	Excluded	Assistant Coach Football	Football	3/1/2022	1.00	\$ 90,000.00	1.00	\$ 81,200.00
Sinagoga, Joshua	Excluded	Assistant Coach Football	Football	4/1/2022	1.00	\$ 55,000.00	1.00	\$ 50,750.00
Spalding, Devon L.	Excluded	Assistant Coach Football	Football	4/1/2022	1.00	\$ 53,000.00	1.00	\$ 46,209.95



Safeguarding Our Communities From Sexual Predators:

What College Presidents and Trustees Should Ask



Agenda

- Discussion Overview
- Key Topics
 - Become Informed About Policies and Procedures
 - Be Intentional With Words and Actions
 - Understand the Campus Culture
- Questions at a Glance



Overview

- Multiple universities have faced sexual predator scandals involving scores of victims.
- Often institutional leaders were uninformed about the allegations regarding these incidents.
- Many presidents and trustees want to safeguard their communities from similar tragedies.

Discuss the following key questions with your campus.



Become Informed About Policies and Procedures



Parameters of Sexual Abuse Policies

What are the institution's policies addressing sexual misconduct and abuse?

Considerations

- Require all reports to be investigated and adjudicated using consistent procedures.
- Insist on strict compliance as any exceptions can lead to predators avoiding accountability despite allegations against them.

Policy Coverage

Do they cover all members of the community?

Considerations

- Ensure faculty, medical professionals, volunteers, and contractors are included, and determine how the policies are conveyed to them.
- Require signed acknowledgments required to show they have read the policies.



Application of Policies and Procedures

Do the institution's sexual abuse standards and policies apply equally to employees at all levels throughout the institution?

Considerations

- Apply the standards and policies impartially and consistently, without exception. Do not make exceptions in policy or practice, even for employees in highly visible positions, prominent departments, or those who bring profit or prestige to the institution, such as doctors, scientists, and scholars.
- Include departments such as athletics, whose student athletes and staff are sometimes excused from following institutional requirements.

Reporting Options

What are our institution's options for reporting sexual abuse?

Considerations

- Publicize reporting channels, and make them easy to find on the school's website. Include an anonymous reporting channel, if possible.
- Make the contact information of at least one board member available online as an additional avenue for reporting.

Reporting Process

What are the processes through which reports of sexual abuse are handled?

Considerations

- Review how reports are received and investigated.
- Establish a process that reviews reports to look for trends, patterns and repeat offenders.
- Determine whether there are policies regarding the reporting of allegations to external law enforcement, especially when victims are minors.

Background Checks

What is our policy regarding background checks?

Considerations

- Understand which positions or groups are subject to background checks, and what those checks entail.
- Take note of whether faculty, coaches, volunteers, and third parties are subject to the same screening as regular employees.
- Consider whether some employees, depending on job function, should have their background checks updated routinely during employment.



Be Intentional with Words and Actions



Policy Updates

Have we established clear expectations for receiving updates on sexual misconduct reports and investigations, both on a routine schedule and an emergent basis for certain inquiries?

Considerations

- Establish clear guidelines for regular updates about critical inquiries, such as allegations involving:
 - More than one victim
 - More than one allegation against the same respondent
 - Patterns of inappropriate behavior from teams or departments on campus
 - Allegations involving individuals in positions of power



Policy Expectations

Have we articulated our expectation that policies are followed?

Considerations


- Set the tone for thorough compliance with policies.
- Only make investigative or disciplinary decisions if the involvement is prescribed by the policy.

Speaking Up

Am I speaking out to foster a safe and inclusive environment on campus?

Considerations

- Include a no-tolerance philosophy for sexual abuse and strong support for reporting.
- Serve as a catalyst for cultural change by publicly voicing support for survivors and proactively addressing topics surrounding sexual abuse.



Understand the Campus Culture



Available Training

What trainings are offered for students, employees, and faculty?

Considerations

- Review the topics and training styles, then assess whether they are appropriate for each audience.
- Consider that many of the standard trainings may not cover important topics, such as:
 - Boundary violations
 - Child abuse red flags
 - Employee obligations to report incidents of suspected sexual abuse





Responsibility

Which staff members are addressing issues of sexual abuse on campus?

Considerations

- Understand which administrative positions are working to prevent sexual abuse and assist victims on campus.
- Develop relationships with the staff who handle sexual abuse reports and manage prevention efforts.

Resources Available

What resources do we have for victims?

Considerations

- Review whether your institution's resources adequately serve the physical and emotional needs of victims.
- Determine whether referrals to off-campus resources are provided.



Measuring the Threat

When did we conduct our last climate survey measuring sexual violence attitudes and prevalence on campus, and what were the results?

Considerations

- Take steps to understand the current campus landscape:
 - Assess the prevalence of prohibited conduct, including sexual assault and abuse.
 - Provide insight into students' perceptions about the environment on campus.



Questions at a Glance

Summary of Questions

Become Informed About Policies and Procedures

- What are the institution's policies addressing sexual misconduct and abuse?
- Do they cover all members of the community?
- Do the institution's sexual abuse standards and policies apply equally to employees at all levels throughout the institution?
- What are our institution's options for reporting sexual abuse?
- What are the processes through which reports of sexual abuse are handled?
- What is our policy regarding background checks?

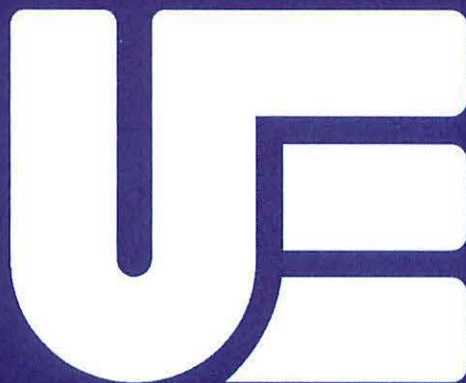
Be Intentional with Words and Actions

- Have we established clear expectations for receiving updates on sexual misconduct reports and investigations, both on a routine schedule and an emergent basis for certain inquiries?
- Have we articulated our expectation that policies are followed?
- Am I speaking out to foster a safe and inclusive environment on campus?

Understand the Campus Culture

- What trainings are offered for students, employees, and faculty?
- Which staff members are addressing issues of sexual abuse on campus?
- What resources do we have for victims?
- When did we conduct our last climate survey measuring sexual violence attitudes and prevalence on campus, and what were the results?

Stay Connected



SAFEGUARDING OUR COMMUNITIES FROM SEXUAL PREDATORS: WHAT COLLEGE PRESIDENTS AND TRUSTEES SHOULD ASK

Part 1: Become Informed about Policies and Procedures

Parameters of Sexual Abuse Policies: what are the Institution's policies addressing sexual misconduct and abuse?

- YSU Policy 3356-02-05 Title IX Sexual Harassment
- YSU Policy 3356-8-01.1 Student Code of Conduct
- The above policies require all reports to be investigated and adjudicated using consistent procedures. There is no opportunity to deviate from the procedures outlined in the Title IX policy.

Policy Coverage: Do they cover all members of the community?

- Yes, the Title IX policy covers all faculty, medical professionals, volunteers and contractors. New training and tracking programs are being instituted.

Application of Policies and Procedures: Do the institution's sexual abuse standards and policies apply equally to employees at all levels throughout institution?

- Youngstown State University applies the standards and policies impartially and consistently, without exception.
- The Title IX office in partnership with athletics has appointed a Deputy Title IX coordinator in athletics, to assist in the training and programming efforts.

Reporting Options: What are the University's options for reporting abuse?

- Matters can be reported in-person, Title IX email, Title IX coordinator email, any mandatory reported email, facsimile, through online complaint system (Maxient), or phone. All options are included on the Title IX webpage.

Reporting Process: What are the processes through which reports of sexual abuse are handled?

- All matters are reviewed for jurisdiction. If the matter is outside the jurisdiction of the Title IX office, it is forwarded to the entity responsible.
- All matters are reviewed for patterns and trends with Student Conduct and University Police through report sharing with the Title IX office.
- Title IX has an MOU with the City of Youngstown Police Department as a tool for recognizing patterns and trends, and as a referral source.

Background Checks: What is our policy regarding background checks?

- University Policy 3356-7-44 (pertinent part):

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

Employees, including student employees, and volunteers in university programs or activities specifically designed for participation by minors are subject to background checks and the review process pursuant to university policy 3356-7-04, "Minors on campus."

All individuals seeking to volunteer in the department of athletics are required to undergo a criminal background check.

Part 2: Be Intentional with Words and Actions

Have we established clear expectations for receiving updates on sexual misconduct reports and investigations, both on a routine schedule and an emergent basis for certain inquiries?

- Annual reports are provided to the Board of Trustees in June. The Title IX Office reports all serious matters immediately to the CHRO and General Counsel.

Have we articulated our expectation that policies are followed?

- The Title IX office clearly understands that all policies must be followed and emphasizes same in all training.

Part 3: Understand the Campus Culture

What trainings are offered for students, employees and faculty?

- Online Consent and Respect (Title IX) for Faculty and Staff
- Online Consent and Respect (Title IX) for Students
- New faculty training
- Boundaries Training for Faculty
- Academic Freedom and Boundaries for Chairs and Deans
- Academic Freedom and Boundaries for Faculty
- Title IX training and Dating Policies for Resident Assistants, Tutors, Graduate Assistants
- Consent training for Athletes

- Compliance Days offered throughout the year for Discrimination/Harassment and Title IX, Faculty and Staff
- First year Flight Class Training on Title IX for Athletes
- Advisor, Investigator, Decision Maker and Appellate Officer training

Which staff members are addressing issues of sexual abuse on campus?

