

MINUTES OF REGULAR MEETING
OF
BOARD OF TRUSTEES
OF
YOUNGSTOWN STATE UNIVERSITY

Tod Hall
Friday, October 1, 2010

Pursuant to notice duly given, a regular meeting (the two hundred ninety-ninth) of the Board of Trustees of Youngstown State University convened at 3:20 p.m., on Friday, October 1, 2010, in the Board Room in Tod Hall.

Ten trustees were present at the meeting, to-wit: Mr. Scott R. Schulick, chairperson of the board, who presided, Mr. Larry D. DeJane, Ms. Millicent S. Counts, Dr. John R. Jakubek, Dr. Sudershan K. Garg, Mr. Harry Meshel, Mrs. Carole S. Weimer, Ms. Delores E. Crawford, Ms. Lyndsie A. Hall and Mr. Ryan A. Meditz. Mr. Leonard D. Schiavone was absent.

Also present were: Dr. Cynthia E. Anderson, President; Dr. Bege K. Bowers, Associate Provost for Academic Programs and Planning; Mr. Eugene P. Grilli, Vice President for Finance and Administration; Ms. Holly A. Jacobs, University General Counsel; Mr. John Fahey, Vice President for Student Affairs; Ms. Shannon Tirone, Executive Associate to the President; Ms. Yulanda McCarty-Harris, Director – Equal Opportunity and Diversity; Mr. Ronald A. Strollo, Executive Director – Intercollegiate Athletics and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 20 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order. The chairperson requested a moment of silence in remembrance of Dr. Ernest Perry, former Youngstown State University trustee and board chairperson.

ITEM I – PROOF OF NOTICE OF MEETING.

Evidence was available to establish that pursuant to Article II, Section 1, of the board's *Bylaws*; written notice of today's regular meeting was timely provided to each of the trustees, the student trustees, and to the president.

ITEM II – DISPOSITION OF MINUTES FOR MEETING HELD JUNE 11, 2010 AND JULY 14, 2010.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held June 11, 2010 (#297) and special meeting held July 14, 2010 (#298) to each trustee, the student trustees and the president. There being no additions, corrections, or revisions thereto, the minutes of the said meetings were approved as provided.

ITEM III – OATH OF OFFICE OF NEW TRUSTEE, DELORES E. CRAWFORD

The chairperson reported that Governor Strickland had appointed Ms. Delores E. Crawford as trustee for the term concluding May 2019. At the request of the chairperson, the secretary administered the oath of office to Ms. Crawford, and she was invited to take her seat with the board of trustees.

ITEM IV – OATH OF OFFICE OF NEW STUDENT TRUSTEE, RYAN A. MEDITZ

The chairperson reported that Governor Strickland had appointed Mr. Ryan A. Meditz as a student trustee for the term concluding May 2012. At the request of the chairperson, the secretary administered the oath of office to Mr. Meditz, and he was invited to take his seat with the board of trustees.

ITEM V – REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Anderson thanked the trustees and the university community for the beautiful presidential installation ceremony held on September 24, 2010. Dr. Anderson reported the fall semester had gotten off to a good start. The university continues to seek ways to improve the enrollment, orientation and beginning of classes processes. Dr. Anderson reported that the strategic planning process is moving along well and that a draft of the strategic plan should be ready in early December. Campus infrastructure needs are being assessed. Dr. Anderson stated that the university is preparing for challenging budgetary and fiscal challenges in coming fiscal years.

ITEM VI – REPORTS OF THE COMMITTEES OF THE BOARD.

The chairperson asked whether any trustee had an objection to the approval by unanimous consent of the resolutions recommended for adoption by the committees of the board. There being no objection, the chairperson stated that the recommended resolutions would be considered for adoption by consent. The board considered the following committee reports and recommendations:

1. Academic and Student Affairs Committee

Dr. Bowers provided a staff report. Dr. Bowers reported that the university begins the academic year with record enrollment and important initiatives. The university has initiated a program entitled “Better Learning through Technology.” The objective of the program is to form faculty “learning communities” in which faculty learn to use technology to create better learning environments for our students. Four such learning communities have begun working: (1) “Online Collaboration and Interaction,” led by Dr. Sherry Linkon, of the Department of English, (2) “Multimedia In & Out of the Classroom,” led by Dr. Mark Vopat, of the Department of Philosophy and Religious Studies, (3) “Eportfolios As Learning Tools,” led by Dr. Suzanne Leson of the Department of Human Ecology, and (4) “Online Learning Resources,” led by Dr. Jena Root of the Dana School of Music. Related to this initiative is the establishment of the position of the Director of the Electronic Textbook Center. This individual will serve as

the chief textbook pedagogical and copyright support person for faculty wishing to develop electronic textbooks. Dr. Bowers provided brief news updates on the colleges.

The chairperson noted that the Academic and Student Affairs Committee was recommending seven resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Modify Academic Senate Policy

YR 2011-02

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 Academic Senate, policy number 1010.01 of the *University Guidebook*, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Rescind Public Service Institute Policy

YR 2011-03

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; and

WHEREAS, the Public Service Institute, policy number 5010.01 of the *University Guidebook*, can now be rescinded because the Institutional Policy governing Establishing, Altering, or Abolishing Educational, Research, and Public Service Centers, Institutes, and Laboratories, policy number 1021.01 of the *University Guidebook*, was approved at the March 16, 2007, Board of Trustees meeting, re-

placing the Institutional Policy governing Public Service Institute, policy number 5010.01 of the *University Guidebook*;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind policy number 5010.01 of the *University Guidebook* governing Public Service Institute, shown as Exhibit B attached hereto.

Resolution to Approve Memorandum of Understanding
Between Youngstown State University, the Youngstown City School District, and
Eastern Gateway Community College Regarding the Youngstown Early College Transition

YR 2011-04

WHEREAS, on December 17, 2003, the Board of Trustees of Youngstown State University (“the Board”) passed a resolution of support for the creation of the Youngstown Early College; and

WHEREAS, on June 22, 2004, Youngstown State University and the Youngstown City School District entered into an initial five-year Memorandum of Understanding (“MOU”) for the establishment and operation of the Youngstown Early College; and

WHEREAS, Youngstown State University and the Youngstown City School District entered into an agreement effective July 1, 2009, that continued the operation of the Youngstown Early College at the University until May 31, 2010, under the terms of the original MOU; and

WHEREAS, a transition team composed of representatives of Youngstown State University, the Youngstown City School District, and the Eastern Gateway Community College was formed to discuss a transition plan for the Youngstown Early College; and

WHEREAS, the transition team developed parameters for the transition of the Youngstown Early College that are contained in Exhibit C; and

WHEREAS, on March 31, 2010, the Academic and Student Affairs Committee of the Board accepted the parameters for the transition of the Youngstown Early College contained in Exhibit C and authorized the administration to develop a transition agreement with the Youngstown City School District and the Eastern Gateway Community College for the operation of the Youngstown Early College until the end of FY2013 for the review and approval of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Memorandum of Understanding attached hereto as Exhibit D between Youngstown State University, the Youngstown City School District, and Eastern Gateway Community College regarding the Youngstown Early College transition.

Resolution to Approve a Bachelor of Arts in Dance Management Degree

YR 2011-05

WHEREAS, a Bachelor of Arts in Dance Management degree will provide the practical dance and dance pedagogical skills expected of a teacher in a studio setting, as well as a foundation in small-business practice that may serve the needs of a studio owner; and

WHEREAS, the program is interdisciplinary in nature, with a practical basis in both the art of dance and designated techniques of small-business practice, thus making it unique among the higher education dance programs in the State of Ohio; and

WHEREAS, such a degree program is in keeping with the mission statement of Youngstown State University in that it provides a “diverse educational experience,” “supports economic development through applied learning,” “integrates teaching, learning . . . and civic engagement,” and has the potential to advance “the intellectual and cultural life of the city, region, and the world”; and

WHEREAS, Youngstown State University faculty have the requisite credentials to offer this degree; and

WHEREAS, resources for the administration of such a degree currently exist in the College of Fine and Performing Arts;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the Bachelor of Arts in Dance Management degree subsequent to the approval of said degree by the Chancellor of the Ohio Board of Regents.

Resolution to Approve a Bachelor of Science in Dental Hygiene

YR 2011-06

WHEREAS, a Bachelor of Science in Dental Hygiene degree will serve the needs of students seeking a professional career as a dental hygienist in northeast Ohio and western Pennsylvania, by integrating comprehensive theoretical and clinical

curricula, preparing graduates for board certification, and increasing their ability to provide competent clinical practice; and

WHEREAS, the program culminates in a four-year entry-level degree and is therefore unique among dental hygiene programs in Northeast Ohio and a leader nationally; and

WHEREAS, Youngstown State University faculty have the requisite credentials to offer this degree; and

WHEREAS, resources for the administration of such a degree currently exist in the Bitonte College of Health and Human Services or will be in place;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the Bachelor of Science in Dental Hygiene degree subsequent to the approval of said degree by the Chancellor of the Ohio Board of Regents.

Resolution to Approve the Creation of the
Youngstown State University Research Foundation

YR 2011-07

WHEREAS, the President of Youngstown State University requested that the Economic Development Council review options for creating a University research foundation; and

WHEREAS, on September 14 and 20, 2010, Dr. Chester R. Cooper, as Chair of the Economic Development Council, made presentations to the Academic and Student Affairs Committee of the Board of Trustees, regarding the creation of a Youngstown State University research foundation; and

WHEREAS, Dr. Cooper is recommending the establishment of a non-profit corporation as a separate 501(C)(3) organization to further the research objectives of the University and to contribute to the economic benefits of the community and State;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve of the establishment of a University research foundation, called the Youngstown State University Research Foundation.

Resolution to Conferral of Honorary Degree – Chancellor Eric D. Fingerhut

YR 2011-08

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Laws (LL.D.) degree, *honoris causa*, upon Eric D. Fingerhut, with all the rights and privileges attendant thereto.

2. External Relations Committee.

The chairperson noted that the External Relations Committee was recommending one resolution for adoption by the board. There being no objection thereto, the chairperson declared the following resolution adopted by general consent:

Resolution to Accept Development Gifts

YR 2011-09

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

WHEREAS, the President has reported that the gifts as listed in Exhibit E attached hereto are being held pending acceptance and she recommends their acceptance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these gifts and express our gratitude to the donors for their generosity in support of the University.

3. Finance and Facilities Committee.

Mr. Grilli reported that preparations are underway across the campus to meet the challenges that reductions in state funding will present. Mr. Grilli stated that the external audit of fiscal year 2010 is proceeding well and is on schedule. Mr. Grilli stated that the new Williamson College of Business building is up and online. The building that formerly housed the business school has been renamed the Lincoln Building and is being upgraded. Mr. Grilli stated that construction of the Watson and Tressel Training Site (WATTS) is on schedule for completion in January of 2011 and that the Pollock House renovations are on schedule for completion by July, 2011.

Mr. Grilli stated that use of one-time federal stimulus funds of \$7,000,000 received in each of FY 2010 and FY2011 helped the state in providing funding to YSU. While the state's economy appears to be recovering, a structural deficit of \$600,000,000 appears likely in the coming year. Mr. Grilli said that a cut of at least 15% in state funding to YSU in the next

fiscal years is very likely. Mr. Grilli said that the Office of Budget & Management has reported that the state's expenditures have exceeded estimates for FY2011 and a lapse of \$128,000,000 is expected. This will result in a cut of 6%, or \$3,000,000 in state funding for the current 2011 fiscal year. Mr. Grilli said that enrollment growth will help, but not cure, this shortfall. Mr. Grilli reiterated that YSU, and all educational institutions, are preparing to address these financial challenges.

The chairperson noted that the Finance and Facilities Committee was recommending eight resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following recommended by the Finance and Facilities Committee adopted by general consent:

Resolution to Rescind
Travel – Off-Campus Instruction at Distant Sites Policy

YR 2011-10

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 Travel – Off-Campus Instruction at Distant Sites Policy, policy number 3004.02 of the *University Guidebook*, shown as Exhibit F attached hereto.

Resolution to Approve
Transfers Related to Prior Year Ending Fund Balances

YR 2011-11

WHEREAS, certain accounting and budget adjustments and transfers outside the operating budget are necessary at the end of a fiscal year; and

WHEREAS, Youngstown State University completed the fiscal year ending June 30, 2010, with deficits in certain operating funds and excesses in other operating funds; and

WHEREAS, as part of the University's regular year-end closing procedures for the fiscal year ending June 30, 2010, a net deficit of \$459,979 has been transferred to the University's operating carry-forward fund; and

WHEREAS, the University has adequate reserve funds with which to zero-out the said deficit in the operating carry-forward fund;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the budget transfers, as detailed in Exhibit G.

Resolution to Approve Interfund Transfers

YR 2011-12

WHEREAS, Policy Number 3010.01, Budget Transfers, of the *University Guidebook*, requires Board of Trustees approval for interfund transfers of \$100,000 or more; and

WHEREAS, certain accounting adjustments and transfers outside the operating budget are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve transfers outside the operating budget, as detailed in Exhibit H.

Resolution Modify Institutional Insurance Programs Policy

YR 2011-13

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 Institutional Insurance Programs, policy number 3005.01 of the *University Guidebook*, shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify University Facilities, Use Policy

YR 2011-14

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 Facilities, Use, policy number 4003.01 of the *University Guidebook*, to be retitled as University Facilities -- Use, Priorities and Fees, shown as Exhibit J attached hereto, and does hereby rescind the former corresponding policy numbers 4003.02 and 4003.03. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Acquisition of Real Estate Policy

YR 2011-15

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 Acquisition of Real Estate, policy number 4005.01 of the *University Guidebook*, shown as Exhibit K attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
University Health and Safety Policy

YR 2011-16

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 Health and Safety, policy number 4010.01 of the *University Guidebook*, shown as Exhibit L attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Authorize
Purchase of Properties for Campus Improvement

YR 2011-17

WHEREAS, Youngstown State University has identified an area surrounding the campus, and within its Ohio Board of Regents (OBOR) boundary, which it seeks to acquire property needed for the benefit of the University; and

WHEREAS, the following parcels are needed for campus improvement, and final approval is sought in accordance with the *University Guidebook*:

Owner	Address	Parcel No.	Purchase Price	Appraised Value
Jack Gaines	369 Grant Street	53-005-0-420	\$ 14,000	\$ 14,000
Benjamin Tucker and Bettye Jackson	541 Ford Avenue	53-005-0-002	\$ 24,000	\$ 24,000
Ernest and Darnell Paul	Ford Avenue	53-005-0-094	\$ 3,750	\$ 3,750
John W. Staples, et al.	Grant Street	53-005-0-416	\$ 6,500	\$ 6,500

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does authorize the acquisition of the aforementioned properties.

Dr. Garg reported that the Audit Subcommittee met recently and received an update on the payroll area action plan. Dr. Garg stated that the payroll area is showing consistent improvement. The subcommittee met with representatives of the Packer Thomas firm, the university's internal auditor and reviewed the quarterly audit recommendations timeline matrix.

Dr. Jakubek reported that the Investment Subcommittee met recently received reports from representatives of the YSU Foundation regarding the university's endowment portfolio managed by the Foundation. The subcommittee also received a report from Hartland & Co., the university's investment advisors. Dr. Garg stated that the university is entering the second phase of its reallocation plan that will result in an increase in the equities allocation in the university's non-endowment portfolio.

4. Internal Affairs Committee.

The chairperson noted that the Internal Affairs Committee was recommending eleven resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions recommended by the Internal Affairs Committee adopted by general consent:

Resolution to Approve
Classified Exempt Distinguished Service Award Policy

YR 2011-18

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 creation of an Institutional Policy governing Classified Exempt Distinguished Service Award, policy number 7014.03 of the *University Guidebook*, shown as Exhibit M attached hereto.

Resolution to Modify
Leave of Absence, Family and Medical Leave Act (FMLA) Policy

YR 2011-19

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 Leave of Absence, Family and Medical Leave Act (FMLA), policy number 7002.01 of the *University Guidebook*, to be retitled as Family and Medical Leave Act (FMLA), shown as Exhibit N attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify Vacation Leave, Exempted
Professional/Administrative Staff and Department Chairperson Policy

YR 2011-20

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 Vacation Leave, Exempted Professional/ Administrative Staff and Department Chairpersons, policy number 7002.05 of the *University Guidebook*, shown as Exhibit O attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify Emeritus Status Policy

YR 2011-21

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 Emeritus Status, policy number 7003.01 of the *University Guidebook*, shown as Exhibit P attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Distinguished Service Awards,
Exempted Professional/Administrative Staff Policy

YR 2011-22

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 Distinguished Service Awards, Exempted Professional/Administrative Staff, policy number 7014.01 of the *University Guidebook*, shown as Exhibit Q attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
President's Leadership Merit Award Policy

YR 2011-23

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 President's Leadership Merit Award, policy number 7014.02 of the *University Guidebook*, shown as Exhibit R attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Externally Funded Professional/Administrative Staff Policy

YR 2011-24

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 Externally Funded Professional/Administrative Staff, policy number 7021.04 of the *University Guidebook*, shown as Exhibit S attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Ratify
Faculty/Staff Appointments

YR 2011-25

WHEREAS, the *Policies of the Board of Trustees* direct the President to appoint such employees as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the June 11, 2010, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2010-2011 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 appointments as listed in Exhibit T attached hereto.

Resolution to Approve Early Retirement Incentive Program
For Participants of Ohio Public Employees Retirement System

YR 2011-26

WHEREAS, Section 145.297 of the Ohio Revised Code authorizes Ohio's public employers to establish an Early Retirement Incentive Plan (ERIP) that is available to any entity of the state including an institution of higher education covered under the Ohio Public Employees Retirement System (OPERS); and

WHEREAS, Youngstown State University will establish and implement the 2011 Youngstown State University Early Retirement Incentive Plan in accordance with the provisions of Section 145.297 of the Ohio Revised Code; and

WHEREAS, said Early Retirement Incentive Plan shall provide for the purchase of up to two (2) years of retirement service credit, subject to OPERS limitations; and

WHEREAS, said Early Retirement Incentive Plan shall be offered to 8.4% of the University's eligible employees who are contributing members of OPERS on January 1, 2011;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Youngstown State University does approve the Early Retirement Incentive Plan attached hereto as Exhibit U.

Resolution to Modify
Licensing of University Names and Marks Policy

YR 2011-27

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 Licensing of University Names and Marks, policy number 5013.01 of the *University Guidebook*, shown as Exhibit V attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Adopt the First Week of October as an
Annual Nonviolence Week on the Campus of Youngstown State University

YR 2011-28

WHEREAS, the principles of nonviolence that changed our nation were instrumental to the Civil Rights movement for equal rights; and

WHEREAS, the University is firmly committed to equal rights and equal opportunities and recognizes nonviolence in all of its forms, which include the prevention of violence against physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of a person; and

WHEREAS, the City of Youngstown and Youngstown City Schools, have also adopted the first week of October as Nonviolence Week, which was spearheaded by students in the Mahoning Valley Sojourn to the past program, under the direction of Penny Wells, a retired teacher;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt the first week of October as Nonviolence Week on the campus of YSU to be celebrated yearly through the Office of Equal Opportunity and Diversity in collaboration with the Office of Student Diversity Programs and the Student Government Association with the assistance of campus student organizations.

ITEM VII – COMMUNICATIONS AND MEMORIALS

The chairperson gave the following remarks:

The board of trustees wishes to thank members of the university administration for their hard work during the presidential transition. President Anderson has completed her first 90 days in office and together we continue to move Youngstown State University forward. Recently, the president and the board of trustees affirmed a set of goals, established at our July retreat, which we mutually hope to accomplish in the course of the next year. Most notable is the adoption of a new institutional strategic plan that will likely be adopted at the December board meeting. As you have heard today, many challenges await higher education and Youngstown State University in the next few years. Together, we will embrace those challenges and the sacrifices that will be required, and at the same time take advantage of the new opportunities they present, realigning our resources and investment of those resources within our new strategic plan and strategic finance initiative. Going forward, the board of trustees will monitor the progress of that plan through a set of key indicators across the campus that will be identified within the plan. While the challenges of the state budget seem daunting, we will work together, with the entire campus community, to be stronger and more strategic as a result. There is much work to be done as a university community in the coming year, and the board of trustees is counting on everyone to do their part to advance the interests of our students and their success. Thank you.

