

**RESOLUTION TO APPROVE
THE APPOINTMENT OF THE VICE PRESIDENT,
LEGAL AFFAIRS AND GENERAL COUNSEL**

WHEREAS, the Vice President for Legal Affairs and General Counsel is an executive officer of the university and maintains overall leadership for the Division of Legal Affairs; and

WHEREAS, the Vice President for Legal Affairs and General Counsel, serves as the chief legal advisor to Youngstown State University, its president, board of trustees, and university officers and administrators; responsible to the president for the direction, management, and supervision of all legal matters of the university, including the provision of legal counsel, advice, and services in all matters pertaining to the practice of law on behalf of Youngstown State University and such other matters as from time to time may be assigned by the president; and

WHEREAS, a vacancy occurred in the Division of Legal Affairs with the retirement of Attorney Holly Jacobs and as a result of that vacancy, a national search was conducted in accordance with University Policy 3356-7-56, Selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff; and

WHEREAS, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee and President Bill Johnson for appointment and approved by the Ohio attorney general's office; and

WHEREAS, University Policy 3356-7-56, Selection, appointment, and evaluation of executive officers, administrative officers, and professional/administrative staff, requires that the Board of Trustees approve the appointment of an executive officer prior to the employment start date; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Attorney Ross P. Miltner as the Vice President, Legal Affairs and General Counsel, effective September 21, 2026, at a salary of \$175,000.

POSITION DESCRIPTION

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Name:
Effective Date:
Salary Range: L12 Excl.
POSN: 999032
FTE: 1.0
Reviewed By: TH/HAJ/MM
FLSA Review: Exempt
Hiring Range: \$175,000

Title: Vice President, Legal Affairs and General Counsel

Department: General Counsel

Summary of Position: As an executive officer of the university, provides overall leadership and strategic direction for an assigned division or unit and serves a member of the president's cabinet and senior leadership team. Represents the university and advises the president and board of trustees on matters within the assigned area, ensuring alignment with institutional strategy and priorities. Serves as the chief legal advisor to Youngstown State University, its president, board of trustees, and university officers and administrators; responsible to the president for the direction, management, and supervision of all legal matters of the university, including the provision of legal counsel, advice, and services in all matters pertaining to the practice of law on behalf of Youngstown State University and such other matters as from time to time may be assigned by the president.

Serves the board of trustees as its client and works with and through management employees at the university. The general counsel is appointed as an assistant attorney general working closely with the chief of the education section of the attorney general's office. The general counsel is chosen jointly by the attorney general and the YSU Board of Trustees and serves at the pleasure of both. A memorandum of understanding (MOU) between the attorney general of Ohio and Youngstown State University regarding the provision of legal services to the university provides additional guidance on the structure of the provision of legal services by the general counsel working through both the attorney general and the YSU Board of Trustees.

Position Information

Essential Functions and Responsibilities: Plans, assigns, directs, and reviews the work of the Office of the General Counsel; supervises staff. Develops staffing plans; establishes timeframes for the completion of assigned tasks; trains and orients new employees; approves/disapproves requests for paid leave; interviews candidates for employment and makes recommendations for hire; evaluates employee work performance; receives and responds to grievances.

Manages litigation docket and all litigation files on behalf of the university. Works with Outside Counsel and is responsible for managing the attorneys' time and decisions made in the course of litigation.

Prepares, reviews, advises, and/or assists with legal documents, contracts, policies, procedures, practices, actions, or any matter having legal significance to the management and operation of the university. Reviews judicial decisions, legislative or governmental regulatory developments; recommends compliance procedures or strategies.

Prepares, reviews, advises, and/or assists with property acquisitions, leases, contracts, labor relations, personnel matters, insurance matters, patent, trademark, and copyright matters, including technology licensing and agreements.

Advises and assists with compliance reviews by governmental agencies, higher education regulatory agencies, and internal audits.

Assists the president and other executive/administrative officers in identifying and implementing programs and

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strategies to provide comprehensive and preventative legal guidance to university personnel.

