

**BOARD OF TRUSTEES
UNIVERSITY AFFAIRS COMMITTEE
Leonard D. Schiavone, Chair
Harry Meshel, Vice Chair
All Trustees are Members
James P. Tressel, *Ex-Officio***

**Thursday, May 28, 2015
3:00 p.m. or immediately following
previous meeting**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Disposition of Minutes for Meetings Held February 19, 2015; February 24, 2015; March 11, 2015; May 5, 2015; and May 11, 2015**
- B. Old Business**
- C. Committee Items**

1. University Affairs Action Items

- a. Resolution to Modify Discrimination/Harassment Policy, 3356-2-03 Tab 1**
(Previous Policy Number 2001.03)
Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance, will report.
- b. Resolution to Rescind Equal Opportunity Discrimination Complaint Tab 2**
Procedures Policy, 3356-2-02 (Previous Policy Number 2001.01)
Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance, will report.
- c. Resolution to Modify Employee Health Insurance Programs Policy, Tab 3**
3356-7-22 (Previous Policy Number 7008.01)
Kevin Reynolds, Chief Human Resources Officer, will report.
- d. Resolution to Modify and Retitle University Websites Policy, 3356-5-14 Tab 4**
(Previous Policy Number 5015.01)
Roselyn Donaldson, Technology and Training Coordinator, and Holly Jacobs, the University's General Counsel, will report.
- e. Resolution to Modify and Retitle Sensitive Information Policy, 3356-4-13 Tab 5**
(Previous Policy Number 4012.01)
Rick Marsico, Director of Computer Services, will report.

- f. Resolution to Approve the Selection of the Position for Dean of the College of Graduate Studies** **Tab 6**
Martin Abraham, Interim Provost and Vice President for Academic Affairs, will report.
- g. Resolution to Approve the Selection of the Position for Associate Vice President for Research** **Tab 7**
Martin Abraham, Interim Provost and Vice President for Academic Affairs, will report.
- h. Resolution to Approve Exception to Selection Requirements and Appointment of Vice President for Finance and Business Operations** **Tab 8**
James P. Tressel, President, will report.
- i. Resolution to Approve Exception to Selection Requirements and Appointment of Provost and Vice President for Academic Affairs** **Tab 9**
James P. Tressel, President, will report.
- j. Resolution to Approve Multiple-Year Contracts** **Tab 10**
Kevin Reynolds, Chief Human Resources Officer, will report.
- k. Resolution to Ratify Personnel Actions** **Tab 11**
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 15, 2015, through April 21, 2015. Personnel actions for faculty and professional/administrative staff are contingent upon approval of the Board of Trustees.
Kevin Reynolds, Chief Human Resources Officer, will report.
- l. Resolution to Authorize Conferral of Emeritus Status** **Tab 12**
The resolution nominates eight (8) recently-retired administrators for Administrator Emeritus Status. Policy Number 3356-7-17 (Previous Policy Number 7003.01), Emeritus Status, of the University Guidebook, is attached for you information.
Kevin Reynolds, Chief Human Resources Officer, will report.

2. University Affairs Discussion Items

- a. Naming of Executive Director of Inclusion and Multicultural Affairs** **Tab 13**
James P. Tressel, President, will report.
- b. Title Changes for Other Tod Hall Leaders** **Tab 14**
James P. Tressel, President, will report.
- c. Report of Collective Bargaining and Negotiations Subcommittee**
A verbal report of the Collective Bargaining and Negotiations Subcommittee will be presented. Leonard D. Schiavone will report.
- d. Report of Intercollegiate Athletics Subcommittee**
A verbal report of the Intercollegiate Athletics Subcommittee will be presented. Harry Meshel will report.

e. Litigation Update

The University's General Counsel, Holly Jacobs, will provide a summary of litigation, personnel, and collective bargaining concerning YSU.

D. New Business

E. Adjournment

AGENDA ITEM: C.1.a.

AGENDA TOPIC: Resolution to Modify Discrimination/Harassment Policy, 3356-2-03
(Previous Policy Number 2001.03)

STAFF CONTACT(S): Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance

BACKGROUND: Along with establishing the University's commitment to preventing and requirements for addressing discrimination and harassment, a discrimination/harassment policy serves a notification and educational function within the context of University policy and anti-discrimination legislation.

SUMMARY AND ANALYSIS: With the exception of the addition of Section (I) Interim measures and Section (F) Employee-student consensual relationships, changes within Policy 3356-2-03 were made with the goal of improving clarity and flow of the policy and complying with University Policy 3356-1-09, Development and Issuance of University Policies. Section (I) was added to comply with Equal Employment Opportunity Commission requirements that were appropriate an employer utilize interim measures to alleviate potential discrimination/harassment during the course of an investigation. Section (F) Employee-Student Consensual Relationships was added to provide guidelines for employee-student consensual relationships. Section (F) prohibits University employees who have supervisory responsibilities or control over the employment, academic or program opportunities available to undergraduate students from engaging in a consensual relationship with an undergraduate student. The policy further provides for guidelines to be followed for consensual relationships between employees and graduate students. Among Ohio public colleges and universities, OSU, OU, and the University of Toledo have similar policies, with the caveat that a relationship is prohibited when an employee is in a direct authoritative role to the undergraduate. Outside of Ohio, many schools have similar policies such as Boston College, Washington University of St. Louis, University of Iowa, Penn State, Columbia and Princeton. Harvard University has a total ban against consensual relationships between undergraduate students and faculty.

RESOLUTION:

**RESOLUTION TO MODIFY
DISCRIMINATION/HARASSMENT POLICY, 3356-2-03
(PREVIOUS POLICY NUMBER 2001.03)**

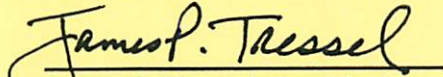
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Discrimination/Harassment, policy number 3356-2-03 (Previous Policy Number 2001.03) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

UNIVERSITY GUIDEBOOK

3356-2-03 Discrimination/Harassment
(Previous Policy Number 2001.03)

Title of Policy:	_____ Discrimination/Harassment
Responsible Division/Office:	Equal Opportunity and Policy Compliance
Approving <u>Responsible</u> Officer:	President <u>General Counsel</u>
Revision History:	June 2009; <u>June 2015</u>
Resolution Number(s):	YR-2009-73
Board Committee:	University Affairs
EFFECTIVE DATE:	June 19 <u>1</u> , 201 <u>5</u> <u>09</u>
Next Review:	20 <u>20</u> 14

(A) Policy Statement: Youngstown State University (“University”) does not discriminate on the basis of race, color, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law in its programs or activities. The University is firmly committed to maintaining a working and learning study environment free of discrimination and ~~all forms of harassment (including sexual harassment)~~ of any employee, applicant for employment, ~~or student, or visitor.~~ Therefore, it is the University’s policy to prohibit all forms of harassment based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law. The University neither permits nor condones harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work or academic performance, or that creates an intimidating, hostile, or offensive working or study environment. The University community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, ~~graduate assistants,~~ students, visitors, ~~student employees~~ and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.

(B) Purpose: The purpose of this policy is to establish expectations for institutional and individual conduct, aid the University community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. ~~a strong commitment to prohibit and establish a procedure for investigating and resolving internal complaints of discrimination and harassment. The discrimination and harassment procedures are designed to aid in the process of educating members of the University community, serve as a means of preventing discrimination and harassment, and promptly and~~

~~fairly respond to alleged incidents of harassment. The principal purpose of this policy is not to punish but to stop unwelcome conduct and promote a productive work and study environment free of discrimination and harassment. (For purposes of this policy the~~
The University community includes, but is not limited to, all University employees, faculty, staff, students, and any other individual visiting or engaging in any University activity or program.~~graduate assistants, members of the Board of Trustees, campus visitors, and contractual employees working on campus.)~~

(C) Scope: This policy applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any University activity or program, regardless of sexual orientation or gender identity, and whether on or off campus.~~is intended to prevent situations from arising that may lead to allegations of harassment or unlawful discrimination. Therefore,~~ The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal or other laws prohibiting discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.

~~Discrimination and harassment concerns can be resolved by the person being discriminated against or harassed addressing the matter directly with the alleged perpetrator. When such resolution is not feasible, any faculty, staff, student, or volunteer may bring an allegation against any member of the University community.~~

~~The Director, Office of Equal Opportunity and Policy Compliance, serves as the coordinator for the administration and compliance of this policy.~~

Guidelines:

(D). Definitions. For the purpose of determining whether a particular behavior or course of conduct constitutes discrimination or harassment under this policy the following definitions shall be used:

(1). Definition of ~~Discrimination.~~ Conduct that is based on an individual's

~~Discrimination for the purposes of this policy is defined as treating an individual adversely in employment or academic or non-academic decisions based on protected status, which is defined as sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law that:~~ ~~Discrimination may also include stereotyping and biases based on a protected category.~~

- a. adversely affects a term or condition of an individual's employment, education, or participation in a University activity or program; or
- b. is used as the basis for a decision affecting an individual's employment, education, or participation in a University activity or program; or
- c. has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment.

(2) ~~Definitions of~~ Harassment. Conduct or a course of conduct that degrades or shows hostility toward an individual or group of individuals based on

~~Unlawful workplace harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance. For the purposes of this policy, it is conduct based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law, and has the purpose or effect of: It can also be conduct involving epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, or written or graphic material that denigrates or shows hostility or aversion and that is on the premise or circulated in the workplace.~~

- a. unreasonably interfering with an individual's employment or education; or
- b. creating a hostile, intimidating, or offensive working, living or educational environment.

(3) Sexual Harassment.

~~Sexual harassment is a form of sex discrimination and has been defined by the Equal Opportunity Commission (EEOC) to be any u~~Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, directed at a member of the same or different sex or sexual orientation, -when it meets any of the following:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, ~~or~~ academic status, or participation in a University program or activity.
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, ~~or~~ academic or programing decisions affecting the ~~such~~ individual.
- (c) ~~Such~~The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive employment, academic, or participation environment, ~~for working, learning, or living on campus.~~

(4) Examples of inappropriate conduct which may constitute sexual harassment include, but are ~~are~~ not limited to:

- ~~Explicit offensive s~~(a) Sexual advance or propositions, either explicit or implicit, ~~or~~ flirtations.
- (b) Sexually suggestive or sexually degrading innuendo, ~~suggestive sexual~~ comments, notes or letters or gestures.
- ~~Sexual comments or inappropriate references to gender.~~
- (c) ~~Sexually oriented kidding or other harassing acts or behavior directed against a person on the basis of an individual's~~Remarks or inquiries about sexual activity, ~~or~~ sexual orientation, or gender identity and/or expression.
- ~~Teasing or joking, sexually degrading or vulgar words.~~

- (d) The display or communication of sexually oriented ~~obscene printed or visual~~ material (including through e-mail or ~~Internet use or~~ other electronic means).
- ~~Use of offensive gestures or body motions.~~
- Unwanted touching, ~~patting,~~ hugging, ~~brushing against a~~ or contacting another's person's body, ~~or staring.~~
- ~~Inquiries and commentaries about sexual activity, experience, or orientation~~

(E) No supervisor (including a faculty supervisor), manager, or official representative of the University shall directly or indirectly imply or threaten that an applicant's, employee's or student's ~~refusal to submit~~ submission to or refusal of to sexual advances will positively or negatively adversely affect his or her employment, employment conditions, career development or academic status, performance. ~~No supervisor (including faculty supervisor), manager, or official representative of the University shall suggest that an applicant's, employee's or student's acquiescence to sexual advances may favorably affect his or her conditions of employment, career development or academic performance.~~ This prohibition includes but is not limited to instructors, faculty members, graduate assistants and teaching assistants

~~Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to:~~

- ~~Explicit offensive sexual propositions or flirtations.~~
- ~~Sexual innuendo, suggestive sexual comments, notes or letters.~~
- ~~Sexual comments or inappropriate references to gender.~~
- ~~Sexually oriented kidding or other harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation, gender identity and/or expression.~~
- ~~Teasing or joking, sexually degrading or vulgar words.~~
- ~~The display of sexually oriented obscene printed or visual material (including through e-mail or Internet use or other electronic means).~~
- ~~Use of offensive gestures or body motions.~~
- ~~Unwanted touching, patting, hugging, brushing against a person's body or staring.~~
- ~~Inquiries and commentaries about sexual activity, experience, or orientation.~~

~~Sexual harassment may include harassment directed at a member of the same sex as the harasser. The examples of inappropriate conduct are unacceptable in the workplace and in other settings such as business trips, business-related social events or educational trips involving students.~~

~~Unlawful workplace harassment can also occur if there is a pattern of conduct that unreasonably interferes with the academic environment (not legitimately related to the subject matter of a course).~~

(F) Employee-Student Consensual Relationships. Relationships that might be appropriate in ^{WU3} other contexts may, within a university-setting, create the appearance or basis for an abuse of power or of undue advantage. Many University employees are entrusted with advising and mentoring students, evaluating their work, and recommending students for advancement in employment, programs or academia. The unequal institutional power which is inherent in such a relationship heightens the vulnerability of both the student and employee for possible abuse or coercion and can present real or perceived conflict

(1) For purposes of this policy a consensual intimate or sexual relationship is a relationship of an intimate, dating, and/or sexual nature entered into with the consent of both parties (hereinafter referred to as relationship for purposes of this policy).

(2) This policy applies to employees and individuals, whether paid or unpaid, who teach, coach, evaluate, supervise, advise, control or influence student employment, academic or resource opportunities. These individuals include but are not limited to:

- _____ (a) faculty and instructors (including visiting faculty/instructors),
- _____ (b) graduate students,
- _____ (c) teaching assistants,
- _____ (d) academic advisors,
- _____ (e) coaches,
- _____ (d) residence hall professional staff

(3) Undergraduate Students. Because of the elevated risk and the potential exposure of the University and employees to liability for violation of laws against sexual harassment and discrimination; no employee/individual as defined above shall enter into a relationship with a Youngstown State University undergraduate student regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship pre-date either admission or employment with the University, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, University policy 3356-7-01 regarding conflicts of interest should be consulted.

(4) Graduate Students.

(a) Relationships involving graduate students can also raise issues of conflict of interest, favoritism, and exploitation; therefore, no employee/individual should enter into a relationship with a University graduate student under his/her supervision, evaluation, or advisement. Should such a relationship arise, or pre-date the institutional relationship, the employee/individual must promptly notify his/her supervisor in order to make alternate arrangements (where appropriate). This prohibition does not apply to married couples.

(b) In those instances where a faculty member/instructor and a graduate student enter into a relationship and are in the same department or affiliated with the same graduate program, the possibility exists that the faculty member/instructor could influence the academic evaluation or advancement of the student. Therefore, such a relationship must be disclosed promptly by the faculty member/instructor to his/her department chair upon the beginning of the relationship. A relationship that pre-dates the effective date of this policy must also be promptly disclosed to the applicable department chair. If the relationship involves a department chair, then the disclosure shall be made to the appropriate dean.

This prohibition does not apply to married couples; however, effective management of department and/or program integrity is paramount and such situations will be considered on a case-by-case basis and dealt with in consultation with the chair, dean, and provost. This prohibition does not apply to married couples; however, University policy 3356-7-01 regarding conflicts of interest should be consulted.

(c) University policy 3356-7-01 regarding conflicts of interest should be consulted for situations involving married couples.

3(G) . Duty of Managers and Supervisors to Act

Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring ~~should~~shall notify the Office of Equal Opportunity and Policy Compliance (EOPC), and/or Human Resources promptly but no later than five working days ~~of~~after becoming aware of the information. ~~The Complaint Form/documentation will initiate collaboration between the Office of Equal Opportunity and Policy Compliance and the reporting department to determine how best to proceed with resolving the complaint.~~ The Office of Human Resources shall promptly notify EOPC. ~~may also need to be contacted to assist with the complaint. The University also encourages all persons to report suspected instances of harassment regardless of whether they are in the specific roles noted above.~~

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(H) Complaint Procedures^[WU4].

(1) The University encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint. ~~complaints to be reported promptly to~~ with the Office of Equal Opportunity and Policy Compliance. A complaint may be formal or informal; however, a complaint alleging a violation of this policy must be filed within three hundred (300) days of the behavior or the last incident at issue. Delays in filing complaints ~~reporting will~~ may make it more difficult for the University to conduct an ~~its~~ investigation. ~~Individuals, however, may report a complaint at any time, and it will be investigated to the extent that it is feasible.~~

(2) A complainant individual also has the right to file a complaint with external agencies including, but not limited to, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission and/or the Department of Education. ~~—and—~~Utilizing the University's internal complaint procedure ~~will~~does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.

(3) The University may assume the role of a complainant and pursue a complaint, either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the University may take any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.

(4) Complaint investigations will follow the procedures set forth in the University's ~~procedures regarding complaints of discrimination. See also *Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment*.~~ These guidelines ~~provide specific information about University methods of addressing complaints. A copy of these Guidelines~~ may be obtained ~~by contacting from the EOPC, Office of Equal Opportunity and Policy Compliance~~ or at the EOPC website. ~~A summary of these guidelines will appear in the Equal Opportunity Discrimination Complaint Procedure brochure, copies of which will be disseminated throughout campus.~~

4. Regulations

• Confidentiality and Non-Retaliation

(5) Information related to a report of discrimination and/or harassment will only be shared with those University employees who "need to know" in order to assist in the review, investigation or resolution of a complaint. The University will make every reasonable effort to conduct all proceedings in a manner that will protect the privacy~~confidentiality~~ of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

(I) Interim Measures. During the course of an investigation it may be necessary and advisable^[wU5] for the University to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include but are not limited to separating the parties, placing limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a violation of this policy and may result in corrective measures, even if the initial complaint is not proven.

(J) Non-Retaliation.

~~The~~ University policy and state and federal law prohibit retaliation against an individual for reporting discrimination ~~or~~and harassment, or for assisting or participating in an investigation. ~~The University will not tolerate retaliation in any form against any faculty, staff, student, or volunteer, who files an allegation, serves as a witness, assists an alleged, or participates in an investigation of discrimination and harassment.~~ Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact the EOPC Office. Any person found to have retaliated against another for reporting, participating or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures independent of the merits of the original complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the discrimination/harassment allegation. Allegations of retaliation should be directed to the Office of Equal Opportunity and Policy Compliance and/or the Office of Human Resources.