ITEM VIII – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM IX – NEW BUSINESS

The board considered no new business

ITEM X – TIME AND PLACE OF UPCOMING REGULAR MEETINGS

Upon motion duly made and seconded, which received the affirmative vote of all trustees present, the trustees resolved to set the following dates and times for the next regular meetings of the board to be held in the Board Room in Tod Hall:

3:00 p.m., Wednesday, December 15, 2010
3:00 p.m., Friday, March 11, 2011
3:00 p.m., Friday, June 17, 2011

ITEM XI – ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 4:00 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

UNIVERSITY GUIDEBOOK**Title of Policy: Academic Senate**

Responsible Office/Division: Academic Affairs
Approving Officer: Provost & Vice President for Academic Affairs
Revision History: Oct. 1998; August 2010
Resolution Number(s): YR 1999-84; YR 2011-
Board Committee: Academic and Student Affairs
EFFECTIVE DATE:
Next review: 2013

Policy: Under authority delegated to the Academic Senate of Youngstown State University by the Board of Trustees "in recognition of the essential role of the faculty in the development of policies concerning the [undergraduate] academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the [undergraduate] academic functions and activities of the University" ("Preamble" to the *Charter of the Academic Senate*, Board of Trustees' Resolution YR 1974-41). Where required, or as appropriate, such policy recommendations shall be subject to review by the Provost and, in its oversight capacity, by the Board's Academic and Student Affairs Committee, particularly as to "statements of institutional mission; academic plans; University-wide standards of admission, retention, and graduation; and deletions or changes in academic programs and new programs leading to certificates or degrees" ("Article III, Section 9.B.1" of the *Bylaws* of the Youngstown State University Board of Trustees, Resolution YR 1995-27). Where required, or as appropriate, the Academic and Student Affairs Committee will inform, or make recommendations to, the Board.

Purpose: The establishment of the Academic Senate as an integral part of the governance structure of the University recognizes the essential role and primary responsibility of the faculty in the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

Agenda Item G.1.b.
Exhibit A

Parameter:

- The Academic Senate establishes bylaws for its own operation, which are consistent with its Charter and the mission of the University.

Procedures:

1. Operating procedures for the Academic Senate are found in the *Charter of the Academic Senate* and *Bylaws of the Academic Senate*.
2. Amendments to the *Charter of the Academic Senate* passed in accordance with Article VI, Section 1.c, are presented to the President, or designee, and the Board of Trustees for action.
3. Amendments to the *Bylaws of the Academic Senate*, which are approved by the Academic Senate, are forwarded to the Provost and presented at a regular meeting of the Academic and Student Affairs Committee of the Board of Trustees.
4. Copies of the *Charter of the Academic Senate* and the current *Bylaws of the Academic Senate* are available in the offices of the Academic Senate and the Provost as well as on the Academic Senate website: <http://www.yzu.edu/acad-senate/>.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

August 12, 2010

Subject: Title of Policy: **Academic Senate**

Responsible Office/Division: Academic Affairs

Approving Officer: Provost & Vice President for Academic Affairs

Revision History: Oct. 1998; March 2010

Resolution Number(s): YR 1999-84; YR 2011-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE:

Next review: March 2013

Developed by: James C. Morrison

Authorized by: James J. Scanlon

Title: Chairperson, Academic Senate

Title: Provost

Date: October, 1998

EFFECTIVE: June 11, 1999

Policy: Under authority delegated to the Academic Senate of Youngstown State University by the Board of Trustees "in recognition of the essential role of the faculty in the development of policies concerning the ~~[(undergraduate)]~~ academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the ~~[(undergraduate)]~~ academic functions and activities of the University;" ("Preamble" to the *Charter of the Academic Senate*, Board of Trustees' Resolution YR 1974-41.). Where required, or as appropriate, such policy recommendations shall be subject to review by the Provost and, in its oversight capacity, by the Board's Academic and Student Affairs Committee, particularly as to "statements of institutional mission; academic plans; University-wide standards of admission, retention, and graduation; and deletions or changes in academic programs and new programs leading to certificates or degrees;" ("Article III, Section 9.B.61" of the *Bylaws* of the Youngstown State University Board of Trustees, Resolution YR 1995-27.). Where required, or as appropriate, the Academic Affairs Committee will inform, or make recommendations to, the Board.

RESOLUTION NUMBER: YR 1999-84

Purpose: The establishment of the Academic Senate as an integral part of the governance structure of the University recognizes the essential role and primary responsibility of the faculty in the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

Parameter:

- The Academic Senate establishes bylaws for its own operation, which are consistent with its Charter and the mission of the University.

Procedures:

1. Operating procedures for the Academic Senate are found in the *Charter of the Academic Senate* and *Bylaws of the Academic Senate*.
2. Amendments to the *Charter of the Academic Senate* passed in accordance with Article VI, Section 1.c, are presented to the President, or designee, and the Board of Trustees for action.
3. Amendments to the *Bylaws of the Academic Senate*, which are approved by the Academic Senate, are forwarded to the Provost and presented at a regular meeting of the Academic Affairs Committee of the Board of Trustees.
4. Copies of the *Charter of the Academic Senate* and the current *Bylaws of the Academic Senate* are available in the offices of the Academic Senate and the Provost- as well as on the Academic Senate website.

UNIVERSITY GUIDEBOOK

RESCIND – covered under POLICY 1021.01 – Establishing, Altering or Abolishing Educational, Research, and Public Service Centers, Institutes, and Laboratories

Subject: Public Service Institute

Developed by:	C. Vernon Snyder	Authorized by:	Leslie H. Cochran
Title:	Vice President Development and Community Affairs	Title:	President
Date:	November, 1998	EFFECTIVE:	March 12, 1999

Policy: The Board of Trustees authorizes the establishment of a Public Service Institute that shall include separate but coordinated centers.

RESOLUTION NUMBER: YR 1999 - 53

Purpose: The purpose of the Institute shall be to facilitate the public service and applied research activities of the University.

Parameters:

- The centers shall consist of the Cushwa Small Business Development Center, the Center for Human Services Development, the Center for Labor-Management Relations, and the Center for Urban Studies.
- The President, or designee, may add to or remove these centers through the process of developing the annual operating budget.
- It is the intent of the Board of Trustees that the Public Service Institute be funded from external grants and contracts to the maximum extent practicable.

UNIVERSITY GUIDEBOOK

Subject: Establishing, Altering, or Abolishing Educational, Research, and Public Service Centers, Institutes, and Laboratories

Developed by: School of Graduate Studies & Research	Authorized by: Provost
Approved: September 24, 2002	
Revised: March 16, 2007	EFFECTIVE: March 16, 2007

Policy: Educational, Research, and Public Service Centers, Institutes, and Laboratories may be established, altered, or abolished upon recommendation by the President and approval by the Board of Trustees.

RESOLUTION NUMBER: YR 2003-11; YR 2007-27

Purpose:

- In striving to fulfill its mission, Youngstown State University is actively involved in the creation of centers, institutes, or laboratories (CIL) to strengthen and enrich the educational (teaching and learning), research (and scholarship), and public service activities of faculty and students. Centers, institutes, and laboratories will provide undergraduate and graduate students expanded facilities and opportunities for involvement in research, educational, and service programs in their discipline. These units will also enable student participation in professional and discipline-related job opportunities that can support the economic development of the state and region by providing technical assistance and training and facilitation of technology transfer.

Definition:

- For purposes of this policy, a center, institute, or laboratory is defined as a budgetary unit of the institution. Resources used to establish a center/institute/laboratory budget may come from the general fund, endowment, or external grants or sponsored programs. The designation as a University Center/Institute/Laboratory does not refer to informal collaborations formed for short-term purposes (primarily grant-seeking) that do not receive budget lines in the Annual Budget.

Procedures:

1. Proposals to establish CIL will be forwarded to the President through the Provost/Vice President for Academic Affairs after review by the appropriate academic dean(s) or executive director.
2. Proposals will include:
 - Statement of need and purpose
 - Description of the CIL and manner in which the arrangement will meet the stated need
 - Identification of personnel/departments to be involved
 - Delineation of responsibilities of the University and other involved parties
 - Estimation of needs for fiscal resources, space, and equipment
 - Description of how these needs will be met
 - Work plan and budget for three years including the sources of fiscal commitments
 - Description of where administrative responsibility is housed and the lines of responsibility. Where multiple resources are utilized in the establishment of a center or institute, the administrative unit contributing the largest fiscal resource will normally be designated as the responsible unit.
3. Proposals will be circulated to all entities or individuals that might be involved for review and feedback prior to submission to the President. All approvals to commit resources will be in writing and appended to the proposal during this process.
4. The Provost/Vice President for Academic Affairs will determine whether review by the Office of the General Counsel is required. When there are issues of ownership of intellectual property arising from the research or service mission of the CIL, the General Counsel will review the CIL proposal.
5. When the CIL involves research and/or sponsored programs, the Director of Grants and Sponsored Programs and the Dean of the School of Graduate Studies and Research must also review the proposal.
6. Upon completion of this consultative process, the President will submit the proposal with his/her recommendation to the Board of Trustees for authorization of the implementation of the proposed center, institute, or laboratory. Upon such authorization, the President will establish a budget sufficient to fund the CIL and identify the lines of responsibility, if different from those suggested by the proposal.
7. Centers, institutes, and laboratories will be evaluated on a periodic basis. Newly established CIL will be evaluated within three years of their creation, and all CIL will be evaluated at least once in every five-year period.
8. Further information is available in *Guidelines and Procedures for the Creation and Evaluation of Centers, Institutes, and Laboratories*, available in the School of Graduate Studies and Research.

Youngstown Early College Transition Parameters

1. The partnership between Youngstown State University (YSU) and the Youngstown City Schools to operate the Youngstown Early College (YEC) will transition over a three-year period beginning in FY2011.
2. A Transition Steering Committee to guide the transition will be comprised of members of the Boards of Trustees and administrations of YSU and Eastern Gateway Community College (EGCC) and the members of the Youngstown City Schools Board of Education and administration and will remain in force throughout the transition period.
3. The Transition Steering Committee will develop an Memorandum of Understanding (MOU) for the continued operation of the Youngstown Early College to be approved by the YSU and EGCC Boards of Trustees and the Youngstown City Schools Board of Education.
4. The Transition Steering Committee will develop a strategic plan for the long term viability of Youngstown Early College.
5. YEC students will remain in Fedor Hall for duration of transition period.
6. A transition tuition rate of \$96 per Student Credit Hour (SCH) will be applied to YSU courses taken by YEC students in FY2011. This rate will increase by the amount of whatever tuition rates are approved by the YSU Board of Trustees for FY2012 and FY2013.
7. A transition tuition rate of \$96 per SCH will be applied to Eastern Gateway Community College courses taken by YEC students in FY2011. This rate will increase by the amount of whatever tuition rates are approved by the EGCC Board of Trustees for FY2012 and FY2013.
8. Youngstown City Schools will assume all tuition costs for YSU courses taken by YEC students.
9. Youngstown City Schools and EGCC will negotiate a tuition sharing agreement for EGCC courses taken by YEC students.
10. YEC graduates who enroll at YSU are eligible for last dollar YSU scholarships for the duration of the transition period.
11. Purchased services to operate the YEC will be provided by the Youngstown City Schools for the duration of the transition period.
12. YSU and EGCC courses will transfer between institutions.

Agenda Item G.1.d.
Exhibit C

MEMORANDUM OF UNDERSTANDING

Between
Youngstown City School District, Eastern Gateway Community College and
Youngstown State University
Regarding
Youngstown Early College

This Memorandum of Understanding (MOU) is made between the Youngstown City School District (YCSD), Eastern Gateway Community College (EGCC) and Youngstown State University (YSU) regarding the transition from YSU to EGCC as the educational institution partnering with the YCSD in the Youngstown Early College Program (YEC). The purpose of YEC is to link the secondary and post-secondary educational experiences and to provide a transition between secondary and post-secondary education.

The current partnership between YCSD and YSU regarding the operation of the YEC will transition to one between YCSD and EGCC over a three year period. During this period, a Transition Steering Committee (Transition Committee) will be established to govern and administer the transition and will be comprised of: for the YCSD; the President of the YCSD Board of Education, the Superintendent of the YCSD and two (2) members of the YCSD Board of Education, for YSU; four (4) members from either the Board of Trustees and/or the administrative staff of YSU, and for EGCC; four members designated by the President of EGCC. The Transition Committee shall remain in existence during the entire term of this MOU and shall seek to develop a strategic plan for the long term viability and success of YEC.

It is recognized by the parties that due to the unique character of the YEC transition, certain issues relating to the effective operation of the YEC may arise during the term of this MOU. In order to ensure the success of YEC, the parties agree that the Transition Committee shall address issues which may arise relating to the operation of YEC, including, but not limited to, facilities, resources, faculty, staff and students. The Transition Committee shall seek to resolve any issues in a prompt, cooperative and reasonable manner in order to ensure the continued success of YEC.

Agenda Item G.1.d.
Exhibit D

PREAMBLE

Mission: The mission of Youngstown Early College has been to provide access to higher education to students with untapped potential for success, from limited economic means and/or from an underrepresented class via a seamless transition from high school in the Youngstown City School District into a four-year college degree program at Youngstown State University; thereby enhancing the intellectual capacity and the skilled workforce within Northeastern Ohio.

During the YEC transition period the goal of providing participants higher education opportunities at YSU shall be maintained and expanded to include degree programs offered through EGCC. The Transition Committee shall work together to achieve these opportunities for the benefit of YEC participants.

Vision: It is the vision of the Youngstown Early College, an interactive partnership between the Youngstown City School District, Eastern Gateway Community College and Youngstown State University, to operate a YCSD high school on the YSU campus that will provide an educational experience for a maximum of 100 students per grade level; an educational experience that will lead to both a diploma from YCSD and a minimum of 45 semester hours of college course credit. It is envisioned that those students who were ninth grade students prior to the 2010-2011 academic year, will, upon graduation from high school, enter into a baccalaureate degree program at YSU; while those students entering the program as ninth grade students beginning in the 2010-2011 academic year will, upon graduation from high school, enter into a degree program at YSU or EGCC.

Objectives:

- To provide an opportunity for students with untapped potential, who would in many cases not finish high school and less likely earn a college degree, a mentored experience in which they would both finish high school and obtain a college degree, thereby improving the educational success within YCSD.
- To develop a mentored learning environment in an educational facility on the YSU campus to assure seamless access of YEC eligible students into higher education.

- To provide YEC students with the tools needed for success in high school and college.
- To assure retention of YEC students through their high school career and to enhance the retention rate of these students through a four-year degree program at YSU or a two-year degree program at EGCC.
- To provide the YEC students with a rigorous and challenging curriculum, taught by outstanding and dedicated faculty, that requires higher level thinking skills and that is supported in content by interdisciplinary studies and projects.
- To align Ohio secondary education standards with college course work for easy matriculation through the program.
- To provide faculty within YEC and faculty from EGCC and YSU with faculty development opportunities to prepare them for participation in the YEC.
- To enhance the intellectual potential and skilled work force within the Mahoning Valley and surrounding regions.

In consideration of the foregoing premises, mutual promises and covenants made herein and for other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, YCSD, EGCC and YSU agree as follows:

I. YCSD, EGCC and YSU Responsibilities

1. A successful transition from YSU to EGCC as the educational institution partnering with the YCSD will require extensive cooperation and support from YCSD, EGCC and YSU. In order to facilitate this transition, the Transition Committee and any sub-committees established there under, shall develop a transition plan in accordance with the YEC Transition Parameters and the YEC Three Year Transition chart attached herein, as Exhibit A and Exhibit B, respectively. YCSD, EGCC and YSU agree to assume, to the best of their abilities, the responsibilities described in Exhibits A and B in addition to, or as supplemented by, the terms and conditions of this MOU. To the extent there is a conflict between the terms and conditions of this MOU and any exhibit, attachment, appendix or schedule hereto, the terms and conditions of this MOU control.

2. Neither YSU, EGCC nor YCSD will take any action in connection with the operation of YEC or the performance of this MOU which would interfere with, or result in interference with, the operation of or the delivery of instruction on YSU's campus or at YEC, or otherwise cause or result in the impairment or reduction of the good will and reputation of YSU, EGCC or YCSD.

3. During the transitional period, and beginning with ninth grade student participants in the YEC program in the 2010-2011 academic year, EGCC and YCSD will jointly screen and select those students participating in the YEC program.

II. YSU Responsibilities

A. Grant of License and Term

YSU hereby grants YCSD and EGCC a license permitting YCSD and EGCC, their officers, employees, agents, students, and individuals acting in furtherance of YEC and this MOU, to enter upon the property of YSU to establish and operate YEC as herein described for the purposes, in the manner, and for the period of time authorized by this MOU. This MOU shall commence when fully executed and shall terminate on the 30th day of June, 2013.

B. Permitted Use of YSU Facilities

1. YSU will allocate space to YCSD and EGCC on the second floor of Fedor Hall for the operation of YEC in accordance with the floor plan contained in Exhibit C and the terms and conditions of this MOU (Assigned Premises). Annual space allocation increases in the Assigned Premises to meet the needs of the YEC program shall be determined by YSU in consultation with YCSD and EGCC.

2. In addition to the Assigned Premises, YCSD and EGCC will be allowed access to other spaces, areas and facilities on YSU's campus in connection with the operation of YEC as mutually agreed upon by the parties in accordance with the terms and conditions of this MOU (Additional Space). Additional Space includes, but is not limited to, classrooms, laboratories, computer labs, Maag Library, and recreational facilities.

3. YCSD and EGCC will also be allowed access to Common Areas, as hereinafter defined, in the same manner and pursuant to the same policies, rules, and regulations that access is allowed to the campus community. Common Areas may be designated by YSU in its sole discretion and include, but are not limited to, the following areas: parking, driveways, service courts, access and egress roads, sidewalks, landscaped and planted areas, emergency corridors, public restrooms, and general circulation space.

4. In allowing access to Additional Space and Common Areas, YSU makes no representations nor assumes responsibility as to the lawful nature of access to these areas by YEC students, except to the extent the YEC students are accessing these areas in their capacity as either a YSU or EGCC student.

5. YSU and its employees, agents or representatives reserve the right to enter and inspect, examine, repair or improve the Assigned Premises, Additional Space and Common Areas at any or all times. In exercising its right to enter the Assigned Premises YSU will make a good faith effort to minimize disruption to the operation of YEC.

6. To YSU's knowledge, the Assigned Premises, Additional Space and Common Areas comply with all applicable laws, ordinances, regulations and requirements of governmental authorities having jurisdiction thereof and are in good working order. During the term of this MOU, YSU will clean, maintain and repair the Assigned Premises, Additional Space and Common Areas, including building structures, utilities and mechanical systems on campus, including but not limited to electrical, plumbing, water, sewer, and heating, ventilating and air conditioning systems.

C. In-Kind Support

1. At no cost to YCSD and EGCC ,except as otherwise provided in this MOU, YSU will provide YCSD and EGCC with a variety of in-kind support for the operation of YEC with respect to facilities, resources, faculty, staff and students. YSU's financial support for the operation of YEC will be limited to in-kind support. Such in-kind support includes use of Assigned Premises, Additional Space, Common Areas, utilities, janitorial, maintenance, security, and YSU administrative, faculty and student resources. The extent and type of any additional in-kind support shall be determined by YSU in its sole discretion, in consultation with YCSD and EGCC in an advisory capacity.

2. YSU will perform additional renovation reasonably necessary for the operation of YEC. Such renovations made by YSU will be made in a workmanlike manner and in accordance with Ohio standards applicable to public school buildings of which it is advised by YCSD and EGCC.

III. YCSD and EGCC Responsibilities

1. Except for YSU's in-kind support, YCSD will be solely responsible for the funding and operation of YEC, including but not limited to YCSD administrative costs, YCSD faculty positions, purchased services from YSU for academic coordinators(2), an intervention and outreach coordinator(1), a data analysis manager(1) and staff salaries and benefits, as long as these positions and/or services remain necessary as determined by the Transition Committee, with input from the YEC Advisory Committee, parking for YEC faculty and administrative

staff, student services and instruction, and testing related to the high school component of YEC. YCSD will annually allocate adequate funds to ensure the successful operation of YEC and will provide an annual YEC operating budget to YSU and EGCC.

2. YCSD will only hire faculty for YEC who meet the applicable YSU and EGCC established minimal requirements, as well as the applicable, established YSU and EGCC individual departmental minimum requirements for appointment as a part-time faculty member. The Superintendent of YCSD, with input from YSU and EGCC, will select the Dean of the YEC and the YEC staff.

3. YCSD, in cooperation with YSU and EGCC, will prepare an annual report upon the completion of each academic year regarding the financial status and student progress/success of YEC.

4. YCSD and EGCC will occupy and use the Assigned Premises, Additional Space and Common Areas only for the operation of YEC as provided herein. YCSD and EGCC will operate YEC on YSU's campus in accordance with all applicable YSU policies, and with all applicable local, state and federal ordinances, laws, rules, regulations and orders, and obtain and maintain any permits, certificates or licenses required for the lawful operation of YEC. YSU reserves the right to periodically amend and/or adopt any policy, rule or regulation that it determines to be appropriate. In the event of a health and safety emergency, YSU's policies, rules, regulations and procedures control.