Works with internal committees concerned with formulation and enforcement of university rules and policies, including various student disciplinary forums.

Manages and monitors the cost of legal services to the university and takes appropriate action to remain within budgeted amounts.

Recommends to the president, in consultation with other executive officers as appropriate, final settlement of any lawsuit to be brought by the university and any settlement of a lawsuit involving the university.

Manages the central deposit and safekeeping of all deeds, leases, mortgages, contracts, and papers or instruments of legal importance.

Builds and maintains relationships with partners, stakeholders, and the community.

Serves as the chief liaison regarding legal matters with university affiliated organizations, such as YSU Foundation. Maintains contact with counsel at other Ohio public universities, the Ohio Attorney General's Office, and other state government offices as appropriate regarding legal questions and issues of mutual interest.

Maintains the professional qualifications for appointment as assistant attorney general of the State of Ohio; provides general legal counsel and advice as set forth by law and in accord with the professional standards established by the Ohio attorney general, and in accord with the Ohio Rules of Professional Conduct.

Manages the provision of legal counsel, advice, and services for the university with the Ohio attorney general, and special counsel appointed by the Ohio attorney general; provides appropriate liaison with the bench, bar, and law enforcement authorities.

Develops and implements the assigned area's long-term strategic goals and objectives. Leads the unit in achieving its mission and vision through strategic planning and execution. Oversees the development and implementation of organizational policies and procedures. Leads initiatives to improve organizational efficiency and effectiveness.

Identifies and pursues opportunities for organizational growth and expansion. Leads efforts to innovate and improve services and programs. Monitors industry trends and adapt strategies accordingly.

Leads initiatives that span multiple departments, serves as a primary decision-maker for cross-functional projects that impact areas beyond the position's direct oversight.

Other Functions and Responsibilities: Assists with training new hires.

Performs other duties as assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

Equipment Operated: Computer and all other standard office equipment.

Work Schedule: Typically, Monday through Friday.

Primary Location: Youngstown

Supervision Exercised: Supervision is exercised over staff and student employees.

Reports to: President and Board of Trustees as appropriate.

Qualifications and Competencies

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Required Certifications, Training, and/or Licensures: License to practice law in the state of Ohio or able to obtain an Ohio license to practice law within six months of the date of hire and have the approval of the Ohio Attorney General's Office.

Sponsorship and/or Work Authorization Status: Must be currently authorized to work in the United States on a full-time basis.

Knowledge, Skills, and Abilities:

Knowledge of: strategic planning process; policy administration; process improvement; supervisory techniques; university policies and procedures*; office practices and procedures; department/division goals and objectives*; department/division policies and procedures*; workplace safety practices and procedures*; English grammar and spelling; records management; office management; project management.

Skill in: written and oral communication; analytical thought; use of office equipment; use of computer software and other programs applicable to the assigned department/division*.

Ability to: compile and prepare reports; use proper research methods to gather data; understand a variety of written and/or verbal communications; maintain records according to established procedures; effectively interact with personnel and public; train or instruct others; move quickly and effectively from one task to another; work independently and in a team environment; develop and maintain effective working relationships.

(*) Developed after employment.

Minimum Qualifications: Juris Doctor degree; license to practice law in the State of Ohio or be able to obtain an Ohio license to practice law within six months of the date of hire and have the approval of the Ohio Attorney General's Office. At least ten years of legal practice, or other equivalent experience, and approved for appointment as Assistant Attorney General, State of Ohio. At least five years of supervisory experience. Must be currently authorized to work in the United States on a full-time basis.

Preferred Qualifications: Litigation experience as well as knowledge of higher education, non-discrimination regulations, and labor law.

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

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

ROSS P. MILTNER

M.Ed., J.D.