~~The University has a compelling obligation to address allegations and suspected instances of discrimination and harassment when it obtains information that would lead a reasonable person to believe that this policy has been violated. The University is not precluded from taking any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases when the complainant is reluctant to proceed. The complainant will be notified in advance when such action is necessary.~~

- **(K) Corrective Measures**

(1) When it has been determined that discrimination, ~~and/or~~harassment, or retaliation ~~has~~ave occurred, steps will be taken to ensure that the prohibited behavior~~discrimination and/or harassment~~ is stopped. ~~immediately.~~ Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, ~~will be imposed consistent with~~ applicable University procedures and collective bargaining agreements. Corrective measures ~~and~~ may include sanctions and/or discipline up to and including termination for employees and expulsion for students.

~~Sanctions imposed on the perpetrator may include, but are not limited to, a reprimand, suspension, or dismissal from the University.~~ In the event that a record of such sanctions will become a part of an employee's ~~the perpetrator's~~ personnel records, prior notice will be given to the employee. ~~perpetrator.~~

(2) Sanctions ~~also~~ may also be imposed on any individual with a duty to act (under this policy and associated procedures) who fails to respond in a manner consistent

with this policy to a complaint or reasonable information of discrimination, ~~and harassment, or retaliation, in a manner consistent with the provisions of this policy and the associated procedures.~~

(3) To the extent possible under applicable law and policies, ~~The~~a complainant will be informed of the corrective measures taken. ~~Any sanction imposed will be in accordance with applicable language in the collective bargaining agreements and/or governing policies of the University.~~

- **(L) False Allegations.**

It is a violation of this policy for anyone to intentionally report ~~knowingly or with reckless disregard for the truth to make false accusations of discrimination and harassment.~~information or allegations that they know or reasonably should know to be untrue or false. ~~Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation.~~ Sanctions may be imposed on individuals who ~~knowingly or with reckless disregard for the truth~~ make false accusations of discrimination and harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.

- **(M) Use of Discrimination and Harassment Allegations in Employment Actions or Academic Status Decisions**

When making decisions affecting an individual's employment or academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.

- **(N) Policy and Procedure Administration**

The Office of Equal Opportunity and Policy Compliance is responsible for the administration of this policy and the associated procedures. However, all University employees, staff, and students play a role in preventing and reporting discrimination and harassment. ~~The president, provost, and each vice president, dean, department chair, executive director, director, administrator, faculty member, supervisor and staff are responsible for assuring compliance with this policy. Any such individual who obtains information that would lead a reasonable person to believe that this policy has been violated must refer the matter to the appropriate individual for investigation or, if so authorized, initiate a prompt and thorough investigation.~~

(O) Educational Program Goals and Objectives:

(1) It is the goal of ~~T~~the University ~~is committed to~~ prevent and eliminate ~~ing and preventing~~ discrimination and/or harassment ~~of faculty, staff, students, student employees, and volunteers~~ and to fostering an environment of respect for all individuals. In furtherance of these goals ~~For the protection of the University and its~~every employees, ~~it is strongly recommended that every employee attend shall complete programs and/or training as directed by the Office of Human Resources and/or the educational training regarding~~Office of Equal Opportunity and Policy Compliance. ~~discrimination/harassment. The University promotes educational programs coordinated by~~ ~~t~~The Office of Human Resources in conjunction with the Office of Equal Opportunity and Policy Compliance shall provide information, programs, and/or training to meet the following goals:

- ~~(a) Informing all individuals~~Provide information ~~about the University's policies relating to discrimination, and harassment, and the corresponding procedures and reporting mechanisms.~~their rights through training and dissemination of the discrimination and harassment policy.
- ~~(b) Including the discrimination and harassment~~information regarding policy in orientation materials for new faculty, staff, students, and volunteers.
- ~~(c) Notifying persons of inappropriate prohibited~~conduct, and encourageing appropriate behavior when interacting with others.s. individuals.
- ~~Informing all individuals of the appropriate procedures and reporting mechanisms for addressing concerns of discrimination and harassment.~~
- ~~(d) Informing~~ the University community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.
- ~~(e) Addressing~~issues of discrimination and harassment from a multicultural perspective.

(2) A statement regarding the discrimination and harassment ~~policy~~ will appear in the *University Bulletins* (graduate and undergraduate), on the webpage of the Office of Equal Opportunity and Policy Compliance, and ~~and~~ relevant portions shall be referenced in. “The Code of Student Rights, Responsibilities, and Conduct” ~~will be reproduced in pamphlet form for distribution to the University community. The pamphlet will be included in orientation materials for all new members of the University community. Reminders of the policy and procedures will also be periodically circulated.~~

(P) Information, ~~and~~ Assistance, and Counseling, ~~and~~ Support:

(1) Individuals may seek ~~Many offices and individuals on the University's campuses provide~~ general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units: ~~and assistance regarding discrimination and harassment.~~

However, general inquiries ~~consultation with any office or individual, other than those noted under *Section III, Duty to Act*, with these offices/units~~ will not be considered a report to the University and will not result in action under this policy. ~~A person seeking counseling or support may also contact the Office of Equal Opportunity and Policy Compliance or any of the following units:~~

- (a) The Equal Opportunity and Compliance Office.
- ~~1. Office of Career and Counseling Services~~
- 2(b) - The Center for Student Progress/ Office of Disability Services.
- ~~3. (c) Housing and Residence Life~~
- ~~4(d). Office of Human Resources~~
- ~~5(e). Intercollegiate Athletics~~
- ~~6. (f) Office of Student Affairs through the Ombudsperson~~

~~The role of the above offices, with the exception of the Office of Equal Opportunity and Policy Compliance, is not to investigate allegations, but to provide counseling and support.~~

(2) A student may seek counseling or support services on campus from the university counseling services during regular business hours (330-941-3527). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.

(3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.

(4) For information on sexual misconduct including sexual assault, please see University policy 3356-2-3.1, "Sexual Misconduct Policy."

Complaint Procedures^[WU6]:

~~The University encourages all complaints to be reported promptly to the Office of Equal Opportunity and Policy Compliance. Delays in reporting complaints will make it more difficult for the University to conduct its investigation. Individuals, however, may report a complaint at any time, and it will be investigated to the extent that it is feasible. A complainant also has the right to file a complaint with external agencies including, but not limited to, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission and/or the Department of Education; and utilizing the internal complaint procedure will not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.~~

~~Complaint investigations will follow the procedures set forth in the University's procedures regarding complaints of discrimination. See also Guidelines for Investigating Complaints of Discrimination and Harassment. These guidelines provide specific information about University methods of addressing complaints. A copy of these Guidelines may be obtained by contacting the Office of Equal Opportunity and Policy Compliance. A summary of these~~

NUMBER

2001.03

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~~guidelines will appear in the Equal Opportunity Discrimination Complaint Procedure brochure, copies of which will be disseminated throughout campus.~~

3356-2-03 Discrimination/harassment.

(Previous Policy Number 2001.03)

Responsible Division/Office:	Equal Opportunity and Policy Compliance
Responsible Officer:	General Counsel
Revision History:	June 2009; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 11, 2015
Next Review:	2020

- (A) Policy statement. Youngstown state university (“university”) does not discriminate on the basis of race, color, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law in its programs or activities. The university is firmly committed to maintaining a working and learning environment free of discrimination and harassment of any employee, applicant for employment, student, or visitor. The university community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, students, visitors, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.
- (B) Purpose. The purpose of this policy is to establish expectations for institutional and individual conduct, aid the university community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. For purposes of this policy, the university community includes, but is not limited to, all university employees, students, and any other individual visiting or engaging in any University activity or program.
- (C) Scope. This policy applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any University activity or program, regardless of sexual orientation or gender identity, and whether on or off campus. The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal, or other laws prohibiting discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.
- (D) Definitions. For the purpose of determining whether a particular behavior or course of conduct constitutes discrimination or harassment under this policy, the following definitions shall be used:

- (1) “Discrimination.” Conduct that is based on an individual’s sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law that:
 - (a) Adversely affects a term or condition of an individual’s employment, education, or participation in a University activity or program; or
 - (b) Is used as the basis for a decision affecting an individual’s employment, education, or participation in a University activity or program; or
 - (c) Has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment.
- (2) “Harassment.” Conduct, or a course of conduct, that degrades or shows hostility toward an individual or group of individuals based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law, and has the purpose or effect of:
 - (a) Unreasonably interfering with an individual’s employment or education; or
 - (b) Creating a hostile, intimidating, or offensive working, living or educational environment.
- (3) “Sexual harassment.” Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, directed at a member of the same or different sex or sexual orientation when it meets any of the following:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic status, or participation in a University program or activity.
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic or programing decisions affecting the individual.
 - (c) The conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an

intimidating, hostile, or offensive employment, academic, or participation environment.

- (4) Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to:
- (a) Sexual advances or propositions, either explicit or implied.
 - (b) Sexually suggestive or sexually degrading innuendo, comments or gestures.
 - (c) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression
 - (d) The display or communication of sexually oriented material (including through e-mail or other electronic means).
 - (e) Unwanted touching, hugging, or contacting another's body.
- (E) No supervisor (including a faculty supervisor), manager, or official representative of the university shall directly or indirectly imply or threaten that an applicant, employee, or student's submission to or refusal of sexual advances will positively or negatively affect his or her employment, employment conditions, career development, or academic status. This prohibition includes, but is not limited to, instructors, faculty members, graduate assistants and teaching assistants.
- (F) Employee-student consensual relationships. Relationships that might be appropriate in other contexts may, within a university setting, create the appearance or basis for an abuse of power or of undue advantage. Many university employees are entrusted with advising and mentoring students, evaluating their work, and recommending students for advancement in employment, programs or academia. The unequal institutional power which is inherent in such a relationship heightens the vulnerability of both the student and employee for possible abuse or coercion and can present real or perceived conflict.
- (1) For purposes of this policy, a consensual intimate or sexual relationship is a relationship of an intimate, dating, and/or sexual nature entered into with the consent of both parties (hereinafter referred to as relationship for purposes of this policy).
 - (2) This policy applies to employees and individuals, whether paid or unpaid, who teach, coach, evaluate, supervise, advise, control, or influence student

employment, academic, or resource opportunities. These individuals include, but are not limited to:

- (a) Faculty and instructors (including visiting faculty/instructors),
 - (b) Graduate students,
 - (c) Teaching assistants,
 - (d) Academic advisors,
 - (e) Coaches,
 - (f) Residence hall professional staff.
- (3) Undergraduate students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination, no employee/individual as defined above shall enter into a relationship with a Youngstown State university undergraduate student regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the University, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, university policy 3356-7-01 regarding conflicts of interest should be consulted.
- (4) Graduate students.
- (a) Relationships involving graduate students can also raise issues of conflict of interest, favoritism, and exploitation; therefore, no employee/individual should enter into a relationship with a University graduate student under his/her supervision, evaluation, or advisement. Should such a relationship arise or predate the institutional relationship, the employee/individual must promptly notify his/her supervisor in order to make alternate arrangements (where appropriate). This prohibition does not apply to married couples.
 - (b) In those instances where a faculty member/instructor and a graduate student enter into a relationship and are in the same department or affiliated with the same graduate program, the possibility exists that the faculty member/instructor could influence the academic evaluation or advancement of the student. Therefore, such relationships must be disclosed promptly by the faculty member/instructor to his/her

department chair upon the beginning of the relationship. A relationship that predates the effective date of this policy must also be promptly disclosed to the applicable department chair. If the relationship involves a department chair, then the disclosure shall be made to the appropriate dean.

This prohibition does not apply to married couples; however, effective management of department and/or program integrity is paramount and such situations will be considered on a case-by-case basis and dealt with in consultation with the chair, dean, and provost.

- (c) University policy 3356-7-01 regarding conflicts of interest should be consulted for situations involving married couples.
- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity and policy compliance (“EOPC”) and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify EOPC.
- (H) Complaint procedures.
 - (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with EOPC. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.
 - (2) An individual also has the right to file a complaint with external agencies, including, but not limited to, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission and/or the Department of Education. Utilizing the university’s internal complaint procedure does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.
 - (3) The university may assume the role of a complainant and pursue a complaint either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the university may take any action it deems appropriate, including

informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.

- (4) Complaint investigations will follow the procedures set forth in the university's Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment. These guidelines may be obtained from EOPC.
 - (5) Information related to a report of discrimination and/or harassment will only be shared with those university employees who "need to know" in order to assist in the review, investigation, or resolution of a complaint. The university will make every reasonable effort to conduct all proceedings in a manner that will protect the privacy of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
- (I) Interim measures. During the course of an investigation it may be necessary and advisable for the university to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a violation of this policy and may result in corrective measures, even if the initial complaint is not proven.
 - (J) Non-retaliation. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for assisting or participating in an investigation. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact EOPC. Any person found to have retaliated against another for reporting, participating, or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures and/ or sanctions independent of the merits of the original complaint.
 - (K) Corrective measures.
 - (1) When it has been determined that discrimination, harassment, or retaliation has occurred, steps will be taken to ensure that the prohibited behavior is stopped. Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, applicable university procedures, and collective bargaining agreements. Corrective measures may include sanctions

and/or discipline up to and including termination for employees and expulsion for students. In the event that a record of such sanctions will become a part of an employee's personnel records, prior notice will be given to the employee.

- (2) Sanctions may also be imposed on any individual with a duty to act under this policy and associated procedures who fails to respond in a manner consistent with this policy to a complaint or reasonable information of discrimination, harassment, or retaliation.
 - (3) To the extent possible under applicable law and policies, a complainant will be informed of the corrective measures taken.
- (L) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. Sanctions may be imposed on individuals who make false accusations of discrimination or harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (M) Use of discrimination and harassment allegations in employment actions or academic status decisions. When making decisions affecting an individual's employment or academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.
- (N) Policy and procedure administration. The office of equal opportunity and policy compliance is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.
- (O) Educational goals and objectives.
- (1) It is the goal of the university to prevent and eliminate discrimination and/or harassment and to foster an environment of respect for all individuals. In furtherance of these goals, every employee shall complete programs and/or training as directed by the office of human resources and/or the office of equal opportunity and policy compliance. The office of human resources, in conjunction with the office of equal opportunity and policy compliance, shall provide information, programs, and/or training to meet the following goals:

- (a) Provide information about the university's policies relating to discrimination and harassment and the corresponding procedures and reporting mechanisms.
 - (b) Include information regarding this policy in orientation materials for new faculty, staff, students, and volunteers.
 - (c) Notify persons of inappropriate conduct and encourage appropriate behavior when interacting with others.
 - (d) Inform the university community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.
 - (e) Address issues of discrimination and harassment from a multicultural perspective.
- (2) A statement regarding discrimination and harassment will appear in the *University Bulletins* (graduate and undergraduate), on the webpage of the Office of Equal Opportunity and Policy Compliance, and relevant portions shall be referenced in "The Code of Student Rights, Responsibilities, and Conduct."
- (P) Information, assistance, and counseling.
- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units. However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.
 - (a) The Equal Opportunity and Policy Compliance Office.
 - (b) The Center for Student Progress/Office of Disability Services.
 - (c) Housing and Residence Life.
 - (d) Office of Human Resources.
 - (e) Intercollegiate Athletics.
 - (f) Office of Student Affairs through the Ombudsperson.
 - (2) A student may seek counseling or support services on campus from the university counseling services during regular business hours (330-941-3527). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of

counseling services is considered confidential to the extent permitted by state and federal law.

- (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
- (4) For information on sexual misconduct including sexual assault, please see university policy 3356-2-3.1, "Sexual Misconduct Policy."

AGENDA ITEM: C.1.b.

AGENDA TOPIC: Resolution to Rescind Equal Opportunity Discrimination Complaint Procedures Policy, 3356-2-02 (Previous Policy Number 2001.01)

STAFF CONTACT(S): Cynthia Kravitz, Director of Equal Opportunity and Policy Compliance

BACKGROUND: University policy 3356-2-03, Discrimination/Harassment has and continues to contain information on the complaint procedures for filing a complaint of discrimination or harassment. University policy 3356-2-02, Equal Opportunity Discrimination Complaint Procedures contains the same information and language regarding filing a complaint as that within policy 3356-2-3, Discrimination/Harassment.

SUMMARY AND ANALYSIS: It is requested that policy 3356-2-02, Equal Opportunity Discrimination Complaint Procedures be rescinded as redundant and unnecessary. The goal of the recession is to provide a single, clear University policy on Discrimination/Harassment.

RESOLUTION:

**RESOLUTION TO RESCIND
EQUAL OPPORTUNITY DISCRIMINATION COMPLAINT PROCEDURES POLICY,
3356-2-02 (PREVIOUS POLICY NUMBER 2001.01)**

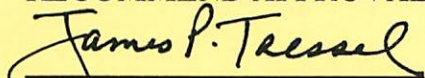
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the Institutional Policy governing Equal Opportunity Discrimination Complaint Procedures, policy number 3356-2-02 (Previous Policy Number 2001.01) of the *University Guidebook*, shown as Exhibit __, attached hereto.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

RESCIND
UNIVERSITY GUIDEBOOK

Title of Policy:	Equal Opportunity Discrimination Complaint Procedures
Responsible Division/Office:	Equal Opportunity and Policy Compliance
Approving Officer:	President
<i>Revision History:</i>	July 1999; September 2007; June 2010
Resolution Number(s):	YR 2000-39; YR 2008-04; YR 2010-96
Board Committee:	University Affairs
EFFECTIVE DATE:	June 11, 2010
Next Review:	2015

Policy: Youngstown State University (“University”) is committed to a campus environment that values all individuals and groups, and to non-discrimination and equal opportunity for all persons. No member of the University community shall discriminate against another on the basis of sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law. Retaliation against an individual seeking advice on a discrimination matter, reporting a discriminatory act, or participating in an investigation of the proceedings of a discrimination matter is prohibited. The University is also committed to the principles of equal opportunity and acts in accordance with state and federal laws.

Purpose: It is the responsibility of the entire University community to maintain an openness to the diversity of all ideas and peoples, and to share in the responsibility of implementing a full equal opportunity program. This program provides a method of addressing actions at variance with this policy and its procedures.

Parameter: The Director of the Office of Equal Opportunity and Policy Compliance has been delegated the responsibility for the administration of the Equal Opportunity Discrimination Complaint Procedures.