5. YCSD will pay YSU 100% of the transition tuition rate of \$96 per student credit hour, fees and costs for YEC students taking YSU classes. This transition tuition rate will increase by the same percentage increase in undergraduate tuition rates approved by the YSU Board of Trustees for fiscal years 2012 and 2013.

6. YCSD will pay EGCC 100% of the tuition rate of \$96 per student credit hour, fees and costs for those YEC students taking EGCC classes. This tuition rate will increase during the term of this agreement by the same percentage increase in undergraduate tuition rates approved by the EGCC Board of Trustees for fiscal years 2012 and 2013.

7. For purposes of University security, YEC faculty, administrative staff, students and visitors will carry identification cards while on YSU's campus. YSU and EGCC will provide necessary and appropriate identification cards for YEC students.

8. YCSD and EGCC, along with YSU, will develop, maintain and implement a zero-tolerance code of conduct for all students and individuals involved in the operation of YEC and the furtherance of this MOU. YCSD and EGCC shall inform the students, parents, guardians, faculty, staff and volunteers of YEC that their continued participation in YEC is contingent upon their compliance with the zero-tolerance code of conduct and YSU's applicable policies, rules and regulations. YCSD will require each student, parent, guardian and volunteer of YEC to sign an agreement that they will abide by YEC's code of conduct when acting in their capacity as a YEC student, and that when YEC students are enrolled in YSU or EGCC classes, they will be bound by the applicable YSU or EGCC code of conduct when acting in their capacity as a YSU or EGCC student. Except to the extent students are enrolled in YSU or EGCC classes, YEC students are students of YCSD. When enrolled in YSU or EGCC classes, YEC students are YSU or EGCC students, respectively, and shall have all of the benefits and responsibilities of YSU or EGCC students, respectively. Continued participation in YEC will be determined by YSU, EGCC and YCSD in accordance with the parties' applicable codes of conduct, policies and procedures, including applicable due process provisions.

9. If YSU determines in its sole discretion that any individual(s) compromise or threaten the health, safety or welfare of the campus community, YSU may request that YCSD remove such individual(s) from campus. If YCSD or EGCC does not comply with YSU's request, YSU may, at its option, remove such individual(s) in accordance with applicable policies, laws and regulations. YSU, with input from YCSD and EGCC will determine such individual(s)' continued participation in YEC in accordance with the parties' applicable codes of conduct, policies and procedures, including applicable due process provisions.

10. Nothing in this MOU shall limit YCSD and EGCC from entering into a separate agreement pertaining to YEC funding, operations, administration, and/or staffing; provided that any such agreement shall not render any portion of this MOU, as it relates to the rights or responsibilities of or due to YSU, invalid or unenforceable. Should such a conflict occur, the terms and conditions of this MOU shall control, until such time as this MOU is terminated for default according to Section VI herein or on the 30th day of June, 2013, whichever occurs sooner.

IV. Insurance; Assumption of Risk; Damage

1. On or before the effective date of this MOU, YSU, YCSD and EGCC will all obtain and maintain: 1) a comprehensive

general liability insurance policy relating to their operation and participation in the YEC in the amount of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate with respect to personal injury or death, and not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate with respect to property damage; and 2) fire and extended coverage, vandalism, malicious mischief and special extended coverage insurance in an amount adequate to cover the cost of replacement of all building and/or facility improvements made by or on behalf of YCSD in connection with the operation of YEC or the performance of this MOU, as well as the replacement cost of all fixtures, equipment, contents and personal property therein. All such policies shall contain a provision which requires notice to YSU, YCSD and EGCC thirty (30) days in advance of any termination of coverage.

2. At least fourteen (14) days prior to the required date of insurance coverage, YCSD and EGCC will provide to YSU a certificate of insurance for all required policies, and evidence of workers' compensation coverage for their respective employees involved in the operation of YEC or the performance of this MOU. YCSD and EGCC shall name YSU as an additional named insured on the policies required by this section. YSU shall name YCSD and EGCC as an additional named insured for property and liability insurance coverage maintained by YSU in connection with this MOU.

3. Subject to any applicable limitations of the Ohio Revised Code, and limited to the extent of the insurance coverage provided in paragraph 1, Section IV herein, YCSD, EGCC and YSU shall assume the full risk of, and responsibility for, any damage, injury, cost or expense arising from or related to the operation of YEC and the performance of this MOU that is caused by or arises from the negligent conduct of their respective officers, agents, employees, representatives, or volunteers.

If the parties have overlapping insurance coverage for any particular claim, then the coverage of the party to whom the conduct is ascribed will be primary. The assumption of risk and responsibility set forth herein shall not operate as a bar to any claim either party may have against third parties for any damage, injury, cost or expense arising from or related to the operation of YEC and the performance of this MOU.

4. If the Assigned Premises, Additional Space or Common Area utilized by YCSD and/or EGCC in connection with the operation of YEC or the performance of this MOU are damaged by fire or other casualty, YSU in its sole discretion may, but

shall be under no obligation to, restore or repair the damage. YCSD and/or EGCC, with YSU's advance written permission, may at its option restore or repair the damage or establish alternate space, at its own expense. If the damage is not repaired or restored within sixty (60) days and YCSD and EGCC cease operation of YEC at that location, then YCSD and EGCC will vacate those premises. In that event, YSU will make a reasonable effort to relocate YEC to another location on campus.

5. YSU shall not be liable to YCSD, EGCC or any entity or individual for any claim for damages or cause of action due to interruption of YCSD or EGCC's business caused by fire or other casualty or any other cause. YCSD and EGCC shall not be liable to YSU or any entity or individual for any claim for damages or cause of action due to interruption of YSU's business caused by fire or other casualty or any other cause.

V. Property Improvements and Alterations

1. YCSD and EGCC shall not engage in any construction, improvement, alteration, modification or repair to the Assigned Premises, Additional Space or Common Areas utilized by YCSD and EGCC in connection with the operation of YEC or the performance of this MOU without YSU's prior written permission.

2. YSU reserves the right to enter and/or make any changes to the Assigned Premises, Additional Space and Common Areas utilized by YCSD and EGCC in connection with the operation of YEC or the performance of this MOU that YSU determines in its sole discretion to be reasonable and necessary for the operation, repair or maintenance of YSU, provided that YSU provides YCSD and EGCC with reasonable advance notice if appropriate and to the extent possible. YSU will make a good faith effort to enter and/or make any changes in a manner that is the least disruptive to the operation of YEC.

VI. Default and Effects of Termination

1. Any party may immediately terminate this MOU for an event of default. Abandonment or vacation of the Assigned Premises by YCSD or EGCC, failure to operate the YEC for a period of one (1) year, or a material breach of this MOU that remains uncured for more than thirty (30) days after receiving written notice of the breach, unless the parties agree to an extension which shall not be unreasonably withheld, will constitute an event of default.

2. If this MOU expires or is terminated for default according to Section VI herein by any party, YCSD and EGCC, in coordination with YSU, will arrange for the removal of their personal property from the Assigned Premises, Additional Space and Common Areas, and will promptly surrender to YSU all keys, access cards, identification cards, parking cards, or other similar items used by YCSD and EGCC, their officers, employees or agents to obtain access to the Assigned Premises, Additional Space, Common Areas or any other YSU space, area, or facility used by YCSD and EGCC or any individual in connection with the operation of YEC or in furtherance of this MOU.

VII. Notice

Any notice or other communication made pursuant to this MOU shall be sent via registered or certified mail, overnight courier, or telecopy confirmed by telephone and followed by delivery of hard copy pursuant to one of the above methods, and shall be deemed given when deposited, postage prepaid, in the United States mail or with an overnight courier service, or telecopied, addressed as set forth below, or to such other address as any of the parties shall advise the other in writing:

If to YCSD:

Office of the Superintendent
Youngstown City School District
P.O. Box 550
Youngstown, OH 44501-0550

with a copy to:

Office of the Treasurer
Youngstown City School District
P.O. Box 550
Youngstown, OH 44501-0550

If to YSU:

Office of the President
Youngstown State University
One University Plaza
Youngstown, OH 44555-3101

with a copy to:

Office of the General Counsel
Youngstown State University
One University Plaza
Youngstown, OH 44555-2340

If to EGCC:

Office of the President
Eastern Gateway Community College
4000 Sunset Boulevard
Steubenville, Ohio

with a copy to:

The Ohio Attorney General's Office
Education Section
30 East Broad Street-16th Floor
Columbus, Ohio 43215

The parties agree that notice by telecopy is preferred, if possible.

VIII. Nondiscrimination

No party or their agents, officers, employees, representatives, subcontractors or persons acting on their behalf, shall discriminate against any person by reason of race, color, religion, sex, age, handicap/disability, national origin, sexual orientation or identification as a disabled and/or Vietnam Era Veteran and each party shall comply with all applicable federal, state and local laws and regulations, in connection with the operation of YEC and the performance of this MOU.

IX. Relationship between the Parties

1. The relationship between the parties to this MOU shall be that of independent contractors and shall not be construed as a formal legal partnership. No party during the term hereof shall attempt to bind or represent to any person that it has the authority to bind the other parties to any contract or obligation.

2. All persons currently employed by YCSD and EGCC or hereinafter employed by YCSD and EGCC and engaged in duties furthering this MOU shall remain YCSD or EGCC employees subject to all conditions and obligations relating to said employment,

and shall not by operation of this MOU become the employees of YSU or become eligible for any benefits to which YSU employees are eligible or be considered a member of any YSU collective bargaining unit.

X. Miscellaneous Provisions

A. Invalidity

If one or more of the provisions of this MOU are determined to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other provision of this MOU.

B. Ohio Law

This MOU shall be interpreted under the laws of the State of Ohio.

C. Waiver

A waiver of a breach of any provision of this MOU shall only be affected if such waiver is expressed in writing and signed by the waiving party. No waiver of a breach of any provision of this MOU by any party shall constitute a continuing waiver, nor shall the same be deemed to be a waiver of any subsequent breach.

D. Entire Agreement and Amendment

This MOU contains the entire agreement of the parties. This MOU supersedes all prior and contemporaneous agreements and understandings, oral or otherwise, among the parties with respect to the matters contained in this MOU and may not be modified or amended except by a written instrument executed by the parties.

E. Headings and Subheadings

The headings and subheadings used in this MOU are intended for convenience only and shall not be considered in construing or interpreting this MOU.

IN WITNESS WHEREOF, the parties represent that they have the authority to carefully enter into this MOU, and do so by and through their authorized representatives with the intention of being legally bound thereby.

YOUNGSTOWN CITY SCHOOL DISTRICT

By: _____

Printed Name: Wendy Webb

Title: Superintendent

Date: _____

YOUNGSTOWN STATE UNIVERSITY

By: _____

Printed Name: Cynthia Anderson

Title: President

Date: _____

Eastern Gateway Community College

By: _____

Printed Name: Laura M. Meeks

Title: President

Date: _____

EXHIBIT A

Youngstown Early College Transition Parameters

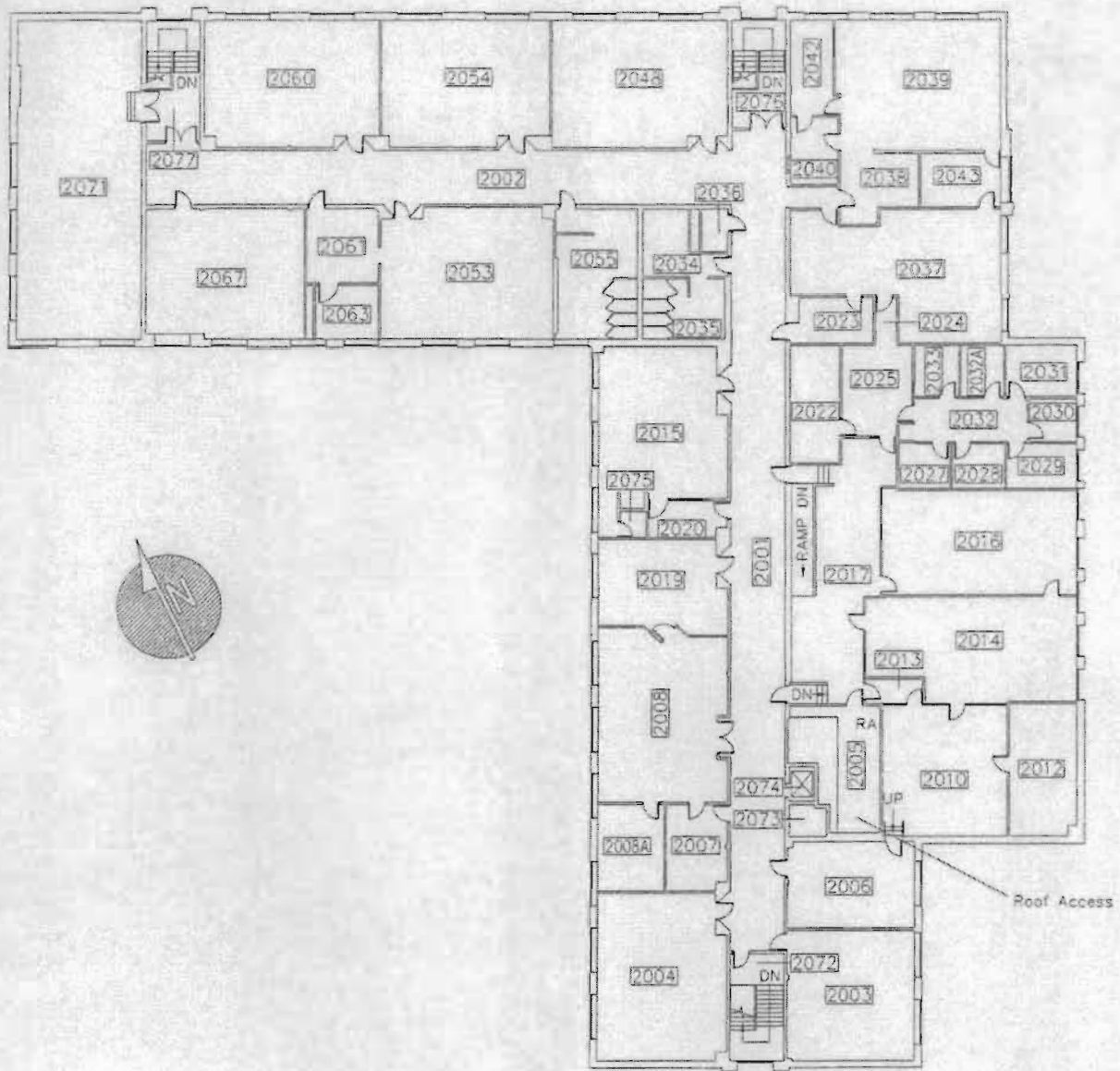
1. The partnership between Youngstown State University (YSU) and the Youngstown City Schools to operate the Youngstown Early College (YEC) will transition over a three-year period beginning in FY2011.
2. A Transition Steering Committee to guide the transition will be comprised of members of the Boards of Trustees and administrations of YSU and Eastern Gateway Community College (EGCC) and the members of the Youngstown City Schools Board of Education and administration and will remain in force throughout the transition period.
3. The Transition Steering Committee will develop an Memorandum of Understanding (MOU) for the continued operation of the Youngstown Early College to be approved by the YSU and EGCC Boards of Trustees and the Youngstown City Schools Board of Education.
4. The Transition Steering Committee will develop a strategic plan for the long term viability of Youngstown Early College.
5. YEC students will remain in Fedor Hall for duration of transition period.
6. A transition tuition rate of \$96 per Student Credit Hour (SCH) will be applied to YSU courses taken by YEC students in FY2011. This rate will increase by the amount of whatever tuition rates are approved by the YSU Board of Trustees for FY2012 and FY2013.
7. A transition tuition rate of \$96 per SCH will be applied to Eastern Gateway Community College courses taken by YEC students in FY2011. This rate will increase by the amount of whatever tuition rates are approved by the EGCC Board of Trustees for FY2012 and FY2013.
8. Youngstown City Schools will assume all tuition costs for YSU courses taken by YEC students.
9. Youngstown City Schools and EGCC will negotiate a tuition sharing agreement for EGCC courses taken by YEC students.
10. YEC graduates who enroll at YSU are eligible for last dollar YSU scholarships for the duration of the transition period.
11. Purchased services to operate the YEC will be provided by the Youngstown City Schools for the duration of the transition period.
12. YSU and EGCC courses will transfer between institutions.

EXHIBIT B

YEC Three Year Transition, FY2011-FY2013

FY2011	FY2012	FY2013
<p>Freshmen take EGCC college credit classes at Fedor Hall. YEC faculty teach college classes as adjuncts to EGCC.</p> <p>Sophomores take YSU classes to continue toward associate degree YSU.</p>	<p>Freshmen and Sophomores take EGCC college credit classes at Fedor Hall. YEC faculty teach college classes as adjuncts to EGCC.</p>	<p>Freshmen and Sophomores take EGCC college credit classes at Fedor Hall. YEC faculty teach college classes as adjuncts to EGCC.</p>
<p>Juniors and Seniors take YSU classes toward YSU associate degree.</p>	<p>Juniors and Seniors take YSU classes toward YSU associate degree.</p>	<p>Juniors take EGCC classes toward EGCC associate degree.</p> <p>Seniors take YSU classes toward YSU associate degree.</p>

EXHIBIT C



YSU

0 5 10 20 40
SCALE: 1/32"=1'-0"

Fedor Hall		File: 13-FLR2.DWG	Revisions: 12/22/08
Num: 13	Floor: 2	Date: 06/29/94	AutoCAD v12

Youngstown

STATE UNIVERSITY

UNIVERSITY GIFTS
EXECUTIVE SUMMARY
APRIL-JUNE 2010

Gifts Received	Number of Gifts	Amount
Alumni Relations	227	\$44,665.00
Maag Library	3015	\$2,776.00
University Development	1479	\$592,844.05
WYSU-FM	857	\$75,578.00
Total University Gifts	5578	\$715,863.05
YSU Foundation	750	\$429,057.39

Agenda Item G.2.a.
Exhibit E

Youngstown STATE UNIVERSITY

UNIVERSITY GIFTS EXECUTIVE SUMMARY APRIL-JUNE 2010

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	155	\$5,065.00
Cash-Four Year Single & Joint Members	25	2,275.00
Cash-Single & Joint Life Members	10	2,825.00
\$1,000 - \$9,999	19	25,500.00
\$500 - \$999	18	9,000.00
Total Cash	227	\$44,665.00
Total Alumni Relations	227	\$44,665.00
MAAG LIBRARY		
Cash-Contributions	14	2,776.00
Total Cash	14	\$2,776.00
Non-Cash	3001	\$0.00
Total Maag Library	3015	\$2,776.00
UNIVERSITY DEVELOPMENT		
Centennial Campaign	23	\$288,950.00
Total Centennial Campaign Pledged Cash	23	\$288,950.00
Non-Cash	1	18,000.00
Total Centennial Campaign	24	\$306,950.00
Annual Fund		
\$10,000 - \$49,999	4	\$56,918.00
\$1,000 - \$9,999	50	94,196.79
\$500 - \$999	33	17,871.00
Below \$500	1358	93,028.26
Total Annual Fund Pledged Cash	1445	\$262,014.05
Non-Cash	2	2,485.00
Total Annual Fund	1447	\$264,499.05
Underwriting	8	\$21,395.00
Total Underwriting Pledge Cash	8	21,395.00
Non-Cash	0	0.00
Total Underwriting	8	\$21,395.00
Total University Development	1479	\$592,844.05
WYSU-FM		
\$1,000 - \$9,999	2	2,000.00
\$500 - \$999	7	4,065.00
Below \$500	848	69,513.00
Total Pledged Cash	857	\$75,578.00
Total WYSU-FM	857	\$75,578.00
TOTAL GIFTS		
Grand Total Gifts	5578	\$715,863.05