- Title IX Coordinator, Deputy Coordinators, Dean of Students, Assistant Dean of Students and staff, and the Police Department are formally charged with responding to complaints of sexual abuse on campus. Additionally, we have trained volunteers from faculty and staff that act as advisors, hearing officers (decision makers), appellate officers and support for sexual abuse matters.

What resources do we have for victims?

- On campus counseling, MOU with Rape Crisis, Accessibility Services.

When did we conduct our last climate survey measuring sexual violence attitudes and prevalence on campus, and what were the results?

- As a participant in the ODHE Changing Campus Culture Initiative, we are currently in the benchmark data phase of the climate survey. The survey directly feeds to the ODHE and we are awaiting results.



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

TO: Board of Trustees, Youngstown State University
FROM: Dana Lantz, Director of Equal Opportunity, Policy Development and Title IX
RE: 2022 Title IX report
DATE: May 16, 2022

Attached please find the Title IX report for school year 2021-2022 which includes: 2021-2022 Title IX, EEO, and ADA complaint numbers report, with prior year reporting; and Title IX process flow chart detailing the complaint procedure pursuant to Title IX and University Policy 3356-2-05.

Academic Year 2021 - 2022

Title IX reports received	62
Formal Complaints filed	5
Resolutions w/o formal complaint (measures taken)	22
Contacts (preliminary Investigations, referrals made or support services offered)	34

EEO/ADA complaints	18
Formal	8
Informal resolution	2
Contacts, referrals	8

Policy Violation Complaints	3
Policy investigations	2

Academic Year 2020-2021

Title IX reports received	33
Title IX investigations conducted	4
EEO complaints	7
EEO investigations	2
Policy Violation Complaints	3
Policy investigations	0

Academic Year 2019-2020

Title IX reports received	55
Title IX investigations conducted	29
EEO complaints	23
EEO investigations	13
Policy Violation Complaints	8
Policy investigations	6

Title IX Process

Initial notice of Title IX matter: Review jurisdiction, contact complainant, first conversation checklist review (rights and options) **If:**

No Formal Complaint – Offer supportive measures: Dean of Students office support: counseling, no contact orders, housing accommodations, work accommodations, class scheduling accommodations.

Formal Complaint Process: Coordinator issues Electronic written notification to parties of allegations, meets with respondent to review first conversation checklist, appoints advisors where necessary.

Complaint proceeds through Grievance Process or the Informal Resolution Process.

Informal Resolution Process –

- Parties must agree in writing to Informal Resolution Process.
- Mediator appointed (Deputy Title IX coordinator)
- If agreement achieved, no further action.
- If No agreement achieved, proceed to Grievance Process.

Grievance Process –

- Investigator appointed and investigation conducted.
- Report reviewed by parties.
- Live Hearing conducted.
- If found not responsible no further action.
- Complainant has right to appeal.
- If respondent found responsible sanctions will be imposed by appropriate party (Student Conduct, Provost, Human Resources)
- Respondent has right to appeal.

The Division of Student Affairs Student Experience

Board of Trustees Meeting
June 2022



1

The Division of Student Affairs

The Division of Student Affairs encompasses departments that create the experiences beyond the classroom.

In an effort to meet students' unique needs, our division is comprised of three offices:
The Office of the Dean of Students, The Office of Student Enrollment and Business Services, and
The Office of Student Experience.



The Division of Student Affairs is committed to supporting students in every facet of their experience at YSU.



2

The Office of Student Experience

Mission Statement: We enhance students' collegiate experience by creating an inclusive environment that cultivates relationships, fosters a sense of belonging, encourages personal growth and responsibility, and strengthens their interpersonal and professional skills.

Quality Statement: All areas within Student Experience work collaboratively with units across the University to ensure that every student has the best extracurricular experience possible. This is achieved by focusing on the total student experience. The Division's mission assists in creating a total student experience, both inside and outside of the classroom.

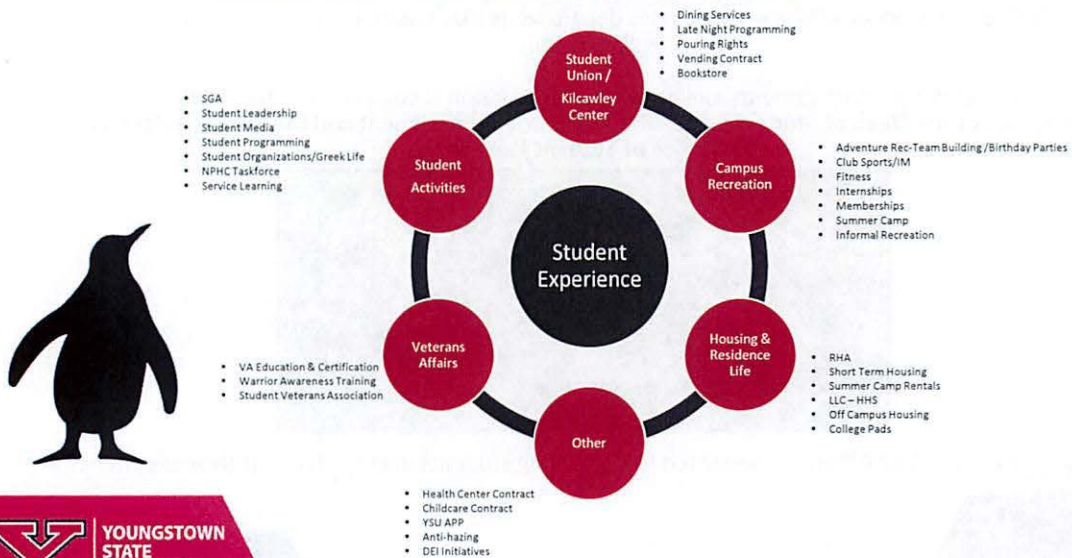
Attribute Statements:

- Belonging - Creating and maintaining connections to the university community.
- Inclusion - Developing a campus community that fosters and celebrates difference and encourages cultural awareness.
- Integrity - Aligning one's values and actions, along with a willingness to hold others in the community accountable.
- Autonomy - Encouraging independence through promotion and education of healthy lifestyle choices.
- Respect - Valuing each member's contributions towards our collective successes while treating others how you would like to be treated.
- Passion - Helping students identify their passion as well as pursue it appropriately.
- Service - Creating a sense of institutional pride that encourages community and civic engagement.

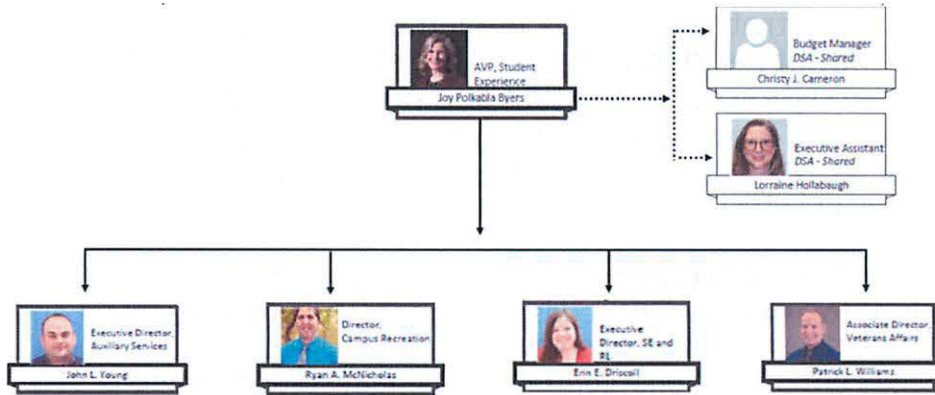
Find your **passion**
at Youngstown State University.




Enhance the quality of student experience outside of the classroom

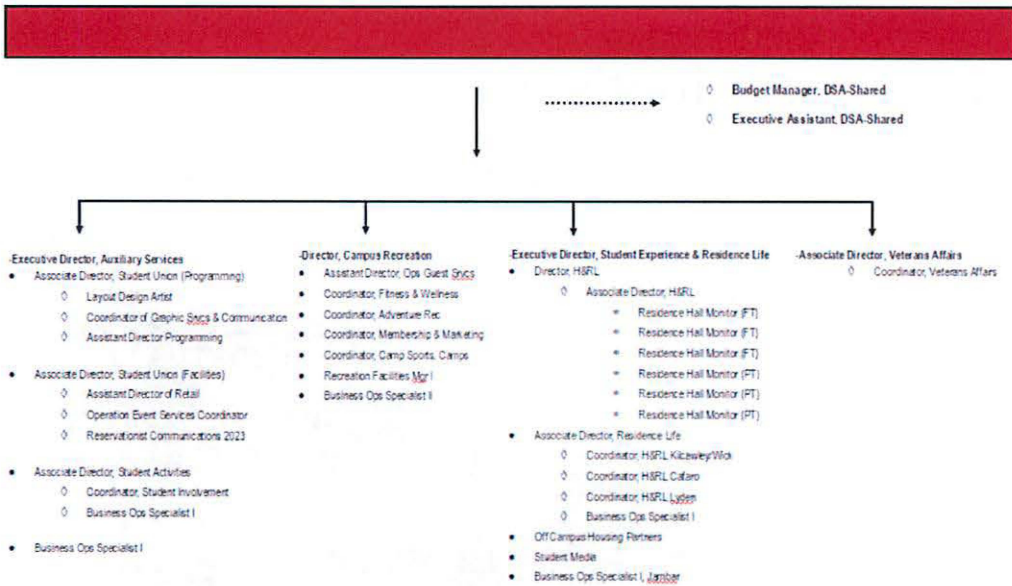


Student Experience



5

-AVP, Student Experience



6

Student Experience

- Supports the strategic plan by implementing best practices that address student needs throughout the student life cycle to increase persistence, completion and post graduate success.
 - Qualified, dedicated and caring team of professional staff.
 - Conducted a CAS Standard Self Study to examine organization structure and efficiency in order to reduce barriers and enhance student experience.
 - Student centered approach in operations and policy development
 - Continue to assess facility needs that impact student recruitment and the student experience on campus.
 - Management of divisional contracts to benefit students and the YSU community.