Procedures:

1. Any person claiming to be aggrieved by a discriminatory practice at the University may file a complaint with the Office of Equal Opportunity and Policy Compliance. Any such complaint filed will be kept confidential, to the extent possible.
2. The Equal Opportunity Discrimination Complaint Procedure is for complaints of discrimination on the basis of sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law. The alleged discrimination must have already occurred.
3. Specific information about University methods of addressing complaints is found in *Guidelines for Investigating Complaints for Discrimination*, which can be obtained by contacting the Office of Equal Opportunity and Policy Compliance. These guidelines can also be found on the YSU website under University Guidebook Policy 2001.03. A summary of these guidelines will appear in the Equal Opportunity Discrimination Complaint Procedure brochure, copies of which will be disseminated throughout campus.
4. All complaints of discrimination/harassment shall be filed in accordance with University Guidebook Policy 2003.01 – Discrimination/Harassment.

AGENDA ITEM: C.1.c.

AGENDA TOPIC: Resolution to Modify Employee Health Insurance Programs Policy, 3356-7-22 (Previous Policy Number 7008.01)

STAFF CONTACT(S): Kevin Reynolds, Chief Human Resources Officer

BACKGROUND: This policy establishes the Health Insurance (medical, prescription drug, dental and vision) benefits for professional/administrative and other non-bargaining university employees.

SUMMARY AND ANALYSIS: This is a modification of the existing policy to correspond to the changes that have been made in the OEA and ACE collective bargaining agreement and include changes to the premium sharing calculations and the working spouse provisions. All changes are the same as changes made in the above noted agreements.

RESOLUTION:

**RESOLUTION TO MODIFY EMPLOYEE HEALTH
INSURANCE PROGRAMS POLICY, 3356-7-22
(PREVIOUS POLICY NUMBER 7008.01)**

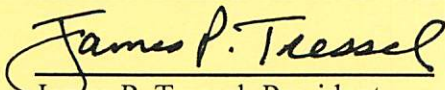
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employee Health Insurance Programs, policy number 3356-7-22 (Previous Policy Number 7008.01) of the *University Guidebook*, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

UNIVERSITY GUIDEBOOK

3356-7-22 Employee Health Insurance Programs
(Previous Policy Number 7008.01)

Title of Policy:	Employee Health Insurance Programs
Responsible Division/Office:	Finance & Administration/Human Resources
Approving/Responsible Officer:	Vice-President for Finance & Administration
<i>Revision History:</i>	March 1998; December 2011; <u>June 2015</u>
Resolution Number(s):	YR-1999-32; YR-2012-26
Board Committee:	University Affairs
EFFECTIVE DATE:	December 14, 2011 — <u>June 17, 2015</u>
Next review:	202016

(A) Policy Statement: The Board of Trustees authorizes all of the University's employee health care insurance programs. ~~Periodically, all vendors providing traditional insurance, third party administration, health care consulting or other related services will be reviewed by the University to ensure that the service provided is competitive with other vendors in the industry.~~ This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the University.

(B) Health Care Advisory Committee:

A Health Care Advisory Committee (HCAC) with representation from all bargaining units and non-bargaining employees ~~from each of the University divisions~~ is established in accordance with the HCAC September, 2011 Policy & Guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost controlling measures.

(C) Plan Design and Benefit Levels:

(1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.

~~Effective January 1, 2012~~ ~~e(2)~~ Eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage as identified in the Benefits section of the website for the Office of Human Resources: <http://web.ysu.edu/hr/>.

(D) Premium Sharing:

Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.

~~Effective January 1, 2012~~ Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the University's Health Insurance plans will be required to share in the cost of coverage as follows:

- A) Employees will contribute, via payroll deduction, an aggregate of ~~10% of the Funding Level effective January 1, 2012; 12% effective July 1, 2012; and 15% of the Funding Level effective July 1, 2013.~~ Funding Rates will be established for three tiers: the Employee Only; Employee + One Dependent; and Family (Employee + two or more dependents) contracts. A flat percentage of salary that is required for Funding Level to be reached will be identified each year ~~once on or before January 1, 2012, a second time before July 1, 2012, and each July 1, of the contract thereafter.~~
- B) Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the Funding Rates:
1. ~~Effective January 1, 2012: Minimum 7%; Maximum 21%~~
 2. ~~Effective July 1, 2012: Minimum 8%; Maximum 21%~~
 3. Effective July 1, 2013: Minimum 10%; Maximum 20%

Payments shall be deducted in equal amounts from each eligible participant's ~~member's~~ ~~bi-weekly or semi-monthly~~ paychecks.

Working spouse/Coordination of Benefits:

A. Working Spouse Coverage Obligations

1. As a condition of eligibility for coverage under the University's group medical and/or prescription drug plan(s) (University Coverage "). ~~If~~ if an employee's spouse is eligible to participate, as a for group medical and/or prescription coverage sponsored, maintained and/or provided by the spouse's current employee employer, former employer (for retirees), or business for self-employed individual individuals (other than a sole proprietor) in a business (e.g., partner), or retiree in a group medical and/or prescription drug insurance sponsored by his/her employer, business, or employer's retirement plan, proprietors) (collectively or individually). "Employer Coverage") the spouse must enroll for at least single coverage in such group medical and prescription drug insurance if his/her Employer Coverage unless he/she is not eligible for entitled to Medicare as of January 1, 2012. The use of the word "spouse" in

this policy refers to a traditional spouse as well as a same-sex domestic partner.

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

2. ~~This~~ The requirement of subsection (1) does not apply to any spouse who works less than 25 hours per week AND is required to pay more than 50% of the single premium funding rate OR \$300 per month whichever is greater, in order to participate in ~~the group medical and/or prescription drug insurance sponsored by his/her employer, business or employer's retirement plan~~ Employer Coverage.
3. An employee's spouse who fails to enroll in Employer Coverage, as outlined above, shall be ineligible for University Coverage.
4. Upon the spouse's enrollment in ~~in a group medical and/or prescription drug insurance sponsored by his/her employer, business or employer's retirement plan~~ Employer Coverage; that coverage will become the primary plan and the ~~coverage sponsored by the University~~ Coverage will become the secondary plan according to the primary plan's coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a Medicare beneficiary and (a) Medicare is secondary to the University Coverage, and (b) Medicare is primary to the spouse's Employer Coverage, the University Coverage will be the primary coverage. The rules of O.R.C. §§ 3902.11 to 3902.14 shall govern the implementation and interpretation of these coordination of benefits rules.
5. ~~Any spouse who fails to enroll in any group medical and/or prescription drug insurance coverage sponsored by his/her employer, business or employer's retirement plan, as required, shall be ineligible for benefits under such group medical and prescription drug insurance coverage sponsored by the University.~~

~~B. F. It is the employee's responsibility to advise the Plan via the University's Human Resources Office immediately (and not later than 30 days after any change in eligibility) if the employee's spouse becomes eligible to participate in group medical health insurance and/or prescription drug insurance sponsored by his/her employer, business, or employer's retirement plan~~ Employer Coverage. Upon becoming eligible, the employee's spouse must enroll in ~~group medical and/or prescription drug insurance sponsored by his/her employer, business, or employer's retirement plan~~ Employer Coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.

~~C.~~ (G) All employees choosing to enroll whose spouse participates in the University's group medical and/or prescription drug insurance coverage shall complete and submit to the Plan, upon request, a written certification verifying whether his/her spouse is eligible to participate in group medical and/or prescription drug insurance coverage sponsored by the spouse's employer, business, or employer's retirement plan for and enrolled in Employer Coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed immediately from the University's medical insurance and/or prescription drug insurance coverage University Coverage. Any information not completed or provided on the certification form may be requested from the employee.

~~D.~~ (H) If an employee submits false material information, or fails to timely advise the Plan via the Chief Human Resources Officer of a change in the eligibility of the employee's spouse for group medical and/or prescription drug insurance sponsored by his/her employer, business or employer's retirement plan Employer Coverage within 30 days of notification of such eligibility, and such false information or failure results in the University's providing provision of University medical and prescription drug benefits Coverage, to the employee's spouse to which the employee's spouse is are is not entitled, the employee-'s will be personally liable to the University for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the University spouse will be dis-enrolled from University Coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the University Coverage. The Administrator shall provide at least 30 days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable University Coverage for reimbursement of benefits and expenses, including attorney's fees and costs, incurred by the University Coverage as a result of the false information or failure.

Additionally, if .

In addition, the employee's spouse will be terminated immediately from the group medical and/or prescription drug insurance sponsored by the University. If the employee submits false material^[NMPI] information in this context, the employee may be subject to disciplinary action, up to and including termination of employment.

~~E.~~ (I) The details of the working spouse limitations and coordination of benefits requirements are available upon request from the Human Resources Office.

~~F.~~ (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses/domestic partner are employed by the university YSU have the option either to be treated as only one employee, employee +1 or with family coverage or to select individual coverage and for each to pay the single salary share for premium.

~~G.~~ (K) If one spouse/domestic partner works for university YSU and the other does not, the children remain on the YSU insurance. If both spouses/domestic partners

work for the University, and choose employee +1 or family coverage, the higher-paid employee pays for the employee +1 or family coverage.

~~H.~~ (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this Article, of such coverage from another source.

3356-7-22 Employee health insurance programs.

(Previous Policy Number 7008.01)

Responsible Division/Office:	Finance & Administration/Human Resources
Responsible Officer:	Vice-President for Finance & Administration
Revision History:	March 1998; December 2011; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next review:	2020

- (A) Policy statement. The board of trustees authorizes all of the university's employee health care insurance programs. This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the University.
- (B) Health care advisory committee. A health care advisory committee ("HCAC") with representation from all bargaining units and non-bargaining employees from each of the university divisions is established in accordance with the HCAC September 2011 policy and guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost-controlling measures.
- (C) Plan design and benefit levels.
 - (1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.
 - (2) Effective January 1, 2012, eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage, as identified in the "Benefits" section of the website for the office of human resources, <http://web.yosu.edu/hr/>.
- (D) Premium sharing.
 - (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to

contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.

- (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
 - a) Employees will contribute, via payroll deduction, an aggregate of fifteen per cent of the funding level. Funding rates will be established for three tiers: the employee only, employee plus one dependent and family (employee plus two or more dependents) contracts. A flat percentage of salary that is required for funding level to be reached will be identified each July 1.
 - b) Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the funding rates:
 - i) Effective July 1, 2015: minimum ten per cent, maximum twenty per cent

- (3) Payments shall be deducted in equal amounts from each eligible participant's biweekly or semimonthly paychecks.

(E) Working spouse/coordination of benefits.

- (1) As a condition of eligibility for coverage under the university's group medical and/or prescription drug plan(s) ("University Coverage", if an employee's spouse is eligible for group medical and/or prescription coverage, sponsored, maintained and/or provide by the spouse's current employer, former employer (for retirees), or business for self-employed individuals (other than sole proprietors) (collectively or individually), ("Employer Coverage") the spouse must enroll for at least single coverage in his/her employer coverage unless he/she is entitled to Medicare. The use of the word "spouse" in this policy refers to a traditional spouse as well as a same-sex domestic partner.

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

- (2) The requirement of subsection (1) does not apply to any spouse who works less than 25 hours per week AND is required to pay more than 50% of the single premium funding rate OR \$300 per month whichever is greater, in order to participate in Employer Coverage.
 - (3) An employee's spouse who fails to enroll in Employer Coverage, as outlined above, shall be ineligible for University Coverage.
 - (4) Upon the spouse's enrollment in Employer Coverage; that coverage will become the primary plan and the University coverage will become the secondary plan, according to the primary plan's coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a Medicare beneficiary and (a) Medicare is secondary to the University Coverage, and (b) Medicare is primary to the spouse's Employer Coverage, the University Coverage will be the primary coverage. Sections 3902.11 and 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.
- (F) Upon becoming eligible, the employee's spouse must enroll in Employer Coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll whose spouse participates in the university's group medical and/or prescription drug insurance coverage shall complete and submit to the plan, upon request, a written certification verifying whether his/her spouse is eligible for and enrolled in Employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will

be removed immediately from University coverage. Any information not completed or provided on the certification form may be requested from the employee.

- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer of a change in the eligibility of the employee's spouse for Employer Coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of University Coverage, to which the spouse is not entitled, the employee's spouse will be dis-enrolled from University Coverage. Such dis-enrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the University Coverage. The Administrator shall provide at least 30 days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable University Coverage for reimbursement of benefits and expenses, including attorney's fees and costs, incurred by the University Coverage as a result of the false information or failure. Additionally if, the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.
- (I) The details of the working spouse limitations and coordination of benefits requirements are available upon request from the human resource office.
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses/domestic partner are employed by the university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse/domestic partner works for the university and the other does not, the children remain on the university insurance. If both spouses/domestic partners work for the university and choose employee plus one or family coverage, the higher-paid employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.

AGENDA ITEM: C.1.d.

AGENDA TOPIC: Resolution to Modify and Retitle University Websites Policy, 3356-5-14
(Previous Policy Number 5015.01)

STAFF CONTACT(S): Ken Schindler, Associate Vice President for Information Technology Services/Chief Technology Officer, and Holly Jacobs, the University's General Counsel

BACKGROUND: As a result of a compliance review of the accessibility of the University's electronic information by the U.S. Department of Education, Office of Civil Rights, the University entered into a conciliation agreement. The conciliation agreement required that the University submit to the DOE an electronic information technology ("EIT") policy that ensures that the University's EIT is accessible to the visually impaired.

SUMMARY AND ANALYSIS: The EIT policy provides that all information provided through the University's website, on-line learning and course management systems, ie., Blackboard, "EIT" will be accessible to students, prospective students, employees, guests and visitors, particularly those with visual, hearing or manual impairments. The policy adopts the specific technical standards recommended by the W3C's Web Content Accessibility Guidelines as well as other standard guidelines; it designates one individual as the EIT Coordinator; and informs students, employees, etc., where to report violations of the technical standards, file a complaint, or to contact the EIT Coordinator with accessibility concerns.

RESOLUTION:

**RESOLUTION TO MODIFY AND RETITLE
UNIVERSITY WEBSITES POLICY, 3356-5-14
(PREVIOUS POLICY NUMBER 5015.01)**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing University Websites, policy number 3356-5-14 (Previous Policy Number 5015.01) of the *University Guidebook*, to be retitled as Electronic Information Technology (EIT) Accessibility, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

Responsible Division/Office:	Finance and Administration (Information Technology Services)
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2013; March 2014; June 2015
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	March 12, 2014
Next Review:	2019 2020

(A) Policy Statement: ~~The Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. Department of Education. Youngstown State University (YSU or university) is committed to ensuring that communication with University constituents, i.e., students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, is as effective as communication with those without disabilities, including learning disabilities. official University web pages of Youngstown State University are considered publications of the University.~~

The University will ensure that all computer software and systems for public use will permit students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as students without disabilities.

(B) Purpose. All electronic and information technology (“EIT”) must be accessible to University constituents and~~ally-published information~~ must adhere to the [EIT Accessibility Standards](#) referred to below.~~same quality standards as other forms of published information.~~

(C) Scope. This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes: University web pages and linked information, all on-line learning content including documents posted in Learning Management Systems, (Blackboard and Sakai), and distance education and e-learning tools and materials.

(D) Definitions:

(1) Official University Web Page. An official University web page is any web page created by the University, its departments, colleges or other administrative offices for the official business of the University. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.

- (2) University Related Web Page. A University related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:
 - ~~1)(a) -~~Linked from an official University web page; ~~or~~
 - ~~2)(b) -~~stored on one of the University controlled web servers;
 - (c) Created in support of university businesses and courses, or
 - (d) on servers contracted by the University.
- (3) Content Editors. Authorized university faculty or staff trained by the Information Technology (“IT”) and Human Resources (“HR”) department on the EIT Accessibility Standards and on the approved content management system such that they are approved to maintain a department or office web page.
- (4) Faculty. Authorized faculty who have received training on EIT Accessibility Standards and content management systems.
- (5) EIT Accessibility Training. ~~Required training conducted by staff of the IT and HR Departments for all Content Editors and Faculty prior to having authorization to publish EIT on the university website, web pages or any University EIT. .~~
- (6) EIT Accessibility Coordinator. Staff member authorized to coordinate and implement the EIT Accessibility policy.
- (7) EIT Accessibility Standards. YSU’s EIT Accessibility Standards are drawn from W3C Web Accessibility Initiative (WAI) and Section 508 Standards.
- (8) Implementation Timeline. Plan for the University to be fully compliant with the EIT Accessibility Standards ~~.~~

(E) Parameters:

- (1) Each administrative unit, department or office, through an authorized Content Editor, is responsible for ensuring that EIT content is accessible. In addition, all software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.
- (2) Content Editors ~~Administrative units of the University~~ may develop and maintain Official University web pages and are responsible for their content subject to the following requirements:
 - (a) Software used to develop Official University web pages will be limited to packages approved by Information Technology Services (ITS).
 - (b) Official University web pages must run on ITS servers or servers contracted for by ITS.

(c) All Official University web pages and related University web pages and all EIT must strictly adhere to the EIT Accessibility Standards.

~~The Office of Marketing and Communications, Information Technology Services Department, and the Website Advisory Committee shall provide direction for content publically on the Internet, including adherence to design and content standards.~~

(d) The EIT Coordinator shall provide direction and guidance on Standards to be followed for Accessibility of all EIT. The Standards shall be posted on the ADA Accessibility Compliance web page. The EIT Coordinator is responsible for developing and implementing a plan to monitor all University EIT for adherence to EIT Accessibility Standards. The EIT Coordinator is authorized to disable any EIT found to be in violation of the EIT Accessibility Standards.

(e) All Official and University related web pages, and all EIT must adhere to:

(i) Applicable copyright laws. ~~(<http://www.copyright.gov/>)~~

(ii) Applicable State of Ohio and federal laws and rules ~~The Ohio Revised Code~~

(iii) University policy 3356-4-09, "Acceptable The Use of University Computing Technolgoey Resources (University Guidebook Policy 4009.01) (where appropriate)

(iv) University EIT Accessibility Guidelines Standards.

~~(http://web.yzu.edu/gen/ysu/Accessibility_Guidelines_m2997.html)~~

(f) The use of University symbols (i.e., YSU word mark, YSU logo, University seal, and Pete the Penguin) and related information should adhere to the University's information found in the Graphic Identity Standards from the Office of Marketing & Communications.