Youngstown

STATE UNIVERSITY

ALUMNI RELATIONS CASH CONTRIBUTIONS BY RANK

One Year Single and Joint Members

Ellen Adovasio	Jean Freeman
Anthony & Mary Airato	David Germek
Edward Allen	Ronald Ghizzoni
Philip Astorino	Matthew Giannini
Richard & Doris Baker	Greg & Mary Gonda
Karen Balogh	Ruby Graham
Charles & Joan Bannon	Edward Grossman
Ronald & Fawnda Barker	Paul & Eva Gucwa
Charles & Dorothy Bebout	James Hart
Kimberly Beck	John & Charlene Hay
Mark Beil	Theresa Hickey
Eugene Bernat	Barbara Hirst
James Beyerl	Diane Houy
Michael Birchak	John Hughes
William & Kristine Bole	David Ingraham
Pamela Bowers	Edward James
Mary Boyd	Barbara Jaster
Martin Boyle	Susan Kapp-Jacobs & George Letchworth
Grant & Beverly Brickley	Ned Kaufman
Susan Brown	Pollyanna Ketchem-Myers
Andrew Budd	Edward & Sally Knapick-Winsen
Rachel Chapman	William Kohuth
Barbara Ciccotelli	Mary Anne Kroner
Laura Cintavey	Eugene Kusnir
David & Jacquelyn Cline	Stephen LaCivita
Francis Colburn	George & Patty Lancaster
Henry Copp	Frank Lawrence
Gary Coupland	Dawn Lindquist
Leah Cramer	James & Marjorie Lowery
Esther Damore	Gregory Lutz
Andrew & Mary Danus	Thomas Lynch
Glenn Davis	Fred & Arleen Marinucci
James DeBenedetto	Anthony Mastrangelo
Robert Demart	Greg Mazurek
Frank & Kimberly Dixon	Jesse & Danielle McClain
Linda Dolak	Aleida Melendez
Joseph Donofrio	Mark & Margaret Melnek
Alexander & Kathleen Esseniyyi	Gladys Melnick
James Farris	Julie Meyer
Edward Ferranti	Steven Mientkiewicz
Samuel Ferrara	Robert & Kathryn Milich
Jesse Figueroa	Alex Miller
James Filicky	Marian Miller
Bryan Foskie	Laurie Mills

Thomas & Suzanne Miranda
George & Donna Mowrey
George Myers
Timothy Nash
Mary O'Neill
Bert & Dianne Newman
Lois Margaret Nora
Regina Oliva
Leonard Panella
Ben Pantalone
Joseph Pasquarella
James Patsey
John Picuri
Jane Pollack
Albert Pompeo
John & Lynn Marie Popa
John Poponyak
James & Roberta Price
Richard & Mary Price
Peter Prokop
Alfred & Joann Raghanti
Patrick Ranalli
Raymond Raschilla
Kathleen Richter
Frances Ritz
Timothy & Mary Rodgers
James Rogenski
Nick Rosian
Karl Sachs
Joan Sawayda
Richard Sawicki
Debra Seinkner
Michael & Jean Senchak
Robert Shaw

George Shay
Dawn Silvestri & Robert Allen*
George & Cynthia Siva
Nicole Sliva
Nancy Sloan
Philip Smaldino
James & Mary Ann Smith
Mark Smith
Kathleen Sprague
Tresa Stavlas
Janice Steffanina
Jack Stein
John Texter
Griffith Thomas
Edwin Thompson
Wayne & Nancy Tiedeman
Rosemary Tornincasa
Joseph Torok
Thomas & Mary Toth
Fred Unger
Roy Vankanegan
Robert Walker
Robert Wilkeson
J. Richard & Patricia Will
Gilles Willard
Ruth Williamson
Loretta Willmitch
John & Judith Worthington
Jeffrey Yurtin
Tina Zelinka
John Ziemianski
John Zoldak
*Deceased

Total One Year Single and Joint Members:

\$5,065.00

Four Year Single and Joint Members

Sunil Ahuja
Terence Blevins
Deborah Bogossian
Timothy Bowser
Louis Capo
Julie Chandler & J. Cramer
Elia Crisucci & Anthony Ghioldi
James Decker
Richard & Linda Ellashek
Kevin Farris
Margie Felton

Kelly Fleming
John Greaf
Hill, Barth & King
Jay & Jennifer Lugibihl
Dolores Oles
Atty. & Mrs. Leonard A. Olson
Deborah Palma
Mrs. Alexander Phillips
Peggy Potts
William & Regina Rees
Carlie Sherhag

Charles Snyder

Jennifer Walsh-Good

Total Four Year Single and Joint Members: \$2,275.00

Single and Joint Life Members

Michael Baca

Justin Edwards

James M. Friedman

Scott Hunter

Diane G. Keller

Jocelyne Linsalata

Mr. & Mrs. David McClurkin

James & Cynthia Miller

Joseph Nohra

Thomas Peluso

Total Single and Joint Life Members: \$2,825.00

YSU Centennial Club - \$1,000-\$9,999

Nancy & Bruce Beeghly

Thomas & Kathleen Clingan

Ryerson & Caren Dalton

Dominion East Ohio

Charlotte Gelharr

Huntington Bank

The Knecht Family

A.P. O'Horo Company

Packer Thomas

Primus Medical

Mary Alice Schaff

Clarence & Rose Marie Smith

Mary B. Smith

Helen R. Stambaugh

University of Akron

The Raymond John Wean Foundation

John & Margie Wheeler

Denise & John York —

The DeBartolo Corporation

Bruce J. & Rori H. Zoldan

Total Cash Contributions: \$25,500.00

YSU Circle - \$500-\$999

Cedarwood Development, Inc.

Cope Farm Equipment - Alan Cope

Joe & Karen Edwards

Farmers National Bank —

Farmers Trust Company

Fireline, Inc.

Elizabeth E. Gurley

James & Sons - Forge Industries

Bernie & Geri Kosar

Albert Miller Family

ms consultants, inc.

Shorty & Alba Navarro

The Dom Rosselli Family

Samuel A. & Judy Roth

Bruce & Carol Sherman

Sweeney Chevrolet Buick GMC

Richard Thompson

Jim & Gere Weller

The Youngstown Foundation

Total Cash Contributions: \$9,000.00

Youngstown

STATE UNIVERSITY

MAAG LIBRARY CASH CONTRIBUTIONS BY CATEGORY

Miscellaneous

Ms. Ana M. Bobby
Mr. Nicholas H. Chengelis
Ms. Lorraine Childers
Dr. Thomas A. Copeland
Dr. David J. Dortin
Dr. & Mrs. John F. Grzebieniak
Ms. Carlotta Kane
Mr. Paul J. Kobulnicky

Dr. Mark Matavich
Mr. Richard G. Payne
Mr. & Mrs. Randal J. Rice
Society for Analytical Chemists of
Pittsburgh-SCAP
Ms. Charmaine N. Walker
Mr. & Mrs. Bill Zorn

Total Cash Contributions

\$2,776.00

NON-CASH CONTRIBUTIONS

Books & Journals

Anonymous
Dr. Martin Abraham
Dr. Louise Aurilio
Norma Baca
Brian K. Bair
Dr. Kevin Ball
Rob Bar
Dr. Patrick Bateman
Mr. Jay Beare
Dr. Karen Becker
Ana Bobby
Prof. Steven Brown
Elizabeth Buranich
Jeffrey Butts
Dr. Lewis Caccia
Center for Basque Studies
Todd Cole
George Cortesi
Cosmic Perspective Foundation
Dr. Michael Crist
Attorney Dan Daniluk
Gary Davenport

Dr. Adam C. Earnhardt
Lauren Fabrizio
Ernest Federico
Margaret Ford
Dr. Philip Ginnetti
Kathleen L. Globeck
Prof. Randall Goldberg
Dr. Jay Gordon
Lynn Greene
Stephen & Brigetta Hanzely
Christine Hardy
Mary Ann Hayden
Dr. Birsan Karpak
Prof. James A. Kiriazis
Edward Locke
William Macomber
Mahoning Valley Civil War Round Table
Dr. Anne McMahan
Mr. & Mrs. Tino Merlo
Dr. Brendan Minogue
Jean Monnet Council
Dr. Joseph L. Mosca

Angela Mudrak
Martin D. Pallante, Ph.D.
Dr. Pietro J. Pascale
John Popadak, II
Dr. Howard W. Pullman
Dr. Frank Ragozzine
Dr. Regina Rees
Julie Robinson
Colleen Ruggieri
Darlene SanSone
Dr. Patricia Sarro
Guy Shebat

Total Books & Journals

Prof. David Simonelli
Dr. Helen Sinnreich
Chelsed Stafford
Theofanis G Stavrou
Dr. David C. Sweet
Christopher S. Swezey
Sommer Tahincioglu
Janice Vitullo
Robert E. Wardle, III
Dr. Joyce Willis-Feist
YSU Physics & Astronomy Department

2,526

Miscellaneous

Anonymous
Dr. Michael Crist
Gary Davenport
Dr. Bryan DePoy
Bryan Fricker
Tony Leonardi Double Bass Association

Total Miscellaneous Items

Michael Lisi
James Gregory Moose, Jr.
Dr. Glenn Schaft
Robert E. Wardle, III
YSU Dana School of Music

475

Youngstown

STATE UNIVERSITY

UNIVERSITY DEVELOPMENT PLEGDED CASH CONTRIBUTIONS BY RANK

CENTENNIAL CAMPAIGN

Mr. Jacob B. Andreadis
Beta Alpha Psi
Betras Maruca Kopp & Harshman LLC
Bruce R. & Nancy W. Beeghly
Family Foundation
Mr. Mark R. Brungard
Cortland Savings & Banking Company
Mr. Drew R. Gerber
Hon. Scott D. Hunter
Mr. Seth R. Jaffee
Kennedy Family Foundation
Dr. & Mrs. Anthony J. Kos

Ms. Joyce M. Martin
Mr. Raymond D. Miller
Mr. & Mrs. Anthony E. Pannunzio
Mr. & Mrs. William E. Ruggles
Atty. & Mrs. Leonard Schiavone
Mr. & Mrs. Ted M. Schmidt
Scotford Foundation
John M. & Emily S. Scott Irrevocable Trust
Dr. Raymond & Christine Shaffer
Mr. Randolph T. Smith
Dr. & Mrs. William G. Vendemia
Youngstown Foundation

Total Centennial Campaign Pledged Cash Contributions: \$288,950.00

CENTENNIAL CAMPAIGN NON-CASH CONTRIBUTIONS

General Motors Lordstown	<u>\$18,000.00</u>	12 Allen Bradley Control Logix PLC's- Electrical & Computer Engineering Dept.
Total Non-Cash Contributions:	\$18,000.00	

ANNUAL FUND

Heritage Society - \$10,000-\$49,999

Becdir Construction Company
Edward W. & Alice R. Powers Trust

Dr. Dolores A. Snyder
Youngstown Foundation

Centennial Club - \$1,000-\$9,999

Mr. Walt R. Avdey
Mr. George A. Baker
Dr. Martha I. Bruce
Ms. Susan K. Centorame
Dr. Ronald & Mrs. Carlette Chordas
Mr. Kenneth D. Conatser
Mr. & Mrs. Harold D. Davis
Dominion Foundation
Mr. Tim J. Dreslinski
Energy Industries of Ohio
Fireline, Inc.

Frank & Pearl Gelbman
Charitable Foundation
Good Hope Lutheran Church
Atty. & Mrs. Dennis Haines
Mr. David S. Hinkle
Mr. Robert A. Hogue
IBM Corporation
Dr. Rammohan R. Kasuganti
Atty. Patrick F. Kilker
Mr. Matthew W. Kishman
Atty. Alan & Mrs. June Kretzer

Le Cercle Francais
Mahoning Valley Accounting Society
Ms. Geraldine A. Moss
Ms. Catherine Mott
ms consultants, inc.
National Starch Food Innovation
NorTech
Mr. & Mrs. William A. Pallante
Mr. & Mrs. Trevor D. Parks
Mr. James J. Pierson
Mr. Michael J. Priefer
Roth Bros, Inc.
Mr. Lawrence E. Safarek
Frances & Lillian Schermer Charitable Trust
Atty. & Mrs. Leonard Schiavone

YSU Circle - \$500-\$999

Bristol-Myers Squibb Foundation
Mr. & Mrs. Robert R. Campolito
Mr. & Mrs. Gary Clayman
Josephine A. & Donald E. Clowes
Mr. Robert A. DiRusso
Mr. & Mrs. James L. Donnan
Dover Club
Dr. & Mrs. William S. Eddy
Jack & Joan Fahey
Mr. Erik R. Fleischer
Mr. William T. Frew
Holy Family Home & School Alliance
Illinois Tool Works Foundation
Mr. Carl T. Jagatich
Mr. Dennis L. Kostelnik
Mr. William C. Kroeger
Mr. Jonathan A. Levy

YSU Friends - \$1-\$499

Anonymous
Mr. Dennis R. Abbuhl, Jr.
Mr. Thomas U. Abplanalp, CPA
Ms. Julie E. Abraham
Mr. & Mrs. Richard A. Abrams
Ms. Gina M. Abruzzino
Mr. Thomas S. Acker
Mrs. Ann L. Adams
Mr. Harold Adams
Mr. & Mrs. Ronald J. Adderty
Mr. John R. Africa
Mr. & Mrs. Gregg W. Aiken

Mr. Clarence R. Smith, Jr.
Mr. James B. Smith, IV
Mrs. Mary B. Smith
Dr. Leonard B. Spiegel & Ms. Joy Elder
Mr. George R. Stowe
Swan Charitable Foundation
Mr. John E. Sylvester
US Steel Corporation
The Raymond John Wean Foundation
Youngstown Area Jewish Federation
Youngstown Road Runners Club
Youngstown Zionist District
YSU Foundation
Mr. & Mrs. Bruce J. Zoldan

Dr. Betty Jo Licata & Mr. Jack A. Monda
Ms. Kathryn L. Lima
MG & Mrs. Robert G. Lynn
Mr. Robert C. Machin
Mahoning Valley CPA Wives Auxiliary
Mr. Barry W. Mallory
Jill & Gail McCullough, Jr.
Merrill Lynch & Company Foundation, Inc.
Northrop Grumman Corporation
Mr. & Mrs. Richard H. Price
Rockwell Automation
Mr. John N. Senick
Dr. Susan L. Stevens
Dr. & Mrs. James S. Tavolario
Dr. & Mrs. John C. York
Dr. Warren & Sandra Young

Ms. Harriet Aivazis
AK Steel Corporation
Ms. Mary W. Ake
Mr. Vernon C. Akins
Mr. Ronald W. Albert
Mr. & Mrs. John J. Albright
Mr. Gary L. Aleman
Ms. Erica D. Alesi
Mr. & Mrs. Michael J. Alexander
Mr. Robert L. Allen
Mr. & Mrs. Gene J. Ameduri
Mr. Robert A. Amendolara

Ms. Barbara J. Anderson
Mr. Gregory G. Anderson
Mr. & Mrs. Jerome T. Anderson
Ms. Marsha L. Anderson
Mrs. Marni A. Andrews
Ms. Diane C. Angelilli
Ms. Karen M. Antal
Aquadro Distributing LLC
Ms. Marie Aquadro
Mr. & Mrs. William Aquadro, Jr.
Dr. Charlene D. Arendas
Ms. Sandra J. Arnold
Mr. Brent D. Arter
Mr. Thomas J. Arundel
Dr. Dorene S. Ash
Mr. & Mrs. Richard D. Atkinson
Mr. Atif Atway, CPA
Mrs. Sandra S. Avery
Mr. Aaron J. Bable
Mr. Gary R. Bacher
Ms. Beckie J. Bacue
Mr. & Mrs. Ernie Baich
Mr. John C. Baich
Ms. Susan K. Bailes
Ms. Denise Baker
Mrs. Diane W. Baker
Mr. Eugene Baker
Mrs. Joan C. Balas
Mr. Raymond J. Baldelli, Jr.
Mr. Randolph Ballard, Sr.
Mr. Craig M. Ballew
Mr. Howard G. Balogh
Patricia & Raymond Baltic
Mr. & Mrs. Joel C. Banks, Sr.
Ms. Juanita E. Barber
Mr. Thomas J. Baringer
Ms. Barbara A. Barone
Mr. & Mrs. David A. Barone
Mr. & Mrs. Robert W. Barrett, Jr.
Mr. Jeffrey A. Barsch
Mrs. Lucile E. Bartelmay
Ms. Theresa A. Bartelmay
Mr. Joel C. Bartlebaugh
Ms. Beth A. Bartlett
Mr. George R. Basile
Ms. Monica F. Bassett

Mr. Richard G. Bauman
Mr. David L. Bayowski
Mr. Richard D. Beatty
Mr. Kyle Beca
Mr. Joseph E. Bedich
Mr. & Mrs. Gregory M. Bednarcik
Ms. Cynthia M. Bell
Belloto & Associates, Inc.
Mr. Richard D. Benner
Mr. & Mrs. Julius Bennett
Mr. & Mrs. Dennis D. Bensinger
Mr. & Mrs. Drew M. Benson
Samuel & Dorothy Berdin
Mr. Daniel S. Berecek
Dr. Martin E. Berger
Mr. & Mrs. Samuel Berkowitz
Mr. & Mrs. Jerry A. Bernard
Ms. Rebecca A. Bertuzzi
Mrs. Patricia Biggs
Dr. & Mrs. Anthony W. Bilchik
Mr. Terrence Bilkey
Ms. Sandra L. Bilovesky
Mr. Michael J. Birchak
Dr. Melinda A. Birdsall
Major Michael E. Bistricea
Dr. David A. Bitonte
Mr. David C. Bitzer
Mr. Ronald E. Bizzarri
Mr. & Mrs. Anthony J. Blackburn
Ms. Gloria M. Blank
Mr. Dan T. Blice
Mr. Robert Bloniarz
Mr. & Mrs. Joshua B. Blumental
Ms. Debra A. Blystone
Mr. R. Allan Blythe
Mr. Edward P. Bodnar
Boeing Matching Gift Program
Dr. Douglas A. Bogdan
Mr. & Mrs. David T. Boich
Mr. Larry Bombara
Mr. & Mrs. Jack Bonanno
Ms. Patricia G. Bonaquist
Ms. Terri L. Bonazza
Mr. & Mrs. Bryce F. Bond
Mr. Steven M. Bondor
Ms. Madalena Bonilla

Ms. Brandy L. Borden
Mr. William L. Border
Dr. & Mrs. Theodore R. Bosela
Mr. Michael J. Bossart
Mr. & Mrs. Robert E. Bossick
Mr. & Mrs. Gerald Bostocky
Mrs. Vanessa A. Botzman
Mr. & Mrs. Bryan R. Bowser
Mr. & Mrs. Richard T. Boyd
Ms. Susan M. Boye
Mr. James A. Bozin
Ms. Robin S. Bradley
Ms. Susan C. Brayer
Mr. Charles M. Brekoski
Mr. Brian Brennan
Mr. William J. Brennan
Dr. Craig J. Brenner
Mr. Edward R. Bretz, Jr.
Mr. & Mrs. Matthew D. Brickley
Mr. Raymond J. Briya
Mr. Gary F. Broderick
Joyce & Loran Brooks
Mr. & Mrs. Charles K. Brown
Dr. Steven R. Brown
Ms. Victoria N. Brown
Mr. & Mrs. William E. Brown, Jr.
Mr. B. Patrick Brucoli
D. Thomas & Susan Brucoli
Ms. Peggy Brucoli
Mr. & Mrs. John H. Bruggeman
Mr. Greg Bryant
Ms. Kimberly M. Bryson
Mr. Neil A. Buccino
Mr. Andrew Budd, Jr.
Ms. Marilyn M. Burbick
Dr. Holly J. Burge-Stafford
Ms. Carol M. Burke
Ms. Barbara L. Burney
Ms. Wanda J. Burns
Mr. & Mrs. Timothy R. Bush
Mr. James D. Bushofsky
Mr. Robert T. Buzga
Mr. & Mrs. Anthony J. Buzzacco
Mr. Samuel Buzzacco
Mr. Michael S. Byce, Jr.
Mr. Brandon T. Byers

Ms. Wilma J. Cairey
Mr. & Mrs. Michael J. Calderone
Karen & Eugene Calvin
Mr. Ronald J. Cameron
Ms. Lori D. Campana
Mr. James M. Campbell
Dr. Kenneth A. Campbell
Mr. & Mrs. John Campean
Mr. Samuel W. Cannell
Ms. Glenna R. Cannon
Mr. Anthony A. Capezzuto
Mr. Raymond E. Capots
Mr. & Mrs. Joseph G. Cappuzzello
Mr. Mark A. Capuano
Ms. Jayne E. Caputo
Ms. Bernice Caralla
Mr. & Mrs. Kenneth A. Carano
Ms. Nicole E. Caravella
Mr. & Mrs. Frank M. Carbon
Mr. & Mrs. Joseph Carcelli
Ms. Amelia L. Careghini
Mr. Shawn T. Carlson
Mr. Daniel W. Carnevale
Mr. & Mrs. John Carney
Mr. & Mrs. Thomas J. Carney
Mr. Patrick H. Carr
Mr. David P. Carson
Mr. Louis P. Carsone
Mr. & Mrs. Joseph F. Caruso
Mrs. Kelly M. Caruso
Mr. John Casciano
John Paul Casey
Mr. & Mrs. Joseph J. Cassese
Mr. Michael A. Castrilla
Mr. & Mrs. Vincent J. Caswell
Mr. & Mrs. Jeffry A. Cataline
Mr. & Mrs. Joseph F. Catullo
Mr. & Mrs. Michael L. Ceci
Mr. & Mrs. Nick Ceglia
Mr. Anthony L. Cella
Mrs. Lena M. Centofanti
Mr. Robert J. Cercone
Mr. Joseph F. Cerminara
Mr. & Mrs. Daniel Chambers
Mr. John C. Charnas
Mr. Nicholas H. Chengelis