7

Housing Initiatives

- HHS Transdisciplinary Learning Living Community
- Targeted Marketing-Freshman Honors, Athletics & International
- Short Term Housing Wick
- Bathroom Renovation
- NEOHO Conference
- Housing Experience Campaign



8

Off-Campus Housing Partnerships

- [College Pads](#)
- Housing Fair
- Shared Rosters and Weekly Occupancy
 - Monthly Meetings



College Pads



9

2019 SE Staff to Student Ratio & Comparison

INSTITUTION	STUDENT FTE	SE STAFF FTE	STUDENT: SE RATIO
Bowling Green State University	17,340	80	1 : 217
Kent State University	27,716		
Miami University	19,716	124	1 : 159
Ohio University	20,330	42	1 : 484
Wright State University	12,879	104	1 : 123
Youngstown State University	9,740	35	1 : 276



Student FTE Source: 2019 Spring 15th Day Enrollment Statistics

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2019 Student Experience Staff Compared To Total Employee

INSTITUTION	TOTAL # FT/PT EMPLOYEES	TOTAL FTE SE STAFF	SE STAFF TO EMPLOYEE RATIO	TOTAL SE OPERATING BUDGET	SE SPEND PER TOTAL # FT/PT EMPLOYEES
Bowling Green State University	3,594	80	1 : 45	*\$72,416,407	\$20,149
Kent State University	6,653			\$2,487,202	\$374
Miami University	4,656	124	1 : 38	\$4,247,848	\$912
Ohio University	6,497	42	1 : 155	\$105,343,958	\$16,214
Wright State University	2,694	104	1 : 26	*\$9,007,151	\$3,343
Youngstown State University	1,973	35	1 : 56	\$16,124,848	\$8,173



Total FT/PT Employee Source: Ohio Department of Higher Education, Fall 2019, report date April 2020
 Total SE Staff Source: Peer University websites, Peer contacts
 Total Operating Budget Source: Peer University websites *approximation

Data Driven Decision Making

- Housing-Quality of Life
- Campus Recreation-ACHA American College Health Association
- Housing Occupancy Reports
 - Off Campus Partners
- Usage/Access Reports



YSU Mobile App Highlights

Mobile App Usage: Student Engagement 2021-2022



YSU Mobile App Digital Community Views

May 2021-May 2022



679,855
Wall Views Current Year



How Does YSU Compare to Others?

	YOUNGSTOWN STATE UNIVERSITY	WALDEN UNIVERSITY	OHIO STATE UNIVERSITY
Community Views/1000 students	65,364	56,958	44,037
Posts+Direct Messages/1000 Students	7,298	5,536	2,116
Questions Asked/1000 Students	491	987	654
Response Rate	38%	57%	52%



13

CAS

Council for the Advancement of Standards in Higher Education

- Self-study consisting of standards and guidelines used to evaluate the strengths and deficiencies of a functional area and to plan for improvement opportunities within the department.
- The CAS SAG consists of twelve parts. The CAS Standards and Guidelines used for the review are as follows:
 - Part 1. Mission
 - Part 2. Program & Services
 - Part 3. Student Learning, Development, and Success
 - Part 4. Assessment
 - Part 5. Access, Equity, Diversity, and Inclusion
 - Part 6. Leadership, Management, and Supervision
 - Part 7. Human Resources
 - Part 8. Collaboration & Communication
 - Part 9. Ethics, Law, and Policy
 - Part 10. Financial Resources
 - Part 11. Technology
 - Part 12. Facilities & Infrastructure



14

Anti-Hazing Efforts

- Almost 5,000 faculty, staff, and students to complete
- Incorporated in 1500 course
- ODHE (Ohio Department of Higher Education) offering training
- Anti Hazing [Website & Resources](#)



Action Steps

- Student Experience Re-organization
- CAS Study Action Steps
- Housing Occupancy & Planning
- YSU Housing Experience
- Student Experience Advisory Board
- Kilcawley Renovation
 - Dining Services
 - Off-Campus Partners & Defining Roles
- NPHC Growth
- Grant Funding



Points of Pride

- Restroom Upgrades
- Technology Upgrades
- Grub Hub & Dish Out
- Veteran Scholarships
- NPHC Taskforce
- COVID Response Team
- Roughly \$89,000 in grants
- 500 VA Certifications
- YSU App
- Student Union Study
- College Pads
- Female Military Assessment
- Anti-Hazing
- Rig System & Turf Training Areas
- Snack & Chill

YOUNGSTOWN STATE UNIVERSITY

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Thank you!

YOUNGSTOWN STATE UNIVERSITY

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2019 SE YSU Salary Analysis Summary Continued

Classification	Average Salary by Position					YSU/Payroll Report	Position Average	% YSU Compared to Average
	BSU	KENT	MIAMI	OU	WSU			
Executive Director, Auxiliary Services	-	-	-	-	-	-	-	-
Director, Kilgusley Ctr Student Union	\$91,689.00	\$110,777.00	\$69,750.00	\$97,908.00	-	\$74,679.40	\$91,360.60	-26%
Business Ops Specialist I, Kilgusley Ctr	-	\$32,650.00	\$33,606.00	-	\$35,848.00	-	\$34,034.33	0%
Coordinator, Kilgusley Center/Operations Manager Kilgusley Center	-	\$44,863.00	\$70,013.00	\$30,977.00	-	\$38,092.15	\$50,936.29	-33%
Associate Director, Kilgusley Ctr Student Union	\$64,435.00	\$96,155.00	-	-	\$70,038.00	-	\$53,187.39	-33%
Tattoo Design Artist, Kilgusley Ctr	-	-	-	-	-	\$63,237.81	\$92,267.61	0%
Coordinator of Graphic Services & Communication, Kilgusley Ctr	-	-	-	-	\$33,793.00	-	\$16,633.60	0%
Administrative Assistant I, Jambor	\$34,382.40	\$38,882.00	\$38,038.00	\$41,497.00	\$34,585.00	\$25,200.72	\$35,445.85	-40%
Business Ops Specialist I, Jambor	-	\$32,650.00	\$33,606.00	-	\$35,342.00	-	\$34,034.33	0%
Assistant Director, Retail Ops Kilgusley Center	-	-	-	-	-	\$48,430.00	\$48,486.00	0%
Temporary Coordinator, Retail Ops Kilgusley Center	-	\$41,387.00	-	-	-	-	\$41,387.00	0%
Associate Director, Campus Recreation	-	-	-	-	-	-	-	-
Director, Campus Recreation	\$111,347.00	\$89,320.00	\$64,285.00	\$101,948.00	\$66,662.00	\$76,513.56	\$85,315.99	-12%
Administrative Assistant II, Campus Recreation	\$37,956.00	-	-	-	-	\$52,270.40	\$43,063.20	34%
Business Ops Specialist II, Campus Recreation	-	\$32,650.00	\$33,606.00	-	\$35,848.00	-	\$34,034.33	0%
Asst Dir, Div Guard Svcs Campus Recreation	\$78,139.00	-	\$44,100.00	\$71,080.00	\$38,746.00	\$46,047.00	\$56,072.40	-22%
Asst Dir, Mktg Fit Well Programs Campus Recreation	-	-	-	-	-	\$48,430.00	\$48,430.00	0%
Asst Dir Facility Operation Campus Recreation	-	-	-	-	-	-	-	-
Coordinator, Facilities and Programs Campus Recreation	-	\$44,863.00	\$70,013.00	\$30,977.00	-	\$57,459.91	\$55,826.29	3%
Coordinator, Membership & Marketing Campus Recreation	-	\$44,863.00	\$70,013.00	\$30,977.00	-	-	\$55,234.33	0%
Coordinator, Fitness & Wellness Campus Recreation	-	\$44,863.00	\$70,013.00	\$30,977.00	-	-	\$55,234.33	0%
Coordinator, Adventure Rec Campus Recreation	-	\$44,863.00	\$70,013.00	\$30,977.00	-	\$40,508.07	\$53,930.27	-27%
Coordinator, Campus Recreation	-	\$44,863.00	\$70,013.00	\$30,977.00	-	-	\$55,234.33	0%
Coordinator, Club Sports Campus Recreation	-	\$44,863.00	\$70,013.00	\$30,977.00	-	-	\$55,234.33	0%
Coordinator, Club Sports Campus Recreation	-	\$41,005.00	-	\$39,469.00	-	\$40,107.00	\$40,260.31	0%
Recreation Facilities Manager I, Campus Recreation	-	-	-	-	-	\$22,056.40	\$22,056.40	0%
Associate Director, Veterans Affairs	-	-	-	-	-	\$61,235.53	\$61,238.53	0%
Administrative Assistant I, Veterans Affairs	\$34,382.40	\$38,882.00	\$38,038.00	\$41,497.00	\$34,585.00	\$34,507.20	\$36,981.99	-7%
Coordinator, Veterans Affairs	-	\$44,863.00	\$70,013.00	\$30,977.00	-	-	\$55,234.33	0%
Coordinator, SCD Veterans Affairs	-	\$44,863.00	\$70,013.00	\$30,977.00	-	\$50,468.89	\$54,080.42	-7%



Council for the Advancement of Standards in Higher Education – Student Experience Summary June 2022

The Council for the Advancement of Standards in Higher Education (CAS) promotes intra-campus collaboration and reflects good practices agreed upon by the profession-at-large through the CAS Standards. Comprised of over 40 collaborating professional associations representing over 115,000 professionals in higher education, CAS has developed 47 sets of standards and guidelines and 3 cross-functional frameworks within diverse areas of the college student experiences.

