



**YOUNGSTOWN
STATE
UNIVERSITY**

**BOARD OF TRUSTEES
ACADEMIC EXCELLENCE AND STUDENT SUCCESS COMMITTEE**

**James E. "Ted" Roberts, Chair
Molly S. Seals, Vice Chair
All Trustees are Members**

**Wednesday, March 4, 2020
11:30 a.m.**

**Kilcawley Center
President's Suites**

AGENDA

- A. Disposition of Minutes for Meeting Held December 4, 2019**
- B. Old Business**
- C. Committee Items**

1. Academic Excellence and Student Success Action Items

a. Student Success Action Items

- Tab C.1.a.1. 1) Resolution Related to Sexual Misconduct and Acts of Violence**
Eddie J. Howard, Vice President for Student Affairs, and Dr. Mike Sherman, Vice President for Institutional Effectiveness and Board Professional, will report.
- Tab C.1.a.2. 2) Resolution to Modify 3356-7-50, Minors on Campus**
Eddie J. Howard, Vice President for Student Affairs, and Joy Polkabila Byers, Executive Director, Campus Recreation, will report.

b. Academic Excellence Action Items

- Tab C.1.b.1. 1) Resolution to Modify 3356-9-03.1, Appointment of Graduate Assistants, Graduate Research Assistants, Graduate Assistant Interns, and Teaching Assistants**
Dr. Sal Sanders, Dean of the College of Graduate Studies, and Dr. Brien N. Smith, Provost and Vice President for Academic Affairs, will report.
- Tab C.1.b.2. 2) Resolution to Authorize Conferral of Honorary Degree**
Dr. Thomas Shipka has been nominated to receive an honorary degree at the Spring 2020 commencement ceremony. Board approval is required. Dr. Brien N. Smith,

Provost and Vice President for Academic Affairs, will summarize the candidate's credentials.

2. Academic Excellence and Student Success Discussion Items

Tab C.2.a.

a. Spring 2020 and Fall 2020 Enrollment Update

Mr. Eddie J. Howard, Vice President for Student Affairs, Dr. Brien N. Smith, Provost and Vice President for Academic Affairs, Dr. Mike Sherman, Vice President for Institutional Effectiveness and Board Professional, Dr. Claire Berardini, Associate Provost for Student Success, and Ms. Shannon Tirone, Associate Vice President, University Relations, will report.

Tab C.2.b.

b. Office of Academic Affairs Plan for Strategic Actions Update

Dr. Brien N. Smith, Provost and Vice President for Academic Affairs, will report.

D. New Business

E. Adjournment

**Timeline and Roles and Responsibilities
Sexual Misconduct and Acts of Violence
December 6, 2019**

December 2019 - January 2020

- Finalize “DRAFT” Misconduct/Violence Policies---**Eddie/Erin/Cindy**
 - Definitions
 - Rubric for levels that link to suspension and expulsion
 - If suspension, outline range of possible terms/conditions
 - Flow-charts
- Develop adjustments to Athletic Department procedures---**Ron/Emily/Holly**
 - Levels of misconduct
 - Linkages to “privileges”
- Develop definition for Good Standing---**Jeanne/Mike/Brien**
 - Behavioral
 - Academic
 - Transcript listing
 - Conditions for permanent vs. Timeline-specific recording

Week of January 13

- Group meets once or twice
 - Review/revise work products
 - Review materials and approach to consultations

Weeks of January 20, 27 and February 3

- Consultations
 - Student Government Association
 - February 3, 2010 4:00 pm
 - Student Athletics Council
 - January 27, 2020 7:00 pm Stambaugh
 - Academic Senate
 - February 19, 2020
- Document changes resulting from consultations for the Report on the process
 - Respective individuals as per above responsibilities (***Student Experience; Athletics: Registrar***)

Week of February 10

- Finalize the respective components
 - Misconduct
 - Athletics
 - Transcribing
- Develop Report on the process

Week of February 19

- BOT meeting AGENDA setting
 - Review Report
 - Review recommendations
 - Review Resolution

Week of March 2

- BOT Meeting
 - Resolution
 - Whereas
 - Focus on safety and security
 - Significant consultations
 - Athletics is a privilege
 - Now therefore be it resolved
 - Consultation
 - Endorse
 - Proposed changes to code of conduct
 - Proposed changes to athletics criteria
 - Proposed changes to records and transcripts
 - Proposed processes that assuredly
 - Creates significant communication channels for administrative institutional awareness and consideration of findings of misconduct & acts of violence
 - Complete awareness by all responsible parties on Title IX findings including briefing with appropriate supervisors
 - Stipulates terms and conditions of activities permitted upon reinstatement following suspension
 - Clarifies standards of evidence for findings of serious misconduct and acts of violence
 - Report back annually...
 - Participants in BOT conversation
 - Student Experience
 - Student Government
 - Academic Senate
 - Student Athletic Council
 - Registrar
 - Title IX
 - General Council
 - Communication strategy--**Shannon**
 - Develop DRAFT Resolution
 - Press release
 - Editorial Board discussion
 - Horizon League statement
 - NCAA conversation



Explanation of Modifications to *University Policy*:

3356-7-50, Minors on Campus Policy

This policy has been modified to provide guidance for residential students with minor children when those minor children are on campus in University facilities other than residence halls, and to provide acceptable ratios of counselors for University programs designed for minor children participation.