Atty. Diane L. Chermely
Mr. & Mrs. Neil A. Chessin
Mr. Harold Chevlen
Chi Sigma Iota Counseling Honor Society
Mr. Kevin Y.T. Chiu
Mr. Robert A. Chopko
Mr. John Paul Christein
Ms. Cinthia Christoff
Mr. Michael C. Chrobak
Mr. John M. Chupak
Atty. Theodore Chuparkoff
Mr. Dean L. Cicoretti
Mr. Ronald N. Ciminero
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Ms. Kim M. Ohlin
Mr. & Mrs. Nicholas Olesko
Mr. & Mrs. James L. Olsavsky
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Mrs. Barbara C. Orton
Ms. Mary Anne O'Toole
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Mr. Edward Palguta
Dr. Gabriel F. Palmer-Fernandez
Mr. & Mrs. Roy A. Passarelli
Ms. Jessica L. Paull
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Mr. & Mrs. James Pearce
Ms. Dawn Perhacs
Ms. Andrea A. Pernotto
Ms. Christine Peters
Mr. & Mrs. John C. Peterson
Ms. Beverly J. Petrosky
Mr. James R. Petuch
Mr. William S. Peyko
Mrs. Kathie Phillips
Ms. Laurie A. Phythyon
Mr. & Mrs. Thomas M. Piccione
Ms. Jodine Pilmer
Mr. Michael Pistolesi
Ms. Carol Ann Pitcairn
Ms. Kathleen Platenak
Mr. & Mrs. Anthony Podboy
Ms. Sandra Pokea
Mr. John Polanski
Mr. & Mrs. Leonard C. Polas
Mr. David V. Politzer
Dr. & Mrs. David H. Pollack
Mr. & Mrs. Steven Pollis
Ms. Marlene Pond
Ms. Eleanor Pope
Mr. & Mrs. Chinna Babu Potluri
Dr. George Potor
Mr. & Mrs. Richard C. Prest
Ms. Lorie Prince
Mr. & Mrs. Jeffrey L. Proch
Ms. Kathy Prodonovich
Dr. Morris W. Pulliam
Mr. Alan Purdum
Mr. Matthew T. Pusateri
Mrs. Lorraine Ranchod
Mr. Richard D. Rapp
Rev. James E. Ray
Mr. Steven Reale
Mr. & Mrs. Don G. Reed, Jr.
Dr. & Mrs. William G. Reeves
Ms. Kaye Reiber
Mr. & Mrs. Joshua Reichard
Mr. & Mrs. Keith P. Reid
Rev. Robert P. Reidy
Dr. Ian J. Renne & Ms. Laura Martin

Mr. Martin R. Reschner
Mr. & Mrs. Michael E. Resek
Mr. & Mrs. Dan Resinger
Mr. Dennis Rhodes
Ms. Donna Richards
Atty. & Mrs. James R. Ries
Dr. & Mrs. Steven O. Riggall
Dr. Teresa Riley
Mrs. Jacke Ringbloom
Ms. Holly Roberts
Mr. & Mrs. John Robinson
Mr. & Mrs. Jim Rochette
Mr. David Rockyvich
Mrs. Katherine A. Rogel
Ms. Betsy J. Roll
Dr. Robert & Dr. Gwyneth Rollin
Ms. Donna L. Romack
Mr. & Mrs. Frederick J. Romeo, Jr.
Ms. Jean Romeo
Dr. Nina Ronshausen
Ms. Tami L. Rose
Ms. Clara J. Ross
Mr. & Mrs. Donald R. Rotar, Jr.
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Mr. & Mrs. Robert M. Rusnak
Dr. & Mrs. Walter Rusnak
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Atty. & Mrs. J. David Sabine
Ms. Josephine E. Sagebeer
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Mr. & Mrs. John Sandberg
Ms. Barbara Sanders
Mr. & Mrs. Ervin Sanders
Ms. Barbara L. Sanner
Mr. & Mrs. Carmen A. Santone
Ms. Jennifer Santone
Mr. Larry Sapir
Dr. Patricia Sarro
Mr. Stephen M. Sass
Mr. & Mrs. Kurt W. Sauer
Mrs. Mary F. Saxon
Mrs. Jeannette A. Sberna
Mr. Joseph & Dr. Joanne Scarvell
Mrs. Karen Scenna
Dr. & Mrs. Glenn Schaft
Mr. Toby Scharf
Atty. & Mrs. Leonard D. Schiavone
Dr. & Mrs. Steven M. Schildcrout
Dr. Lawrence I. Schmetterer

Mr. & Mrs. Eric J. Schmidt
Ms. Loree A. Schmidt
Mrs. Janice W. Schnell
Mrs. Nancy F. Schotten
Dr. Lauren Schroeder
Ms. Karen M. Schubert
Dr. & Mrs. Kriss A. Schueller
Mr. Lee S. Schwebel
Mr. & Mrs. Fred W. Schweitzer
Mr. John Scott
Mr. & Mrs. Daniel Scudier
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Ms. Linda A. Seeley
Mrs. Janis K. Seidler
Dr. & Mrs. Brian A. Selius
D. Sewell
Mr. & Mrs. Gary A. Sexton
Ms. Barbara Sferra
Mr. & Mrs. Ray Shaffer
Dr. Vijay S. Shah
Mr. Albert W. Shakley
Dr. Rick Shale
Mr. Terry L. Sheban
Mr. & Mrs. Kenneth E. Shellito
Mr. Michael A. Shepherd
Mr. Thomas L. Shilling
Dr. Thomas Shipka
Mr. & Mrs. David L. Shively
Ms. Elaine M. Shively
Mrs. Genevieve Shively
Mr. Joseph A. Shivers
Rev. & Mrs. David K. Shriver
Mr. & Mrs. Stephen Shuppy
Rev. Msgr. Robert Siffrin
Mr. & Mrs. Cosmo S. Signoriello
Mr. Ryan S. Silvashy
Mr. Andre' A. Silvers
Ms. Carol Simon
Ms. Marta J. Simonyi
Ms. Annye Singh
Mr. Gerard Skertic
Mr. & Mrs. William B. Slocum
Mr. J. Michael Smith
Dr. Melissa T. Smith
Ms. Monique O. Smith
Mr. William Smith
Mrs. Loretta J. Sorger
Dr. Angela Spalsbury
Ms. Ellen Speicher
Mr. & Mrs. Curt Spivey

Dr. Robert G. Spratt
State Farm Companies Foundation
Mr. & Mrs. Richard St. Clair
Ms. Gail R. Steele
Ms. Carolyn S. Steglich
Dr. & Mrs. Michael T. Stern
Ms. Debra Stevens
Ms. Susan L. Stevens
Mr. Eric Stevenson
Mr. & Mrs. Robert A. Stewart
Mrs. Jolene Stieb
Ms. Theresa Stipetich
Dr. & Mrs. Anthony H. Stocks
Mr. & Mrs. Jim W. Stone
St. Patrick's Church Youngstown
Mr. William A. Straitiff
Dr. Sharon Stringer & Dr. Ron Shaklee
Mr. & Mrs. William C. Strudwick
Ms. Marjorie M. Stubert
Dr. & Mrs. Charles H. Sung
Mrs. Barbara Swanson
Mrs. Susan C. Swartzbeck
Ms. Florence K. Swierz
Mr. Robert W. Symons, Sr.
Ms. Diane Syphrit
Mrs. Janice H. Szalma
Mr. & Mrs. Rajiv Taneja
Mr. Julius R. Tareshawty
Mrs. Patricia D. Taylor
Ms. Nancy Terlesky
Mr. & Mrs. Raymond S. Tesner
Dr. Linda J. Tessier
Ms. Susan F. Testa
Mrs. Dorothy N. Tharpe
Dr. & Mrs. Michael Theall
Mr. & Mrs. Bruce Thomas
Ms. Joanne Thomas
Mr. Robert F. Thomas
Mr. & Mrs. Edward J. Thompson
Mr. William M. Thompson
Mr. & Mrs. Jim Thornton
Mr. John M. Thornton
Ms. Angelina Tiberio
Ms. Maureen Tighe-Brown
Dr. Stephanie A. Tingley
Dr. Allen Tomhave
Mr. Christopher N. Travers
Mr. George M. Trefethern
Father Fred E. Trucksis
Mr. & Mrs. William F. Tyger

Mr. Jeffrey T. Uber
Mrs. Anne Ungard
Mr. & Mrs. James P. Valiensi
Dr. & Mrs. Sagar V. Vallabh
Mr. & Mrs. Robert L. VanDale
Mr. Richard D. Vanderveen
Atty. Matthew G. Vansuch
Mr. & Mrs. Thomas G. VanWert
Atty. & Mrs. Frank G. Verterano
Mr. & Mrs. Edward L. Victor
Mr. Fred W. Viehe
Vital Record Storage
Ms. Catherine S. Vodrey
Mr. David L. Vosburgh
Mr. James Vosmik
Mr. Gordon D. Vujevic
Mr. Mark Vuksanovich
Mrs. Deborah L. Wagner
Mrs. Rolaan Waldman
Mr. John R. Waldorf
Mrs. Joan B. Walker
Mr. & Mrs. Shawn Walker
Ms. Carol Wall
Mr. & Mrs. Scott W. Walls
Mr. Jack Walsh
Mrs. Mary Walter
Dr. Frank B. Wanat
Ms. Regina A. Waris
Mr. & Mrs. Murray Warner
Mr. & Mrs. Larry Warren
Ms. Anne W. Waters
Ms. Sandra Watson
Ms. Adele Webber
Ms. Maryann Weber
Rev. & Mrs. Richard Lee Weber
Mr. Larry Webster
Dr. Kurt & Dr. Margot Wegner
Atty. & Mrs. William A. Weimer
Mr. Tom Weller

Total Cash Contributions

Mr. Tom K. Weller
Mrs. Jeanne H. Wellman
Mr. Daniel J. Welsh
Mrs. Elaine M. Welsh
Mr. & Mrs. William C. Weltman, III
Ms. Jane F. Westenfeld
Mr. Philippe Westreich
Mr. Ken Whalen
Mr. William Wheelock
Wick Neighbors, Inc.
Mr. & Mrs. John Wigle
Mr. Gordon A. Wilber
Ms. Susan B. Wilkins
Mrs. Barbara A. Williams
Mr. & Mrs. Todd M. Williams
Mr. & Mrs. Donald L. Wilpula
Mr. & Mrs. Edward H. Wilson
Ms. Kay L. Wind
Dr. & Mrs. Eric J. Wingler
Mr. & Mrs. Michael Wininsky
Miss Laurie B. Wittkugle
Mr. Joseph A. Wojtowicz
Mr. Harry B. Wood, Jr.
Mr. Broderick L. Wright
Mr. Thomas J. Wronkovich
Mr. & Mrs. Fred Yeager
Mr. Brett E. Young
Mr. & Mrs. David J. Young
Ms. Judith A. Young
Dr. & Mrs. Warren M. Young
Youngstown Torch Club
Mr. Neil Yutkin
Mr. & Mrs. Jason Zapka
Ms. Rose M. Zaubi
Dr. & Mrs. William P. Zeiger
Mr. & Mrs. Bernie A. Zeroski
Ms. Jeanne Zingale
Mr. Walter A. Zuhosky
Ms. Dorothy Zwick

\$75,578.00

UNIVERSITY GUIDEBOOK

RESCIND – No longer necessary as information is addressed in OEA Contract and in
POLICY 3004.01 - Travel Guidelines.

Subject: Travel - Off-Campus Instruction at Distant Sites

Developed by: Beth Kushner	Authorized by: John L. Habat
Title: Planning and Administration Officer	Title: Vice President for Administration
Approved: September 1999	EFFECTIVE: January 1, 2005
Revised: December 2004	

Policy: The Board of Trustees authorizes the establishment of the University Travel Guidelines for anyone who travels on University business. Official travel expenses include all ordinary and necessary expenses incurred while on assignment consistent with the mission of the University.

RESOLUTION NUMBER: YR 1997-49/2000-35/ YR 2005-27

Parameters:

- Faculty engaged in teaching regular for-credit YSU courses at sites away from the main campus may be reimbursed for mileage. Faculty teaching beyond a fifty mile radius from the main campus may be reimbursed for meals and lodging (subject to prior approval) in accordance with the University Travel Guidelines (also see 3004.01).
- Faculty hired to provide instruction exclusively at an off-campus site and who do not teach on campus are not eligible for travel reimbursement.
- Faculty engaged in off-campus teaching of for-credit YSU courses are subject to all provisions of the *Agreement Between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association*.

YOUNGSTOWN STATE UNIVERSITY
FY 2010 Year-End Summary and Proposed FY 2011 Transfers
DRAFT, as of 8-20-10

FY 2010 Year-End Summary

General Fund	(\$101,407)
Scholarship Fund	(681,491)
Subtotal	<u>(782,898)</u>
Technology & Lab Materials Fees	286,066
College Fees	36,853
Subtotal	<u>322,919</u>
Net Year-End Transfer to Carry-Fwd. Fund	<u><u>(\$459,979)</u></u>

Proposed FY 2011 Transfers to Zero-Out Carry-Forward Fund

<u>From Designated Reserves:</u>	
Scholarship Reserve - Other	\$172,406
Scholarship Reserve - Need Based	12,717
Federal Match Reserve	120,792
Fringe Benefit Reserve	342,924
Success Challenge residual	90,379
Access Challenge residual	22,232
Stabilization Reserve	21,448
Subtotal	<u>782,898</u>
<u>To Designated Funds:</u>	
Tech & Lab Mat. Fee Carry-Fwd. Fund	(286,066)
College Fee Carry-Fwd. Fund	(36,853)
Subtotal	<u>(322,919)</u>
Net Total	<u><u>\$459,979</u></u>

Agenda Item G.3.c.
Exhibit G



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for June 30, 2010

FROM	TO	AMOUNT	REASON
<i>FY2010 Year End Transfers</i>			
Bookstore Plant Reserve (Auxiliary Plant Fund)	Bookstore Operating (Auxiliary)	\$100,000	Transfer funds to facilitate pay down of interfund loan.
Bookstore Operating (Auxiliary)	Kilcawley Plant Reserve (Auxiliary Plant Fund)	\$100,000	Pay down interfund loan.
Housing Services (Auxiliary)	Housing Services Plant Reserve (Auxiliary Plant Fund)	\$378,958	Year end excess.
Kilcawley Center (Auxiliary)	Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	\$177,417	Year end excess.
Parking Services (Auxiliary)	Parking Services Plant Reserve (Auxiliary Plant Fund)	\$260,553	Year end excess.
Match Reserve Funds (Restricted)	General Fund	\$266,051	Transfer unused match funds back to General Fund.
General Fund	Operating Carryforward (Designated Fund)	(\$459,979)	Transfer net FY2010 year end deficit to Operating Carryforward Fund. Consists of General Fund deficit of (\$101,407), Scholarship Fund deficit of (\$681,491), unspent FY2010 technology and lab fees/materials fees of \$286,066, and unspent FY2010 college fees of \$36,853.

Agenda Item G.3.d.
Exhibit H



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for First Quarter 2011

FROM	TO	AMOUNT	REASON
<i>First quarter FY2011</i>			
Debt Service Reserve Fund - Gifts (Restricted Plant Fund)	Bond Fund - Series 2009 (Debt Service Fund)	\$852,882	Fund portion of FY2010 Bond Series 2009 debt service attributed to WCBA.
Unallocated Plant Fund (Unrestricted Plant Fund)	Unrealized Investment Reserve (Designated Fund)	\$350,741	Segregate unrealized investment income not yet allocated to specific funds. See explanation below.**
Property Acquisition (Unrestricted Plant Fund)	Unrealized Investment Reserve (Designated Fund)	\$193,236	Segregate prior years' unrealized and unspent investment income allocated to property acquisition. See explanation below.**
Wick Pollock (Designated Fund)	Wick Pollock Renovation (Unrestricted Plant Fund)	\$185,171	Transfer to project fund to close designated fund.

****Rationale for segregating unrealized income:**

Although excluded from budgeted investment income in the General Fund, the portion of unrealized investment income attributable to the General Fund has historically been recorded in the General Fund. Unrealized income recorded in the General Fund has increased significantly over the past several years as follows:

Fiscal Year	Amount
2008	(\$274,336)
2009	\$304,657
2010	\$1,268,117

Board Policy 3007.01, Investment of the University's Non-Endowment and Endowment Funds, was revised in December 2008 to specify that "unrealized investment income from non-endowment assets shall always be non-spendable." The most effective way to ensure compliance with this policy on an on-going basis is to segregate unrealized investment income from all spendable funds, including the General Fund. On a go-forward basis, unrealized investment income will be allocated to a newly established Designated Fund titled Unrealized Investment Reserve. The goal for this new fund is for it to represent the difference between cost and fair value at each fiscal year end, which is \$2,126,324 at June 30, 2010. A plan for achieving this goal will be presented at the next regularly scheduled Finance & Facilities committee meeting.

UNIVERSITY GUIDEBOOK

Title of Policy: Institutional Insurance Programs

Responsible Division/Office: Finance & Administration

Approving Officer: Vice President for Finance and Administration

Revision History: June 1998; April 2010

Resolution Number (s): YR 1999-17; YR 2011-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: 2013

Policy: The Board of Trustees authorizes all of the University's institutional insurance programs. All existing programs will be reviewed annually.

Parameters:

- Youngstown State University is a member of the Inter-University Council-Insurance Consortium, a collaboration of 13 public universities. The IUC-IC collectively pools a core group of casualty and property risks, retains a portion of the risk in a formalized self-insurance program and then purchases insurance to cover large incidents.
- Annual competitive bidding shall be conducted in accordance with the policies and procedures governing the IUC-IC.

Procedures:

1. The Vice President for Finance and Administration will appoint a designee to represent the University on the IUC-IC Underwriting Committee. The committee determines and implements programs regarding insurance and risk management.
2. The IUC-IC Underwriting Committee recommendations are submitted to the IUC-IC Board of Governors. The Board of Governors is the decision making body of the Insurance Consortium. The Vice President for Finance and Administration and the IUC-IC Underwriting Committee representative serve on the Board of Governors.

August 10, 2010

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject/Title of Policy: Institutional Insurance Programs

Responsible Division/Office: Finance & Administration

Approving Officer: Vice President for Finance and Administration

Revision History: June 1998; April 2010

Resolution Number (s): YR 1999-17; YR 2011-

Board Committee: -Finance and Facilities

EFFECTIVE DATE:

Next review: 2013

Developed by: Leonard A. Perry

Title: Director, Environmental & Occupational

Health & Safety

Date: June, 1998

Authorized by: G. L. Mears

Title: Executive Vice President

EFFECTIVE: 12-11-98

Policy: The Board of Trustees authorizes all of the University's institutional insurance programs. All existing programs will be reviewed annually.

RESOLUTION NUMBER: YR 1999-17

Parameters:

- Youngstown State University is a member of the Inter-University Council-Insurance Consortium, a collaboration of 13 public universities. The IUC-IC collectively pools a core group of casualty and property risks, retains a portion of the risk in a formalized self-insurance program and then purchases insurance to cover large incidents.
- A professional consulting firm conducts the review of the University's insurance program.
- Annual competitive bidding shall be undertaken when a major change is made in the coverage, when there is a significant premium rate increase, when required by statute, or when directed by the Board of Trustees conducted in accordance with the policies and procedures governing the IUC-IC.

Procedures:

1. ~~The Executive Vice President for Finance and Administration or designee will appoint a designee to represent the University on the IUC-IC Underwriting Committee. The committee determines and implements programs regarding insurance and risk management. annually engage a professional consulting firm to review the institutional insurance programs.~~
2. ~~The IUC-IC Underwriting Committee recommendations are submitted to the IUC-IC Board of Governors. The Board of Governors is the decision making body of the Insurance Consortium. The Vice President for Finance and Administration and the IUC-IC Underwriting Committee representative serve on the Board of Governors.~~
1. ~~The report of the consultant will be submitted to the Executive Vice President for Finance and Administration who will review the report and develop a recommendation if appropriate. The recommendation is presented to the President's Cabinet for internal review.~~
2. ~~The results of the internal review will be submitted to the Building and Property Finance and Facilities Committee of the Board of Trustees for information.~~
3. ~~In the event that any of the institutional insurance programs are to be rebid, the Executive Vice President of Finance and Administration or designee will initiate the process of soliciting bids sufficiently in advance of the termination of the existing contract.~~

Rescinds Policies 4003.02 and 4003.03

UNIVERSITY GUIDEBOOK

Title of Policy: University Facilities-- Use, Priorities and Fees

Responsible Division/Office: Finance and Administration

Approving Officer: Vice President for Finance and Administration

Revision History: *June 1998; August 2010*

Resolution Number(s): YR 1998-47; YR 2011-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: 2013

Policy: The Board of Trustees authorizes the President to establish the fees, priorities, and procedures for the use of University facilities.