(g) Registered student organizations use of the University name must adhere to Article V. Section F. Paragraph 16 of *The Code of Student Rights, Responsibilities, and Conduct.*

~~• Faculty, staff and student organizations may develop and maintain University related web pages. All websites being linked to an official University website, or those residing on a server maintained by the University, must abide by parameters as indicated in Guidebook Policy 4009.01, Use Of University Computing Resources.~~

(h) The following are examples of content prohibited from display on either ~~Official University~~ Web ~~Pages or University~~ Related ~~Web~~ Pages, including all EIT:

- (i) Unauthorized solicitation or endorsement for for-profit business ventures.
- (ii) Activities that involve a conflict of interest. ~~(Refer to University~~ Guidebook ~~Policy~~ ies 7001.013356:07-01 ~~[-Conflicts of Interest]~~ and Policy 7005.013356:07-19 ~~[-Solicitation and Distribution of Materials, Employees]~~).
- (iii) Adult content (including banners).
- (iv) Any content covered by University ~~Guidebook~~ Policy 4012.013356:04-13, Sensitive Information Policy, such as credit card numbers.
- (v) Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.

~~Authors are responsible for the content of their pages. The University may remove, from a University controlled server, any website found to be in violation of the guidelines set forth in this document.~~

- (i) All University computer labs shall provide equal access afforded by technology for all students and users, including students with disabilities. The University shall make assistive technology available at all student computer labs and shall provide a Notice of accessibility that includes contact information for questions, inquiries or complaints.

(F) Procedures for Creating and Posting Accessible EIT.

- (1) Authorized Content Editors and Faculty ~~Divisions and departments of the~~ University ~~may develop and maintain~~ Official University websites or pages and EIT.
- ~~2) Prior to publishing official web pages, approvals must be secured through appropriate administrative channels (i.e., director or chair).~~
- ~~3) Administrative units, individuals and organizations requesting~~ ability to place EIT on the University ~~website~~ space plus a separate login on the YSU servers ~~or the University~~ content course ~~management system must contact the University Website Manager~~ at webmaster@ysu.edu ~~in order to be trained and become an authorized Content Editor and/or Faculty.~~
- (3) If any EIT website is determined ~~found~~ to be in violation of the parameters in this policy, including the EIT Accessibility Standards, an effort will be made beforehand to discuss the violation(s) with the ~~author~~ Content Editor or Faculty, and to correct any

errors. The EIT Coordinator has the authority to disable any EIT from the University servers if, in his/her discretion, such action is necessary.

(G) Purchasing Accessible Software Compatible with Assistive Technology

(1) It is the policy of the University to ensure that all IT software and systems purchased meet the EIT Accessibility Standards by producing accessible products and documents. The software or systems shall permit students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as students without disabilities. See Computer Software Accessibility Purchasing Standard that will be placed into the Terms and Conditions and Request for Proposal documents provided by the Office of Procurement Services.

(H) Reporting Violations

- (1) All accessibility concerns with any university EIT should be directed to the EIT Coordinator for prompt resolution. Any person desiring to make an anonymous complaint with regard to a violation of this policy or any federal or state law with regard to EIT accessibility, may do so by reporting violations through a confidential mailbox.
- (2) In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/Section 504 Coordinator for Students or the Title II/Section 504 Coordinator for Employees. The University Grievance Policy can be found at University Grievance Policy. The contact information for individuals serving in those roles on behalf of the University can be found at the University's web page dedicated to Accessibility Compliance.

(Previous Policy Number 5015.01)

Responsible Division/Office:	Finance and Administration (Information Technology Services)
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2013; March 2014; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. Department of Education. Youngstown state university (“YSU” or “university”) is committed to ensuring that communication with University constituents, i.e., students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, is as effective as communication with those without disabilities, including learning disabilities.

The university will ensure that all computer software and systems for public use will permit students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as students without disabilities.

- (B) Purpose. All electronic and information technology (“EIT”) must be accessible to university constituents and must adhere to the EIT accessibility standards referred to below.
- (C) Scope. This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes: university web pages and linked information; all online learning content, including documents posted in learning management systems, (Blackboard and Sakai); and distance education and e-learning tools and materials.
- (D) Definitions.
- (1) “Official University Web Page.” An official university web page is any web page created by the university, its departments, colleges, or other administrative offices for the official business of the University. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.
 - (2) “University-Related Web Page.” A university-related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:

- (a) Linked from an official university web page;
 - (b) Stored on one of the university controlled web servers;
 - (c) Created in support of university businesses and courses; or
 - (d) On servers contracted by the university.
- (3) “Content Editors.” Authorized university faculty or staff trained by the information technology (“IT”) and human resources (“HR”) department on the EIT accessibility standards and on the approved content management system such that they are approved to maintain a department or office web page.
 - (4) “Faculty.” Authorized faculty who have received training on EIT accessibility standards and content management systems.
 - (5) “EIT Accessibility Training.” Required training conducted by staff of the IT and HR Departments for all content editors and faculty prior to having authorization to publish EIT on the university website, web pages, or any university EIT.
 - (6) “EIT Accessibility Coordinator.” Staff member authorized to coordinate and implement the EIT accessibility policy.
 - (7) “EIT Accessibility Standards.” YSU’s EIT accessibility standards are drawn from W3C Web Accessibility Initiative (WAI) and Section 508 Standards.
 - (8) “Implementation Timeline.” Plan for the university to be fully compliant with the EIT accessibility standards.
- (E) Parameters.
- (1) Each administrative unit, department, or office, through an authorized content editor, is responsible for ensuring that EIT content is accessible. In addition, all software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.
 - (2) Content editors may develop and maintain official university web pages and are responsible for their content subject to the following requirements:
 - (a) Software used to develop official university web pages will be limited to packages approved by Information Technology Services (ITS).
 - (b) Official university web pages must run on ITS servers or servers contracted for by ITS.
 - (c) All official university web pages and related university web pages and all EIT must strictly adhere to the EIT accessibility standards.

- (d) The EIT coordinator shall provide direction and guidance on standards to be followed for accessibility of all EIT. The standards shall be posted on the ADA accessibility compliance web page. The EIT coordinator is responsible for developing and implementing a plan to monitor all university EIT for adherence to EIT accessibility standards. The EIT coordinator is authorized to disable any EIT found to be in violation of the EIT accessibility standards.
- (e) All official and university-related web pages and all EIT must adhere to:
 - (i) Applicable copyright laws.
 - (ii) Applicable State of Ohio and federal laws and rules.
 - (iii) University policy 3356-4-09, "Acceptable Use of University Technology Resources," (where appropriate).
 - (iv) EIT Accessibility Standards.
- (f) The use of university symbols (i.e., YSU word mark, YSU logo, university seal, and Pete the Penguin) and related information should adhere to the university's Graphic Identity Standards from the Office of Marketing & Communications.
- (g) Registered student organizations use of the university name must adhere to Article V, Section F, Paragraph 16 of *The Code of Student Rights, Responsibilities, and Conduct*.
- (h) The following are examples of content prohibited from display on either official university web pages or university-related web pages, including all EIT:
 - (i) Unauthorized solicitation or endorsement for for-profit business ventures,
 - (ii) Activities that involve a conflict of interest (university policies 3356-7-01 and 3356-7-19),
 - (iii) Adult content (including banners),
 - (iv) Any content covered by university policy 3356-4-13, "Sensitive Information," such as credit card numbers,

- (v) Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.
 - (i) All university computer labs shall provide equal access afforded by technology for all students and users, including students with disabilities. The university shall make assistive technology available at all student computer labs and shall provide a Notice of accessibility that includes contact information for questions, inquiries or complaints.
- (F) Procedures for Creating and Posting Accessible EIT.
 - (1) Authorized content editors and faculty may develop and maintain official university websites or pages and EIT.
 - (2) Administrative units, individuals, and organizations requesting ability to place EIT on the university website or the university course management system must contact the university website manager at webmaster@ysu.edu in order to be trained and become an authorized content editor and/or faculty.
 - (3) If any EIT is determined to be in violation of the parameters in this policy, including the EIT accessibility standards, an effort will be made beforehand to discuss the violation(s) with the content editor or faculty and to correct any errors. The EIT coordinator has the authority to disable any EIT from the university servers if in his/her discretion such action is necessary.
- (G) Purchasing Accessible Software Compatible with Assistive Technology.
 - (1) It is the policy of the university to ensure that all IT software and systems purchased meet the EIT accessibility standards by producing accessible products and documents. The software or systems shall permit students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as students without disabilities. See Computer Software Accessibility Purchasing Standard that will be placed into the terms and conditions and request for proposal documents provided by the office of procurement services.
- (H) Reporting Violations.
 - (1) All accessibility concerns with any university EIT should be directed to the EIT Coordinator for prompt resolution. Any person desiring to make an anonymous complaint with regard to a violation of this policy or any federal or state law with regard to EIT accessibility may do so by reporting violations through a confidential mailbox.

- (2) In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/Section 504 Coordinator for Students or the Title II/Section 504 Coordinator for Employees. The University Grievance Policy can be found at University Grievance Policy. The contact information for individuals serving in those roles on behalf of the University can be found at the University's web page dedicated to Accessibility Compliance.

AGENDA TOPIC: Resolution to Modify and Retitle Sensitive Information Policy, 3356-4-13
(Previous Policy Number 4012.01)

STAFF CONTACT(S): Ken Schindler, Associate Vice President for Information Technology Services/Chief Technology Officer

BACKGROUND:

This policy was modified to require employees to be trained in Security and Sensitive Information handling with the training responsibility assigned to Information Technology Services (see Section E, paragraphs 7 and 8) and to insure compliance with University Policy 3356-1-09, Development and Issuance of University Policies.

SUMMARY AND ANALYSIS:

The salient changes to the policy are items #7 & #8 on page 3:

1. Requires security & sensitive information training of all employees.
2. Directs ITS to make this training available.

RESOLUTION:

**RESOLUTION TO MODIFY AND RETITLE
SENSITIVE INFORMATION POLICY, 3356-4-13
(PREVIOUS POLICY NUMBER 4012.01)**

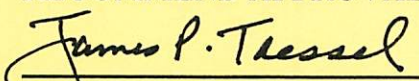
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Sensitive Information, policy number 3356-4-13 (Previous Policy Number 4012.01) of the *University Guidebook*, to be retitled as Sensitive Information/Information Security, shown as Exhibit ___ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

UNIVERSITY GUIDEBOOK

3356-4-13 Sensitive Information/Information Security

Title of Policy: ~~—————~~ **Sensitive Information**

Responsible Division/Office: Information Technology Services

Approving/Responsible Officer: Associate Vice President and Chief Technology Officer

Revision History: March 2009; June 2013; June 2015

Resolution Number(s): ~~—————~~ **YR 2009 40; YR 2013 83**

Board Committee: University Affairs

EFFECTIVE DATE: June 17, 2015~~2, 2013~~

Next Review: 2020~~18~~

(A) Policy Statement: ~~The Youngstown State~~ University (YSU or university) creates and maintains sensitive information as part of normal operations. Appropriate safeguards and procedures protect the integrity, availability and confidentiality of sensitive information. All University employees and individual who have access to sensitive information have a responsibility to properly handle and secure such information. ~~Proper handling of sensitive information is every employee's responsibility. Sensitive information must be properly safeguarded at all times.~~

(B) Purpose: ~~This Sensitive Information policy helps~~ To establish guidelines for the identification and safeguarding of ~~what constitutes~~ sensitive information (~~—i.e., information that should not be disclosed within or beyond the University YSU without proper authorization and safeguards~~) ~~and how such information should be protected.~~

(C) Scope: ~~Sensitive information is information that YSU and its employees have a legal, regulatory, and/or business interest obligation to protect.~~ This policy applies to University employees, customers, volunteers, vendors, contractors, board members, University affiliates and any others who use or are allowed access to University sensitive information. ~~addresses safeguards for handling traditional sensitive information, such as paper documents and verbal communications, and also addresses safeguards for electronic information. Due to the convenience of storing and transporting information electronically, instances and risk of sensitive data exposure increase. Disclosure of sensitive information, even unintentionally, could result in personal, financial and/or legal damage to individuals or the organization.~~

(D) Definitions and Information Classifications (for purposes of this policy).

(1) Sensitive Information. Information that the University has a legal, regulatory, and/or business interest obligation to protect. Sensitive information transcends the medium on which it is stored

or communicated and is sensitive regardless of whether it is in verbal, paper, electronic or any other format.

~~For the purposes of this policy, information has three main classifications:~~

1. ~~(2) Personal Information.~~ ~~==~~ HIGHLY SENSITIVE information that the University is required to protect, often due to governing laws including FERPA, GLBA, HIPAA, and PCI DSS.* Compromise of personal information has specific negative consequences and requires that the University take specific actions. This category encompasses information not freely available that can be associated with a particular individual including:
 - a. ~~(a)~~ Social Security Number
 - b. ~~(b)~~ Credit Card Numbers
 - c. ~~(c)~~ Driver's License Number
 - d. ~~(d)~~ Date and Place of Birth

2. ~~(3) Confidential Information.~~ ~~==~~ SENSITIVE information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded such as:
 - a. ~~(a)~~ Trade Secrets
 - b. ~~(b)~~ Employee Benefit Information
 - c. ~~(c)~~ Student Information (Non-directory)
 - d. ~~(d)~~ Account Passwords/PINS
 - e. ~~(e)~~ Digitized Signatures
 - f. ~~(f)~~ Encryption Keys
 - g. ~~(g)~~ Medical Records

3. ~~(4) YSU Public Information.~~ ~~==~~ ~~i~~Information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the General Counsel's Office in response to a public records request.

~~Guiding Principles:~~

- ~~• All YSU employees and agents who have access to sensitive information have a role in [WU1] securing it.~~
- ~~• Sensitive information transcends the medium on which it is stored or communicated. More specifically, sensitive information is sensitive regardless of whether it is verbal, on paper, electronic or any other [format] [WU2].~~

(E) Requirements:

- (1) Sensitive information must be physically secure when not attended.
- (2) Sensitive information stored or transmitted electronically must be encrypted.

- (3) Sensitive information cannot be shared with unknown individuals claiming YSU association who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- (4) Communication of sensitive information by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (5) Physical removal of sensitive information from ~~the~~ YSU ~~campus~~ or its facilities ~~by an employee~~ requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (6) Storage of YSU- related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (7) All YSU employees are required to attend sensitive information and information security training.
- (8) Information Technology Services is responsible for establishing and maintaining University information security standards, manuals and trainings.

(F) Procedures.:

1. (1) TAKE STOCK. — ~~a~~ Assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU related information access.
2. SCALE DOWN – keep only the information that is needed to perform your job responsibilities and as identified by the YSU Records Retention procedure. The need to store and/or communicate sensitive information requires written approval using the *Highly Sensitive Information Storage Request* form.
3. LOCK IT – protect sensitive information in your care through actions including the following:
 - a. Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks. Secure computers and other data storage devices with locks).
 - b. Encrypt the information when it is stored electronically.
 - c. Use only secured methods for transmitting sensitive information (note: email, internet, web and wireless transmissions are not secure for sensitive information by default but steps can and must be taken to secure these methods of delivery).
 - d. Verify requester’s identity and validity of requests for sensitive information communications.
4. PITCH IT – properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically “wiping” files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
5. PLAN AHEAD – take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell

phones and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the Office of the General Counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at Step 1 (Take Stock) as part of continuous quality improvement planning.

* FERPA (Family Educational Rights and Privacy Act); GLBA (Gramm-Leach-Bliley Act); HIPAA (Health Insurance Portability and Accountability Act); PCI DSS (Payment Card Industry Data Security Standard)

3356-4-13 Sensitive information/information security.

(Previous Policy Number 4012.01)

Responsible Division/Office:	Information Technology Services
Responsible Officer:	Associate Vice President and Chief Technology Officer
Revision History:	March 2009; June 2013; June 2015; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) **Policy.** Youngstown state university (“YSU” or “university”) creates and maintains sensitive information as part of normal operations. Appropriate safeguards and procedures protect the integrity, availability and confidentiality of sensitive information. All university employees and individuals who have access to sensitive information have a responsibility to properly handle and secure such information.
- (B) **Purpose.** To establish guidelines for the identification and safeguarding of sensitive information (i.e., information that should not be disclosed within or beyond Youngstown state university without proper authorization and safeguards).
- (C) **Scope.** This policy applies to university employees, customers, volunteers, vendors, contractors, board members, university affiliates and any others who use or are allowed access to university sensitive information.
- (D) **Definitions and Information Classifications (for the purposes of this policy).**
 - (1) **Sensitive Information.** Information that the University has a legal, regulatory, and/or business interest obligation to protect. Sensitive information transcends the medium on which it is stored or communicated and is sensitive regardless of whether it is in verbal, paper, electronic or any other format.
 - (2) **“Personal information.”** Highly sensitive information that the university is required to protect, often due to governing laws including Family Educational Rights and Privacy Act (“FERPA”),

Gramm-Leach-Bailey Act (“GLBA”), Health Insurance Portability and Accountability Act (“HIPAA”), and Payment Card Industry Data Security Standard (“PCI DSS”). Compromise of personal information has specific negative consequences and requires that the university take specific actions. This category encompasses information not freely available that can be associated with a particular individual, including:

- (a) Social security number.
 - (b) Credit card numbers.
 - (c) Driver’s license number.
 - (d) Date and place of birth.
- (3) “Confidential information.” Sensitive information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded, such as:
- (a) Trade secrets.
 - (b) Employee benefit information.
 - (c) Student information (non-directory).
 - (d) Account Passwords/personal identification numbers (“PINS”).
 - (e) Digitized signatures.
 - (f) Encryption keys.
 - (g) Medical records.
- (4) “YSU public information.” Information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the general counsel’s office in response to a public records request.

(E) Requirements.

- (1) Sensitive information must be physically secure when not attended.
- (2) Sensitive information stored or transmitted electronically must be encrypted.
- (3) Sensitive information cannot be shared with unknown individuals claiming YSU association, who self-identify, or reference known YSU individuals to establish their identity unless those references are checked.
- (4) Communication of sensitive information by an employee requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (5) Physical removal of sensitive information from YSU or its facilities requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (6) Storage of YSU-related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (7) All YSU employees are required to attend sensitive information and security training.
- (8) Information Technology Services is responsible for establishing and maintaining University information security standards, manuals and trainings.

(F) Procedures.