**RESOLUTION TO MODIFY
MINORS ON CAMPUS POLICY, 3356-7-50**

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

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

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

WHEREAS, the Minors on Campus policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Minors on Campus, policy number 3356-7-50, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-50 Minors on campus.

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

Responsible Division/Office: ~~Human Resources~~ Student Affairs~~Experience,~~
University Relations, Athletics

Responsible Officer: ~~Chief Human Resources Officer~~Vice President for
Student Affairs, Associate Vice President for
University Relations, Executive Director for
Athletics

Revision History: ~~December 2019~~14March 2020

Board Committee: University Affairs

Effective Date: ~~December 16, 2014~~December March 5, 2020

Next Review: ~~2019~~ 2025

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- (A) Policy statement. Youngstown state university (“university”), as part of its educational mission, offers and participates in youth-oriented programs and allows minors to access the university and its facilities. The university is committed to ensuring a safe environment for minors and requires that all staff, volunteers, program participants and campus visitors hold themselves to the highest standards of conduct.
- (B) Purpose. To establish standards and requirements for university programs or activities involving minors and for minors accessing the university and its facilities.
- (C) Scope.
- (1) This policy applies to university programs and activities specifically designed for participation by minors and all participants, volunteers and employees, including student employees, who exercise direct supervision, chaperone, or otherwise oversee minors, in the course of their duties in these particular programs. This policy does not apply to: -enrolled or ~~dually~~dually enrolled minor university students participating in normal class and academic settings; employees or volunteers at university events or single performances open to the general public; or employees or volunteers who may have incidental

contact with minors but do not work directly with minors within a program or activity.

- (2) This policy also applies to minors who are on campus as guests or as members of the general public. Refer to section (E)(6) below, “Minors on campus not participating in programs,” for procedures applicable to minors on campus generally.
- (3) Minor children of residential students who reside on campus either full or part-time are expected to follow this policy when they are on campus in any facility other than the residential hall in which they reside. While inside the residence hall, the minor child and the student parent should defer to housing policies regarding having minor children in residence.
- (4) A program or activity may impose additional requirements than those found in this policy.
- (54) This policy does not replace the requirements for reporting child abuse or neglect pursuant to the Revised Code or other statutory reporting requirements.

(D) Definitions.

- (1) “Abuse or neglect of minors.” Infliction or threat of physical or mental injury, sexual abuse or exploitation, or neglect of a person under age 18 or of someone who is incapable of self-care because of a mental or physical disability.
- (2) “Minor.” A participant in a program for minors who is under 18 years old or is incapable of self-care because of a mental or physical disability.
- (3) “Programs for Minors.” An organized activity or event that is specifically designed for minor participants, is staffed by university employees and/or volunteers, and is offered by an academic or administrative unit of the university, whether on or off campus.

- (4) “University organization.” Any academic or administrative unit of the university unit staffed by university employees, including student employees, acting within the scope of their employment.
- (5) “Volunteer.” Any individual working in an unpaid capacity in a program for minors, including interns and practicum students; however, this does not include invited speakers or guests who do not oversee minor participation.

(6) “Direct Supervision” – Supervision, guidance or instruction of children in lieu of parent or guardian by campus employees or volunteers.

(E) Procedures.

- (1) Standards of behavior. All programs must provide reasonable “- monitoring of employee, volunteer, and participant behavior and all program participants, staff, leaders, employees, associates and volunteers must refrain from and promptly address inappropriate behavior. Inappropriate behavior includes, but is not limited to:
 - (a) Abusive conduct of any kind;
 - (b) Possession, distribution, or use of alcohol, illegal drugs, fireworks, guns or other weapons or dangerous materials;
 - (c) Hazing, bullying;
 - (d) Theft, misuse or destruction of property;
 - (e) Accessing ~~by~~ or making available to a minor any sexually oriented materials.
- (2) “Ratio of Counselors”. The university does not offer camp programming for participants under the age of 5. The ratio of counselors to program participants based on the American Camping Association recommendations and appropriate institutional discretion include the following:
 - (a) Standards for resident camps are:

- (i) One staff member for every five campers age 5.
- (ii) One staff member for every six campers ages 6 to 8.
- (iii) One staff member for every eight campers ages 9 to 14.
- (iv) One staff member for every 10 campers ages 15 to 17.

(b) Standards for non-residential camps and programs are:

- (i) One staff member for every six participants age 5.
- (ii) One staff member for every eight participants ages 6 to 8.
- (iv) One staff member for every ten participants ages 9 to 14.
- (v) One staff member for every twelve participants ages 15 to 17.