Parameters: USE and PRIORITIES

- University facilities may be made available to non-University organizations and groups to conduct programs and activities that are consistent with the educational role and mission of the University.
- The use of University facilities by non-University organizations and groups are subject to fees and to established priorities as set forth in this policy.
- The majority of University facilities contain classrooms, laboratories, and assorted faculty and administrative offices. The primary purpose of these facilities is devoted to the teaching and learning process and the usage priorities reflect this purpose and are listed as "General Priorities."

**Agenda Item G.3.f.
Exhibit J**

- Certain facilities have multi-purpose use designed to facilitate other dimensions of the University, e.g., student life, student activities, intramural activities, intercollegiate athletics, etc. The usage priorities for these facilities differ from the "general Priorities," and are listed as "Specialized Priorities."

General Priorities: The availability of the majority of University facilities is subject to the following usage priorities:

- Priority 1 Programs of instruction, research, and public service
- Priority 2 University-wide functions, activities, events, and programs
- Priority 3 Training and development programs for University employees; Divisional, College or Unit programs, meetings, workshops, and activities: or Registered Student Organizations' (including Student Government and student publications) meetings, programs, and activities
- Priority 4 Faculty and staff social and recreational programs and events
- Priority 5 Governmental agencies and not-for-profit (501(c)(3) or equivalent) agencies
- Priority 6 Profit-making entities for functions or activities consistent with the Mission of the University

Specialized Priorities: The facilities designed to facilitate specific needs of the University, e.g., student life, student activities, intramural activities, intercollegiate athletics, etc., include: Beeghly Center, Christman Commons, DeBartolo Stadium Club, Kilcawley Center, Outdoor Classrooms, Recreational Areas, Residence Houses, and Stambaugh Stadium.

- **Beeghly Center, Outdoor Classrooms, Intercollegiate and Intramural Fields, Recreational Areas, and Stambaugh Stadium:** The availability of these facilities are subject to the following usage priorities:

- Priority 1 Programs of instruction, research, and public service
- Priority 2 Intercollegiate Athletics competitive events and associated practice; Intramural and Recreational activities; and University-wide functions, activities, events, and programs

- Priority 3 Registered Student Organizations' (including Student Government and student publications) meetings, programs, and activities; or Divisional, College, or Unit programs, meetings, workshops, and activities
 - Priority 4 Faculty and staff social and recreational programs and events
 - Priority 5 Governmental agencies and not-for-profit (501(c)(3) or equivalent) agencies
 - Priority 6 Profit-making entities for functions or activities consistent with the Mission of the University
- **Christman Commons and Residence Houses:** Events scheduled in Christman Commons are not typically scheduled during the resident student meal times. The availability of the Commons and meetings areas of the Residence Houses are subject to the following usage priorities:
 - Priority 1 Housing programs scheduled by the Director of Housing, Residence House coordinators, or resident assistants for meetings, programs, and activities for resident students or summer camps
 - Priority 2 Events sponsored by the Honors Program, registered student organizations (including Student Government, Student Activities, and student publications) for meetings, programs, and activities that are open to the University community
 - Priority 3 University-wide functions, activities, events, and programs
 - Priority 4 Events sponsored by University divisions, colleges, departments, or other units that are open to the University community
 - Priority 5 Events sponsored by University divisions, colleges, departments, or other units open only to that organization
 - Priority 6 Governmental and not-for-profit (501(c)(3)) or equivalent) agencies; and profit-making entities for functions or activities consistent with the Mission of the University
 - **DeBartolo Stadium Club:** Regularly scheduled classes are not held in the DeBartolo Stadium Club. The Stadium Club serves as the primary venue for University outreach and community service events. The availability of the Club is subject to the following usage priorities:
 - Priority 1 Annual University-sponsored programs open to the University community
 - Priority 2 Events open to the University community sponsored by University divisions, colleges, departments, or other units; or by Student Government or registered student organizations

- Priority 3 Events or activities that fulfill a public service function
 - Priority 4 Events open to only the sponsoring University division, college, department, or other unit
 - Priority 5 Events open to only students and their guest sponsored by Student Government or registered student organizations
 - Priority 6 Events sponsored by Governmental and not-for-profit (501(c)(3) or equivalent) agencies; and profit-making entities for functions or activities consistent with the mission of the University
- **Kilcawley Center:** Regularly scheduled classes are not held in Kilcawley Center. The availability of the Center is subject to the following usage priorities:
 - Priority 1 Annual University-sponsored programs open to the University community (e.g., Black History, Homecoming, Honors Convocation, etc.)
 - Priority 2 The Carnation Room (computer training laboratory) is first scheduled by Training and Development, then open to others
 - Priority 3 Events open to the University community sponsored by Student Government or registered student organizations; or by University divisions, colleges, departments, or other units
 - Priority 4 Events open to only students and their guest sponsored by Student Government or registered student organizations
 - Priority 5 Events open to only the sponsoring University division, college, department, or other unit
 - Priority 6 Events sponsored by Governmental and not-for-profit (501(c)(3) or equivalent) agencies; and profit-making entities for functions or activities consistent with the mission of the University

Parameters: FEES

- University facilities are available at no charge for events which are consistent with the mission of the University and existing University procedures if such events are sponsored by University divisions, colleges, departments, or units; Academic Senate; Student Government; or Registered Student Organizations

Usage and associated fees are assessed other non-University entities dependent upon the facility used and the priority of usage as outlined in "University Facilities, Priorities—General and Specialized."

Procedures: USE, PRIORITIES, FEES

1. The Events Manager is responsible for scheduling the use of all University facilities except for Kilcawley Center, Christman Commons, and University Residence Houses which are the responsibility of the Executive Director of Student Services.
2. The Events Manager or Executive Director of Student Services will coordinate the services necessary to support the event or activity scheduled with sufficient lead-time for the supporting departments to respond. The services may include any or all of the following:
 - Determining if requested use of space is consistent with the Mission of the University and existing University Procedures.
 - Quoting usage-fees and associated costs.
 - Preparing and completing agreements or contracts.
 - Securing evidence of appropriate insurance coverage.
 - Coordinating the necessary police assistance.
3. The Chief of Police or designee will determine the level of police protection for all events.
4. University facilities used by faculty or staff for outside consulting or research purposes are available at the direct costs
5. A fee schedule for each of the facilities available for usage by non-University entities is developed by the Vice President for University Advancement in consultation with the Vice President for Finance and Administration and the Vice President for Student Affairs.
6. The fee schedule utilized for not-for-profit agencies is designed to cover all direct expenses and any special event-related expenses associated with the particular facility or equipment.

7. The fee schedule utilized for not-for-profit agencies is designed to cover all direct expenses and any special event-related expenses associated with the particular facility or equipment.
8. The fee schedule utilized for the profit-making entities will be sufficient so as to preclude the University from claims of unfair business competition.
9. Copies of the fee schedules are available in the Offices of the Vice President for Finance and Administration, the Vice President for University Advancement, and the Vice President for Student Affairs.

Rescinds Policies 4003.02 and 4003.03

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: Title of Policy: University Facilities, Use, Priorities and Fees

Responsible Division/Office: Finance and Administration

Approving Officer: Vice President for Finance and Administration

Revision History: June 1998; August 2010

Resolution Number(s): YR 1998-47; YR 2011-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: 2013

<u>Developed by: Richard Bevly</u>	<u>Authorized by: C. Vernon Snyder</u>
<u>Title: Events Manager</u>	<u>Title: Vice President</u>
<u>University Relations</u>	<u>Development and Community Affairs</u>
<u>Date: March, 1998</u>	<u>Date: June, 1998</u>
	<u>EFFECTIVE: June 26, 1998</u>

Policy: The Board of Trustees authorizes the President to establish the fees, priorities, and procedures for the use of University facilities.

RESOLUTION NUMBER: YR 1998-47

Parameters: USE and PRIORITIES

- University facilities may be made available to non-University organizations and groups to conduct programs and activities that are consistent with the educational role and mission of the University.
- The use of University facilities by non-University organizations and groups are subject to fees (see "University Facilities, Fees" 4003.02) and to established priorities (see "University Facilities, Priorities" 4003.03), as set forth in this policy.
- The majority of University facilities contain classrooms, laboratories, and assorted faculty and administrative offices. The primary purpose of these facilities is devoted to the teaching and learning process and the usage priorities reflect this purpose and are listed as "General Priorities."

- Certain facilities have multi-purpose use designed to facilitate other dimensions of the University, e.g., student life, student activities, intramural activities, intercollegiate athletics, etc. The usage priorities for these facilities differ from the "general Priorities," and are listed as "Specialized Priorities."

General Priorities: The availability of the majority of University facilities is subject to the following usage priorities:

- Priority 1 Programs of instruction, research, and public service
- Priority 2 University-wide functions, activities, events, and programs
- Priority 3 Training and development programs for University employees: Divisional, College or Unit programs, meetings, workshops, and activities; or Registered Student Organizations' (including Student Government and student publications) meetings, programs, and activities
- Priority 4 Faculty and staff social and recreational programs and events
- Priority 5 Governmental agencies and not-for-profit (501(c)(3) or equivalent) agencies
- Priority 6 Profit-making entities for functions or activities consistent with the Mission of the University

Specialized Priorities: The facilities designed to facilitate specific needs of the University, e.g., student life, student activities, intramural activities, intercollegiate athletics, etc., include: Beeghly Center, Christman Commons, DeBartolo Stadium Club, Kilcawley Center, Outdoor Classrooms, Recreational Areas, Residence Houses, and Stambaugh Stadium.

- **Beeghly Center, Outdoor Classrooms, Intercollegiate and Intramural Fields, Recreational Areas, and Stambaugh Stadium:** The availability of these facilities are subject to the following usage priorities:

- Priority 1 Programs of instruction, research, and public service
- Priority 2 Intercollegiate Athletics competitive events and associated practice; Intramural and Recreational activities; and University-wide functions, activities, events, and programs

- Priority 3 Registered Student Organizations' (including Student Government and student publications) meetings, programs, and activities; or Divisional, College, or Unit programs, meetings, workshops, and activities
- Priority 4 Faculty and staff social and recreational programs and events
- Priority 5 Governmental agencies and not-for-profit (501(c)(3) or equivalent) agencies
- Priority 6 Profit-making entities for functions or activities consistent with the Mission of the University
- **Christman Commons and Residence Houses:** Events scheduled in Christman Commons are not typically scheduled during the resident student meal times. The availability of the Commons and meetings areas of the Residence Houses are subject to the following usage priorities:
 - Priority 1 Housing programs scheduled by the Director of Housing, Residence House coordinators, or resident assistants for meetings, programs, and activities for resident students or summer camps
 - Priority 2 Events sponsored by the Honors Program, registered student organizations (including Student Government, Student Activities, and student publications) for meetings, programs, and activities that are open to the University community
 - Priority 3 University-wide functions, activities, events, and programs
 - Priority 4 Events sponsored by University divisions, colleges, departments, or other units that are open to the University community
 - Priority 5 Events sponsored by University divisions, colleges, departments, or other units open only to that organization
 - Priority 6 Governmental and not-for-profit (501(c)(3)) or equivalent) agencies; and profit-making entities for functions or activities consistent with the Mission of the University
 - **DeBartolo Stadium Club:** Regularly scheduled classes are not held in the DeBartolo Stadium Club. The Stadium Club serves as the primary venue for University outreach and community service events. The availability of the Club is subject to the following usage priorities:
 - Priority 1 Annual University-sponsored programs open to the University community
 - Priority 2 Events open to the University community sponsored by University divisions, colleges, departments, or other units; or by Student Government or registered student organizations

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- Priority 3 Events or activities that fulfill a public service function
- Priority 4 Events open to only the sponsoring University division, college, department, or other unit
- Priority 5 Events open to only students and their guest sponsored by Student Government or registered student organizations
- Priority 6 Events sponsored by Governmental and not-for-profit (501(c)(3) or equivalent) agencies; and profit-making entities for functions or activities consistent with the mission of the University
- Kilcawley Center: Regularly scheduled classes are not held in Kilcawley Center. The availability of the Center is subject to the following usage priorities:
 - Priority 1 Annual University-sponsored programs open to the University community (e.g., Black History, Homecoming, Honors Convocation, etc.)
 - Priority 2 The Carnation Room (computer training laboratory) is first scheduled by Training and Development, then open to others
 - Priority 3 Events open to the University community sponsored by Student Government or registered student organizations; or by University divisions, colleges, departments, or other units
 - Priority 4 Events open to only students and their guest sponsored by Student Government or registered student organizations
 - Priority 5 Events open to only the sponsoring University division, college, department, or other unit
 - Priority 6 Events sponsored by Governmental and not-for-profit (501(c)(3) or equivalent) agencies; and profit-making entities for functions or activities consistent with the mission of the University

Parameters: FEES

- University facilities are available at no charge for events which are consistent with the mission of the University and existing University procedures if such events are sponsored by University divisions, colleges, departments, or units; Academic Senate; Student Government; or Registered Student Organizations

—Usage and associated fees are assessed other non-University entities dependent upon the facility used and the priority of usage as outlined in “University Facilities, Priorities—General and Specialized.”

Procedures: USE, PRIORITIES, FEES

1. The Events Manager is responsible for scheduling the use of all University facilities except for Kilcawley Center, Christman Commons, and University Residence Houses which are the responsibility of the Executive Director of Student Services.
2. The Events Manager or Executive Director of Student Services will coordinate the services necessary to support the event or activity scheduled with sufficient lead-time for the supporting departments to respond. The services may include any or all of the following:
 - Determining if requested use of space is consistent with the Mission of the University and existing University Procedures.
 - Quoting usage-fees and associated costs.
 - Preparing and completing agreements or contracts.
 - Securing evidence of appropriate insurance coverage.
 - Coordinating the necessary police assistance.
3. The Chief of Police or designee will determine the level of police protection for all events.
4. University facilities used by faculty or staff for outside consulting or research purposes are available at the direct costs
5. A fee schedule for each of the facilities available for usage by non-University entities is developed by the Vice President for University Advancement in consultation with the Vice President for Finance and Administration and the Vice President for Student Affairs.
6. The fee schedule utilized for not-for-profit agencies is designed to cover all direct expenses and any special event-related expenses associated with the particular facility or equipment.

7. The fee schedule utilized for not-for-profit agencies is designed to cover all direct expenses and any special event-related expenses associated with the particular facility or equipment.
8. The fee schedule utilized for the profit-making entities will be sufficient so as to preclude the University from claims of unfair business competition.
9. Copies of the fee schedules are available in the Offices of the Vice President for Finance and Administration, the Vice President for University Advancement, and the Vice President for Student Affairs.

UNIVERSITY GUIDEBOOK

RESCINDED by POLICY 4003.01

Subject: University Facilities, Fees

Developed by:	Richard Bevly	Authorized by:	C. Vernon Snyder
Title:	Events Manager University Relations	Title:	Vice President Development and Community Affairs
Date:	March, 1998	Date:	June, 1998
		EFFECTIVE:	June 26, 1998

Policy: The Board of Trustees authorizes the President to establish the fees, priorities, and procedures for the use of University facilities.

RESOLUTION NUMBER: YR 1998 - 47

Purpose: These procedures are designed to establish a consistent system of assessing fees for the use of University facilities.

Parameters:

- University facilities are available at no charge for events which are consistent with the mission of the University and existing University procedures if such events are sponsored by University divisions, colleges, departments, or units; Academic Senate; Student Government; or Registered Student Organizations.
- Usage and associated fees are assessed other non-University entities dependent upon the facility used and the priority of usage as outlined in "University Facilities, Priorities" (4003.03).

Procedures:

1. University facilities used by faculty or staff for outside consulting or research purposes are available at the direct costs.
2. A fee schedule for each of the facilities available for usage by non-University entities is developed by the Vice President for University Development and Community Affairs in consultation with the Executive Vice President and the Vice President for Student Affairs.
3. The fee schedule utilized for not-for-profit agencies is designed to cover all direct expenses and any special event-related expenses associated with the particular facility or equipment.

4. The fee schedule utilized for the profit-making entities will be sufficient so as to preclude the University from claims of unfair business competition.
5. Copies of the fee schedules are available in the Offices of the Executive Vice President, the Vice President for University Development and Community Affairs, and the Vice President for Student Affairs.

UNIVERSITY GUIDEBOOK

RESCINDED by POLICY 4003.01

Subject: University Facilities, Priorities

Developed by:	Richard Bevly	Authorized by:	C. Vernon Snyder
Title:	Events Manager University Relations	Title:	Vice President Development and Community Affairs
Date:	February, 1998	Date:	June, 1998
		EFFECTIVE:	June 26, 1998

Policy: The Board of Trustees authorizes the President to establish the fees, priorities, and procedures for the use of University facilities

RESOLUTION NUMBER: YR 1998 - 47

Parameters:

- The majority of University facilities contain classrooms, laboratories, and associated faculty and administrative offices. The primary purpose of these facilities is devoted to the teaching and learning process and the usage priorities reflect this purpose and are listed as "General Priorities."
- Certain facilities have multi-purpose use designed to facilitate other dimensions of the University, e.g., student life, student activities, intramural activities, intercollegiate athletics, etc. The usage priorities for these facilities differ from the "General Priorities," and are listed as "Specialized Priorities."

General Priorities: The availability of the majority of University facilities is subject to the following usage priorities:

- Priority 1 Programs of instruction, research, and public service
- Priority 2 University-wide functions, activities, events, and programs
- Priority 3 Training and development programs for University employees; Divisional, College or Unit programs, meetings, workshops, and activities; or Registered Student Organizations' (including Student Government and student publications) meetings, programs, and activities
- Priority 4 Faculty and staff social and recreational programs and events
- Priority 5 Governmental agencies and not-for-profit (501(c)(3) or equivalent) agencies
- Priority 6 Profit-making entities for functions or activities consistent with the Mission of the University

Specialized Priorities: The facilities designed to facilitate specific needs of the University, e.g., student life, student activities, intramural activities, intercollegiate athletics, etc., include: Beeghly Center, Christman Commons, DeBartolo Stadium Club, Kilcawley Center, Outdoor Classrooms, Recreational Areas, Residence Houses, and Stambaugh Stadium.

- **Beeghly Center, Outdoor Classrooms, Intercollegiate and Intramural Fields, Recreational Areas, and Stambaugh Stadium:** The availability of these facilities are subject to the following usage priorities:

- Priority 1 Programs of instruction, research, and public service
- Priority 2 Intercollegiate Athletics competitive events and associated practice; Intramural and Recreational activities; and University-wide functions, activities, events, and programs
- Priority 3 Registered Student Organizations' (including Student Government and student publications) meetings, programs, and activities; or Divisional, College, or Unit programs, meetings, workshops, and activities
- Priority 4 Faculty and staff social and recreational programs and events
- Priority 5 Governmental agencies and not-for-profit (501(c)(3) or equivalent) agencies
- Priority 6 Profit-making entities for functions or activities consistent with the Mission of the University

- **Christman Commons and Residence Houses:** Events scheduled in Christman Commons are not typically scheduled during the resident student meal times. The availability of the Commons and meetings areas of the Residence Houses are subject to the following usage priorities:

- Priority 1 Housing programs scheduled by the Director of Housing, Residence House coordinators, or resident assistants for meetings, programs, and activities for resident students or summer camps
- Priority 2 Events sponsored by the Honors Program, registered student organizations (including Student Government, Student Activities, and student publications) for meetings, programs, and activities that are open to the University community
- Priority 3 University-wide functions, activities, events, and programs
- Priority 4 Events sponsored by University divisions, colleges, departments, or other units that are open to the University community
- Priority 5 Events sponsored by University divisions, colleges, departments, or other units open only to that organization

Priority 6 Governmental and not-for-profit (501(c)(3)) or equivalent) agencies; and profit-making entities for functions or activities consistent with the Mission of the University

- **DeBartolo Stadium Club:** Regularly scheduled classes are not held in the DeBartolo Stadium Club. The Stadium Club serves as the primary venue for University outreach and community service events. The availability of the Club is subject to the following usage priorities:

Priority 1 Annual University-sponsored programs open to the University community

Priority 2 Events open to the University community sponsored by University divisions, colleges, departments, or other units; or by Student Government or registered student organizations

Priority 3 Events or activities that fulfill a public service function

Priority 4 Events open to only the sponsoring University division, college, department, or other unit

Priority 5 Events open to only students and their guest sponsored by Student Government or registered student organizations

Priority 6 Events sponsored by Governmental and not-for-profit (501(c)(3) or equivalent) agencies; and profit-making entities for functions or activities consistent with the mission of the University

- **Kilcawley Center:** Regularly scheduled classes are not held in Kilcawley Center. The availability of the Center is subject to the following usage priorities:

Priority 1 Annual University-sponsored programs open to the University community (e.g., Black History, Homecoming, Honors Convocation, etc.)