- (1) Take stock. Assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU-related information access.

- (2) **Scale down.** Keep only the information that is needed to perform your job responsibilities and as identified by the YSU records retention procedure. The need to store and/or communicate sensitive information requires written approval using the “Highly Sensitive Information Storage Request” form.
- (3) **Lock it.** Protect sensitive information in your care through actions including the following:
 - (a) Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks). Secure computers and other data storage devices with locks.
 - (b) Encrypt the information when it is stored electronically.
 - (c) Use only secured methods for transmitting sensitive information. (Note: email, internet, web and wireless transmissions are not secure for sensitive information by default, but steps can and must be taken to secure these methods of delivery.)
 - (d) Verify requester’s identity and validity of requests for sensitive information communications.
- (4) **Pitch it.** Properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically wiping files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
- (5) **Plan ahead.** Take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell phones, and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the office of the general counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at paragraph (G)(1) of this rule as part of continuous quality improvement planning.

AGENDA ITEM: C.1.f.

AGENDA TOPIC: Resolution to Approve the Selection of the Position for Dean of the College of Graduate Studies

STAFF CONTACT(S): Martin Abraham, Interim Provost and Vice President for Academic Affairs

BACKGROUND: The University Affairs Committee and the full Board approved the creation of a Dean of the College of Graduate Studies position and authorized a search in accordance with *University Guidebook* policy 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University (Previous Policy Number 9002.01). An internal search was done, and a representative search committee invited finalists for interview. Students, faculty, staff, and available trustees interviewed finalists. Following the interview process, an overwhelming consensus emerged for one candidate. The University has offered the position to that candidate, contingent upon Board approval. If selected, he will begin July 1, 2015.

SUMMARY AND ANALYSIS: The successful candidate has sixteen years of service to Youngstown State University in various capacities including, Instructional Technologist, full-time faculty member, director of programs within the Bitonte College of Health and Human Services, and Associate Dean of Graduate Studies. In his short time as Associate Dean in the College of Graduate Studies, he has successfully moved the college forward. Tentative contract terms include a multi-year contract period from 7/1/15 – 6/30/17 and an annual salary of \$135,000. A full vitae and accompanying materials are included.

RESOLUTION:

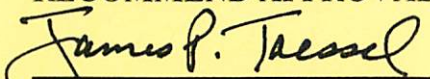
**RESOLUTION TO APPROVE THE SELECTION OF THE POSITION
FOR DEAN OF THE COLLEGE OF GRADUATE STUDIES**

WHEREAS, a new position was recommended by Academic Affairs and approved by the Board of Trustees; and

WHEREAS, a search was completed and a strong consensus emerged to select a particular candidate;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby appoint Salvatore A. Sanders as Dean of the College of Graduate Studies.

RECOMMEND APPROVAL:



James P. Tressel, President

Board of Trustees

June 17, 2015

YR 2015-



Salvatore A. Sanders
Associate Dean of Graduate Studies
Associate Professor of Health Professions
1 University Plaza
Youngstown, OH 44555
E-mail: [sasanders@ysu.edu](mailto:sanders@ysu.edu)
Phone: 330.941.3091

Education:

- Ph.D. - 2006 Secondary Education, The University of Akron, Akron, Ohio
Dissertation: *Effect of learner attributes, dialogue and course structure on students' satisfaction and performance in on-line course environments*
- M.S. - 1988 Technical Education, The University of Akron, Akron, Ohio
- B.S.A.S. - 1985 (I.C.P.) Allied Health, Youngstown State University, Youngstown, Ohio
Certificate: Respiratory Therapy Technician Program, Youngstown State University, Youngstown, Ohio

Professional Positions:

- 2013-Present Associate Dean of Graduate Studies, Youngstown State University, Youngstown, Ohio
Essential functions and responsibilities include:
- Manage the daily operational processes of the School of Graduate Studies and Research
 - Provide guidance for recruitment, admissions, marketing and enrollment management of the School of Graduate Studies and Research
 - Collaborate with the Center for International Studies and Programs in support of recruitment and admission of international students
 - Prepare informational and statistical reports needed for documenting, evaluating, and publishing graduate activities
 - Manage graduate student grievances
 - Administer graduate student travel fund
 - Manage funding for graduate assistants
 - Oversee graduate admissions processing
 - Provide support and consultation to colleges for expansion of graduate programming
 - Design and implement procedures for program review to include monitoring recommendations for program improvement
 - Facilitate the development and management of interdisciplinary graduate programs
 - Represent YSU to the Regents Advisory Committee as needed
~YSU Professional/Administrative Staff Position Description
- 2012-2013 Interim Director, Master of Respiratory Care Program, Youngstown State University, Youngstown, Ohio
- 2009-Present Associate Professor, Youngstown State University, Youngstown, Ohio
Department of Health Professions
- 2009-2012 Interim Director, Master of Health & Human Services Program
- 2003-2013 Director, BSAS in Allied Health Program
- 2003-2013 Director of Distance Learning, Bitonte College of Health and Human Services
- 2003-2009 Assistant Professor, Youngstown State University, Youngstown, Ohio

2001-2003 Department of Health Professions
Interim Director of Media & Academic Computing, Youngstown State University, Youngstown, Ohio

2001-2003 Instructional Technologist, Youngstown State University, Youngstown, Ohio

1999-2001 Instructional Technology Specialist, Youngstown State University, Youngstown, Ohio

1991-1999 Director of Clinical Education-Respiratory Care Program, Cuyahoga Community College, Parma, Ohio

1991 Quality Assurance/Productivity Coordinator and Supervisor-Respiratory Care, St. Elizabeth Hospital Medical Center, Youngstown, Ohio

1987-1990 Clinical Instructor/Respiratory Therapist, St. Elizabeth Hospital Medical Center, Youngstown, Ohio

1985 - 1987 Respiratory Therapist, St. Elizabeth Hospital Medical Center, Youngstown, Ohio

1982 -1985 Respiratory Therapy Technician, St. Elizabeth Hospital Medical Center, Youngstown, Ohio

Certification and Licensure:

Licensed Respiratory Care Professional	Ohio	Active
Certified Pulmonary Function Technologist	July 9, 1988	
Registered Respiratory Therapist	December 7, 1985	#24941
Quality Matters:		
Master Reviewer Certification (MRC)	March, 1, 2012	Inactive
Peer Reviewer Certification (PRC)	January, 26, 2011	

Military:

1979 -1988 Ohio Army National Guard - 838th Military Police Company, Youngstown, Ohio
Military Police Investigator/Supervisor Rank: SSG/E-6.
Selected N.C.O. of the year, 1986.

Consulting:

2012-2014 University of Charleston – Doctoral Dissertation Committee served as Research Matter Expert for a study involving the impact of fragmented sleep on executive function.

December 2011 Quality Matters – Review of an online course.

October 2011 Quality Matters – Review of an online course.

January 2009 Distance Education Consulting and Training – Provided consulting services and conducted workshops related to distance education, instructional technology and instructional design for Missouri Western State University January 21st – 23rd, 2009.

Fall 2000 WebCT Training - Developed and conducted WebCT training for teachers in Mahoning County under contract with the Mahoning County Educational Service Center.

Publications:

- Refereed:
- Roby, A. L., Sanders, S. A., Hazy, J. M., & Volsko, T. A. (2013). Disruptive behavior in the respiratory therapy workplace. *Respiratory Care Education Annual*, 22, 36-44.
- Sanders, S. A., Mullins, N.M., & Zetts, M. J. (2013). Tales from an Urban Multipurpose Trail: One and a half miles of wellness. *The International Journal of Health, Wellness and Society*, 2(3) 163-178.
- Chatburn, R. L., Volsko, T. A., Hazy, J., Harris, L. N. & Sanders S. A. (2012). Determining the basis for a taxonomy of mechanical ventilation. *Respiratory Care*, 57(4), 514-24.
- Robinson, K. T., Sanders, S. A., , & Boyd, J. L. (2012). High-risk HIV minorities in the united states: who gets tested and where? *American Journal Of Health Behavior*, 36(3), 348-59.
- Sanders, S. A. McNierney, D. J., & Hazy, J. M. (2009). Podcasting as an instructional tool: Student and faculty perceptions. *Journal of Instruction Delivery Systems*, 23(2), 14-20.
- Miller, K. L., Sanders, S. A., & Miller, S. M. (2009). Requisite computer technologies and infrastructures for providing live, remote, clinical cybersupervision. In G. R. Walz, J. C. Bleuer, & R. K. Yep (Eds.), *Compelling Counseling Interventions*. (pp. 317-328). Alexandria, VA: American Counseling Association.
- Sanders, S. A. & Hirschbuhl, J. J. (2007). Effect of learner attributes, dialogue and course structure on students' satisfaction and performance in online allied health courses. *Journal of Interactive Instruction Development*, 20(1), 17-27.
- Boyd, J. L., Hazy, J. M. & Sanders, S. A. (2007). Communicating and understanding laboratory test results: What matters? *LABMEDICINE*, 38(11), 680-684.
- Sanders, S. A., Mikanowicz, C. K., Sellaro, C. L. & Chang, G. A. (2006). *Development of a WebCT orientation course to facilitate online learning*. In J. A. Chambers (Ed.), *Selected Papers from the 17th International Conference on College Teaching and Learning*. (pp. 115-131). Florida Community College at Jacksonville.
- Refereed
Published
Abstracts:
- Davis, J. M., Yacovone, M. L. & Sanders, S. A. (2014, October). Respiratory Care Students' Evaluation of Numask Intra Oral Mask and Oral Pharyngeal Airway with Bag-Valve-Mask and Oral Pharyngeal Airway for Manikin Ventilation. *Respiratory Care*, 59 (10), OF58.
- Haug, K. A., Yacovone, M. L. & Sanders, S. A. (2012, October). Student performance after use of an oxygen therapy computer-based learning module. *Respiratory Care*, 57 (10), 1708.
- Maglionico, D. A., Sanders, S. A. & Volsko, T. A. (2012, October). Interruption during shift Report: Impact on patient care. *Respiratory Care*, 57 (10), 1770.
- Rivera, J., Yacovone, M. L., & Sanders, S. A. (2012, October). The use of a video learning module for oxygen therapy instruction. *Respiratory Care*, 57 (10), 1763.
- Roby, A. L., Sanders, S. A., Hazy, J. M. & Volsko, T. A. (2011, October). Disruptive behavior in the respiratory workplace. *Respiratory Care*, 56 (10), 1657.

Non-refereed:

Miller, S. M., Sanders, S. A., Mullins, N. M. & Zetts, M. J. (2012). Mill Creek Park's East Golf Hike/Bike Trail Research Accepted for International Presentation. *Lifelines*. 19, 12.

Sanders, S. A., Chang, G. A., Sellaro, C. L. & Mikanowicz, C. K., (2009). *Prompt Feedback: Expectations of Students and Faculty*. In Proceedings of Asian Conference on Education. Osaka, Japan.

Miller, K. L., Sanders, S. A. & Miller, S.M. (2009). Requisite computer technologies and infrastructures for providing live, remote, clinical cybersupervision. *VISTAS Online*.

Sanders, S. A., Mikanowicz, C. K., Chang, G. A., & Sellaro, C. L. (2008). *Feedback expectations of students and faculty in undergraduate and graduate education*. In Proceedings of the Hawaii International Conference on Education. Honolulu, Hawaii.

Sanders, S. A. & Patzwahl, L. C. (2001). Ms. Emma Seema and friends: Cases of COPD. In S.C. Mishoe & M. A. Welch (Eds.), *Critical Thinking in Respiratory Care*. New York, NY: McGraw-Hill.

Sanders, S. A., Robinson, S. L., Lucas, D. & Pavlik, D. (1997). Computer network benefits respiratory care program. *AARCTimes*, 21 (2), 40-44.

Presentations:

Sanders, S. A. (2014, January). Is Peggy Really Suzie, and is Bob taking Fred's Exam? Some thoughts on Academic Honesty and Student Authentication in Online Learning Environments. Fresh Start for Faculty. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2013, June 18th). Stem Explorers Podcasting Workshop. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2013, June 13th). Stem Explorers Podcasting Workshop. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2013, June). Podcasting Workshop for Lumen Christi Teachers. Presented at Cardinal Mooney High School. Youngstown, Ohio.

Sanders, S. A. (2013, April). Student Authentication: How do I know Suzie is Suzie? Distance Learning - Intermediate Best Practices. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A., Mullins, N.M. & Zetts, M. J. (2013, March). Tales from an Urban Multipurpose Trail: One and a half miles of wellness. Online Presentation to *The Third International Conference on Health, Wellness and Society*.

Sanders, S. A. (2013, February). Facilitated Hands-On Workshop for Faculty. Best Practices Workshop in Online Course Development. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2013, January). Facilitated Hands-On Workshop for Faculty. Best Practices Workshop in Online Course Development. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. & Zetts, M. (2012, June). *Hike/Bike Trail Research*. Presented at Mill Creek MetroParks Bikeway Phase III; ODOT PID # 80655 Public Open House. Mill Creek MetroParks Farm. Canfield, Ohio.

Sanders, S. A. (2012, June). *Podcasting and careers*. Presented at the STEM Explorers Camp for Middle School Students. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2012, January). *Issues in distance learning*. Presented at Better Learning Through Technology Institute. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2012, January). *Software Roundups: Tools you can use*. Presented at Better Learning Through Technology Institute. Youngstown State University. Youngstown, Ohio.

Sanders, S.A. (2011, September). *Choose your cloud – Personal or Public*. Presented at 3rd Annual Distance Education Conference. Youngstown State University. Youngstown, Ohio.

Sanders, S. A., Mullins, N., Zetts, M. (2011, August). *Health/Fitness/Wellness Benefits at a Recreational Trail*. Presented at Bitonte College of Health and Human Services Scholarship Forum. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2011, March). *Screencasts, podcasts and feedback tools*. Presented at Distance Education Show & Tell. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2011, January). *Investigating Learning in the Sciences and Professions*. Presented at Better Learning Through Technology Institute. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2010, October). *Where is my course? Where are my files? Solutions and discussion for users of Blackboard 9*. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2010, April). *Making the move: Getting your current online course to the new Blackboard 9 System*. Presented at Youngstown State University. Youngstown, Ohio.

McNierney, D. J., Sanders, S. A. (2010, March). *Enhancing Instruction Through Podcasting*. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2010, February). *Facilitating Feedback: Online Tools for Communicating with Students*. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A., Chang, G. A., Sellaro, C. L. & Mikanowicz, C. K. (2009, October). *Prompt Feedback: Expectations of Students and Faculty*. Presented at the Asian Conference on Education. Osaka, Japan.

Sanders, S.A. & McNierney, D. J. (2009, October). *Can you hear me now? Creating and publishing educational podcasts*. Presented at 2nd Annual Distance Education Conference. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2009, April). *Research Workshop for STARS*. Presented at Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2009, April). *Effect Of Learner Attributes, Dialogue And Course Structure On Students' Satisfaction And Performance In Web-Based Allied Health Courses*. Presented at the American Educational Research Association Annual Meeting. San Diego, California.

Sanders, S.A. (2009, February). *Dynamic Online Learning Environments*. Presented at Meeting of the Board of Trustees. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2009, February). *Toys as Tools Workshop: Creating Educational Podcasts for MP3 Players*. Presented at the Teaching & Learning Conference (TLC). Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2008, October). *SOS: Serving Online Students*. Presented at the League for Innovation in the Community College Conference on Information Technology. Salt Lake City, Utah.

McNierney, D. J. & Sanders, S. A. (2008, October). *Podcasting on the cheap*. Presented at 1st Annual Distance Education Conference. Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2008, September) *Technology for Online Learning*. Presented at Youngstown State University, Bitonte College of Health & Human Services. Youngstown, Ohio.

Sanders, S. A. (2008, February) *Overview and demonstration of online teaching for the Criminal Justice Program*. Presented at Youngstown State University, Bitonte College of Health & Human Services. Youngstown, Ohio.

Sanders, S. A., Mikanowicz, C. K., Chang, G. A., & Sellaro, C. L. (2008, January). *Feedback expectations of students and faculty in undergraduate and graduate education*. Presented at the Hawaii International Conference on Education. Honolulu, Hawaii.

Sanders, S. A. (2007, December) *Podcasting workshop for nursing faculty*. Presented at Youngstown State University, Bitonte College of Health & Human Services. Youngstown, Ohio.

Sanders, S. A. (2007, November) *Overview of online teaching*. Presented at Youngstown State University, Williamson College of Business Administration. Youngstown, Ohio.

Miller, K. L., Sanders, S. A. & Miller, S. M. (2007, October). *System Capabilities and requirements for live, remote, clinical supervision*. Presented at Association for Counselor Education and Supervision Conference. Columbus, Ohio.

Sanders, S. A. (2007, September) *Overview of online teaching*. Presented at Youngstown State University, Bitonte College of Health & Human Services. Youngstown, Ohio.

Sanders, S. A. (2007, June). *WebCT Institute*. Presented at Summer Institute for Teacher-Scholars. Youngstown State University, Youngstown, Ohio.

Sanders, S. A. (2007, February). *Effect of Learner Attributes, Dialogue and Course Structure on Students' Satisfaction and Performance in On-Line Course Environments*. Presented at the Eastern Educational Research Association Annual Meeting. Sheraton Sand Key Resort, Clearwater, Florida.

Sanders, S. A. (2006, December) *Conducting Research Workshop*. Presented at Youngstown State University for STARS program participants. Youngstown State University, Youngstown, Ohio.

Sanders, S. A. (2006, October) *Panel of Distance Learning Experts*. Presented by audio conference at OCHEA Professional Development Day Program. Ohio State University's Fawcett Center, Columbus, Ohio.

Sanders, S. A. & Jadun, M. (2006, August) *WebCT Institute*. Presented at Summer Institute for Teacher-Scholars. Youngstown State University, Youngstown, Ohio.

Sanders, S. A., Mikanowicz, C. K., Sellaro, C. L., & Chang, G. A. (2006, April). *Development of a WebCT orientation course to facilitate online learning*. Presented at the 17th International Conference on College Teaching & Learning. Ponte Vedra Beach, Florida.

Sanders, S. A. (2006, February) *Effect of Learner Attributes, Dialogue and Course Structure on Students' Satisfaction. In On-Line Course Environments*. In M. Theall (Chair), *Rewarding Faculty Through Career Pathways*. Presented at NEO Health Force Education Summit. Youngstown, Ohio.