(3) Reporting requirements.

- (a) Any employee or volunteer who in the course of their duties witnesses abuse or neglect of a minor or has information that would lead a reasonable person to believe that a minor faces a substantial threat of such abuse or neglect, shall immediately contact the county children services agency and the Youngstown state university police department (330) 941-3527.
- (b) The Youngstown state university police department shall ~~insure~~ ensure that the applicable county children's services agency has been notified that a minor faces a substantial threat of such abuse or neglect and shall notify the appropriate municipal or county peace officer department, the office of general counsel and the office of human resources of such threat. The office of human resources

will contact the director of the university program to ~~insure~~ ensure that the director has been notified of such threat.

- (34) Training. Colleges and units of the university must train employees and volunteers before they work with minors in programs and keep records of such training. Training content will be provided by the office of human resources and must include at a minimum child abuse awareness and prevention, and reporting obligations and procedures. Departments offering direct supervision of minors are recommended to provide training for professional staff in case of staff shortage.
- (45) Background checks. Background checks must be conducted on all employees and volunteers working with minors in programs for minors as follows:
- (a) Where required by Ohio law or where the employee or volunteer is engaged at a facility or in a program that involves the use of showering, changing or sleeping facilities, the background check shall include both a BCI and federal bureau of investigation (“FBI”) records check. Employees and volunteers in programs which do not involve overnight stays must have a bureau of criminal investigation (“BCI”) background check prior to working in a program for minors and once every four years thereafter.
 - (b) Parental consent must be obtained for the background check of a minor age employee or volunteer.
 - (c) Where required by Ohio law or where the employee or volunteer is engaged at a facility or in a program that involves the use of showering, changing or sleeping facilities, the background check shall include both a BCI and federal bureau of investigation (“FBI”) records check. Employees and volunteers in programs which do not involve overnight stays must have a bureau of criminal investigation (“BCI”) background check prior to working in a program for minors and once every four years thereafter.

- (d) Employees and volunteers who have not lived in Ohio for five consecutive years must have a BCI and FBI background check.
- (e) Employees and volunteers who have any break in service for any time period must have a new BCI background check prior to rehire and an FBI criminal records check must be completed if the employee or volunteer lived in a state other than Ohio during the break in service.
- (f) Employees and volunteers must self-disclose to the program leader or administrator, any felony or misdemeanor convictions or pleas of guilty or no contest (nolo contendere) that occur after hire or after being accepted as a volunteer within three days of pleading or being convicted.
- (g) Employees and volunteers must self-disclose any pending felony or misdemeanor charges to the program leader, college, or unit, prior to the time of or after hire or that are pending at the time of or after acceptance as a volunteer
- (h) Programs or units may perform background checks more frequently at their discretion and must do so if required by law.
- (i) If a background check or self-disclosure reveals adverse information or unfavorable results, the university will conduct an individualized assessment in order to identify potential risk to minors. Except where required by law, background checks of university faculty, staff and students that are conducted pursuant to this policy will be used only for purposes consistent with this policy and will otherwise be kept confidential. Records of background checks will be maintained separately from an individual's personnel or student file and will be kept at the office or unit responsible for the program.

| (56) Addressing reports of abuse or neglect.

- (a) Investigation of allegations of child abuse, sexual abuse, or neglect will be addressed in accordance with the investigatory protocols of children services agencies, local law enforcement agencies, and/or the university.
- (b) Upon receipt of an allegation and during the course of an investigation, the person against whom an allegation has been made may be removed from a program or activity and/or may have his/her contact with minors limited until such allegation has been satisfactorily investigated and resolved.

(67) Minors on campus not participating in programs. The university's campus and facilities are not generally an appropriate environment for minors unless they are matriculated students or enrolled in a university program specifically designed for their participation and are appropriately supervised by their parents, legal guardians or properly trained responsible adults (hereinafter collectively referred to as guardian). The following policies apply to any minor on campus who is not participating in a university program or as an enrolled or dually enrolled as a student:

- (a) No minor under the age of fourteen may be left alone on campus at any time for any reason.
- (b) The university police department will be notified if a minor under the age of fourteen is left unattended on campus or at an athletic event or public program or event.
- (c) A guardian must have line of sight supervision of the minor at all times.
- (d) A guardian must assure that the minor is not disruptive to others and if the minor becomes disruptive, the guardian shall correct the situation.
- (e) The university retains the right to require visitors who are unwilling or unable to exercise appropriate control over minors to leave university facilities.