PROFESSIONAL PROFILE

Experienced legal leader and university counsel with a proven ability to advise senior stakeholders on high-impact legal and policy matters. Skilled in translating complex legal issues into actionable guidance across a broad portfolio including contracts, compliance, litigation, employment law, athletics, and student affairs. Combines legal training with a master's-level background in higher education administration to deliver pragmatic, solutions-oriented counsel aligned with institutional priorities.

EDUCATIONAL BACKGROUND

DOCTOR OF JURISPRUDENCE // Ohio Northern University, Pettit College of Law (2012)

- » Graduated in top half of 2012 class
- » Performed a judicial clerkship and interned for the Ohio EPA and WV public defender's office
- » Placed Semi-Finalist at 2012 Brooklyn Law School national moot court competition in Brooklyn, NY

MASTER OF EDUCATION, HIGHER EDUCATION ADMINISTRATION // Kent State University (2008)

- » Cumulative grade point average: 3.91
- » Performed a live-in graduate assistantship with the Department of Residence Services

BACHELOR OF ARTS, COMMUNICATIONS // Kent State University (2007)

- » Served as Executive Director and Community Affairs Director for Student Government

PROFESSIONAL & LEADERSHIP EXPERIENCE

ASSOCIATE GENERAL COUNSEL // The University of Akron, Akron, OH (January 2026 - Present)

- » Cross-designated as an Assistant Attorney General in the Ohio Attorney General's Office
- » *University Counsel*
 - Provide full legal services, counsel, and contract review for key clients across campus:
 - > The College of Law
 - > The School of Nursing
 - > The Office of Academic Affairs
 - > The Division of Student Affairs
 - > The University of Akron Foundation
 - > The Department of Intercollegiate Athletics
 - > The Office of Capital Planning & Real Estate
- » *Contracts*
 - Negotiated and drafted employment contracts for head basketball and soccer coaches
 - Review and amend enterprise-wide contracts for goods and services
 - Facilitate the review and execution of all academic articulation and affiliation agreements
- » *Student Affairs*
 - Advise the Offices of Accessibility Services and Residence Life on matters of disability law
 - Serve as a member of the University CARE team to triage student reports for risk management
- » *Capital Planning*
 - Oversee and review construction contracts with the Ohio Attorney General's Business Counsel
 - Process institutional Requests For Proposals/Qualifications to support purchasing initiatives
 - Develop purchase agreements and associated legal documents for real estate transactions
 - Collaborate with the Ohio Department of Administrative Services for real estate transactions
 - Partner with city, county, and state officials and opposing counsel to cure title and closing issues
- » *Employment Law*
 - Prepare response briefs for Ohio Civil Rights Commission charges
 - Troubleshoot issues related to OPERS state pension eligibility for employees
 - Serve as fiduciary on committee managing private retirement plan offerings
- » *Miscellaneous*
 - Draft response briefs to Borrower Defense to Repayment claims via the Department of Education
 - Interfaced with the Ohio Attorney General's Charitable Law Section to successfully modify and release over \$250,000 of scholarship funds impacted by recent changes to state and federal law

**PROFESSIONAL
& LEADERSHIP
EXPERIENCE**
(CONTINUED)

ASSOCIATE GENERAL COUNSEL // Youngstown State University, Youngstown, OH (2022 - 2026)

- » Cross-designated as an Assistant Attorney General in the Ohio Attorney General's Office
- » *University Counsel*
 - Provided executive-level counsel and legal advice to university officers and trustees
 - Monitored university compliance with various federal, state, and local laws, and NCAA bylaws
 - Collaborated with state offices, outside counsel, and counsel across Ohio's public universities
 - Responded to public record requests, subpoenas, Ohio Court of Claims and litigation discovery
 - Presented campus trainings on Ohio ethics laws, Title IX, and campus free speech policies
 - Supported University efforts to acquire and transition the Steubenville campus
- » *Athletics*
 - Advised Athletic Director and compliance staff regarding NCAA changes and legal developments
 - Navigated institutional challenges and duties related to evolution of external and internal NIL
- » *Contracts*
 - Negotiated and drafted employment contracts for head football and basketball coaches
 - Reviewed and amended enterprise-wide contracts for goods and services
- » *Intellectual Property*
 - Oversaw the maintenance of existing university trademarks and patents
- » *Employment and Immigration*
 - Coordinated work authorizations for employees and the troubleshooting of I-9 verifications
 - Drafted filings for the State Personnel Review Board
 - Led internal investigations into the conduct of university staff and coaches
- » *Office Leadership*
 - Trained two administrative assistants within the Office of General Counsel
 - Helped to maintain office litigation dockets and audited records request logs