Sanders, S. A. & Jadun, M. (2005, August) *WebCT Vista*. Presented at Summer Institute for Teacher-Scholars. Workshop presented at Summer Institute for Teacher-Scholars, Youngstown State University. Youngstown, Ohio.

Sanders, S. A. (2005, May) *Instructional design and course development*. Presented at Northeastern Ohio Universities College of Medicine. Rootstown, Ohio.

Sanders, S. A. (2005, April-June) Workshop Series: *Digital imaging and creation of a Web-based family history*. Presented at Youngstown State University for Project Vision participants. Youngstown State University, Youngstown, Ohio.

Sanders, S. A. & Jadun, M. (2004, August) *WebCT options for SoTL, assessment, and classroom research*. Presented at Summer Institute for Teacher-Scholars. Youngstown State University, Youngstown, Ohio.

Sanders, S. A. (2004, June). *The Dynamic Web Classroom*, Presented at the AARC Summer Forum, Vail, Colorado. Dr. Fred Helmholtz Education Lecture Series Sponsored by the Committee on Accreditation for Respiratory Care (CoARC).

Sanders, S. A. (2004, March). *Multimedia for feedback, evaluation and instruction: A how-to look at using reasonably priced software to do some useful and cool stuff*. Poster session presented at the Ohio Commons for Digital Education (OCDE) 2004 Conference: The Convergence of Libraries, Learning and Technology. Columbus, Ohio.

Sanders, S. A. (2003) *WebCT in SoTL Projects*. Presented at Summer Institute for Teacher-Scholars. Youngstown State University, Youngstown, Ohio.

Chang G. A., Sanders, S. A., Mikanowicz, C. K., & Sellaro, C. L. (2003). *Student and Faculty Self-Efficacy for Distance Learning Technology* presented at the 14th International Conference on College Teaching & Learning. Jacksonville, Florida.

Eggers, R.M., Sanders, S. A., McNierney, D. J. & Biersdorfer, R. E. (2002). *Professional Development + Instruction + Minerals = A DVD that Rocks!* Presented at AACE E-Learn World Conference on E-Learning in Corporate, Government, Healthcare, & Higher Education. Montreal, Canada.

Sanders, S. A. (2002). *Integrating Interactive Distance Learning and Web-Based Activities into College Tech Prep Curricula*. Presented at National Tech Prep Conference. Cincinnati, Ohio.

Smith J.C. & Sanders, S. A. (2002). *A Strategy for Distance Education: Ideas for Today and Tomorrow at Youngstown State University*. Presented at Provost's Retreat. Youngstown, Ohio.

Sanders, S. A. (September 2001). *Audio and Video in WebCT*. Presented at Northeast Ohio Council on Higher Education Conference. Oberlin College in Oberlin, Ohio.

Sanders, S. A. & Wainio, D. J. (April 2001). *Training Teachers to Tackle Technology*. Presented at Ohio Higher Education Computing Council (OHECC) Annual Conference. Youngstown, Ohio.

Sanders, S. A. (April 2000). *High teach ...not just high tech: Use of computer-based technology in the education of health care professionals*. Presented at the Annual Conference of the Ohio Society for Education in the Health Professions. Columbus, Ohio.

Sanders, S. A., Uselton, P. & Kohn, S. (April 2000). *Instructing instructors in multimedia development: A different approach*. Presented at The Annual Conference of the Ohio Society for Education in the Health Professions. Columbus, Ohio.

Duiker, R. & Sanders, S. A. (April 1999). *Problem based learning in small and large group settings*. Presented at the Annual Conference of the Ohio Society for Education in the Health Professions. Columbus, Ohio.

Poster Presentations:

Davis, J.M., Yacovone, M.L. & Sanders, S.A. (2014, December). *Respiratory Care Students' Evaluation of Numask Intra Oral Mask and Oral Pharyngeal Airway with Bag-Valve-Mask and Oral Pharyngeal Airway for Manikin Ventilation*. American Association for Respiratory Care Congress – Open Forum. Las Vegas, NV.

Haug, K.A., Yacovone, M.L. & Sanders, S.A. (2012, November). *Student performance after use of an oxygen therapy computer-based learning module*. American Association for Respiratory Care Congress – Open Forum. New Orleans, LA.

Rivera, J., Yacovone, M.L., & Sanders, S.A. (2012, November). *The use of a video learning module for oxygen therapy instruction*. American Association for Respiratory Care Congress – Open Forum. New Orleans, LA.

Roby, A. L., Sanders, S.A., Hazy, J. M. & Volsko, T. A. (2011, November). Disruptive behavior in the respiratory workplace. American Association for Respiratory Care Congress – Open Forum. Tampa, FL.

Chang, G. A., Ding, K., Sanders, S. A., Albani, T. and Krumpak, A. (2011, November). Peer influence and drug initiation among middle and high school students in Midwestern United States. American Public Health Association 139th Annual Meeting and Exposition. Washington, DC.

Manuscripts Reviewed:

RC-02944 entitled "Exacerbations of asthma during pregnancy: Impact on pregnancy complications and outcome" Reviewed October 2013 for the journal: *Respiratory Care*.

User Experience Design for a Better Health System. Reviewed September 2012 for the *Journal of Health, Wellness and Society*.

Why not communicate? Reviewed September 2012 for the *Journal of Health, Wellness and Society*.

Honors and Awards:

Distinguished Professor in Teaching, April 2013
 Inducted into the Honor Society of Phi Kappa Phi, April 2011
 Distinguished Professor in University Service, April 2008
 2008 Robert J. Menges New Researcher Award sponsored by the Special Interest Group for Faculty Teaching, Evaluation, and Development of the American Educational Research Association
 Awarded Tenure in the Department of Health Professions, 2008
 Who's Who Among America's Teachers, 8th Ed.
 Dean's Award for demonstrating superior success in obtaining external funding, Youngstown State University, November 2003.
 Distinguished Service Award, Youngstown State University, May 2002.
 Award for Academic Excellence and Clinical Expertise, Youngstown State University, 1982.

Courses Taught:**Undergraduate Courses:**

Allied Health 4801	Special Topics	1-3 s.h.
Allied Health 4805	Health Education For Allied Health	3 s.h.
Allied Health 4806	Research Methods	3 s.h.
Allied Health 4810	Management Skills for Health Professionals	3 s.h.
Allied Health 4820	Directed Research	2 s.h.
Health Sciences 1568	Healthy Lifestyles	3 s.h.
Medical Assisting Technology 1501	Medical Terminology	3 s.h.

Graduate Courses:

Educational Technology 6970	Educational Computing and Technology	3 s.h.
Educational Technology 972	Design and Production of Instruct. Media	3 q.h.
Educational Technology 974	Design Principles for Technology in Instr.	3 q.h.
Master of Health & Human Services 6953	Health Behavior	3 s.h.
Master of Health & Human Services 6980	Seminar	3 s.h.
Master of Health & Human Services 6900E	Special Topics: Organizational Behavior	3 s.h.
Master of Health & Human Services 6970	Organizational Behavior in Health Care	3 s.h.
Master of Health & Human Services 6990	Practicum	1-3 s.h.
Master of Health & Human Services 6999	Thesis	3 s.h.
Master of Public Health 6995	Special Topics: Web Creation	1 s.h.
Master of Respiratory Care 6920	Technology Applications for Health and Human Services	3 s.h.

**Service Related:
2014-2015**

Committees Beyond the University:

- Regents Advisory Committee on Graduate Study (RACGS)
- Northeast Ohio Master of Fine Arts (NEOMFA) Governing Council
- Consortium of Eastern Ohio Master of Public Health (CEOMPH) Governing Council

University Level Committees:

- QUEST Committee – Health and Human Services – Graduate Studies
- Information Technology Advisory Council – Member
- Faculty Development Committee – Member
- Urban Research Cornerstone Committee – Lead for Add/implement Selected Graduate Programs
- Data Change Communications Committee – Co-Chair

College Level Committees:

- Graduate Council – Chair of the Exceptions Sub-committee

Professional Service:

- American Educational Research Association - Special Interest Group: Faculty Teaching, Education and Development - Web Communications and Publications Manager
- The Honor Society of Phi Kappa Phi – Youngstown State University Chapter – Web Manager

Community Service:

- Member of the Lumen Christi Technology Committee for the Diocese of Youngstown
- Board of Trustees (2013 -2016) North Side Medical Center - Valley Care Health System of Ohio – Community Member
- Jeghers Medical Index Advisory Board - Member

**Service Related:
2013-2014**

Committees Beyond the University:

- Regents Advisory Committee on Graduate Study (RACGS)
- Northeast Ohio Master of Fine Arts (NEOMFA) Governing Council
- Consortium of Eastern Ohio Master of Public Health (CEOMPH) Governing Council

University Level Committees:

- QUEST Committee – Health and Human Services – Graduate Studies
- Information Technology Advisory Council – Member
- Faculty Development Committee – Member
- Employee Satisfaction Survey Committee – Member
- Urban Research Cornerstone Committee – Lead for Add/implement Selected Graduate Programs
- Data Change Communications Committee – Co-Chair

College Level Committees:

- Graduate Council – Chair of the Exceptions Sub-committee

Professional Service:

- American Educational Research Association - Special Interest Group: Faculty Teaching, Education and Development - Web Communications and Publications Manager
- The Honor Society of Phi Kappa Phi – Youngstown State University Chapter – Web Manager
- University of Charleston – Doctoral Dissertation Committee

Community Service:

- Served as a Presentation Judge for the Northeast Ohio Robotics Education competition on March 11, 2014.
- Provide technical services to facilitate computerized timing at track meets using the FinishLynx timing system for Western Reserve High School. Served as a volunteer member of the timing team using the FinishLynx photo timing system and Hy-Tek Meet Manager software.
- Member of the Lumen Christi Programs Committee for the Diocese of Youngstown
- Board of Trustees (2013 -2016) North Side Medical Center - Valley Care Health System of Ohio – Community Member
- Jeghers Medical Index Advisory Board - Member

**Service Related:
2012-2013**

University Level Committees:

- Integrated Technologies Committee (ITC) – Academic Senate Committee – Member
- Learning Management System (LMS) Subcommittee of ITC - Member
- Distance Education Advisory Committee - Member
- QUEST Committee – Technology Director
- YSU-OEA Member of the Negotiating Team
- Information Technology Advisory Council – Member
- Director of Distance Learning Search Committee – Member
- Employee Satisfaction Survey Committee – Member
- University Research Council - Member

College Level Committees:

- HHS Option in Ed.D. Educational Leadership Task Force – Committee Chair
- Served on Promotion Committee for the Bitonte College of Health and Human Services

Department Level Committees:

- Allied Health Committee – Chair
- Served on Promotion Committee for the Department of Health Professions
- Chair of faculty search committee for Assistant Professor of Health Professions – Assistant Professor of Respiratory Care

Professional Service:

- American Educational Research Association - Special Interest Group: Faculty Teaching, Education and Development - Web Communications and Publications Manager
- The Honor Society of Phi Kappa Phi – Youngstown State University Chapter – Web Manager
- Youngstown State University – Department of Health Professions - Co-Web Editor
- University of Charleston – Doctoral Dissertation Committee

Community Service:

- Member of the Programs Committee for the Diocese of Youngstown
- Served as a Judge for the Northeast Ohio Robotics Education competition on March 12, 2013.

**Service Related:
2011-2012**

University Level Committees:

- Integrated Technologies – Academic Senate Committee
- Distance Education Task Force on Policy & Procedure
- QUEST Committee – Technology Director
- YSU-OEA Member of the Negotiating Team
- Distance Education Learning Community – Chair
- Information Technology Advisory Council – Member
- Director of Distance Learning Search Committee - Member

College Level Committees:

- College Assessment Committee
- Graduate Studies Committee

Department Level Committees:

- Allied Health Committee – Chair
- Served on Promotion Committee for the Department of Criminal Justice and Forensic Science at the request of the department
- Chair of faculty search committee for Assistant Professor of Health Professions – Director of Clinical Education for the Respiratory Care Program
- Chair faculty search committee for Assistant Professor of Health Professions – Director of the Master of Respiratory Care Program

Professional Service:

- American Educational Research Association - Special Interest Group: Faculty Teaching, Education and Development - Web Communications and Publications Manager
- The Honor Society of Phi Kappa Phi – Youngstown State University Chapter – Web Manager
- Youngstown State University - Department of Health Professions - Co-Web Editor

Community Service:

- Conducted a workshop: Podcasting and Careers. Presented at the STEM Explorers Camp for Middle School Students. Youngstown State University. Youngstown, Ohio.
- Served as a Judge for the Northeast Ohio Robotics Education competition on March 13, 2012.

2010-2011

University Level Committees:

- QUEST Committee – Member
- QUEST – Served as a Judge for Quest 2011
- Council for Teaching and Learning – Member
- YSU-OEA Member of the Negotiating Team
- Member of the search committee for Network Administrator 2–Media and Academic Computing – Summer 2010

College Level Committees:

- BCHHS Graduate Curriculum Committee

Department Level Committees:

- Allied Health Program Advisory Committee – Chairperson
- Chair faculty search committee for Assistant Professor of Health Professions – Master of Health and Human Services Program

Professional Service:

- American Educational Research Association - Special Interest Group: Faculty Teaching, Education and Development - Web Communications and Publications Manager
- Youngstown State University - Department of Health Professions - Co-Web Editor

Community Service:

- Provide technical services to facilitate computerized timing at track meets using the FinishLynx timing system for Western Reserve High School. Served as a volunteer member of the timing team using the FinishLynx photo timing system and Hy-Tek Meet Manager software.

2009 -2010

University Level Committees:

- Integrated Technologies – Academic Senate Committee
- Distance Education Task Force on Policy & Procedure
- Distance Learning Advisory Committee
- E-Portfolio Task Force
- QUEST Committee – Technology Director
- University Web site Advisory Committee

Department Level Committees:

- Allied Health Committee - Chair

Professional Service

- American Educational Research Association - Special Interest Group: Faculty Teaching, Education and Development - Web Communications and Publications Manager

Community Service:

- Volunteered to run Finish Lynx Computerized Photo Timing System for the Western Reserve School System at the request of Coach Robert Topolesky. I served as a member of the technical team running the timing system at three track meets at Western Reserve High School this year.

2008 -2009

University Level Committees:

- Council for Teaching and Learning
- Distance Learning Task Force
 - Worked with task force members to develop Template for Bb9 online courses
 - Worked with task force members to develop new faculty distance learning agreement (FDEA) forms for distance learning (DL) courses
 - Working with task force members to develop policies and procedures for DL.
- Distance Learning Advisory Committee
- E-Portfolio Task Force
- QUEST Committee – Technology Director
- University Web site Advisory Committee

Department Level Committees:

- Allied Health Committee - Chair

Professional Service:

- American Educational Research Association - Special Interest Group: Faculty Teaching, Education and Development - Web Communications and Publications Manager

Community Service:

- Member of the Advisory Board of the Tri-State College of Massotherapy in North Lima, Ohio.
- Volunteered to run Finish Lynx Computerized Photo Timing System for the Western Reserve School System at the request of Coach Robert Topolesky. I attended training and served as a member of the technical team running the timing system at two track meets at Western Reserve High School this year.

**Service Related:
2007 -2008**

University Level Committees:

- Higher Learning Commission Accreditation Steering Committee
- Criterion 3 Committee: Student Learning/Effective Teaching
- University Web site Advisory Committee
- QUEST Committee
- Committee to Develop a Student Evaluation of Teaching & Learning for Online Courses
- Distance Learning Strategic Planning Committee
- Higher Learning Commission: Distance Learning Change Request – Committee Chair

Department Level Committees:

- Allied Health Committee - Chair

YSU – OEA

- Grievance Committee - Representative

Community Service:

- Member of the Advisory Board of the Tri-State College of Massotherapy in North Lima, Ohio.

**Service Related:
2006 -2007**

University Level Committees:

- Higher Learning Commission Accreditation Steering Committee
- Criterion 3 Committee: Student Learning/Effective Teaching
- University Web site Advisory Committee – Interim Chair
- Web site advertising sub-committee - Chair
- Committee to Develop a Student Evaluation of Teaching & Learning for Online Courses

College Level Committees:

- Bitonte College of Health & Human Services Curriculum Committee

Department Level Committees:

- Allied Health Committee - Chair

YSU – OEA

- Grievance Committee - Representative

Community Service:

- Member of the Advisory Board of the Tri-State College of Massotherapy in North Lima, Ohio.

**Service Related:
2005-2006**

University Level Committees:

- Higher Learning Commission Accreditation Steering Committee
- Criterion 3 Committee: Student Learning/Effective Teaching
- University Web site Advisory Committee
- YSU ERP Solution Implementation Team - Luminis Team
- QUEST Committee
- Reimbursement for Advanced Studies
- Committee to Develop a Student Evaluation of Teaching & Learning for Online Courses

College Level Committees:

- Bitonte College of Health & Human Services Curriculum Committee

Department Level Committees:

- Allied Health Committee – Chair

YSU – OEA

- Grievance Committee - Representative

Community Service:

- Member of the Board of Directors for the Boys & Girls Club of Youngstown
- Member of the Advisory Board of the Tri-State College of Massotherapy in North Lima, Ohio.

**Service Related:
2004-2005**

University Level Committees:

- University Web site Advisory Committee
- YSU ERP Solution Implementation Team - Luminis Team Member
- QUEST Committee
- Reimbursement for Advanced Studies
- Mahoning Area Consortium Tech Prep at Youngstown State University – Project Vision Grant

College Level Committees:

- Bitonte College of Health & Human Services Curriculum Committee

Department Level Committees:

- Allied Health Committee - Chair

Community Service:

- Member of the Board of Directors for the Boys & Girls Club of Youngstown
- Member of the Advisory Board of the Tri-State College of Massotherapy in North Lima, Ohio.

Service Related:
2003-2004

University Level Committees:

- Technology Master Plan Steering and Advisory Committee
- Academic & Classroom Technologies Subcommittee of the Technology Master Plan Advisory Committee – Chair
- Integrated Technologies Committee
- YSU Web Site Advisory Committee
- Reimbursement for Advanced Studies Committee
- Mahoning Area Consortium Tech Prep at Youngstown State University – Committee to create a visionary model for College Tech Prep

College Level Committees:

- Bitonte College of Health & Human Services Technology Committee

Department Level Committees:

- Allied Health Committee - Chair
Worked with the Allied Health Committee, Department Chair and interested faculty to restructure how courses within the program are offered. This is necessary to integrate the growing number of newly created Web-based courses with the interactive video courses which are already in place. Worked with Department Chair, the Allied Health Committee and selected faculty members to establish learning outcomes and initial evaluation plan for the Allied Health Degree Program. Other initiatives in progress include: establishing intensive courses.