CAS creates and delivers dynamic, credible standards, guidelines, and Self-Assessment Guides that are designed to lead to a host of quality programs and services. CAS aims to foster and enhance student learning, development, and achievement.

During the span of the 2021-2022 academic year, a review team established in each area within Student Experience met to conduct a self-study using the Self-Assessment developed by the Council for the Advancement of Standards in Higher Education (CAS) organization for each functional unit. The CAS self-assessment guide (SAG) was chosen by Associate Vice President as the tool to assess the departments within Student Affairs. The SAG consists of standards and guidelines used to evaluate the strengths and deficiencies in functional areas and to plan for improvement opportunities and action steps to improve and support the overall strategic plan of Youngstown State University.

Staff members within each unit collected information and data regarding the goals, programs, services, policies and procedures to be evaluated for the assessment process. The CAS Standards and Guidelines used for the review of each function areas include the following:

- Part 1: Mission
- Part 2: Program
- Part 3: Organization and Leadership
- Part 4: Human Resources
- Part 5: Ethics
- Part 6: Law, Policy and Governance
- Part 7: Diversity, Equity, and Access
- Part 8: Institutional and External Relations
- Part 9: Financial Resources
- Part 10: Technology
- Part 11: Facilities and Equipment
- Part 12: Assessment and Evaluation

Individual assessment reports have been completed and will be submitted for the 2022 assessment report for each unit.

Please see reports for the following units;

- Housing and Residence Life
- Kilcawley Center/ Student Union
- Campus Recreation
- Veteran Affairs
- Student Activities

Housing & Residence Life

Summary of Initial Findings

Significant conclusions:

- The successful re-merger of Housing & Residence Life into one separate entity is a product of intense review from leadership, intentional staffing restructure and programmatic redesign. Relationships H&RL has with other departments and offices across campus have been strengthened in result of improved strategies (e.g.: partnership with Financial Aid and the Bursar's Office in regards to our collections process).
- The goals of H&RL truly mirror that of the division's mission, particularly "enhancing students' collegiate experience by creating an inclusive environment which cultivates relationships, fosters a sense of belonging, encourages personal growth and responsibility"
- H&RL's programmatic approach reflects values and goals outlined in the mission: education and appreciation for diversity, equity and inclusion; and a residential experience that provides students with many opportunities to learn practical, real life lessons that will help them once they move into more independent living situations (How to do laundry; Fiscal responsibility learned through management of assigned meal plan; Tenant/landlord communication practice via reporting of maintenance issues; Living with a roommate is learning how to compromise, communicate and respect others)
- H&RL has worked extensively to strengthen and transparently communicate move-in requirements ahead of time, requiring all students to plan ahead and be accountable for their organization and move-in readiness. Specifically, financially, students are required to have a financial plan in place for payment prior to moving into the residence halls, which not only prevents students from taking on debt they cannot afford, but also eased the stress on students during the semester, since they had finances in order. This evolution in business process not only improves collections and operations for H&RL, it has had a direct impact on the success and retention of our resident students.
- In order to ensure residents are also supported outside of the residence hall environment, H&RL has worked extensively under new leadership to either begin or further enhance the collaborative relationships with University stakeholders who directly support and impact the success of our students: the Office of Accessibility, Student Advocacy and Support, the Veteran's Center, Campus Rec, Kilcawley Center Student Union, the Resch Academic Success Center, Athletics, YSUPD, the Honors College and Chartwells Dining

Recommended Actions and Completion Dates

1. Successfully hire an Associate Director of Residence Life so that there is a dedicated professional staff member to oversee and manage the programmatic experience for our residential population This individual should value our mission and understands overarching program goals to move the residential education model into the space that it needs to be to educate, inspire and motivate our residents and positively impact their student experience **(Summer 2022)**
2. Define and designate a budget for residential education to the Associate Director of Residence Life **(Summer 2022)**
3. Encourage professional staff and student staff to resume professional development, look to regional, state and national colleagues for sharing of best practices and to enhance network of communication for idea sharing **(Summer 2022 and beyond)**
4. Continue to spotlight business processes and review policies to ensure that the H&RL team remains vigilant in streamlining operations to best meet student and institutional needs **(Summer 2022 and beyond)**

5. Begin discussions with two new academic college stakeholders to start planning towards the addition of additional LLCs for the 23-24 academic year. **(Identification of core team and regular planning meetings should be scheduled and confirmed by October 1, 2022)**
6. Continue reviewing the mission statement twice annually at professional staff trainings, not only to ensure its alignment with the overarching missions of the division and University, but to also guide direction of training and staff development to ensure we are continually working to support and house students in a way that is conducive to their success and celebrates their identity **(Fall 2022/Spring 2023)**
7. Create an action plan to interpret Quality of Life Survey on a departmental level, supervisory level, and student staff level and continually refer back to this data to make informed decisions **(Fall 2022)**
8. Complete bathroom renovation to provide a gender-inclusive and ADA-friendly community for residents and eventually expand to offer these accommodations in all residence halls. **(Summer 2022)**
9. Provide completely gender-neutral restrooms in all residence halls. **(This is a longer-term goal: Summer 2032)**
10. Work to complete life cycle model that financially budgets towards equipment replacement programs for furnishings, mechanical and electrical systems, maintenance equipment, carpeting and other flooring, window coverings and food service equipment **(Fall 2022)**
11. Ensure phase 2 of the Lyden bathroom renovations project is planned and on schedule **(Fall, 2022)**
12. Ensure review (at Housing Coordinator and Central Office of H&RL level) of semesterly grade reports for all students living on campus, including student staff. Additionally, in follow up, to ensure that there is direct outreach occurring to create support plans for these students. **(Fall 2022 / Spring 2023)**
13. Continue to meet with University Marketing to improve marketing and outreach efforts to positively impact recruitment **(Fall 2022)**
14. Ensure increased attention toward occupancy master planning so that a projection (including various models for consideration) for the next 5 years is established **(Fall 2022)**

Final Comments

At a time where the YSU H&RL teams have recently merged back into one department and is beginning to reap the associated benefits, the CAS SGA project has provided an excellent comprehensive overview of the current state of affairs in housing and residence life at YSU. This analysis has highlighted strengths, weaknesses and opportunities for the YSU H&RL program at YSU. This exercise has enabled the new Director to understand the current context of the department and where efforts and funding need to be (re)aligned. This exercise has also been extremely beneficial in terms of improving professional staff team communication, understanding of each other's roles, the various contributions each of us make and also the barriers we each face. This review has been motivating, not only in terms of communicating successes but in clearly summarizing where we need to direct our efforts moving forward.

Kilcawley/Student Union

Summary of Initial Findings

Conclusions (description of what we learned that was significant)

- Staffing additions made huge difference in the operation of Kilcawley Center this year. The leadership of the new director was instrumental in setting goals and making positive changes

to our operations. Also, having more staff (a closer to right-sized staff) makes being proactive rather than re-active a possibility. Much was accomplished in the areas of self-evaluation and revision of our practices. This includes increased programming in the center, visual improvements, student training improvements, connectedness of staff, better communication with constituents and internally, modernizing technology for events, and adding to the services in the center.

- The study for Kilcawley Center's possible renovation or reconstruction led to a great deal of useful conversation and introspection about our facility and operations. This useful input was a catalyst to make positive changes in the current building. The staff will be waiting for direction about what is upcoming for the Center and how to plan ahead for success.
- Visits to other university student centers also inspired the staff to initiate improvements.

List of Actions to Be Taken with Completion Dates

1. Fill as many vacant positions as possible before fall semester including those not yet approved such as Associate Director for Operations, planning/reservations coordinator, and administrative assistance.
2. Make visible and cost-effective enhancements to the building for the students, faculty and staff who use it currently. Finish planned upgrades by May 24.
3. Make a strategy to have regular and meaningful training sessions to increase the skills and knowledge of student staff before fall semester training in August.
4. Occupy highly visible spaces such as the former Printing Services before fall semester if possible with useful, welcoming spaces or services for students.
5. Look at possible revenue streams, starting slowly by charging nominal fees to departments and non-student users of the building. Possibly plan to initiate in January of 2023. Consider all other possibilities during staff meetings this summer.
6. Develop a communications calendar based on what was accomplished this year, keep up that momentum and add to it. Develop a plan by June 30.
7. Continue and grow engagement of students in programs sponsored by Kilcawley Center. Add all fall programs with details to the shared Student Experience Calendar by July 1.
8. Stay involved in ACUI, possibly starting with 2022 Region III Conference in Atlanta, Georgia, November 10–12, 2022.
9. Keep lines of communication open with Kilcawley's constituents to learn their needs. (regular surveys, focus groups/meetings, polls).
10. Continue communication with campus about Kilcawley Center's current services. Beginning of fall and spring semester EMMAs.
11. Complete Phases 2 and three of the Inclusive Excellence Toolkit (FOR DEI) to plan an equitable, diverse and inclusive department. Begin this at our summer retreat and continue at staff meetings and smaller retreats throughout the year.
12. Update and print all policies. Develop a yearly timeline of reviewing and updating policies. Develop a plan by June 30.
13. Create marketing strategies for GrubHub, Dishout, and all Kilcawley Center retail locations, ready to launch by Ignite on August 21.
14. Remain involved as much as possible in the plans for the new/renovated building (as opportunities occur).
15. Review the mission statement annually at the staff retreat in the summer.