DIRECTOR, STUDENT ACCESSIBILITY SERVICES // University of Mount Union, Alliance, OH (2018 - 2022)

- » Directed university compliance with the Americans with Disabilities Act (ADA)
- » Determined reasonable ADA accommodations for students' academic and residential needs
- » Collaborated daily with offices of residence life, counseling, student conduct, and academics
- » Supported accreditation efforts, FERPA and HIPAA compliance, and risk management planning
- » Hired, trained, and supervised student and graduate staff to provide support services
- » Implemented and oversaw remote student learning accommodations during pandemic semesters

ASSOCIATE ATTORNEY // Jan Dils Attorneys at Law, Parkersburg, WV (2012 - 2018)

- » Represented clients in over 1,000 administrative law cases across five states
- » Researched and drafted legal briefs, motions, administrative appeals, and federal court appeals
- » Provided supervision and performance review for administrative support staff
- » Ranked among top firm attorneys for productivity and case winning percentage

PROGRAM DIRECTOR // Akron Area YMCA Camp Y-NOAH, Clinton, OH (2009)

- » Directed daily operations of a summer camp program for approximately 100 children weekly
- » Managed and led a staff of twelve including two full-time Assistant Directors

ASSISTANT RESIDENCE HALL DIRECTOR // Kent State University, Kent, OH (2007 - 2008)

- » Managed a staff of 10 student employees including staff evaluations, meetings, and training
- » Supervised a diverse population of over 500 students in the largest residence hall on campus

**TEACHING
EXPERIENCE**

FIRST YEAR SEMINAR (FYS 100 & 105) // University of Mount Union (2019 - 2022)

» Designed and taught a unique four-credit-hour, 16-week course for new students

FALL FOCUS (IDS 199) // University of Mount Union (2020 - 2022)

» Designed and taught a unique one-credit-hour, 16-week course for new students with disabilities

LEGAL ENVIRONMENT OF BUSINESS (BUS 130) // University of Mount Union (2021 - 2022)

» Taught a two-credit-hour, 16-week course in the School of Business on business law fundamentals

ETHICAL CONSIDERATIONS IN BUSINESS (BUS 315) // University of Mount Union (Fall 2021)

» Taught a two-credit-hour, 16-week course in the School of Business on professional business ethics

**CONFERENCES
& TRAININGS**

» Ohio Attorney General's Education Section annual conference (2022 - 2026; Presenter, 2023)

» National Association of College and University Attorneys (NACUA) national conference (2022)

» Association on Higher Education and Disability (AHEAD) national conference (2021)

» American College Personnel Association (ACPA) national conference (2021)

» National Academy of Continuing Legal Education (NACLE) (Presenter, 2020)

**SOFTWARE
PROFICIENCY**

» Microsoft Office, including Sharepoint, Teams, Forms, and Outlook

» Adobe Acrobat Pro

» Workday

» Ellucian Banner

» Starfish

» Brightspace D2L

» Jumpforward

» Teamworks

» Maxient

» Tymetrix

**PROFESSIONAL
ASSOCIATIONS**

» National Association of College and University Attorneys (NACUA)

» Association on Higher Education and Disability (AHEAD)

» Ohio State Bar Association (OSBA)

» Delta Upsilon international fraternity

» Pi Alpha Delta legal fraternity

» National Eagle Scout Association (NESA)

REFERENCES

» Professional and personal references are available upon request