- (f) Minors age fourteen and above are held to the same standards of conduct that apply to all members of the university community.
 - (g) Minors may not accompany students to class unless specifically approved by the class instructor. This restriction does not apply to university programs involving campus visits by prospective students or university sponsored family or sibling programs.
 - (h) Unless authorized by the appropriate dean, or department head, or as part of a university program, a minor may not accompany a parent or guardian to work.
 - (i) Minors are restricted from access to safety sensitive areas such as laboratories and workshops, except as part of a university program or as a university student pursuant to an academic course or program.
 - (j) Due to the potential health risks to others, children with communicable illnesses cannot be brought to campus.
 - (k) Students, faculty or staff who have child care emergencies are advised to stay home or make alternative arrangements and not bring children to campus. No university space is to be used as an alternative to child care, including but not limited to libraries, classrooms, laboratories, residence halls, lounges, and restaurants or other public space.
- | (78) Departments, programs, and schools may impose additional limitations on the presence of minors.
- (F) Violation and accountability.
- (1) Individuals, entities, programs or units that violate this policy will be held accountable for their actions under the applicable program standards of behavior and expectations, university policies and rules, and applicable law including, but not limited to:
 - (a) Volunteers are subject to reprimand or loss of volunteer status;

- (b) Students are subject to the code of student rights, responsibilities, and conduct;
- (c) Employees, including student employees, are subject to applicable disciplinary action up to and including termination.
- (d) Suspension or termination of the use of university facilities for a program or activity.

3356-7-50 Minors on campus.

Responsible Division/Office: Student Experience, University Relations,
Athletics
Responsible Officer: Vice President for
Student Affairs, Associate Vice President for
University Relations, Executive Director for
Athletics
Revision History: March 2020
Board Committee: University Affairs
Effective Date: March 5, 2020
Next Review: 2025

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 - (b) The Youngstown state university police department shall ensure that the applicable county children's services agency has been notified that a minor faces a substantial threat of such abuse or neglect and shall notify the appropriate municipal or county peace officer department, the office of general counsel and the office of human resources of such threat . The office of human resources will contact the director of the university program to ensure that the director has been notified of such threat.
- (4) Training. Colleges and units of the university must train employees and volunteers before they work with minors in

programs and keep records of such training. Training content will be provided by the office of human resources and must include at a minimum child abuse awareness and prevention, and reporting obligations and procedures. Departments offering direct supervision of minors are recommended to provide training for professional staff in case of staff shortage.

- (5) Background checks. Background checks must be conducted on all employees and volunteers working with minors in programs for minors as follows:
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 - (b) Parental consent must be obtained for the background check of a minor age employee or volunteer.
 - (c) Employees and volunteers in programs which do not involve overnight stays must have a bureau of criminal investigation (“BCI”) background check prior to working in a program for minors and once every four years thereafter.
 - (d) Employees and volunteers who have not lived in Ohio for five consecutive years must have a BCI and FBI background check.
 - (e) Employees and volunteers who have any break in service for any time period must have a new BCI background check prior to rehire and an FBI criminal records check must be completed if the employee or volunteer lived in a state other than Ohio during the break in service.
 - (f) Employees and volunteers must self-disclose to the program leader or administrator, any felony or misdemeanor convictions or pleas of guilty or no contest (nolo contendere) that occur after hire or after being accepted as a volunteer within three days of pleading or

being convicted.

- (g) Employees and volunteers must self-disclose any pending felony or misdemeanor charges to the program leader, college, or unit, prior to the time of or after hire or that are pending at the time of or after acceptance as a volunteer
 - (h) Programs or units may perform background checks more frequently at their discretion and must do so if required by law.
 - (i) If a background check or self-disclosure reveals adverse information or unfavorable results, the university will conduct an individualized assessment in order to identify potential risk to minors. Except where required by law, background checks of university faculty, staff and students that are conducted pursuant to this policy will be used only for purposes consistent with this policy and will otherwise be kept confidential. Records of background checks will be maintained separately from an individual's personnel or student file and will be kept at the office or unit responsible for the program.
- (6) Addressing reports of abuse or neglect.
- (a) Investigation of allegations of child abuse, sexual abuse, or neglect will be addressed in accordance with the investigatory protocols of children services agencies, local law enforcement agencies, and/or the university.
 - (b) Upon receipt of an allegation and during the course of an investigation, the person against whom an allegation has been made may be removed from a program or activity and/or may have his/her contact with minors limited until such allegation has been satisfactorily investigated and resolved.
- (7) Minors on campus not participating in programs. The university's campus and facilities are not generally an appropriate environment for minors unless they are matriculated students or enrolled in a university program specifically designed for their participation and

are appropriately supervised by their parents, legal guardians or properly trained responsible adults (hereinafter collectively referred to as guardian). The following policies apply to any minor on campus who is not participating in a university program or as an enrolled or dually enrolled as a student:

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- (c) A guardian must have line of sight supervision of the minor at all times.
- (d) A guardian must assure that the minor is not disruptive to others and if the minor becomes disruptive, the guardian shall correct the situation.
- (e) The university retains the right to require visitors who are unwilling or unable to exercise appropriate control over minors to leave university facilities.
- (f) Minors age fourteen and above are held to the same standards of conduct that apply to all members of the university community.
- (g) Minors may not accompany students to class unless specifically approved by the class instructor. This restriction does not apply to university programs involving campus visits by prospective students or university sponsored family or sibling programs.
- (h) Unless authorized by the appropriate dean, or department head, or as part of a university program, a minor may not accompany a parent or guardian to work.
- (i) Minors are restricted from access to safety sensitive areas such as laboratories and workshops, except as part of a

university program or as a university student pursuant to an academic course or program.