Campus Recreation

List Actions Taken with Completion Dates

1. Increase utilization of the Andrews Student Recreation & Wellness Center and Campus Recreation programs by December 2022.
2. At the next Mission, Vision and Student Learning Outcome statement review the Campus Recreation Professional staff should consider the needs of students and adapting programs, services and goals toward those needs. This will be held in summer 2022.
3. When a fulltime position is reestablished in July 2022 there will be an increase to a dedicated and strategic marketing that will focus on increasing student engagement and awareness of Campus Recreation programs and services.
4. Collaborate with YSU ITL office to ensure that the next Campus Recreation satisfaction survey is more cohesive for the department and the division. This can be accomplished by the next introduction date of the assessment.
5. Annual review, with assistance of the YSU Legal department, by July 2023 of Campus Recreation policies, producers, waivers, etc. to ensure they are up to date.
6. Campus Recreation will identify 1-2 programs each semester to ensure DEI efforts are being completed and discussed beginning in the Fall 22-23 semester.
7. Apply for 2-3 external funded grant opportunities by July 2023. This will allow further community collaboration to enhance what Campus Recreation offers to the community.
8. The assistant Director of Operations and Guest services and the Director will have regularly monthly budget discussions. The position will also be given an allotted amount annually to allow them to purchase facility related items. Utilizing these skills will assist in projections for future purchases and staffing needs.
9. Beginning Fall 2022, the continuation of growth of Esports recreation programming will continued to be achieved by offering 2-3 Esports related programs offered each year to increase student engagement.

Describe Lessons Learned that Can Be Applied to the Next Program Review Cycle

- To reflect on these results from this cycle to incorporate into the next cycle to see measures have been improved or changed.
- To continue to track all aspects of Campus Recreation moving forward for the assessment cycle to ensure that all areas are being met as well as efficiency for when researching.
- As staffing patterns and models change, keep accurate records to share with new staff as they enter so that they transition into their new roles with less challenges.

List Student Learning Outcomes and Program Outcomes to be Measured in the Next Two Years in Anticipation of the Next Program Review Cycle

Student Learning Outcomes

- Student will be able to practice a holistic approach to wellness and developing healthier lifestyle choices that lead to personal and professional growth.
- Students will learn short and long term benefits of having facilities and equipment that are cutting-edge, universally designed, and well maintained.

- Through diverse learning, wellness perspectives, and leadership opportunities, students will demonstrate civic, social, and cultural awareness and direction for betterment of the University, city, region, and world.

Program Outcomes

- Increased DEI programming and awareness through all areas of the department
- Increased strategic marketing campaigns to increase engagement with students
- Increase in revenue through memberships, sponsorships and grant funding.

Final Comments

- The CAS SGA project provided an excellent cohesive analysis of the Department of Campus Recreation. It has shown areas of growth, such as assessment, DEI and student engagement as well as shown areas of success such as financial growth, programming achievements and excellence in collaboration with our community partners. Due to the complexity, various aspects and staffing models of the department some areas of Campus Recreation are faced with more barriers than others. After the final results of the CAS SGA Campus Recreation, we will have regular discussions on each area to focus on the areas of growth to ensure we are moving forward!

Veterans Affairs

List Actions to Be Taken with Completion Dates

1. The OVA Staff will review mission statement each year to make sure it aligns with often changing university objectives, and position office mission more to the forefront of public facing website, www.yosu.edu/veterans. **(Summer 2022)**
2. The OVA needs to spend the next academic year forming a policy statement for departmental goals that align with the office and institutional mission. **(22-23 Academic Year)**
3. Clear structural charts need to be created and included in the business plan that address who is responsible for specific goals and tasks within the department **(Summer 2022)**
4. While many collaborations take part between the OVA and various departments on campus to help achieve overall department goals, very few of these are actually in writing. This needs to be addressed in the coming academic year. **(22-23 Academic Year)**
5. Create a clear assessment plan that addresses goals which pertain to student learning and preparation for the job market. **(Summer 2022)**
6. Devise a written plan for the development and success of VA Work Study Students **(Summer 2022)**
7. Develop office priorities for assessment and create a cyclical assessment strategy **(Summer 2022)**
8. Assessment should be a shared responsibility of the two employees at the OVA **(22-23 Academic Year)**
9. The OVA needs a documented and posted policy on AEDI **(Summer 2022)**
10. The OVA needs to incorporate ongoing professional development on cultural competence and workplace inclusion. **(22-23 Academic Year)**
11. The OVA should work towards creating events that specifically address underrepresented populations. **(22-23 Academic Year)**

12. Department Leaders should focus on and create a 5-year strategic plan for the OVA that identifies services provided, personnel needs, and changes in the legal environment for Veteran Services. **(22-23 Academic Year)**
13. Department Leaders should focus on a plan that best utilizes available student work study resources. **(Summer 2022)**
14. OVA Staff needs to create a concise training plan and set of duties and responsibilities for student employees as well as office interns (both graduate and undergraduate) **(Summer 2022)**
15. Develop and onboarding plan for both full time employees and student employees that is part of an office manual or policy. **(Summer 2022)**
16. Need to form a better relationship with the Community College of the Air Force and possible 2X2 programs that could be offered by YSU. (taking advantage of nearby USAFR base) **(22-23 Academic Year)**
17. Review relationships with external community partners and advisory groups **(22-23 Academic Year)**
18. Evaluate communication methods used with student veterans **(22-23 Academic Year)**
19. Review Social Media sites to determine need, effectiveness, and usage **(Summer 2022)**
20. Review print materials for college fairs to ensure accuracy of information **(Summer 2022)**
21. Create written policies and procedures on operations, transactions, or tasks that have legal implications. **(22-23 Academic Year)**
22. Review written policies on a set timeline **(22-23 Academic Year)**
23. Create policies addressing response to threats **(Summer 2022)**
24. Begin assessing the budget for planned expenditures **(Summer 2022)**
25. Plan purchases a year out and look for ways to maximize other revenue sources **(Summer 2022)**
26. Investigate plan for data back up **(22-23 Academic Year)**
27. Assess whether technological assets meet the needs of student veterans **(Summer 2022)**
28. The OVA should evaluate alternative methods for communicating with student veterans **(Summer 2022)**
29. Continued update and refresh of office website **(Summer 2022)**
30. Re-purpose of computer lab (to be eliminated in 2023) **(22-23 Academic Year)**
31. Plan for unused TVs in the building (upgrade or re-purpose) **(22-23 Academic Year)**
32. Follow-up on list provided facilities for minor upkeep and repairs **(Summer 2022)**
33. Will need to look at updating kitchen in next 5 years **(Five year plan)**
34. Computer lab will be eliminated in 2023 – space will need to be re-purposed. Devise a plan during 22-23 academic year to address. **(22-23 Academic Year)**
35. Plan for Pollock House picnic table conundrum. **(22-23 Academic Year)**

Summary of Initial Findings

- **Describe conclusions (description of what you learned that was significant):** The Office of Veterans Affairs adheres to probably 85-90% of the CAS requirements, they fall short because they fail to have documented procedures in place that would guide the office in the event if their subject matter expert were to leave or be removed. The office needs a succession plan and solid standard operating procedures.
- **Describe meaningful limitations to completion of the program review (such as if you could not score all of them and why or if you lacked data/evidence) and why:** Limitations to a good thorough review are the lack of personnel and time. The office is extremely busy processing benefits, problem solving, planning/attending events, training and keeping up with program changes. Setting aside blocks of time to thoroughly examine, assess, and create lacking documents is very difficult. Despite lack of formal documentation in some areas, all areas were able to be assessed based on knowledge of operations.

- **Describe the primary strengths of the functional area and how have these changed over time.** The strength of the office is the military experience and longevity of the department head. Over the past 10 years, he has taken on increased responsibilities, learned how to manage numerous platforms, managed relationships across campus to get things done, problem-solve, and create a “one-stop shop” atmosphere for all military-connected students. Over the past 9 years, the department has never had a truly stable workforce. The Associate Director is the constant, while Coordinators and Administrative Assistants seem to come and go.
- **Describe the innovative programs/services/practices that the functional area has initiated with respect to “best practices” in the field.** The Office of Veterans Affairs located in the Carl A. Nunziato Veterans Resource Center has capitalized on the knowledge of the department head to be aware and familiar with all military forms of aid, forge relationships with Financial Aid, Admissions, and Degree Audit to create seamless operations that benefit the student veteran, added programs like first year student orientations, early warning retention alerts, Social Work internships, dedicated tutoring services for the success of student veterans, and created an environment where the office can assist students when their military units or other departments cannot.