Priority 2 The Carnation Room (computer training laboratory) is first scheduled by Training and Development, then open to others

Priority 3 Events open to the University community sponsored by Student Government or registered student organizations; or by University divisions, colleges, departments, or other units

Priority 4 Events open to only students and their guest sponsored by Student Government or registered student organizations

Priority 5 Events open to only the sponsoring University division, college, department, or other unit

Priority 6 Events sponsored by Governmental and not-for-profit (501(c)(3) or equivalent) agencies; and profit-making entities for functions or activities consistent with the mission of the University

UNIVERSITY GUIDEBOOK**Title of Policy: Acquisition of Real Estate**

Responsible Division/Office: Finance and Administration

Approving Officer: Vice-President for Finance & Administration

Revision History: April 1998; March 2001; March 2002; Sept 2004;
Aug 2010Resolution Number(s): YR 1998-49; YR 2001-29; YR 2002-40; YR 2005-08
YR 2011-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: 2013

Policy: The Board of Trustees designates the geographical area in the vicinity of the campus within which the University may seek to acquire real estate. A willing-seller/buyer approach will be used as a guiding principle on the acquisition of property. However, eminent domain may be used to acquire real estate when good faith negotiations have been exhausted and it is in the best interest of the University. Authority to negotiate preliminary purchases of real estate is delegated to the President and/or designee. Final approval to acquire real estate rests with the Board of Trustees. (Nothing in this policy statement shall be construed as to limit the authority of the Board or of its Finance and Facilities Committee at **Bylaws**, Article III, Sec. 1-A or Sec. 9-B3.)

Parameters:

- The University has a primary area of geographic interest that has been jointly agreed to by the University and the Board of Regents. This area is defined as follows:

Agenda Item G.3.g.
Exhibit K

- A southern boundary beginning at the intersection of Rayen Avenue and Belmont Avenue running east on Rayen Avenue, south on Fifth Avenue, east on Wood Street, north on Wick Avenue, east on Rayen Avenue to Andrews Avenue.
- An eastern boundary generally consisting of the line running north on Andrews Avenue to the intersection with the East Bound Access Road.
- A northern boundary generally consisting of the line running west on the East Bound Access Road to Wick Avenue, north on Wick Avenue to a point 110 feet north of the West Bound Access Road, west to Bryson Street, north on Bryson Street to Madison Avenue, west on Madison Avenue to the intersection at Fifth Avenue, south on Fifth Avenue to the East Bound Access Road, and west on the East Bound Access Road to Ford Avenue.
- A western boundary generally consisting of the line running south on Ford Avenue to Scott Street, west on Scott Street to Belmont Avenue, south on Belmont Avenue to Rayen Avenue.
-
- The University has a secondary area of geographic interest that extends six to eight blocks beyond the primary area in the north, south, and west sides of the campus.
 - The University maintains a "good neighbor" policy in this area and takes proactive steps to ensure the health and safety of residents of this area.
 - The University is a catalyst to develop this area and encourage commercial, economic, and housing development activity.
 - The overriding goal of this activity is to create a living/learning environment that is conducive to the mission of the institution.
- On occasion, the University may be the recipient of real estate in other locations. The acceptance and disposition of such gifts is determined on a case-by-case basis by the President and recommended to the External Relations Committee of the Board. Prior to the acceptance of such gifts by the External Relations Committee and the Board of Trustees, the real estate will be evaluated by the Finance and Facilities Committee in accordance with the procedures described below.

Procedures:

1. On a periodic basis, typically every two years, the Finance and Facilities Committee of the Board of Trustees will review the property acquisition plans of the University and make any appropriate modifications.
2. As appropriate, the Finance and Facilities Committee agenda will include an item—"Property Acquisition Update." This status report addresses ongoing activities, pending actions, and issues that need attention.
3. The first step of the real estate acquisition process in the primary or secondary areas of geographic interest, whether by gift, purchase or eminent domain, will be to obtain preliminary approval from the President or his designee to begin discussions with the landowner, conduct a title search, and conduct a Phase 1 environmental assessment.
4. If after communicating with the landowner, conducting a title search and performing a Phase 1 environmental assessment, the Administration desires to proceed with acquisition of the property, the Administration will obtain a resolution from the Finance and Facilities Committee which recommends to the Board of Trustees that the Board approve acquisition of the real estate by gift, purchase or eminent domain. In seeking such a resolution from the Finance and Facilities Committee, the Administration will prepare and submit to the Committee an executive summary identifying the real estate and justifying the proposed acquisition. The executive summary will also include an analysis of the Phase 1 environmental assessment and a budget impact statement.
 - a. For real estate without a building, the budget impact statement will identify the intended use, projected cost of acquisition and environmental compliance costs.
 - b. For real estate with a building, the budget impact statement will identify the intended use, projected cost of acquisition, estimated remodeling or demolition costs, environmental compliance costs, annual operating costs (e.g., utilities, insurance, janitorial services, basic maintenance, staffing costs), projected revenue earnings, if any, and other pertinent information.
5. After receiving the above information, the Finance and Facilities Committee may seek additional information, decline the Administration's request for approval to acquire the property, or pass a resolution that recommends to the Board of Trustees that acquisition of the real estate be approved.

6. After the Board of Trustees approves acquisition of the real estate by gift, purchase or eminent domain, the Administration may proceed to acquire the real estate within the parameters approved by the Board.
7. Acquisitions of real estate will be at the appraised value or less whenever possible. Exceptions will be approved in advance by the President or his designee.
8. The Administration will record all property acquisitions with the State of Ohio and/or the University in the official log of institutional property.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

August 10, 2010

Subject: Title of Policy: **Acquisition of Real Estate**

Responsible Division/Office: Finance and Administration

Approving Officer: Vice-President for Finance & Administration

Revision History: April 1998; March 2001; March 2002; Sept 2004;
Aug 2010

Resolution Number(s): YR 1998-49; YR 2001-29; YR 2002-40; YR 2005-08
YR 2011-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: 2013

Developed by: James S. Mineo

Authorized by: John L. Habat

Title: Land Acquisition Agent

Title: Vice President for Administration

Approved: April 2, 1998

EFFECTIVE: September 24, 2004

Revised: March 16, 2001

Revised: March 27, 2002

Revised: September 24, 2004

Policy: The Board of Trustees designates the geographical area in the vicinity of the campus within which the University may seek to acquire real estate. A willing-seller/buyer approach will be used as a guiding principle on the acquisition of property. However, eminent domain may be used to acquire real estate when good faith negotiations have been exhausted and it is in the best interest of the University. Authority to negotiate preliminary purchases of real estate is delegated to the President and/or designee. Final approval to acquire real estate rests with the Board of Trustees. (Nothing in this policy statement shall be construed as to limit the authority of the Board or of its Finance and Facilities Committee at **Bylaws**, Article III, Sec. 1-A or Sec. 9-B3.)

RESOLUTION NUMBERS: YR 1998-49; YR 2001-29; YR 2002-40; YR 2005-08

Parameters:

- The University has a primary area of geographic interest that has been jointly agreed to by the University and the Board of Regents. This area is defined as follows:

- A southern boundary beginning ~~approximately 200 feet east of~~ at the intersection of Rayen Avenue and Belmont Avenue running east on Rayen Avenue, south on Fifth Avenue, east on Wood Street, north on ~~Phelps Street~~ Wick Avenue, east on Rayen Avenue to Andrews Avenue.
- An eastern boundary generally consisting of the line running north on Andrews Avenue to the intersection with the East Bound Access Road.
- A northern boundary generally consisting of the line running west on the East Bound Access Road to Wick Avenue, north on Wick Avenue to a point 110 feet north of the West Bound Access Road, west to Bryson Street, north on Bryson Street to Madison Avenue, west on Madison Avenue to the intersection at Fifth Avenue, south on Fifth Avenue to the East Bound Access Road, and west on the East Bound Access Road to Ford Avenue.
- A western boundary generally consisting of the line running south on Ford Avenue to Scott Street, west on Scott Street to Belmont Avenue, south on Belmont Avenue to Rayen Avenue.
- ~~It is the intention of the University to acquire property on the side streets within approximately 200 feet of Belmont Avenue, leaving the Belmont Avenue frontage for commercial development by other entities.~~
- The University has a secondary area of geographic interest that extends six to eight blocks beyond the primary area in the north, south, and west sides of the campus.
 - The University maintains a “good neighbor” policy in this area and takes proactive steps to ensure the health and safety of residents of this area.
 - The University is a catalyst to develop this area and encourage commercial, economic, and housing development activity.
 - The overriding goal of this activity is to create a living/learning environment that is conducive to the mission of the institution.
- On occasion, the University may be the recipient of real estate in other locations. The acceptance and disposition of such gifts is determined on a case-by-case basis by the President and recommended to the External Relations Committee of the Board. Prior to the acceptance of such gifts by the External Relations Committee and the Board of Trustees, the real estate will be evaluated by the Finance and Facilities Committee in accordance with the procedures described below.

Procedures:

1. On a periodic basis, typically every two years, the Finance and Facilities Committee of the Board of Trustees will review the property acquisition plans of the University and make any appropriate modifications.
2. As appropriate, the Finance and Facilities Committee agenda will include an item—"Property Acquisition Update." This status report addresses ongoing activities, pending actions, and issues that need attention.
3. The first step of the real estate acquisition process in the primary or secondary areas of geographic interest, whether by gift, purchase or eminent domain, will be to obtain preliminary approval from the President or his designee to begin discussions with the landowner, conduct a title search, and conduct a Phase 1 environmental assessment.
4. If after communicating with the landowner, conducting a title search and performing a Phase 1 environmental assessment, the Administration desires to proceed with acquisition of the property, the Administration will obtain a resolution from the Finance and Facilities Committee which recommends to the Board of Trustees that the Board approve acquisition of the real estate by gift, purchase or eminent domain. In seeking such a resolution from the Finance and Facilities Committee, the Administration will prepare and submit to the Committee an executive summary identifying the real estate and justifying the proposed acquisition. The executive summary will also include an analysis of the Phase 1 environmental assessment and a budget impact statement.
 - a. For real estate without a building, the budget impact statement will identify the intended use, projected cost of acquisition and environmental compliance costs.
 - b. For real estate with a building, the budget impact statement will identify the intended use, projected cost of acquisition, estimated remodeling or demolition costs, environmental compliance costs, annual operating costs (e.g., utilities, insurance, janitorial services, basic maintenance, staffing costs), projected revenue earnings, if any, and other pertinent information.
5. After receiving the above information, the Finance and Facilities Committee may seek additional information, decline the Administration's request for approval to acquire the property, or pass a resolution that recommends to the Board of Trustees that acquisition of the real estate be approved.

6. After the Board of Trustees approves acquisition of the real estate by gift, purchase or eminent domain, the Administration may proceed to acquire the real estate within the parameters approved by the Board.
7. Acquisitions of real estate will be at the appraised value or less whenever possible. Exceptions will be approved in advance by the President or his designee.
8. The Administration will record all property acquisitions with the State of Ohio and/or the University in the official log of institutional property.

UNIVERSITY GUIDEBOOK

Title of Policy: **University Health and Safety**

Responsible Division/Office: Environmental and Occupational Health and Safety (EOHS)

Approving Officer: Vice President for Finance and Administration

Revision History: March 1999; August 2010

Resolution Number(s): YR 1999-86; YR 2011-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: September 2013

Policy: The University will develop and maintain programs to prevent health and safety hazards on the campus. Such programs shall be in compliance with, but not limited to, all local, state, and federal statutes pertaining to health, safety, and the environment.

Parameters:

- The Office of Environmental and Occupational Health and Safety (EOHS) has the responsibility of establishing appropriate environmental, health, and safety programs and activities.
- EOHS, in consultation with the Office of the General Counsel, is also responsible for keeping the University in compliance with local, state, and federal laws affecting the campus environment and the health and safety of all students, faculty, staff, and campus visitors.

Agenda Item G.3.h.
Exhibit L

Procedures:

1. EOHS will distribute information on all health and safety programs. Other departments may assist in the distribution of this information.
2. EOHS will periodically conduct seminars and workshops relating to health, safety, and environmental matters..
3. University employees and students are expected to follow all applicable health, safety, and environmental programs so that the University can prevent health and safety hazards on the campus.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

August 10, 2010

Subject- Title of Policy:	University Health and Safety
Responsible Division/Office:	Environmental and Occupational Health and Safety (EOHS)
Approving Officer:	Vice President for Finance and Administration
Revision History:	March 1999; August 2010
Resolution Number(s):	YR 1999-86; YR 2011-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	
Next review:	September 2013

Developed by: Leonard A. Perry	Authorized by: G. L. Mears
Title: Director, Environmental and Occupational Health and Safety	Title: Executive Vice President
Date: March, 1999	EFFECTIVE: June 11, 1999

Policy: The University will develop and maintain programs to prevent health and safety hazards on the campus. Such programs shall be in compliance with, but not limited to, all local, state, and federal statutes pertaining to health, safety, and the environment.

~~RESOLUTION NUMBER: YR 1999-95~~

Parameters:

- The Office of Environmental and Occupational Health and Safety (EOHS) has the responsibility of establishing appropriate environmental, health, and safety programs and activities.
- EOHS, in consultation with the Office of the General Counsel, is also responsible for keeping the University in compliance with local, state, and federal laws affecting the campus environment and the health and safety of all students, faculty, staff, and campus visitors.

Procedures:

1. EOHS will distribute information on all health and safety programs. Other departments may assist in the distribution of this information.
2. EOHS will periodically conduct seminars and workshops relating to health, safety, and environmental matters, ~~with the assistance of the Office of Training and Development.~~
3. University employees and students are expected to follow all applicable health, safety, and environmental programs so that the University can prevent health and safety hazards on the campus.

NEW POLICY

UNIVERSITY GUIDEBOOK

Title of Policy: Classified Exempt Distinguished Service Award

Responsible Division/Office: Human Resources
Approving Officer: Vice President for Finance & Administration
Revision History: October 1998; August 2010
Resolution Number(s): YR 1999-38; YR 2011-
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next review: 2013

Policy: One award is granted annually to a Full Time Exempt Classified Employee whose performance at the University has been identified as outstanding. Recipient shall receive a cash award of \$1,400.

Procedures:

1. To be eligible to receive a Distinguished Service Award, an individual must be nominated during the "Call For Nominations" process which is annually initiated in February.
2. Staff members, faculty, students, or alumni may make nominations.
3. The Provost and each Vice President will appoint a person from each division to serve as the committee to review nominations and recommend award recipients.
4. The committee will seek written input from the supervisors of all persons nominated for an award.

**Agenda Item G.4.a.
Exhibit M**

UNIVERSITY GUIDEBOOK**Title of Policy: Family and Medical Leave Act (FMLA)**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: October 1997; August 2010

Resolution Number (s): YR 1998-16; YR 2011-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2013

Policy: The University is committed to providing Family and Medical Leave Act (FMLA) leave in accordance with Federal Law.

Purpose: Under the provisions of the Family and Medical Leave Act of 1993 (FMLA), eligible employees may take up to 12 weeks of paid or unpaid leave per year for the employee's own serious illness; the birth of a child; the placement of a child for adoption or foster care; or the care of seriously ill child, spouse, or parent. During the leave, health benefits are continued under the same terms and conditions as active employees. Upon return from leave, restoration of employment to the same job or an equivalent job will occur.

Parameters:

- A. An employee who has been employed by the University for at least twelve (12) months and who has completed at least one thousand two hundred and fifty (1,250) hours worked during the twelve (12) month period immediately preceding the commencement of the leave shall be eligible for Family and Medical Leave as provided in this policy.
- B. An eligible employee shall be permitted a total of twelve (12) work weeks of unpaid leave during the twelve (12) month period measured forward from the first date the employee uses Family and Medical Leave. Family and Medical Leave may be used for the following reasons:

1. To care for the employee's child after the birth of the child;

**Agenda Item G.4.b.
Exhibit N**

2. To care for a child after the child is placed with the employee for adoption or foster care;
 3. To care for the employee's spouse, child, or parent who has a serious health condition;
 4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a workers' compensation qualifying injury; or
 5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following: short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.
- C. An eligible employee may be permitted a total of twenty-six (26) work weeks of leave during the twelve (12) month period measured forward from the first date the employee uses Family and Medical Leave in order to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member. However, when Family and Medical Leave is used for this reason and one or more of the reasons listed in "B" above, the eligible employee will be entitled to a maximum combined total of twenty-six (26) work weeks of leave.
- D. An eligible employee will be required to provide the Employer with thirty (30) days advance notice of the employee's intention take Family and Medical Leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.
- E. The University will require the employee to provide medical certification from the employee's health care provider or the family member's health care provider in order to support a leave request to care for a spouse, child, or parent who has a serious health condition; or for leave due to a serious health condition that makes the employee unable to perform the essential functions of the employee's position.

The University, at the University's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two (2) health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the Employer. The expense of a third opinion will be paid by the Employer. U.S. Department of Labor Forms WH-380 shall be utilized by health care providers in supporting the leave request.

- F. An eligible employee will not be required to use accrued paid leaves prior to being granted unpaid Family and Medical Leave.
- G. In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has exhausted the twelve (12) work weeks of leave as provided in this policy, the employee may request an unpaid disability leave of absence in accordance with the University's policy or the applicable collective bargaining agreement.
- H. The University will also require the employee to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or illness.
- I. In any case in which a husband and wife, both employed by the University, request leave due to the birth or placement with the employees of a child, the total number of work weeks of Family and Medical Leave to which both employees are entitled will be limited to twelve (12) work weeks during the twelve (12) month period.
- J. Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious illness or injury, may be taken intermittently or on a reduced leave schedule when medically necessary. The Employer may require an employee who takes leave in this manner for planned medical treatments to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave. Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.
The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy. Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.
- K. It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period. During any uncompensated portion of a leave period, employees

shall not accumulate sick, vacation, personal, or any other accrued leave except as may be provided under the terms of a collective bargaining agreement.

- L. An eligible employee who takes leave in accordance with this policy shall, upon return from such leave, be restored to the position held by the employee when the leave commenced, or a similar position of equivalent pay and benefits. The Employer will require the employee's physician to certify that the employee is able to resume work as a condition of return to employment.
- M. During any period that an eligible employee takes leave in accordance with this policy, the University shall maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee's share of the health insurance costs during the leave. If the employee does not return from the leave, the University may recover the premiums it paid for maintaining the health care coverage during the period of unpaid Family and Medical Leave.
- N. Upon requesting Family and Medical Leave, an eligible employee will receive a written notice, from the University, outlining the employee's rights and obligations.

Procedures:

1. Employees covered by collective bargaining should refer to their respective labor agreements. Classified Civil Service employees (non-law enforcement) should refer to the ACE Agreement, and law enforcement employees, including exempted classified staff, should refer to the FOP Agreement.
2. FMLA may be taken as paid or unpaid leave. Paid leave is in the form of accrued personal, sick or vacation leave or documented compensatory time.
3. An employee desiring to take leave under FMLA should contact the Human Resources Office at 330-941-2137 to obtain information regarding eligibility for FMLA
4. All medical leaves, paid or unpaid, within a consecutive 12-month period will be counted toward the 12 week allocation under FMLA.

REDLINE VERSION**UNIVERSITY GUIDEBOOK**

August 10, 2010

Subject: Title of Policy: **Leave of Absence, Family and Medical Leave Act (FMLA)**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: October 1997; May 2013

Resolution Number (s): YR 1998-16; 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2013

Developed by: Shirley A. Carpenter Authorized by: G. L. Mears

Title: Executive Director

Human Resources Date: December, 1997

Date: October, 1997 EFFECTIVE: December 14, 1997

Policy: The University is committed to providing Family and Medical Leave Act (FMLA) leave in accordance with Federal Law. ~~to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.~~

RESOLUTION NUMBER: YR-1998-16

Purpose: Under the provisions of the Family and Medical Leave Act of 1993 (FMLA), eligible employees may take up to 12 weeks of paid or unpaid leave per year for the employee's own serious illness; the birth of a child; the placement of a child for adoption or foster care; or the care of seriously ill child, spouse, or parent. During the leave, health benefits are continued under the same terms and conditions as active employees. Upon return from leave, restoration of employment to the same job or an equivalent job will occur.