- (j) Due to the potential health risks to others, children with communicable illnesses cannot be brought to campus.
 - (k) Students, faculty or staff who have child care emergencies are advised to stay home or make alternative arrangements and not bring children to campus. No university space is to be used as an alternative to child care, including but not limited to libraries, classrooms, laboratories, residence halls, lounges, and restaurants or other public space.
- (8) Departments, programs, and schools may impose additional limitations on the presence of minors.
- (F) Violation and accountability.
- (1) Individuals, entities, programs or units that violate this policy will be held accountable for their actions under the applicable program standards of behavior and expectations, university policies and rules, and applicable law including, but not limited to:
 - (a) Volunteers are subject to reprimand or loss of volunteer status;
 - (b) Students are subject to the code of student rights, responsibilities, and conduct;
 - (c) Employees, including student employees, are subject to applicable disciplinary action up to and including termination.
 - (d) Suspension or termination of the use of university facilities for a program or activity.



Explanation of Modifications to *University Policy*:

3356-9-03.1, Appointment of Graduate Assistants, Graduate Research Assistants, Graduate Assistant Interns, and Teaching Assistants

The proposed policy changes reflect 1) specifying doctoral fellowships which have been in place, and have been awarded but were not specified in the current policy and 2) changes needed to link the remission of instructional fees, etc. currently provided by the Graduate College Premiere Scholarship with the doctoral fellowship/graduate assistantship. If approved, the policy will be effective March 15, 2020. This would impact the appointments beginning with the summer 2020 term.

Providing remission of fees as a benefit of those appointed as GA's, TA's, etc. will reduce the amount of processing per appointment, and eliminate the ability of students to accept the Graduate College Premiere Scholarship and decline the assistantship. Declining the assistantship appointment while accepting the scholarship occurs a few times each year and leaves the program or department without a funded scholarship to offer a replacement.



**RESOLUTION TO MODIFY
APPOINTMENT OF GRADUATE ASSISTANTS, GRADUATE ASSISTANT
INTERNS, AND TEACHING ASSISTANTS, 3356-9-03.1**

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

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

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

WHEREAS, the Appointment of Graduate Assistants, Graduate Assistant Interns, and Teaching Assistants policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Minors on Campus, policy number 3356-7-50, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-9-03.1 Appointment of doctoral fellows, graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.

Responsible Division/Office: College of Graduate Studies
 Responsible Officer: Provost and [Vice President](#) for Academic Affairs
 Revision History: January 2000; March 2010; June 2015; June 2016;
[January](#), [June 2020](#), [June 2017](#); [March 2020](#)
 Board Committee: Academic and Student Affairs
Effective Date: [June 14, 2017](#), [March 5, 2020](#)
 Next Review: 202~~5~~

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- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.
- (B) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. Academics must drive our cost structure. How the assistantship enhances the student's education must be apparent.
- (C) Parameters.
- (1) A graduate assistant ("GA") and doctoral fellow (DF) will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A DF may be assigned limited teaching duties as the instructor of record. ~~AA~~ GA may be assigned teaching duties, but should not be the instructor of record. A graduate research assistant ("GRA") will only be assigned duties focused on the conduct of research/scholarly activity and will typically receive a twelve-month appointment. All other assistantships are typically two-semester appointments. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other

appropriate external sponsors to involve graduate students as academic assistants/interns in real life experiences related to their fields of study. A teaching assistant (“TA”) will only be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. GA, GRA, GA/I, and TA appointments are covered by this policy. A student appointed as a graduate assistant (DF, GA, GRA, TA and GA/I and TA) will be paid a stipend and instructional fees required to complete a single degree program (up to 18 semester hours per semester and up to 12 semester hours for the summer term), student transportation fee, out of state surcharge and music performance fees (if applicable) will be remitted.

(2) Assistantship/fellowship appointments previously providing only a stipend and remission of the transportation fee, and students awarded only the Graduate College Premiere Scholarship may be renewed until the assistantship/scholarship is terminated. The department/agency of service will provide a stipend to the university which will be paid to the student through the normal stipend process for GA/I appointments. A teaching assistant (“TA”) will only be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. GA, GRA, GA/I, and TA appointments are covered by this policy.

(32) The graduate dean is responsible for the administration of the program and appointment of doctoral fellows, graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.

(43) The graduate dean may shall make available the “Graduate Premiere Scholarship,” which shall normally be provided to students receiving an assistantship. The scholarship shall include up to thirty-six semester hours of instructional fees (for graduate courses required to complete a single degree program) for an academic year up to eighteen semester hours for each fall and spring semester. Scholarship awards may be provided for up to

twelve semester hours of instructional fees for the summer term. The “Premiere Scholarship” shall include instructional fees, nonresident tuition surcharge, and applicable music performance fees.