Recommendations

Without the luxury of adding staff, the Office of Veterans Affairs needs to evaluate all of its activities, events, and processes conducted during an academic year and pair the list down to a manageable set of tasks that support its mission the most. Tasks that keep “the main thing the main thing” and offer the greatest amount of success and return on investment for student Veterans.

Describe Lessons Learned that Can Be Applied to the Next Program Review Cycle

- Start assessment process much sooner and give ample time to look at every aspect of the assessment process.
- Meet more frequently to discuss assessment findings
- Perhaps add a student veteran or two to the process

List Student Learning Outcomes and Program Outcomes to be Measured in the Next Two Years in Anticipation of the Next Program Review Cycle

Student Learning Outcomes

- Effectiveness of First Year Student Orientation on incoming student veterans.
- Growth and development of VA Work Study and Intern students

Program Outcomes

- Warrior Awareness Training – revise, update and disseminate.
- Collaboration with groups that aid in work-force preparation
- Website effectiveness – as it pertains to current and perspective student veterans

Final Comments

- The conduct of this CAS assessment shines a light on the magnitude of responsibilities the OVA has in addition to what it already believes it does well. There is room for much improvement.

- If it can be helped, the Associate Director should probably be relieved from additional responsibilities such as high school visits and college fair participation so that more time can be devoted to improving deficiencies at the OVA.
- An Administrative Assistant or Business Specialist is key to the success of the OVA for the simple reason that the department responsibilities are too great if only one of the current staff is out for an extended period. Even with both employees present, there is a major lack of administrative oversight. In the current operating environment, students will have to make up the difference.
- While the use of VA Work Study Students and Graduate/Undergrad Interns are helpful and appreciated, due to the limited scope of their duties, and short period of employment, it is difficult to fully engage them into the operational mission of the department.
- If the OVA will continue to use a Graduate Assistant Intern, much thought will need to go into the best utilization of this individual.
- Overall, the OVA receives adequate support, both financially and cooperatively with the Division it reports to.
- More and more, the OVA is becoming heavily dependent on IT to create reports, interface and troubleshoot with VA, DOD and State systems related to student veteran educational benefits. The lack of a dedicated technological support person in the divisional unit is going to become a greater liability as time moves forward.

Student Activities

Summary of Initial Findings

- Student Activities currently relies heavily upon verbal and informal communication and historical precedence in its decision making and daily practices. There is an overarching theme across this assessment of a lack of documentation—procedures, manuals, goals, etc. While improving and expanding student organization policies has been a focus in recent years, the department is lacking in other foundational documentation for department processes and procedures. *We know, we do, but we do not document.* Referencing professional association best practices on a regular basis will provide foundational insight in addressing emerging issues in the field and ensuring that the department is not only built on solid practice but on solid principles.
- Student Activities encompasses a wide breadth of programs and services within the unit; as a result, much time is spent on the day-to-day activities and less focus is on deep, foundational work and long-term strategy.
- Student Activities staff are responsible stewards of university funds and have trained students in leadership roles to manage finances responsibly for major events and student organization appropriations.
- Student Activities staff demonstrate an outstanding commitment to student services and student facing functions and serve as reliable representatives of the Division of Student Affairs and Youngstown State University as a whole. They are known for their attention to detail, high quality event and publication production, friendly demeanor and availability, and collaborative nature. They recognize the importance of collaboration and communication and seek to connect with partners and students in innovative ways.
- Student Activities staff are technology friendly and on the leading edge of adoption of new technology trends and programs. They quickly adapted to virtual programming methods to minimize interruption to departmental programs and services during the pandemic and have

continued to use this technology strategically for communication with students and colleagues.

- Since being established as an independent department in 2012, Student Activities has expanded from two professional staff members to five professional staff members. The recent addition of the Coordinator of Student Involvement provides a key opportunity to reassess departmental functions and structure, offering staff members the opportunity to develop new skills and gain experience in other areas of the department. It is important to provide the opportunity for growth and development for staff at all levels in the department.

Recommendations

Documenting practices, policies, and procedures will support the department's success in its day-to-day operations as well as the ongoing program review cycle. Evidence of rationale and criteria is critical for decision making, staff on-boarding and development, and transparency with internal and external constituents.

List Student Learning Outcomes and Program Outcomes to be Measured in the Next Two Years in Anticipation of the Next Program Review Cycle

Student Learning Outcomes

- **Belonging:** As a result of participating in campus activities, students will enhance their feeling of engagement, belonging, and loyalty to YSU
- **Articulate Skills:** Students engaged in student organizations will be able to articulate the skills they have developed through their co-curricular involvement.
- **Self-Awareness:** Students engaged in leadership programs will demonstrate a sense of self-awareness through identifying a vision, mission, style & values.
- **Civic Engagement:** Students participating in civic engagement activities will develop an increased awareness of societal issues and potential opportunities to evoke positive change.
- **Diverse Identities:** As a result of participating in campus activities, students will enhance their appreciation and understanding of diverse identities.

Program Outcomes

- Increase in student campus and community engagement driven by partnership in GivePulse.
- Increased in frequency of variety of DEI related programming across department areas.

List of Actions to be Taken with Completion Dates

Implement Annual Student Activities Staff Retreat (July 2022)

- Annual review of mission statement
- Development of DEI and Ethics statements, and subsequent annual review
- Review assessment data to inform next cycle of departmental planning
- Review of budget use in previous year and plans for upcoming fiscal year
- Integrate submission of updated staff resumes into annual departmental processes

Manuals, Policies, & Publications

- Develop Student Activities department manual which includes mission statement, DEI statement, and Ethics statement, and documents departmental policies and procedures regarding ethical management of institutional funds, conflicts of interest, and personnel rights and responsibilities. Utilize NACA, NASPA, ACUI, and CAS standards. (December 2022)

- Conduct an audit of student organization policies, Greek Life policies, SGA governing documents, and other Student Activities practices through a DEI lens to identify and correct policies or structures that perpetuate systems of privilege and oppression. Add policies including grievance procedure and guidelines regarding use of Student Activities related technology (Symplicity, YSU App, electronic banking platforms). (December 2022)
- Add mission statement and goals to all departmental publications, including but not limited to: Beyond the Books, Greek Life Viewbook, Student Leadership Summit & Retreat Programs, Greek Sing Program, Student Awards Banquet Program, Emerging Leader Program syllabus. (In process, 2022-2023)

Technology

- Convert SGA Appropriations application and tracking from Google docs to Microsoft Forms/Teams. (August 2022)
- Explore available vendor platforms that offer higher quality student interface, mobile application, and integration with other software used on campus, namely Engage (Campus Labs/Anthology). (December 2022)

Funding

- Request increase in funding to SGA Administrative budget to sufficiently cover wages for executive committee wages and other administrative costs. (In process, May 2022)
- Pursue grant funding resources to supplement general fund allocation. Propose an increase to Student Activities budgets to expand program offerings to support the increased population of students living on or near campus. (March 2023 proposal for FY24)
- Apply for grant funding to support staff responsible for developing and implementing LGBTQIA+ initiatives. (Youngstown Community Foundation Grant Application due July 1, 2022)

Student Advocacy

- Explore creation of a student organization advisory board to consult on a semi-annual basis regarding student organization needs and practices. (Summer 2022) Topics to be discussed include:
 - Access to spaces outside of Kilcawley Center Student Union on evenings and weekends
 - On-site staffing, equipment, and support for campus spaces outside of Kilcawley Center Student Union
 - Implementation of a student organization needs assessment to collect information about additional or upgraded equipment that would be useful for student organization programming (tables, chairs, sound equipment, etc.)
- Work in partnership with NPHC Task Force to expand chapters on campus, increase membership, and re-establish NPHC Council. (ongoing)

Strategic Planning

- Develop 3–5-year strategic plan for Student Activities (January 2023)
- Establish goals for access, equity, diversity, and inclusion (July 2022)
- Develop long range cycle for use of SkyFactor benchmarking assessments (January 2023)
- Create a Master Student Organization Communications Calendar which outlines an annual cycle of relevant content for advisors, officers, and members. (August 2022)
- Conduct a staffing comparison for Student Activities at benchmark institutions (January 2023)
- Delineate clear opportunities for skill development and advancement in staffing model (July 2022):

- Associate Director: increase financial management responsibility and add Student Government Association oversight
- Assistant Director for Programming: add diversity programming responsibilities for division

Describe Lessons Learned that Can Be Applied to the Next Program Review Cycle

1. Discussion between department reviewers elevated the quality of this report. Next cycle, consider adding a reviewer from outside of the department for a different lens.
2. Share drafts and updates of the initial scoring rubric with staff throughout the process. Consider assigning different sections to different team members, or having staff pair and rate, then compare their findings with a different pair to identify areas that are differently perceived and rated.
3. Consider including the newest professional staff member on the review team. This will provide important insight into the onboarding process, department manuals and procedures, and training that still may be required.
4. Consider conducting a student focus group or including student employees in the program review process.

Final Comments

YSU Student Activities provides a wide range of programs and services to the YSU community. They are valued as collaborators by colleagues and seen as trusted resources and mentors by students. The department has a high level of practice and performance but needs to document procedures and policies. Documentation is a vital component of risk management, training and onboarding, and demonstrates alignment with institutional mission and values. This Self-Guided Assessment has served as a valuable tool in identifying the many components of a successful and well-managed department. Student Activities has demonstrated its ability to bring life to the campus of YSU; now it needs to solidify its foundation to have a firm jumping off point to plan for the long term needs of student government, student organizations, and student programming at the university.