Community Service:

- Member of the Board of Directors for the Boys & Girls Club of Youngstown
- Initiated Web development team at the Boys & Girls Club of Youngstown. Working with the Board of Directors and the Executive Director of the Boys & Girls Club of Youngstown, I provide training for these youth in Web page creation and management (including creation of associated graphics and digital imaging). Volunteered at the Boys & Girls Club of Youngstown approximately 1 to 1.5 hours each week to work with interested members in utilizing computer technology and Internet resources.
- Worked with the Executive Director and club members to launch the first official web site for the Boys & Girls Club of Youngstown.
- Member of the Advisory Board of the Tri-State College of Massotherapy in North Lima, Ohio.
- Volunteer teaching – Served as a teacher for the CCD program (Sunday school) at St. James Parish in North Jackson, Ohio.

Grants Received:

Sanders, S. A., Zetts, M. J. and Mullins, N. Principal Investigators. “East Golf Hike/Bike Trail Research Project”, Bitonte Research Grant, \$800. May 2010.

Sanders, S. and McNierney, D. Principal Investigators. “Project CAT: Community Accessing Technology”, Ohio Learning Network, \$5,000. December 2006 – December 2007.

Akpom, K., Mistovich, J. and Sanders, S. Principal Investigators. “Asynchronous Distance Learning BSAS and Certificate Programs for Health Professions”, Ohio Learning Network, \$245,560. 2003.

Grant Related:

Served as a Technology Mentor in the catalyst Ohio Technology Community (cTC), part of the U.S. Department of Education’s Preparing Tomorrow’s Teacher to use Technology (PT3) grant program. May 2006.

Research Areas of Interest:

Student and faculty attributes related to learning, instructional design, distance learning, academic program and course evaluation

Health Behaviors and Health Education

Professional Organizations:

American Association for Respiratory Care (AARC) - Member

American Educational Research Association (AERA) - Member

AERA Faculty Teaching, Education and Development Special Interest Group – Web Communications and Publications Manager

Coalition for Baccalaureate and Graduate *Respiratory* Therapy Education (CoBGRTE) - Member

The Honor Society of Phi Kappa Phi – Youngstown State University Chapter – Web Manager

Qualifications:

Leadership and administration experience in higher education. Capable of creating an effective educational environment (online or on-site) and working with faculty members to ensure they can do the same. Experience as Regents Advisory Committee on Graduate Studies (RACGS) Representative. Familiar with constructivist and self-directed learning strategies. Quality Matters Master Reviewer and Peer Reviewer experience. Excellent communication skills. Excellent teaching skills in online and onsite learning environments. Capable of working with a team to create effective educational Web sites, multimedia presentations, instructional and assessment applications. Proficient in the effective application of word processing, database, spreadsheet and presentation software. Experience in effectively using a number of software programs and services necessary for running Web Focus Reports, uploading and processing ScoreLink GRE scores, managing online student applications, purchasing and allocating funds, reviewing financial resources, payroll and travel; managing courses, reviewing and updating student information and teaching online.

Interests:

Personal Computers, Instructional Design, Instructional Technology, Web Site Development, Photography.

Selected Professional Development:

(2015) Bureau of Labor Statistics Employment Projections 2012-2022 (CGS Webinar)

(2015) Making the Most of GradSense: An Online Financial Tool for Students (CGS Online)

(2015) Creating Accessible Electronic Documents: Our Responsibility. Fresh Start 2015. Youngstown, Ohio.

(2015) Cultural Humility in the Classroom: Tips and Methods for Instruction. Fresh Start 2015. Youngstown, Ohio.

(2014) Ohio Ethics Training (Online)

(2014) Using National Data to Examine Trends in US Graduate Education (CGS Webinar)

(2014) Occupational Resources for the Graduate Community: An overview of O*NET (CGS Webinar)

- (2014) RESPIRATORY CARE JournalCast: Scintigraphic assessment of radioaerosol pulmonary deposition through Acapella device
- (2014) Patient Safety and the Hazards of Suctioning
- (2014) RESPIRATORY CARE JournalCast: High Frequency Oscillatory Ventilation versus Synchronized Intermittent Mandatory Ventilation plus Pressure Support in Preterm Infants with Severe Respiratory Distress Syndrome
- (2014) Improving Symptom Control in Patients with Chronic Respiratory Disease
- (2014) A Guide to Aerosol Delivery Devices for Respiratory Therapists—3rd Edition
- (2014) Whose Problem Are COPD Readmissions?
- (2014, April) Current Concepts in Respiratory Care Conference – The Ohio State University Wexner Medical Center. Columbus, Ohio.
- (2013) Ohio Ethics Training
- (2013, April) Distance Learning - Intermediate Best Practices. Youngstown, Ohio.
- (2012, October) Akron General Medical Center Respiratory Care Conference. Akron, Ohio
- (2012, March) Quality Matters: Master Reviewer Certification (MRC) Course
- (2012, February) Safe Zone Ally Training. Youngstown, Ohio.
- (2012, January) Better Learning Through Technology Institute. Youngstown, Ohio.
- (2011, September) 3rd Annual Distance Education Conference. Youngstown, Ohio.
- (2011, January) Quality Matters: Peer Reviewer Certification (PRC) Course
- (2010, May) Quality Matters: Applying the QM Rubric (APPQMR) Course
- (2009, October) Asian Conference on Education. Osaka, Japan
- (2009, October) 2nd Annual Distance Education Conference. Youngstown, Ohio
- (2009, April) American Educational Research Association Annual Meeting. San Diego, California.
- (2008, October) League for Innovation in the Community College Conference on Information Technology. Salt Lake City, Utah.
- (2008, September) Teachers Discovering Computers – Online course provided by 21st Century Learning Solutions, Inc.
- (2008, August) Self-Regulated Learning (SRL) Faculty development session on SRL. Youngstown State University.
- (2008, June) Documenting Student Success within the Ohio College Portrait. Ohio Board of Regents. Columbus, Ohio
- (2008, January) Hawaii International Conference on Education. Honolulu, Hawaii.

(2007, February) Eastern Educational Research Association Annual Meeting. Sheraton Sand Key Resort, Clearwater, Florida.

(2006, April) 17^h International Conference on College Teaching & Learning. Ponte Vedra Beach, Florida.

(2006, October) Mid-Western Educational Research Association Annual Meeting. Columbus, Ohio.

(2006, October) League for Innovation in the Community College Conference on Information Technology. Charlotte, North Carolina.

(2006, February) NEO Health Force Education Summit. Youngstown State University, Youngstown, Ohio.

(2005, September) Educational Technology Congress, Ohio Board of Regents. Dublin, Ohio.

(2004, June) American Association for Respiratory Care Summer Forum, Vail, Colorado.

(2004, March) Ohio Commons for Digital Education (OCDE) 2004 Conference: The Convergence of Libraries, Learning and Technology. Columbus, Ohio.

(2004, October) WebCT Vista Administrator Training. Kent State University. Kent, Ohio.

(2003, October) National Tech Prep Network Conference. Cincinnati, Ohio.

(2003, April) 14th International Conference on College Teaching & Learning. Jacksonville, Florida.

(2001, August) 17th Annual Conference on Distance Teaching & Learning. Madison, Wisconsin

(2000, February) Web Design 2000. Thunder Lizard Productions. Atlanta, Georgia

(1997, June) National Science Foundation Workshop on Multimedia Courseware Development and the Internet. Queensborough, New York

AGENDA ITEM: C.1.g.

AGENDA TOPIC: Resolution to Approve the Selection of the Position for Associate Vice President for Research

STAFF CONTACT(S): Martin Abraham, Interim Provost and Vice President for Academic Affairs

BACKGROUND: The University Affairs Committee and the full Board approved the creation of an Associate Vice President for Research and authorized a search in accordance with *University Guidebook* policy 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University (Previous Policy Number 9002.01). Accordingly, a national search was conducted, and a representative search committee invited finalists for interview. Students, faculty, staff, and available trustees interviewed finalists.

SUMMARY AND ANALYSIS:

The successful candidate will start on June 1, 2015. A full vitae and accompanying materials are included.

RESOLUTION:

**RESOLUTION TO APPROVE THE SELECTION OF THE POSITION
FOR ASSOCIATE VICE PRESIDENT FOR RESEARCH**

WHEREAS, a new position was recommended by Academic Affairs and approved by the Board of Trustees; and

WHEREAS, a search was completed and a strong consensus emerged to select a particular candidate;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to hire an Associate Vice President for Research.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees
June 17, 2015
YR 2015-**

Vitae and any support material for candidate selected to be Associate Vice President for Research, will be inserted into the final BOT meeting packet, if a candidate is selected on time.

AGENDA ITEM: C.1.h.

AGENDA TOPIC: Resolution to Approve Exception to Selection Requirements and Appointment of Vice President for Finance and Business Operations

STAFF CONTACT(S): James P. Tressel, President

BACKGROUND: University policy 3356-9-01, Selection and Evaluation of Executive Level Officers of the University, sets for the procedure for exceptions to the selection process. The President is permitted to request an exception to the process when demonstrable benefits may be shown for the selection of an Executive Level Officer.

SUMMARY AND ANALYSIS: The President is seeking Board approval for an exception to the selection process for the position of Vice President for Finance and Business Operations. The President's request, showing demonstrable benefits is included with the Resolution. The recommendations of the Office of Human Resources and the Office of Equal Opportunity and Policy Compliance are also included, per the policy.

RESOLUTION:

**RESOLUTION TO APPROVE EXCEPTION TO
SELECTION REQUIREMENTS AND APPOINTMENT OF
VICE PRESIDENT FOR FINANCE AND BUSINESS OPERATIONS**

WHEREAS, the position of Vice President for Finance and Business Operations is an Executive officer position pursuant to Board policy Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (9001.01); and

WHEREAS, the position of Vice President for Finance and Business Operations was vacated on February 21, 2014 at which time the position was staffed by appointing Mr. Neal P. McNally as Interim Vice President for Finance and Business Operations; and

WHEREAS, during this interim period, Mr. McNally has demonstrated the desired skills and abilities in the area of finance and business operations as evidenced by his work on the Budget Development Council and preparing the annual financial budget; and

WHEREAS, University policy 3356-9-01, sets forth the selection procedures for selecting an Executive Level Officer; and

WHEREAS, the policy permits exceptions to be granted in special circumstances where departure offers demonstrable benefits for the University; and

WHEREAS, Mr. McNally has performed the duties of the position of Vice President for Finance and Business Operations in a manner that meets and/or exceeds the expectations of the President and is being recommended for the position; and

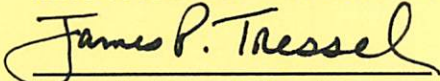
WHEREAS, the President has requested such an exception to the Office of Human Resources and the Equal Opportunity and Policy Compliance office, per the policy; and

WHEREAS, the President's request, along with the recommendation from the Human Resources Office and the Equal Opportunity and Policy Compliance Office, is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve an exception to the selection process set forth in the Institutional Policy governing Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (9001.01).

BE IT FURTHER RESOLVED, that the Board of Trustees hereby approves the appointment of Mr. Neal P. McNally to the position of Vice President of Finance and Business Operations.

RECOMMEND APPROVAL:



James P. Tressel, President

Board of Trustees
June 17, 2015
YR 2015-

REQUEST FOR EXCEPTION TO SELECTION PROCEDURES

In accordance with University Policy 3356-9-01 Selection and Evaluation of Executive Officers of the University Youngstown State University President, James P. Tressel, initiates this request for exception to the standard selection procedures for:

Position: Vice President for Finance and Business Operations

Name of individual: Neal P. McNally

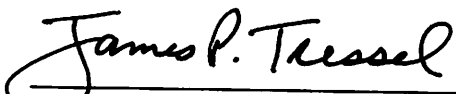
The demonstrable benefits supporting this Request are (attach a separate sheet if necessary):

Mr. Neal McNally has held the position of Interim Vice President for Finance and Administration for over 15 months, beginning in February of 2014. Prior to that time Mr. McNally held the position of Budget Director at YSU for approximately eight (8) years. Previously, Mr. McNally was Budget Director at the Ohio Board of Regents where he was employed for eleven (11) years. Mr. McNally holds baccalaureate and master degrees from Ohio State University.

Mr. McNally's experience and knowledge of the budget and the financial processes at YSU, as well as at the state level, make him uniquely qualified to hold this position. He has been successful in leading the institution through many financial challenges since coming to YSU in 2006, particularly in his role as Interim Vice President of Finance and Administration. Mr. McNally has prepared the University's annual budget for nine (9) years, led numerous budget and finance committees and managed a large and complex unit of employees very effectively.

Mr. McNally, in my opinion, is an effective leader and manager and a quality individual that I believe is a good fit for my executive team. I have worked with Mr. McNally for almost one full year and I believe that there is no reason to expend university resources, financial and otherwise, in conducting a national search.

I am requesting the Mr. McNally be named the Vice President for Finance and Business Operations.



James P. Tressel, Youngstown State University President

5-14-15

Date

REVIEW AND RECOMMENDATION
HUMAN RESOURCE/LABOR RELATONS
AND EQUAL OPPORTUNITY AND POLICY COMPLIANCE

Chief Human Resources Officer:

- Recommend
 Do Not Recommend (requires written explanation attached to this Request)

Kent W. Brown
Signature

5-14-15
Date

Director of Equal Opportunity and Policy Compliance:

- Recommend
 Do Not Recommend (requires written explanation attached to this Request)

Cynthia A. Tracy
Signature

5-14-15
Date

AGENDA ITEM: C.1.i.

AGENDA TOPIC: Resolution to Approve Exception to Selection Requirements and Appointment of Provost and Vice President for Academic Affairs

STAFF CONTACT(S): James P. Tressel, President

BACKGROUND: University policy 3356-9-01, Selection and Evaluation of Executive Level Officers of the University, sets for the procedure for exceptions to the selection process. The President is permitted to request an exception to the process when demonstrable benefits may be shown for the selection of an Executive Level Officer.

SUMMARY AND ANALYSIS: The President is seeking Board approval for an exception to the selection process for the position of Provost and Vice President for Academic Affairs. The President's request, showing demonstrable benefits is included with the Resolution. The recommendations of the Office of Human Resources and the Office of Equal Opportunity and Policy Compliance are also included, per the policy.

RESOLUTION:

**RESOLUTION TO APPROVE EXCEPTION TO
SELECTION REQUIREMENTS AND APPOINTMENT OF
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

WHEREAS, the position of Provost and Vice President for Academic Affairs is an Executive officer position pursuant to Board policy Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (9001.01); and

WHEREAS, the position of Provost and Vice President for Academic Affairs was vacated on or about March 2014, at about which time the University began a national search to permanently fill the position. A search committee was formed and a search firm was hired. After months of searching and interviewing candidates, the search failed to produce a candidate to whom an offer would be made; and

WHEREAS, on October 7, 2014, Board of Trustees approved a Resolution naming Dr. Martin A. Abraham, Dean of the STEM College, as Interim Provost and Vice President for Academic Affairs. During this period, Dr. Abraham has demonstrated the desired skills and abilities in the area of academia, education, research, administration, and governance as evidenced by his leadership in the Office of the Provost; and

WHEREAS, University policy 3356-9-01, sets forth the selection procedures for selecting an Executive Level Officer; and

WHEREAS, the policy permits exceptions to be granted in special circumstances where departure offers demonstrable benefits for the University; and

WHEREAS, Dr. Abraham has performed the duties of the position of Provost and Vice President for Academic Affairs in a manner that meets and/or exceeds the expectations of the President and is being recommended for the position; and

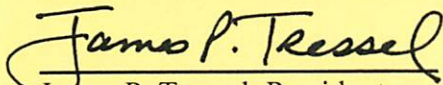
WHEREAS, the President has requested such an exception to the Office of Human Resources and the Equal Opportunity and Policy Compliance office, per the policy; and

WHEREAS, the President's request, along with the recommendation from the Human Resources Office and the Equal Opportunity and Policy Compliance Office, is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve an exception to the selection process set forth in the Institutional Policy governing Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (9001.01), thereby approving the appointment of Dr. Martin A. Abraham to the position of Provost and Vice President for Academic Affairs.

BE IT FURTHER RESOLVED, that the Board of Trustees hereby approves the appointment of Dr. Martin A. Abraham to the position of Provost and Vice President of Academic Affairs.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees
June 17, 2015
YR 2015-**

REQUEST FOR EXCEPTION TO SELECTION PROCEDURES

In accordance with University Policy 3356-9-01 Selection and Evaluation of Executive Officers of the University Youngstown State University President, James P. Tressel, initiates this request for exception to the standard selection procedures for:

Position: Provost and Vice President for Academic Affairs

Name of individual: Dr. Martin Abraham

The demonstrable benefits supporting this Request are (attach a separate sheet if necessary):

Dr. Martin Abraham served for seven years as the Dean of the College of Science, Technology, Engineering, and Mathematics, and has served since October 2014 as Interim Provost. Prior to joining YSU, he served as the Graduate Dean at the University of Toledo for three years.

Dr. Abraham holds a Bachelor's Degree in Chemical Engineering from Rensselaer Polytechnic Institute and a PhD from the University of Delaware. He has a distinguished academic career of nearly 30 years, achieving excellence in scholarship, teaching, and service. Specific recognitions include over 70 publications, 150 presentations, support for national and international meetings, and service on national engineering and science review panels. His academic credentials have earned him national recognition as a Fellow of the American Chemical Society and the American Institute of Chemical Engineers.

As Dean of the STEM College, he expanded program offerings, including the creation of the PhD in Materials Science and Engineering. He has enhanced the academic quality in the college as evidenced by enhanced enrollment, increases in the quality metrics for students, and improved retention. His efforts have increased the research productivity in the college, and his work with the Youngstown Business Incubator was a critical component of their being named the best University-affiliated incubator in the world. He was recognized as the Business Advocate of the year by the Youngstown/Warren Regional Chamber in 2012.