- (4) The total number of doctoral fellowships, graduate assistantships, and teaching assistantships, ~~and “Graduate College Premiere Scholarships”~~ shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.
- (5) Additional assistantship positions may be created by the graduate dean when external funding has been obtained, ~~through the office of research~~. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment. Remission of fees may be funded by the Graduate College in cases where external funds have been obtained to fund the assistantship stipend.

(D) Procedures.

- (1) The dean of the ~~C~~college of ~~G~~graduate ~~S~~tudies shall allocate graduate assistants and fellows approved within the university budget across the institution. ~~A~~~~The deans of the academic colleges~~ ~~and~~ appropriate standing committees of the graduate council shall be consulted as part of the allocation process.
- (2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the graduate dean with sufficient justification from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant’s teaching assignments.

- (3) Recommendation to appoint a DF, GA, GRA, GA/I and/or TA, and recommendations to award a “Graduate College Premiere Scholarship,” must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the graduate dean, who makes the official appointment. Until the appointment has been made by the graduate dean, no department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a DF, GA, GRA, GA/I, or TA. ~~The college of graduate studies supports the "April 15 Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools (“CGS”). Appointments and communications regarding appointments will adhere to said resolution as described on the CGS webpage.~~
- (4) Appointment as a DF, GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant ~~research assistant~~ appointments ~~beginning in may begin in t~~the summer term ~~will be considered when justified. In cases where a spring semester appointment is made, the appointment will be for the semester only.~~ In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. ~~Tuition may be covered by award of a “Graduate College Premiere Scholarship” for the full semester when funding is provided through an external award, which will fund the scholarship.~~ Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled. Transportation fees, instructional fees, out of state surcharge and applicable music performance fees are remitted for the full semester.
- (5) Graduate assistants (DF, GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the graduate dean.
- (6) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible

for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to [DF](#), GA, GRA, GA/I, and TA positions.

- (7) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- (8) Additional information about graduate assistants, graduate research assistants, graduate assistant interns, teaching assistants, and the “Graduate College Premiere Scholarship” may be found in the “Graduate [Catalog Bulletin](#),” the “College of Graduate Studies Policy Book,” and the “Handbook for Graduate Assistants.”

3356-9-03.1 Appointment of doctoral fellows, graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.

Responsible Division/Office: College of Graduate Studies
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: January 2000; March 2010; June 2015; June 2016;
June 2017; March 2020
Board Committee: Academic and Student Affairs
Effective Date: March 5, 2020
Next Review: 2025

- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.
- (B) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. Academics must drive our cost structure. How the assistantship enhances the student's education must be apparent.
- (C) Parameters.
- (1) A graduate assistant ("GA") and doctoral fellow (DF) will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A DF may be assigned limited teaching duties as the instructor of record. A GA may be assigned teaching duties, but should not be the instructor of record. A graduate research assistant ("GRA") will only be assigned duties focused on the conduct of research/scholarly activity and will typically receive a twelve-month appointment. All other assistantships are typically two-semester appointments. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other

appropriate external sponsors to involve graduate students as academic assistants/interns in real life experiences related to their fields of study. A teaching assistant (“TA”) will only be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. GA, GRA, GA/I, and TA appointments are covered by this policy. A student appointed as a graduate assistant (DF, GA, GRA, GA/I and TA) will be paid a stipend and instructional fees required to complete a single degree program (up to 18 semester hours per semester and up to 12 semester hours for the summer term), student transportation fee, out of state surcharge and music performance fees (if applicable) will be remitted.

- (2) Assistantship/fellowship appointments previously providing only a stipend and remission of the transportation fee, and students awarded only the Graduate College Premiere Scholarship may be renewed until the assistantship/scholarship is terminated.
- (3) The graduate dean is responsible for the administration of the program and appointment of doctoral fellows, graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.
- (4) The graduate dean may make available the “Graduate Premiere Scholarship”. The scholarship shall include up to thirty-six semester hours of instructional fees (for graduate courses required to complete a single degree program) for an academic year up to eighteen semester hours for each fall and spring semester. Scholarship awards may be provided for up to twelve semester hours of instructional fees for the summer term. The “Premiere Scholarship” shall include instructional fees, nonresident tuition surcharge, and applicable music performance fees.
- (4) The total number of doctoral fellowships, graduate assistantships, and teaching assistantships, shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs.

Colleges, departments, or external sources can also provide funds to support additional assistantships.

- (5) Additional assistantship positions may be created by the graduate dean when external funding has been obtained. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment. Remission of fees may be funded by the Graduate College in cases where external funds have been obtained to fund the assistantship stipend.

(D) Procedures.