Division of Finance & Business Operations Assessment of Facilities Maintenance & Support Services

Board of Trustees University Affairs Committee
June 22, 2022

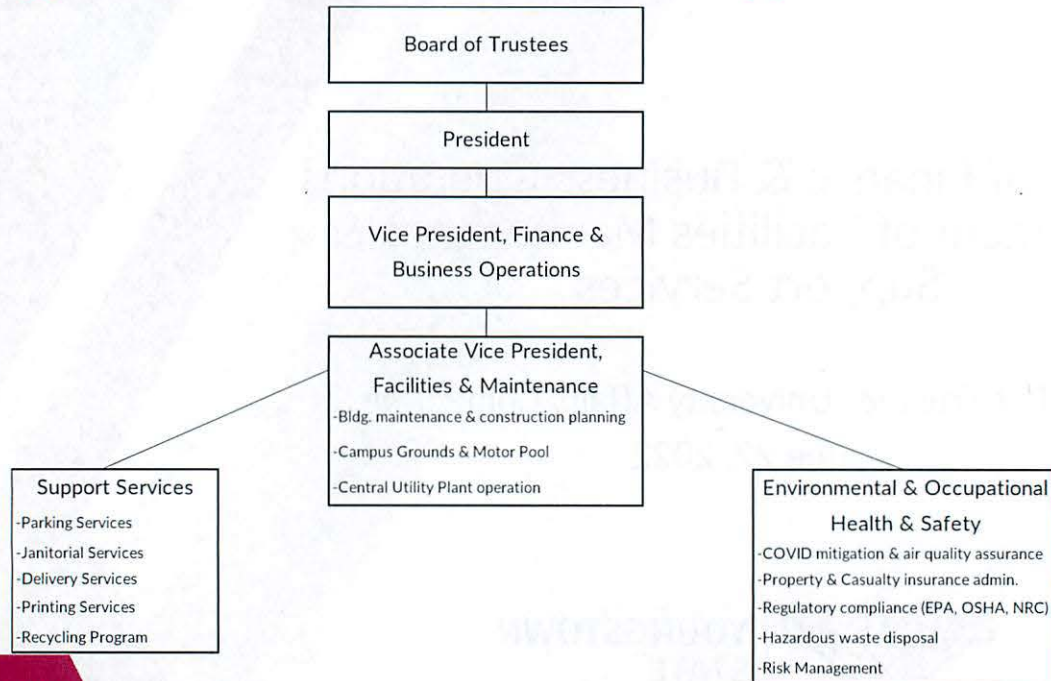


Assessment of Facilities & Support Services Content Overview

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Organization Chart – Facilities & Support Services



3

Mission and Quality Statements – Facilities & Support Services

Linking to the University's *Plan for Strategic Actions to Take Charge of our Future*, and specifically the Plan for Support Area Actions, the following guiding statements were established.

Mission Statement:

- To manage and maintain the university's physical plant; to judiciously manage energy usage on campus; and to provide whatever services necessary to support the university's mission.

Quality Statements:

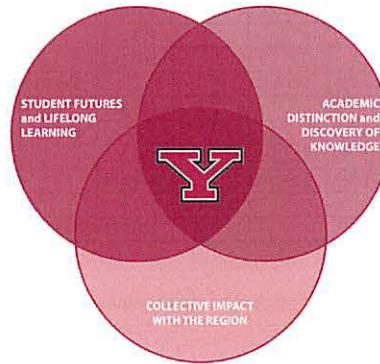
- YSU Facilities & Support Services support the academic excellence of the University by striving to serve the needs of the university, colleges, students, faculty and staff.
- Exemplifying the notion of *institutional support*, we ensure a foundation of physical infrastructure that is essential to virtually every aspect of the University's operation.
- Support services are provided to students, faculty, staff and visitors for services including transportation and parking, mail delivery, building repairs, grounds upkeep and more.



4

Attribute Statements –Facilities & Support Services

- Standard and ad hoc reports provided to the Board of Trustees, executive management and other campus stakeholders are published and distributed regularly, adding value to the University’s decision-making processes.
- State of Ohio capital funds appropriated to the university are managed, programmed and used in accordance with state rules to address deferred bldg. maintenance campus-wide.
- Support services are provided to the entire campus community in a friendly, efficient and professional manner.



Facilities Staff Salary Comparisons - Ohio Public Universities, FY 2021*

FY 2021	Bowling Green State University	Kent State University	Miami University	Northeast Ohio Medical University	Ohio University	Ohio State University	Shawnee State University	University of Akron	University of Cincinnati	Wright State University	Youngstown State University	Average	YSU vs. Average	
Facilities & Maintenance														
Architect	-	\$64,234	\$86,093	-	-	\$78,192	-	-	\$79,665	\$75,000	\$62,724	\$74,318	-15.6%	
Building Control Systems Technician	-	-	-	-	-	-	-	-	-	-	\$37,481	\$37,481	0.0%	
Carpenter	-	\$46,259	\$45,593	-	\$53,269	\$55,364	-	\$49,504	\$60,424	\$46,758	\$38,937	\$49,514	-21.4%	
Chief Facilities Officer	\$223,000	\$152,739	\$199,646	\$93,500	\$206,000	\$470,682	\$109,359	-	\$168,777	\$110,000	\$122,238	\$185,594	-34.1%	
Electrician	-	\$53,726	\$48,384	-	\$53,269	\$67,743	-	\$49,951	\$53,223	\$51,917	\$41,485	\$52,462	-20.9%	
Engineer - Construction Projects Coordinator	\$77,910	\$101,308	\$77,288	-	-	-	-	\$71,722	\$60,657	-	\$85,532	\$66,488	\$77,272	-14.0%
Engineer - Facilities Mechanical Systems	\$100,988	\$58,343	-	-	-	-	-	-	\$78,814	-	\$74,205	\$78,088	-5.0%	
Engineer - Utilities	-	-	\$104,854	-	-	-	-	-	\$105,537	-	\$88,783	\$99,725	-11.0%	
Facilities Utilization Planner	-	\$61,359	-	-	\$84,729	-	-	\$75,643	\$52,552	\$59,539	\$48,297	\$63,687	-24.2%	
General Maintenance Lead	-	\$41,371	\$53,705	\$52,400	-	-	-	\$48,925	\$62,160	\$39,578	\$44,792	\$48,990	-8.6%	
General Maintenance Worker	-	\$35,927	\$35,512	\$40,348	\$51,754	-	\$46,708	\$40,435	-	\$36,993	\$34,942	\$40,327	-13.4%	
Grounds or Landscape Worker	\$36,841	\$31,523	\$31,508	\$30,863	\$45,519	\$36,424	\$31,325	\$38,746	-	\$37,912	\$33,402	\$35,406	-5.7%	
Groundskeeping Lead	-	-	\$38,272	\$33,389	-	\$46,071	-	\$47,195	-	-	\$40,705	\$41,126	-1.0%	
Head - Building Maintenance Trades	-	-	-	-	-	-	-	-	-	-	\$66,904	\$66,904	0.0%	
Head - Campus Construction	\$135,138	-	-	-	\$110,818	-	-	-	-	-	\$79,037	\$108,331	-27.0%	
Head - Campus Landscape & Groundskeeping	-	\$64,974	\$90,000	\$48,925	-	-	-	-	-	-	\$65,253	\$67,288	-3.0%	
HVAC Lead	-	-	-	-	-	\$69,612	-	\$53,976	-	-	\$46,004	\$56,531	-18.6%	
HVAC Mechanic	-	\$49,795	\$47,490	-	\$52,112	\$60,838	-	\$50,305	\$55,013	\$44,387	-	\$51,420	N/A	
Locksmith	-	\$48,748	\$46,686	-	\$52,869	\$49,972	-	\$46,280	-	\$43,076	\$45,614	\$47,606	-4.2%	
Painter	-	\$41,371	-	-	\$53,269	-	-	\$47,195	-	\$44,574	-	\$46,602	N/A	
Plumber	-	\$39,806	\$46,929	-	\$53,069	-	-	\$49,504	-	\$51,376	\$40,414	\$46,850	-13.7%	
Power Plant Operator	-	-	\$55,744	-	\$61,131	-	-	-	-	-	-	\$58,438	N/A	
Vehicle Mechanic	-	-	\$45,666	\$37,979	\$53,269	-	-	\$46,249	\$47,625	\$39,603	\$37,273	\$43,952	-15.2%	

*Yellow shading denotes positions identified for strategic adjustments.