It is my opinion that Dr. Abraham is an effective leader and manager for the academic affairs division. Furthermore, through a meeting between Dr. Abraham and the Academic Senate Executive committee and an open forum with the faculty, I have learned that the faculty have a similar sentiment. I am therefore requesting that Dr. Abraham be named Provost and Vice-President for Academic Affairs.

James P. Tressel

James P. Tressel, Youngstown State University President

5-14-15

Date

REVIEW AND RECOMMENDATION
HUMAN RESOURCE/LABOR RELATONS
AND EQUAL OPPORTUNITY AND POLICY COMPLIANCE

Chief Human Resources Officer:

- Recommend
 Do Not Recommend (requires written explanation attached to this Request)

Ken W. Brown
Signature

5-14-15
Date

Director of Equal Opportunity and Policy Compliance:

- Recommend
 Do Not Recommend (requires written explanation attached to this Request)

Cynthia A. Keagy
Signature

5-14-15
Date

AGENDA ITEM: C.1.j.

AGENDA TOPIC: Resolution to Approve Multiple-Year Contracts

STAFF CONTACT(S): Kevin Reynolds, Chief Human Resources Officer

SUMMARY AND ANALYSIS: University Policy, 3356-7-35, Multiple-Year Contracts for Executive Level Officers, Administrative Officers and Other Designated Professional/Administrative Staff requires Board of Trustees approval annually when providing initial and renewal multiple year contracts. Attached is a list of the multiple year contracts that the President is recommending that the Board approve. Such contracts will be thereafter issued by the Office of Human Resources.

RESOLUTION:

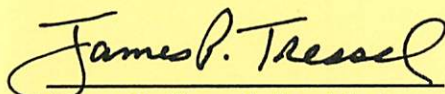
RESOLUTION TO APPROVE MULTIPLE-YEAR CONTRACTS

WHEREAS, University Policy, 3356-7-35, Multiple-Year Contracts for Executive Level Officers, Administrative Officers and Other Designated Professional/Administrative Staff requires Board of Trustees approval annually when providing initial and renewal multiple year contracts; and

WHEREAS, the President is recommending that the attached list of multiple-year contracts be approved by the Board of Trustees for issuance by the Office of Human Resources.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approves the issuance of multiple-year contracts, shown as Exhibit ___ attached hereto.

RECOMMEND APPROVAL:



James P. Tressel, President

**The Multiple-Year Contracts listing will be distributed
prior to the Board meeting on May 28, 2015**

AGENDA ITEM: C.1.k.

AGENDA TOPIC: Resolution to Ratify Personnel Actions

STAFF CONTACT(S): Kevin Reynolds, Chief Human Resources Officer

BACKGROUND: The Board of Trustees of Youngstown State University shall employ, fix the compensation of, and remove the president and such professors, teachers, and other employees as may be deemed necessary. The Board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the University.

SUMMARY AND ANALYSIS: The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. Approval is required for personnel actions for faculty and professional/administrative staff, including intercollegiate athletics coaching positions, for January 15, 2015, through April 21, 2015.

RESOLUTION:

**RESOLUTION TO RATIFY
PERSONNEL ACTIONS**

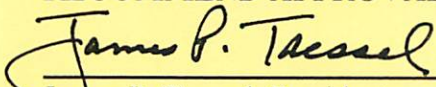
WHEREAS, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

WHEREAS, new appointments and other personnel actions have been made subsequent to the March 11, 2014, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2015-2016 Budget and with the University policy on Equal Employment Opportunity;

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

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
1/16/15 through 4/21/15

Appointments – 17

New Positions – 2

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

Replacement Positions – 15

- Professional Administrative Staff – 0
- Professional Administrative Excluded – 11
- Professional Administrative Externally Funded – 3
- Faculty – 1

Separations – 16

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 12
- Professional Administrative Externally Funded – 1
- Faculty – 1

Reclassifications – 1

- Professional Administrative Staff – 1

Promotions – 1

- Professional Administrative Staff – 1

Transfers – 1

- Professional Administrative Staff – 1

Salary Adjustments – 3

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

Displacements – 0

Layoffs – 0

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/15 THROUGH 4/21/15
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE		DEPARTMENT	CONTRACT/ APPOINTMENT		SALARY
	TYPE	POSITION TITLE		DATES	FTE	
Ann Gardner	APAS	Assistant Director	Ctr.- International Studies & Programs	1/16/2015	1.000	\$55,000.00
Kyle Brey	Excluded	Assistant Football Coach	Athletics	1/16/2015	1.000	\$27,000.00
Ronald Brown	Excluded	Assistant Football Coach	Athletics	2/1/2015	1.000	\$65,000.00
Brian Crist	Excluded	Assistant Football Coach	Athletics	1/16/2015	1.000	\$60,000.00
David Gaffney	Excluded	Facilities Engineer	Facilities	2/26/2015	1.000	\$73,000.00
Thomas Hollowell	Excluded	Assistant Football Coach	Athletics	1/21/2015	1.000	\$50,000.00
Kelsey Hunyadi-Coll	Excluded	Assistant Soccer Coach	Athletics	4/20/2015	1.000	\$33,916.00
Tim Marlowe	Excluded	Assistant Football Coach	Athletics	2/1/2015	1.000	\$24,000.00
Richard McNutt	Excluded	Assistant Football Coach	Athletics	2/1/2015	1.000	\$55,000.00
John Murphy	Excluded	Assistant Football Coach	Athletics	2/1/2015	1.000	\$65,000.00
Carl Pelini	Excluded	Assistant Football Coach	Athletics	3/9/2015	1.000	\$70,000.00
Mark "Bo" Pelini	Excluded	Head Football Coach	Athletics	12/17/2014*	1.000	\$213,894.00
Todd Alles	Externally Funded	Regional Admissions Officer	Undergraduate Admissions	2/16/2015	0.480	\$24,000.00
Roberta Castor	Externally Funded	Instruction Specialist 1	Rich Center	4/1/2015	1.000	\$21,175.00
Kristen Italiano	Externally Funded	Project PASS Coordinator	BCOE	2/1/2015	0.875	\$47,327.00
Nick Mediate	Externally Funded	Instruction Specialist 1	Rich Center	1/26/2015	1.000	\$21,175.00
Stefan Moldovan	Faculty	Assistant Professor	Mechanical and Industrial Engineering	1/16/2015	1.000	\$26,769.00

*Contract signed 5/4/2015

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/15 THROUGH 4/21/15
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY
Maria Barefoot	APAS	Reference & Instruction Librarian Assistant Director of Technology & Recruitment	Maag Library	2/11/2015	1.00	\$43,129.00
Todd Pilipovich	APAS	Recruitment	Undergraduate Admissions	3/20/2015	1.00	\$46,740.00
James Bryant	Excluded	Assistant Football Coach	Athletics	2/28/2015	1.00	\$100,000.00
Kenneth Carter	Excluded	Assistant Football Coach	Athletics	2/28/2015	1.00	\$65,000.00
Glenn Davis	Excluded	Assistant Football Coach	Athletics	2/28/2015	1.00	\$35,000.00
Eric Gallon	Excluded	Assistant Football Coach	Athletics	2/28/2015	1.00	\$36,000.00
Daniel Gerberry	Excluded	Assistant Football Coach	Athletics	2/28/2015	1.00	\$25,000.00
Ja'Nell Jones	Excluded	Assistant Women's Basketball Coach	Athletics	3/27/2015	1.00	\$26,750.00
Jennifer Johnson	Excluded	Director	Career Services	4/15/2015	1.00	\$66,300.00
Sarah Melhorn	Excluded	Assistant Women's Soccer Coach	Athletics	3/31/2015	1.00	\$33,916.00
Thomas Sims	Excluded	Assistant Football Coach Assistant Football Coach Coordinator of Operations	Athletics	1/16/2015	1.00	\$82,000.00
Ross Watson	Excluded	of Operations	Athletics	1/15/2015	1.00	\$45,000.00
Eric Wolford	Excluded	Head Football Coach	Athletics	2/15/2015	1.00	\$213,894.00
Michael Zordich	Excluded	Assistant Football Coach	Athletics	1/15/2015	1.00	\$60,000.00
Chuanhong Zhou	Externally Funded	Research Associate	Physics & Astronomy	3/2/2015	1.00	\$43,000.00
Vernon Haynes	Faculty	Professor	Psychology	2/28/2015	1.00	\$92,214.12

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/15 THROUGH 4/21/15
RECLASSIFICATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Steven Pinciario	APAS	Coordinator of Athletic Operations/Facilities Maintenance	Athletics	10/16/2014	1.00	\$37,715.00	\$32,796.06

**YOUNGSTOWN STATE UNIVERSITY
 PROFESSIONAL ADMINISTRATIVE AND FACULTY
 PERSONNEL ACTIONS 1/16/15 THOROUGH 4/21/15**

PROMOTIONS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Timothy Styranec	APAS	Environmental Specialist	Envir. Occupational Health & Safety	3/1/2015	1.00	\$60,000.00	\$41,100.80

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/15 THROUGH 4/21/15

TRANSFERS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Jacquelyn Johnson	APAS	Assistant Director	Undergraduate Admissions	1/16/2015	1.00	\$53,445.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/15 THROUGH 4/21/15
SALARY ADJUSTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Connie Eddy	APAS	Coordinator	Athletics	3/1/2015	1.00	\$40,577.00	0.75	\$30,433.00
Kyle Brey	Excluded	Assistant Football Coach	Athletics	4/1/2015	1.00	\$35,000.00	1.00	\$27,000.00
W. Douglas Castle	Externally Funded	Regional Admissions Officer	Undergraduate Admissions	2/1/2015	0.48	\$24,000.00	0.75	\$17,898.75

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/15 THROUGH 4/21/15
DISPLACEMENTS RESULTING FROM LAYOFF**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE	NEW DEPARTMENT	DATE DISPLACED	FTE
None					

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/15 THROUGH 4/21/15
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF LAYOFF	FTE	SALARY
None						

AGENDA ITEM: C.1.1.

AGENDA TOPIC: Resolution to Authorize Conferral of Emeritus Status

STAFF CONTACT(S): Kevin Reynolds, Chief Human Resources Officer

BACKGROUND: University policy 3356-7-17 (Previous Policy Number 7003.01) provides for the conferral of emeritus status to employees who retire with ten or more years from the university upon recommendation and approval.

SUMMARY AND ANALYSIS: For this year there are eight (8) faculty and staff members being recognized with emeritus status.

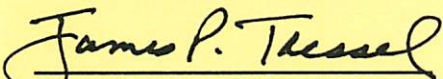
RESOLUTION:

**RESOLUTION TO AUTHORIZE
CONFERRAL OF EMERITUS STATUS**

WHEREAS, the Policies of the Board of Trustees provide for the conferral of emeritus status upon professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those professional/administrative staff members listed in Exhibit ____ attached hereto are hereby granted the emeritus title designated thereon.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

**ADMINISTRATIVE STAFF
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 17, 2015)

NAME	TITLE	YEARS of SERVICE	STATUS
Jonelle Beatrice	Executive Director Student Life	14	Administrator Emeritus
Mary Dimitriou	Coordinator Alumni and Events Management	14	Administrator Emeritus
George Heller	Associate Reference Librarian Maag Library	21	Administrator Emeritus
Sally Kenney	Senior Academic Advisor Coordinator Dean's Office – BCHHS	28	Administrator Emeritus
Rosemary Kent	Assistant Director Federal Programs and Financial Aid Financial Aid and Scholarships	10	Administrator Emeritus
Matthew Novotny	Executive Director Kilcawley Center	28	Administrator Emeritus
Patricia Shively	Associate Director Center for Student Progress	10	Administrator Emeritus
Ronald Williams	Associate Director Procurement Services	25	Administrator Emeritus

UNIVERSITY GUIDEBOOK

Title of Policy:	Emeritus Status
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	November 1997; October 2010
Resolution Number(s):	YR 1998-33; YR 2011-21
Board Committee:	Internal Affairs
EFFECTIVE DATE:	October 1, 2010
Next Review:	2013 (Changed to 2015 Per Guidebook Policy 0001.00)

Policy: The University may confer the title Emeritus upon retired faculty and professional/administrative staff members who have given long and meritorious service.

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.

Procedures:

1. Emeritus status and President Emeritus status is conferred upon retirement or death.
2. Names of individuals recommended for the conferral of Emeritus status are forwarded from the appropriate department or unit to the dean or executive director to the vice president or Provost. In the event of retirement or death of the University President, his/her name is forwarded to the Board of Trustees for approval. Emeritus status would be conferred and presented at the spring meeting of the Board of Trustees.
3. Nomination of an individual to be considered for the conferral of Emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the University; and the service to society beyond the University community.

4. The vice president or Provost forwards names of individuals nominated to the President, who may recommend Emeritus status be conferred and presented at the spring meeting of the Board of Trustees.
5. Those retirees achieving Emeritus status are granted the following privileges: full library privileges; e-mail and related services; University Identification Card; opportunity to secure parking consistent with current University Procedures; and the same educational benefits that were available at the time of retirement.
6. Those retirees achieving Emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness services; attend certain alumni and University events, e.g., Homecoming events, Holiday Breakfast, Commencement, and Honors Convocation, and join the YSU Retirees Association.
7. Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit with the University determining the parking location based on availability.
8. In addition, when an Emeritus member is on active duty, office space and other facilities may be offered based upon availability.

AGENDA ITEM: C.2.a.

AGENDA TOPIC: Naming of Executive Director of Inclusion and Multicultural Affairs

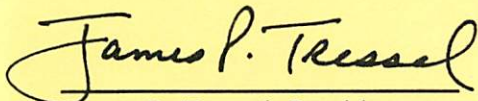
STAFF CONTACT(S): James P. Tressel, President

BACKGROUND: University policy 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University, provides for exceptions to the selection procedures for approving an Administrative Officer. The hiring department may request an exception to the process where demonstrable benefits may be shown. The request, along with the recommendations from the Office of Human Resources and the Office of Equal Opportunity and Policy Compliance, shall be reported to the University Affairs Committee of the Board.

SUMMARY AND ANALYSIS: The President, as the hiring authority has requested an exception to the hiring process for Dr. Sylvia Imler to be named the Executive Director of the Office of Inclusion and Multicultural Affairs. The written request and recommendations are included.

RESOLUTION: N/A – DISCUSSION ITEM ONLY

REVIEWED AS TO FORM AND CONTENT:


James P. Tressel, President

REQUEST FOR EXCEPTION TO SELECTION PROCEDURES

In accordance with University Policy 3356-9-01 Selection and Evaluation of Executive Officers of the University Youngstown State University President, James P. Tressel, initiates this request for exception to the standard selection procedures for:

Position: Executive Director of Inclusion & Multicultural Affairs

Name of individual: Sylvia J. Imler

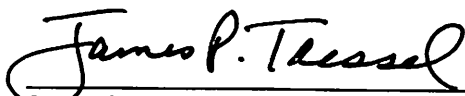
The demonstrable benefits supporting this Request are (attach a separate sheet if necessary):

Dr. Sylvia J. Imler has held the position of Interim Director for over 25 months, beginning April 1, 2013. Prior to that time Dr. Imler held the position of associate professor in the Department of Counseling, Special Education and School Psychology (Beeghly College of Education, Youngstown State University) for over 10.5 years. Previously, Dr. Imler had 17+ years in administration (e.g., founding principal and academic dean) as well as experience as an elementary and high school classroom teacher. She earned a bachelor of science in education (East Texas State University); master of science in education in administration (Youngstown State University); masters of theological studies (Logos Graduate School, Florida); and a doctor of philosophy in religion and society with a contextualization in educational administration (Oxford Graduate School, Tennessee).

During her first year as interim director, Dr. Imler assessed and restructured the Office of Diversity and Multicultural Affairs; convened a Task Force for Diversity Programming to assess what each college was doing in the area of diversity; revamped and expanded the Community Diversity Program Series; reconvened the University Diversity Council; and revitalized the annual Diversity Leadership Recognition Event with the addition of a very successful scholarship benefit concert which substantially increased the office's scholarship fund.

Dr. Imler's commitment, community engagement, collaboration, work ethic, and organizational skills have been evident throughout her 2+ years as interim director. These are just a few areas that demonstrate that Dr. Imler is qualified to hold this position. Dr. Imler, in my opinion, is an effective leader and administrator that I believe is a good fit for my executive team. I have worked with Dr. Imler for almost one full year and I believe that there is no reason to expend university resources, financial or otherwise, in conducting a national search.

I am requesting the Dr. Sylvia J. Imler be named the Executive Director of Inclusion and Multicultural Affairs.



James P. Tressel, Youngstown State University President

5-14-15

Date

REVIEW AND RECOMMENDATION
HUMAN RESOURCE/LABOR RELATONS
AND EQUAL OPPORTUNITY AND POLICY COMPLIANCE

Chief Human Resources Officer:

Recommend
 Do Not Recommend (requires written explanation attached to this Request)

Kenn W. Byrde
Signature

5-14-15
Date

Director of Equal Opportunity and Policy Compliance:

Recommend
 Do Not Recommend (requires written explanation attached to this Request)

Cynthia A. Keany
Signature

5-14-15
Date

AGENDA ITEM: C.2.b.

AGENDA TOPIC: Title Changes for Other Tod Hall Leaders

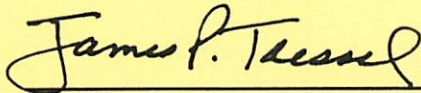
STAFF CONTACT(S): James P. Tressel, President

BACKGROUND: Due to significant staffing changes to the leadership positions of the University, the President has revised staff positions, titles and the organizational reporting structure of the University.

SUMMARY AND ANALYSIS: The new Organizational Chart, reflecting the four Divisions of the University as approved by the Board of Trustees in the following policies: Selection and Evaluation of Executive level Officers of the University, 3356-9-01 and Selection and Evaluation of Administrative Officers of the University, 3356-9-02.

RESOLUTION: N/A – DISCUSSION ITEM ONLY

REVIEWED AS TO FORM AND CONTENT:

A handwritten signature in cursive script that reads "James P. Tressel". The signature is written in black ink and is positioned above a horizontal line.

James P. Tressel, President

Youngstown State University
Main Institutional Org Chart
Tod Hall Leaders

- Divisions**
1. **President's**
 2. **Academic Affairs**
 3. **Finance and Business Operations**
 4. **Legal Affairs and Human Resources**