- (1) The dean of the College of Graduate Studies shall allocate graduate assistants and fellows approved within the university budget across the institution. Appropriate standing committees of the graduate council shall be consulted as part of the allocation process.
- (2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the graduate dean with sufficient justification from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.
- (3) Recommendation to appoint a DF, GA, GRA, GA/I and/or TA, and recommendations to award a "Graduate College Premiere Scholarship," must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the graduate dean, who makes the official appointment. Until the appointment has been made by the graduate dean, no department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a DF, GA, GRA, GA/I, or TA.

- (4) Appointment as a DF, GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant appointments may begin in the summer term. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled. Transportation fees, instructional fees, out of state surcharge and applicable music performance fees are remitted for the full semester.
- (5) Graduate assistants (DF, GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the graduate dean.
- (6) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to DF, GA, GRA, GA/I, and TA positions.
- (7) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- (8) Additional information about graduate assistants, graduate research assistants, graduate assistant interns, teaching assistants, and the "Graduate College Premiere Scholarship" may be found in the "Graduate Catalog," the "College of Graduate Studies Policy Book," and the "Handbook for Graduate Assistants."



**YOUNGSTOWN
STATE
UNIVERSITY**

**RESOLUTION TO AUTHORIZE
CONFERRAL OF HONORARY DEGREE**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, honoris causa, upon Thomas A. Shipka, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting
March 5, 2020
YR 2020-**

Thomas A. Shipka

1943-

Tom Shipka was born in Youngstown, Ohio, on February 17, 1943, one of four children of Anne Jopko Shipka and Albert J. Shipka. Tom's father, a steel worker, became President of United Steel Workers of America Local 2163, Assistant Director of USWA District 26, long-time President of the Greater Youngstown AFL-CIO Council, and a trustee of Youngstown State University. Tom grew up in Campbell where he participated in Little League and Pony League baseball and developed a life-long infatuation with motorcycles.

Tom attended Sacred Heart School (1949-1957) and Ursuline High School (1957-1961) in Youngstown. During his Ursuline years he was a drummer in two local bands, a basketball and football player, and class president. Ursuline named him Alumnus of the Year in 2003.

Tom started and completed his undergraduate years at John Carroll University (1961-1962, 1964-66) in Cleveland with a two-year interruption (1962-1964) to attend the Athenaeum of Ohio, a Roman Catholic Seminary in Cincinnati. At the Athenaeum he won the Oratorical Championship with a speech on Dr. Martin Luther King, Jr.'s *Letter from Birmingham Jail*. After completing his A.B. in philosophy in 1966, he earned a Ph.D. in philosophy at Boston College in 1969. His dissertation, "Social Conflict and Reconstruction," is an interdisciplinary appreciation of the role of social conflict and the individual reformer in desirable social change.

Tom began his YSU career immediately after graduate school in September, 1969.

At YSU Tom's university service over his 37-year full-time career was extensive.

- He served on countless committees at the department, college, and university level. These included search committees for a provost, a general counsel, the university librarian, and the University Professor of Islamic Studies; the Labor Management Review Panel which was formed at his request after the campus strike in 2005; the Academic Department Chairperson Task Force, which he chaired; the University Development Council; and many others.
- He also served as Arts and Sciences At-Large representative in the YSU Academic Senate for many years and chaired the Academic Senate for three years. During his years as Senate chair, he worked with the YSU Board of Trustees to secure domestic partner benefits for YSU employees and, at the request of Provost Tony Atwater, he negotiated a special discount membership for YSU employees, trustees, and benefactors in the Youngstown Club. He also represented YSU on the Ohio Faculty Council at the Ohio Board of Regents for six years and chaired the group for two years.
- He was an effective fund-raiser for the YSU academic sector, raising gifts alone or with others to endow the Dr. James Dale Ethics Center, the University Professor of Islamic Studies, The Shipka Speakers Series, the American Studies Program, and publication of a volume of poetry by Ohio-born poets during the Ohio bicentennial celebration, among others.

- He was also an effective fund-raiser for athletics. He was the leading football season ticket salesman for many years and, with Dr. Larry Looby and Dr. Stephen Hanzely, he solicited contributions for the All-Sports Complex from YSU faculty and staff. In recognition of his efforts, he was selected to speak at the dedication of the All-Sports Complex as the representative of YSU faculty and staff and to select the first seats in the new Stambaugh Stadium in 1981. Later, in the nineties, with David Deibel, he organized seven post-season fund-raisers for Coach Jim Tressel and his staff.
- He coordinated the appointment of Dr. Isaiah Jackson, Music Director of the Youngstown Symphony, as Scholar-in-Residence in the College of Arts and Sciences at YSU from 2002-2006.
- For many years he served as the consultant on critical thinking to the YSU General Education Committee.
- For many years he served as master of ceremonies for the YSU Athletics Hall of Fame Induction Ceremony, the football team banquet, the Student-Athlete Awards Banquet, and the Ring/Scholarship Dinner, and he has been a member of the Athletics Hall of Fame Selection Committee since its formation.
- Starting in spring 2005, Tom began a series of regular commentaries on WYSU, the university's National Public Radio affiliate. From 2005 to 2015, he aired 162 commentaries on WYSU.
- As chair of the Department of Philosophy and Religious Studies for twenty years, Tom doubled the size of the full-time faculty, recruited outstanding faculty to YSU from the finest graduate programs in the nation, raised the bar significantly in research and publication, and fostered alliances with other YSU departments and programs, and with local hospitals and professional groups.