Facilities Staff Salary Comparisons - Ohio Public Universities, FY 2021* (continued)

FY 2021	Bowling Green State University	Kent State University	Miami University	Northeast Ohio Medical University	Ohio University	Ohio State University	Shawnee State University	University of Akron	University of Cincinnati	Wright State University	Youngstown State University	Average	YSU vs. Average
Environmental & Occupational Health & Safety													
Chief Campus Risk Mngmnt. & InsuranceAdmin	-	-	-	-	\$94,314	\$184,932	\$83,229	\$63,880	-	\$105,895	-	\$106,450	N/A
Chief Environmental Health&SafetyAdmin.	\$107,000	\$102,455	-	-	-	-	-	\$71,971	-	\$82,000	\$66,640	\$86,013	-22.5%
Chief Risk Management or ComplianceOfficer	-	\$146,640	-	-	-	-	-	-	\$228,351	\$100,000	-	\$158,330	N/A
Environment, Health, & Safety Technician	-	-	-	-	\$49,296	-	-	-	-	-	\$46,217	\$47,757	-3.2%
Environmental Health and Safety Specialist	\$61,379	-	\$89,830	-	\$58,842	\$58,512	-	\$63,744	\$56,194	\$59,003	\$64,664	\$64,021	1.0%
Risk Management Claims Specialist	-	-	-	-	\$66,635	-	-	-	\$59,160	-	-	\$62,898	N/A
Support Services													
Campus Recycling Coordinator	-	\$45,156	-	-	-	-	-	\$40,102	-	-	\$41,246	\$42,168	-2.2%
Custodian or Housekeeper	\$30,230	\$28,899	\$29,255	-	\$40,538	\$34,497	\$23,699	\$33,381	\$29,556	\$27,183	-	\$30,804	N/A
Head - Campus Custodial Services	\$83,240	-	\$125,000	-	\$64,821	-	-	\$65,557	-	\$51,000	\$55,261	\$74,147	-25.5%
Head - Campus Mail Services	\$76,500	\$45,777	-	-	\$51,242	-	-	\$56,014	-	-	\$66,815	\$59,270	12.7%
Head - Campus Printing Services	-	-	-	-	\$60,152	-	-	\$75,348	-	-	-	\$67,750	N/A
Housekeeping Lead	-	\$32,865	\$41,024	-	-	\$38,638	\$35,568	\$38,719	\$32,448	\$31,208	\$31,169	\$35,205	-11.5%
Mail Carrier	-	-	-	-	\$44,837	-	-	-	-	-	-	\$44,837	N/A
Mailing Coordinator	-	\$36,753	-	-	-	\$35,324	\$34,590	\$38,064	-	-	\$27,913	\$34,529	-19.2%
Mover or Delivery Worker	-	\$31,324	\$32,240	-	\$47,403	-	-	\$33,046	\$35,131	\$31,512	\$31,304	\$34,566	-9.4%
Parking or Traffic Attendant	-	\$31,665	\$29,781	-	\$45,864	-	-	-	\$29,536	-	\$30,614	\$33,492	-8.6%
Print Shop Supervisor	-	-	-	\$41,183	\$87,494	-	-	\$50,121	-	-	-	\$59,599	N/A
Printer or Bookbinder	-	-	-	-	\$46,911	\$63,762	-	-	\$31,387	-	\$26,977	\$42,259	-36.2%

*Yellow shading denotes positions identified for strategic adjustments.

IPEDS Occupational Category: Natural Resources, Construction, Maintenance; Production, Transportation, Material Moving* - Ohio Public Universities

Ohio Public Universities	Total Staff # Fall 2020*	Net Assignable Square Footage**	Staff per 1M NASF
Bowling Green University [†]	31	4,523,723	6.85
Central State University [†]	33	964,858	34.20
Cleveland State [†]	33	4,831,731	6.83
Kent State University	126	5,663,376	22.25
Miami University	111	7,208,565	15.40
NEOMED [†]	25	471,494	53.02
Ohio State University	887	29,992,938	29.57
Ohio University	156	7,376,448	21.15
Shawnee State University	10	682,943	14.64
University of Cincinnati	201	13,035,025	15.42
University of Akron	88	7,789,798	11.30
University of Toledo	91	7,099,494	12.82
Wright State University	56	2,350,116	23.83
Youngstown State University	42	3,871,217	10.85
Average	135	6,847,266	19.87
Average without outliers [†]	77	5,066,830	18.49

[†]Outliers based on survey sample.

*Source: National Center for Education Statistics - Integrated Postsecondary Edu. Data System (IPEDS), <https://nces.ed.gov/ipeds/use-the-data>

**Source: Ohio Department of Higher Education.



IPEDS Occupational Category: *Natural Resources, Construction, Maintenance; Production, Transportation, Material Moving** - Select Peer Universities

Select Peer Universities	Total Staff #		Staff per \$10M of budget
	Fall 2020*	E&G Budget**	
Austin Peay State University (TN)	33	\$150,235,000	2.20
Central Connecticut State University	34	\$233,317,904	1.46
Central Washington University	64	\$215,156,000	2.97
Eastern Kentucky University	91	\$276,087,000	3.30
Eastern Washington University	72	\$181,928,000	3.96
Purdue University Fort Wayne	27	\$154,000,000	1.75
Saint Cloud State University (MN)	32	\$166,661,000	1.92
Southeastern Louisiana University [†]	87	\$123,316,000	7.06
University of Central Missouri	36	\$153,600,000	2.34
University of Central Oklahoma	54	\$174,549,000	3.09
Youngstown State University	42	\$172,612,881	2.43
Average	52	\$181,951,162	2.95
Average without outlier [†]	54	\$179,268,541	2.54

[†]Outliers based on survey sample.

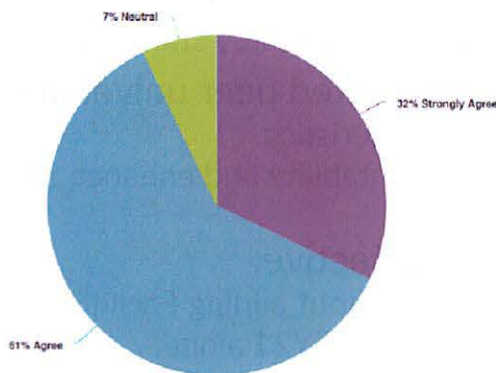
*Source: National Center for Education Statistics - Integrated Postsecondary Education Data System (IPEDS), <https://nces.ed.gov/ipeds/use-the-data>.

**E&G budget information sourced from individual university websites and reflects unrestricted educational and general revenues; years of data available varies by institution but ranges from FY19 to FY22.



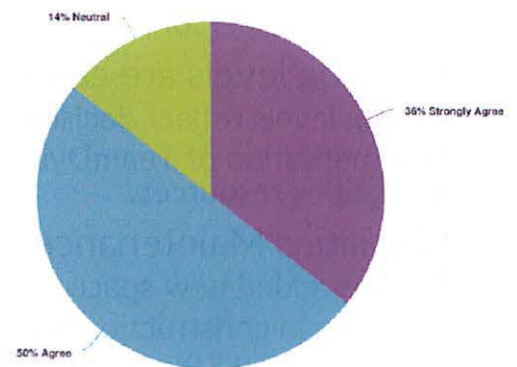
Facilities & Support Services Customer Satisfaction Survey May - June 2022 survey, response rate: 42%

We are available when needed.



Value	Percent	Responses
Strongly Agree	32.1%	9
Agree	60.7%	17
Neutral	7.1%	2
Totals: 28		

Our response was timely.



Value	Percent	Responses
Strongly Agree	35.7%	10
Agree	50.0%	14
Neutral	14.3%	4
Totals: 28		

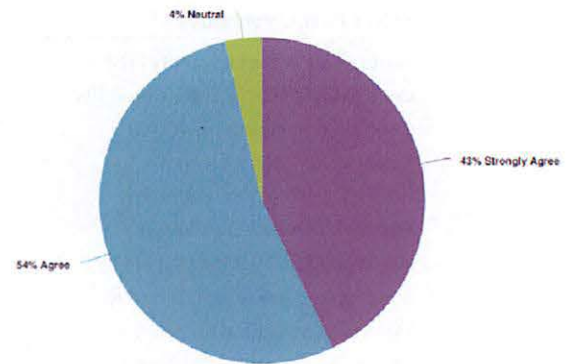
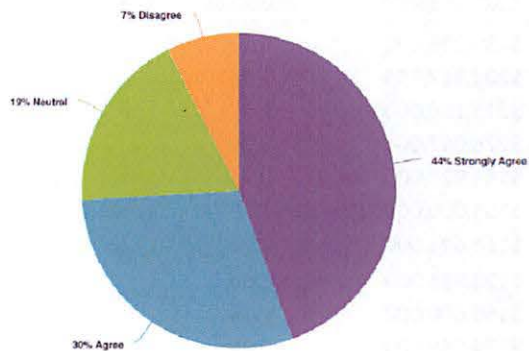


Facilities & Support Services Customer Satisfaction Survey

May - June 2022 survey, response rate: 42%

We adequately communicate changes regarding facilities maintenance and support services.

My overall experience was positive.



Value	Percent	Responses
Strongly Agree	44.4%	12
Agree	29.6%	8
Neutral	18.5%	5
Disagree	7.4%	2
Totals		27

Value	Percent	Responses
Strongly Agree	42.9%	12
Agree	53.6%	15
Neutral	3.6%	1
Totals		28



Assessment of Facilities & Support Services Observations and Key takeaways

- YSU salaries are comparatively lower than Ohio state universities.
 - To retain key personnel, YSU is taking action to strategically adjust key staff salaries.
- YSU staffing levels are comparable yet lower than selected peer universities.
 - Staffing levels reflect decisions about YSU's physical characteristics.
 - Implementation of TeamDynamix system will ensure accountability and enhance allocation of Facilities resources.
- YSU Facilities Maintenance & Support Services are effective:
 - YSU has added new space, expanding the size of campus without adding Facilities staff.
 - \$5 million in construction & building renovations completed in FY21 alone.
 - \$5 million in HEERF-funded air quality improvements over last 10 months.
 - \$2.5 million in Parking improvements scheduled for this summer.
 - Feedback from campus stakeholders is largely favorable.
 - Unavailability of facilities-specific IPEDS data means a deeper assessment would require additional resources and outside assistance.



Thank you!



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