Tom's service to YSU has been acknowledged many times. He is a three-time recipient of the Distinguished Professor Award for achievements in teaching, scholarship, and service, a two-time recipient of the Watson Merit Award for outstanding administrative service, and a recipient of the Chairperson Leadership Award. In 2001 he was inducted into the YSU Athletics Hall of Fame as a contributor. Further, at the time of his retirement in 2006, the YSU Board of Trustees approved a resolution changing the title of the speakers series sponsored by his department from the Albert J. Shipka Speakers Series to the Dr. Thomas and Albert Shipka Speakers Series. Finally, in 2009 the university conferred upon him the prestigious Heritage Award.

Tom's many publications in philosophy include three books and dozens of articles on topics in philosophy, critical thinking, and secularism. The books are: "Philosophy: Paradox and Discovery," with Arthur J. Minton, a college text for introductory philosophy published by McGraw-Hill which went through five editions and which was used on hundreds of campuses, "Beliefs and Practices: Taking a Fresh Look," another college text for introductory philosophy, and "Commentaries: 162 Essays on YSU," a compilation of his WYSU work.

When hired at YSU, Tom was one of some two hundred new faculty members whom YSU recruited after it joined the public system of higher education in Ohio in 1967. In 1971, after two questionable faculty firings and an announcement of an ill-conceived retrenchment decision, Tom joined a group of faculty to explore unionization. Tom chaired the organizing committee which successfully spearheaded unionization in 1971-1972. He was president and chief negotiator of the faculty union during the negotiation of the first contract in the fall, winter, and spring of 1972-1973 and he served as president or chief negotiator or both until 1986 when he became chair of the Department of Philosophy and Religious Studies, an administrative position. YSU was the first public institution in Ohio to unionize.

During his years of campus union leadership, Tom was also active in the higher education divisions of the Ohio Education Association and the National Education Association. He chaired the Higher Education Councils of both organizations as well as the NEA Higher Education Caucus and served on several NEA Task Forces. He was a member of the inaugural editorial board, issue editor of, and regular contributor to *Thought & Action*, the NEA journal of higher education. Tom helped faculties at dozens of colleges and university across the nation to unionize and he was a regular speaker at conferences on collective bargaining in higher education. He also wrote two house publications on evaluation of faculty for the NEA and dozens of articles, chapters, and book reviews on topics in academic labor relations. Further, he worked as a labor relations consultant to dozens of organizations across the nation and locally, including The Association of Pennsylvania State College and University Faculty, police officers' unions in Youngstown and Ashtabula, and the radio/television employees' union (NABET) at WFMJ in Youngstown. The OEA conferred three service awards on Tom over the years for his service to its higher education members and the NEA conferred the Davenport Award on Tom in 1993 for his service to its higher education members.

In addition to his teaching, research, and university service activities at YSU and his union activities, Tom was active in the community. He directed election campaigns in his congressional district for Governor John J. Gilligan, Representative Charles J. Carney, and Governor Richard F. Celeste. He was also a board member and chair of the Western Reserve Transit Authority, a board member of the Northeastern Ohio Legal Services Program, a co-founder and board member of the Citizens League of Greater Youngstown, a board member of the Mahoning Country Nutritional Program for the Elderly, a member of the Ohio PEACE Commission which evaluated the State public sector collective bargaining law during the first two years of its implementation, a board member of the Public Library of Youngstown and Mahoning County, and board member of the Mill Creek MetroParks, among others.

In 1967 Tom married Katie Kane Shipka, a high school classmate and a YSU graduate, and they have two children, Anne Louise, born in Boston in 1968, and Andrew, born in Youngstown in 1978, both of whom are YSU graduates. Kate is a retired medical librarian at St. Elizabeth Hospital and an active volunteer at the Mill Creek Metroparks. Anne Louise is married to Atty. Richard N. White and they have a son, Brian, who was born in 2002. They live in Poland, Ohio. Anne Louise is on the staff at the Mahoning County Board for Developmental Disabilities. Andrew works for Kent State University where he puts programs and courses online and he and his partner, Jenny Ramirez, live in Mogadore, Ohio.

In 2014, Tom and Katie endowed a scholarship at YSU for a student-athlete.

After retirement from full-time service at YSU, Tom stayed on to teach philosophy part-time for nine additional years. His teaching career encompassed three years as a graduate assistant at Boston College, thirty-seven years of full-time teaching at YSU, and nine years of part-time teaching at YSU. Over these forty-nine years, he had 13,000 students.

Information to be submitted at a later date.

Information to be submitted at a later date.