Parameters: ~~To be covered by the provisions of FMLA, an employee must:~~

- ~~• Be enrolled in one of the University's health plans.~~
- ~~• Have worked 1,250 hours during the 12-month period prior to the leave request or have an employment contract of .60 FTE or greater.~~
- Have worked at YSU for a total of 12 months.

A. An employee who has been employed by the University for at least twelve (12) months and who has completed at least one thousand two hundred and fifty (1,250) hours worked during the twelve (12) month period immediately preceding the commencement of the leave shall be eligible for Family and Medical Leave as provided in this policy.

B. An eligible employee shall be permitted a total of twelve (12) work weeks of unpaid leave during the twelve (12) month period measured forward from the first date the employee uses Family and Medical Leave. Family and Medical Leave may be used for the following reasons:

1. To care for the employee's child after the birth of the child;

2. To care for a child after the child is placed with the employee for adoption or foster care;

3. To care for the employee's spouse, child, or parent who has a serious health condition;

4. Because of a serious health condition that makes the employee unable to perform the functions of the employee's position, including a workers' compensation qualifying injury; or

5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies are one or more of the following:

short-notice deployment, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.

C. An eligible employee may be permitted a total of twenty-six (26) work weeks of leave during the twelve (12) month period measured forward from the first date the employee uses Family and Medical Leave in order to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member. However, when Family and Medical Leave is used for this reason and one or more of the reasons listed in "B" above, the eligible employee will be entitled to a maximum combined total of twenty-six (26) work weeks of leave.

D. An eligible employee will be required to provide the Employer with thirty (30) days advance notice of the employee's intention take Family and Medical Leave. The only exception will be when unforeseen circumstances prevent the employee from providing the required notice.

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

The University, at the University's expense, may require a second opinion on the validity of the certification. Should a conflict arise between the opinions of the two (2) health care providers, a third opinion will be sought. The third opinion will be provided by a health care provider mutually agreeable to the employee and the Employer. The expense of a third opinion will be paid by the Employer. U.S. Department of Labor Forms WH-380 shall be utilized by health care providers in supporting the leave request.

F. An eligible employee will may not be required to use accrued paid leaves prior to being granted unpaid Family and Medical Leave, except as may be provided under the terms of a collective bargaining agreement.

- G. In the event of the continuation, reoccurrence, or onset of a serious health condition of the employee, after such employee has exhausted the twelve (12) work weeks of leave as provided in this policy, the employee may request an unpaid disability leave of absence in accordance with the University's policy or the applicable collective bargaining agreement.
- H. The University will also require the employee to provide appropriate certification in order to support a leave request because of a qualifying exigency or to care for a covered service member with a serious injury or illness.
- I. In any case in which a husband and wife, both employed by the University, request leave due to the birth or placement with the employees of a child, the total number of work weeks of Family and Medical Leave to which both employees are entitled will be limited to twelve (12) work weeks during the twelve (12) month period.
- J. Leave due to the serious health condition of the employee or the employee's spouse, child, or parent, or to care for a covered service member with a serious illness or injury, may be taken intermittently or on a reduced leave schedule when medically necessary. The Employer may require an employee who takes leave in this manner for planned medical treatments to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave. Leave due to a qualifying exigency may also be taken on an intermittent or reduced leave schedule basis.
- The taking of leave intermittently or on a reduced leave schedule will not result in a reduction in the total amount of leave to which the employee is entitled in accordance with this policy. Leave due to the birth or placement of a child may not be taken on an intermittent or reduced leave schedule.
- K. It will not be considered a break in service when an employee takes leave in accordance with this policy, provided the employee returns to work at the expiration of the leave period. During any uncompensated portion of a leave period, employees shall not accumulate sick, vacation, personal, or any other accrued leave except as may be provided under the terms of a collective bargaining agreement.
- L. An eligible employee who takes leave in accordance with this policy shall, upon return from such leave, be restored to the position held by the employee when the leave commenced, or a similar position of equivalent pay and benefits. The Employer will require the employee's physician to certify that the employee is able to resume work as a condition of return to employment.

- M. During any period that an eligible employee takes leave in accordance with this policy, the University shall maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for paying the employee's share of the health insurance costs during the leave. If the employee does not return from the leave, the University may recover the premiums it paid for maintaining the health care coverage during the period of unpaid Family and Medical Leave.
- N. Upon requesting Family and Medical Leave, an eligible employee will receive a written notice, from the University, outlining the employee's rights and obligations.

Definitions: ~~Serious health condition includes:~~

- ~~An illness, injury, impairment, or physical or mental condition that involves either inpatient care (overnight stay in a hospital, hospice, or residential care facility) or continuing treatment by a health care provider for three or more consecutive days.~~
- ~~Any period of incapacity because of pregnancy or prenatal care (even without treatment by a health care provider and even if the absence is less than three days, e.g., morning sickness).~~
- ~~Any periods of incapacity because of a chronic serious condition (even without treatment by a health care provider and even if the absence is less than three days, e.g., an asthma attack).~~

Procedures:

1. ~~Employees covered by collective bargaining should refer to their respective labor agreements. Classified Civil Service employees (non-law enforcement) should refer to the ACE Agreement, and law enforcement employees, including exempted classified staff, should refer to the FOP Agreement.~~

2. ~~FMLA may be taken as paid or unpaid leave. Paid leave is in the form of accrued personal, sick or vacation leave or documented compensatory time.~~
3. ~~An employee desiring to take leave under FMLA should contact the Human Resources Office at 330-941-2137 to obtain information regarding eligibility for FMLA, must complete a "Leave" form and forward it to the Office of Human Resources.~~
4. ~~All medical leaves, paid or unpaid, within a consecutive 12-month period will be counted toward the 12-week allocation under FMLA.~~
5. ~~A physician's statement, or some other type of documentation, may be required when using FMLA to care for another family member.~~

UNIVERSITY GUIDEBOOK

Title of Policy: Vacation Leave, Exempted Professional/Administrative Staff & Department Chairpersons

Responsible Division/Office: Human Resources
 Approving Officer: Vice President for Finance & Administration
 Revision History: May 1998; September 2009, August 2010
 Resolution Number(s): YR 1998-16/1999-20; YR 2010-37; YR 2011-
 Board Committee: Internal Affairs
EFFECTIVE DATE: December 16, 2009
 Next review: 2013

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility

Scope: These parameters and procedures apply to exempted Professional/Administrative Staff and Department Chairpersons. Employees in externally funded positions are provided with benefits in accordance with GUIDEBOOK POLICY 7021.04 *Externally Funded Professional/Administrative Staff*. Other employees covered by collective bargaining may refer to their respective labor agreement.

Parameters:

- Full-time Exempted Professional/Administrative staff and Department Chairpersons on twelve-month contracts earn 7.33 hours per pay period or 176 hours of paid vacation leave each fiscal year.
- Full-time staff with annual contracts for less than twelve months and part-time staff with a .75 or greater FTE (Full Time Equivalent) shall earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.
- Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.

- Vacation leave for full-time twelve-month staff may be accrued up to a maximum of 320 hours.
- Employees whose vacation balance reaches 320 hours will not accrue vacation until the balance is reduced below the forty day maximum. Employees are responsible for monitoring the vacation balance.
- Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE, and should be requested in hours. (e.g., A .75 FTE staff member would have a maximum accrual of 240 hours.)
- Vacation leave accrual begins on the effective date of the initial employment, and may be requested once the staff member has successfully completed three months of service
- Accrued vacation leave may be taken prior to the effective date of separation, or a cash payment will be made for vacation accrued through the last day of work, provided a thirty-day notice of resignation has been submitted to the Office of Human Resources.
- Full-time externally funded professional/administrative staff earns 7.33 hours per pay period or 176 paid vacation hours per year, which must be taken during the contract period in which it was earned. Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the Department Head and the Chief Human Resources Officer by June 30.
- Department chairpersons and other administrators holding earned rank and tenure (Policy 9005.01) who revert to faculty status shall receive a cash payment for accrued vacation earned through the last day of the administrative appointment.
- Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued through the last day employed.
- If the vacation balance of classified staff who transfer to professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than 280 hours.

Procedures

1. Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
2. The staff member will complete the "Vacation Request, Professional/Administrative Staff" and submit it to the immediate supervisor in advance of the leave.
3. The supervisor completes the form and forwards it to the Office of Human Resources prior to the date of the leave.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

August 10, 2010

Title of Policy: Vacation Leave, Exempted Professional/Administrative Staff & Department Chairpersons

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance & Administration

Revision History: May 1998; September 2009, August 2010

Resolution Number(s): YR 1998-16/1999-20; YR 2010-37; YR 2011-

Board Committee: Internal Affairs

EFFECTIVE DATE: ~~December 16, 2009~~

Next review: ~~September 2012~~2013

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility

Scope: These parameters and procedures apply to exempted Professional/Administrative Staff and Department Chairpersons. Employees in externally funded positions are provided with benefits in accordance with GUIDEBOOK POLICY 7021.04 Externally Funded Professional/Administrative Staff. Other employees covered by collective bargaining may refer to their respective labor agreement.

Parameters:

- Full-time Exempted Professional/Administrative staff and Department Chairpersons on twelve-month contracts earn 7.33 hours per pay period or 176 hours of paid vacation leave each fiscal year.
- Full-time staff with annual contracts for less than twelve months and part-time staff with a .75 or greater FTE (Full Time Equivalent) shall earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.
- Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.

- Vacation leave for full-time twelve-month staff may be accrued up to a maximum of 320 hours.
- Employees whose vacation balance reaches 320 hours will not accrue vacation until the balance is reduced below the forty day maximum. Employees are responsible for monitoring the vacation balance.
- Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE, and should be requested in hours. (e.g., A .75 FTE staff member would have a maximum accrual of 240 hours.)
- Vacation leave accrual begins on the effective date of the initial employment, and may be requested once the staff member has successfully completed three months of service
- Accrued vacation leave may be taken prior to the effective date of separation, or a cash payment will be made for vacation accrued through the last day of work, provided a thirty-day notice of resignation has been submitted to the Office of Human Resources.
- Full-time externally funded professional/administrative staff earns 7.33 hours per pay period or 176 paid vacation hours per year, which must be taken during the contract period in which it was earned. ~~Vacation may not be carried forward to succeeding contracts or converted to cash payments.~~ Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the Department Head and the Chief Human Resources Officer by June 30.
- Department chairpersons and other administrators holding earned rank and tenure (Policy 9005.01) who revert to faculty status shall receive a cash payment for accrued vacation earned through the last day of the administrative appointment.
- Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued through the last day employed.
- If the vacation balance of classified staff who transfer to professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than 280 hours.

NUMBER

7002.05

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Procedures

1. Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
2. The staff member will complete the "Vacation Request, Professional/Administrative Staff" and submit it to the immediate supervisor in advance of the leave.
3. The supervisor completes the form and forwards it to the Office of Human Resources prior to the date of the leave.

UNIVERSITY GUIDEBOOK**Title of Policy: Emeritus Status**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance & Administration

Revision History: November 1997; April 2010

Resolution Number(s): YR 1998-33; YR 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2013

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.

**Agenda Item G.4.d.
Exhibit P**

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.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

August 10, 2010

Subject/Title of Policy:	Emeritus Status
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance & Administration
Revision History:	November 1997; April 2010
Resolution Number(s):	YR 1998-33; YR 2010-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	
Next review:	2013

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director	Title: Executive Vice President
Human Resources	Date: March 13, 1998
Date: November, 1997	EFFECTIVE: March 13, 1998

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

RESOLUTION NUMBER: YR 1998-33

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.

UNIVERSITY GUIDEBOOK**Title of Policy: Distinguished Service Awards, Exempted
Professional/Administrative Staff**

Responsible Division/Office: Human Resources
Approving Officer: Vice President for Finance & Administration
Revision History: October 1998; August 2010
Resolution Number(s): YR 1999-38; YR 2011-
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next review: 2013

Policy: The University recognizes employees for outstanding performance of duties and grants awards for such achievement.

Parameters:

- Up to four awards are granted annually to Exempted Professional/Administrative staff whose performance at the University has been identified as outstanding.
- Full-time recipients shall receive \$2,000; a stipend of \$1,000 and \$1,000 added to the individuals' base salary in the following contract year.
- The President, Provost, Vice Presidents, Deans, and Executive Directors are not eligible for consideration for Distinguished Service Awards.

Procedures:

1. To be eligible to receive a Distinguished Service Award, an individual must be nominated during the "Call For Nominations" process which is annually initiated in February.
2. Staff members, faculty, students, or alumni may make nominations.
3. The Provost and each Vice President will appoint a person from each Division to serve as a committee to review nominations and recommend award recipients.
4. The committee will seek written input of the supervisors of all persons nominated for an award.

**Agenda Item G.4.e.
Exhibit Q**

5. The names of the award recipients recommended by the committee will be forwarded to the Office of Human Resources.
6. Announcement and presentation of the Awards occurs at the annual faculty/staff awards dinner.
7. Annually a list of all recipients of the Distinguished Service Award will be presented to the Internal Affairs Committee of the Board of Trustees.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

August 10, 2010

Subject: Title of Policy: **Distinguished Service Awards, Exempted Professional/Administrative Staff**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance & Administration

Revision History: October 1998; August 2010

Resolution Number(s): YR 1999-38; YR 2011-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2013

Developed by: Jean R. Wainio

Title: Interim Executive Director

Human Resources

Date: October, 1998

Authorized by: G. L. Mears

Title: Executive Vice President

EFFECTIVE: 12-11-98

Policy: The University recognizes employees for outstanding performance of duties and grants awards for such achievement.

RESOLUTION NUMBER: YR 1999-38

Parameters:

- Up to four awards are granted annually to Exempted Professional/Administrative staff whose performance at the University has been identified as outstanding.
- Each award carries a stipend of \$1,500. Full-time recipients shall receive \$2,000; a stipend of \$1,000 and \$1,000 added to the individuals' base salary in the following contract year.
- The President, Provost, Vice Presidents, Deans, and Executive Directors are not eligible for consideration for Distinguished Service Awards.

Procedures:

1. To be eligible to receive a Distinguished Service Award, an individual must be nominated during the "Call For Nominations" process which is annually initiated in February.
2. Staff members, faculty, students, or alumni may make nominations.
3. The Provost and each Vice President will appoint a person from each Division to serve as a ~~four-person~~ committee to review nominations and recommend award recipients.
4. The committee will seek written input of the supervisors of all persons nominated for an award.
5. The names of the award recipients recommended by the committee will be forwarded to the Office of Human Resources.
6. Announcement and presentation of the Awards occurs at the annual faculty/staff awards dinner.
7. Annually a list of all recipients of the Distinguished Service Award will be presented to the ~~Personnel Relations~~Internal Affairs Committee of the Board of Trustees.

UNIVERSITY GUIDEBOOK**Title of Policy: President's Leadership Merit Award**

Responsible Division/Office: Office of the President
Approving Officer: President
Revision History: December 1998; August 2010
Resolution Number(s): YR 1999-59; YR 2011-
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next review: 2013

Policy: The University recognizes employees for outstanding performance of duties and grants awards for such achievement.

Definitions:

- Executive Officers of the University are the President, Provost & Vice President for Academic Affairs, Vice President for Finance & Administration, Vice President for Student Affairs, and Vice President for University Advancement.
- Administrative Officers of the University include the College Deans, Dean of Graduate Studies and Research, Executive Directors, Associate Provosts, Chief Human Resources Officer and Chief Technology Officer

Parameters:

- The Leadership Merit Award for outstanding service and commitment to the University is typically presented during the regular June meeting of the Board of Trustees.
- All Executive and Administrative Officers of the University, except the President, are eligible to receive this award. In recognition of exceptional service and commitment, the President may select other members of the University community to receive this award.
- Each award carries a stipend of \$3,000.

**Agenda Item G.4.f.
Exhibit R**

NUMBER

7014.02

PAGE 2 of 2

Procedure:

Prior to making the award, the President will share the name of the recipient with the Internal Affairs Committee of the Board of Trustees for information, discussion, and approval.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

August 11, 2010

Subject: Title of Policy: President's Leadership Merit Award

Responsible Division/Office: Office of the President

Approving Officer: President

Revision History: December 1998; August 2010

Resolution Number(s): YR 1999-59; YR 2011-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2013

Developed by: Leslie H. Cochran

Title: President

Date: December, 1998

Authorized by: Leslie H. Cochran

Title: President

EFFECTIVE: March 13, 1999

Policy: The University recognizes employees for outstanding performance of duties and grants awards for such achievement.

RESOLUTION NUMBER: YR 1999-59

Definitions:

- Executive Officers of the University are the President, Provost & Vice President for Academic Affairs, Vice President for Finance & Administration, Vice President for Student Affairs, and Vice President for Development and Community Affairs ~~University Advancement, Executive Vice President, Provost, and President.~~
- Administrative Officers of the University include the College Deans, Dean of Graduate Studies and Research, ~~and Executive Directors, Associate Provosts, Chief Human Resources Officer and Chief Technology Officer.~~

Parameters:

- The Leadership Merit Award for outstanding service and commitment to the University is typically presented during the regular June meeting of the Board of Trustees.

- All Executive and Administrative Officers of the University, except the President, are eligible to receive this award. In recognition of exceptional service and commitment, the President may select other members of the University community to receive this award.
- Each award carries a stipend of \$3,000.

Procedure:

Prior to making the award, the President will share the name of the recipient with the ~~Personnel-Internal Affairs Relations~~ Committee of the Board of Trustees for information, discussion, and approval.

UNIVERSITY GUIDEBOOK

Title of Policy: Externally Funded Professional/Administrative Staff

Responsible Office/Division: Human Resources

Approving Officer: Vice President for Finance & Administration

Revision History: March 1999; Sept 2001; August 2010

Resolution Number(s): YR 1999-116; YR 2002-15; YR 2011-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2013

Policy: The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

Parameters:

- The University employs persons whose positions are externally funded through research grants, endowments, and other non-University sources. These positions are identified as full- or part-time professional/administrative staff and are typically temporary in nature.
- These employees are not placed in a University salary plan (7020.01), but are eligible for benefits of the professional/administrative staff, including fringe benefits (7015.01, .02, .03, .04, .06, .07, and .08), vacation leave (7002.05), sick leave (7002.09), and Distinguished Service Awards (7014.01), as determined by the FTE unless otherwise noted herein.
- Externally funded full-time professional/administrative staff who are awarded a Distinguished Service Award (7014.01) will be eligible for a stipend of \$2,000. The distribution of this award will be contingent on the funding source, recipients will receive either a cash stipend in the full amount, or a \$1,000 stipend and \$1,000 added to the base salary in the following contract year.

**Agenda Item G.4.g.
Exhibit S**

- For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other professional/administrative staff.
- Instructional Specialist(s) employed at The Rich Autism Center are not eligible to accrue vacation leave.
- Each full-time Instructional Specialist may convert two (2) sick leave days per contract year to personal days. Each part-time employee may also convert one (1) sick leave day per year.

Procedures:

1. Recruitment to fill externally funded professional/administrative positions must be authorized by the Provost or appropriate Vice President. Recruitment activities must conform to the Affirmative Action procedures (2001.02).
2. The person responsible for the employing unit extends the offer of employment upon the recommendation of the Dean or Executive Director and approval of the Provost or appropriate Vice President.
3. The Office of Human Resources prepares the official offer of employment.
4. Externally funded professional/administrative staff are exempted from collective bargaining.
5. Part-time externally funded professional/administrative staff are employed on an FTE basis assuming a forty-hour workweek.
6. Externally funded professional/administrative staff are informed at the time of appointment or reappointment that their employment is dependent upon external funding and if such funding ceases employment is terminated upon a two-week notice.

7. Externally funded professional/administrative staff members who earn and accrue vacation leave should use it during the contract period in which it is earned. Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the department head and the Chief Human Resources Officer by June 30. Unused vacation shall not be converted to a cash payment if the availability of funds ceases, the appointment is not renewed, the employee resigns, or the employee is terminated for cause.

REDLINE VERSION**UNIVERSITY GUIDEBOOK****Title of Policy: Externally Funded Professional/Administrative Staff**Responsible Office/Division: Human ResourcesApproving Officer: Vice President for Finance & AdministrationRevision History: March 1999; Sept 2001; August 2010Resolution Number(s): YR 1999-116; YR 2002-15; YR 2011-Board Committee: Internal AffairsEFFECTIVE DATE:Next review: 2013Developed by: Jean R. WainioAuthorized by: G. L. MeursTitle: Interim Executive DirectorTitle: Executive Vice PresidentHuman ResourcesEFFECTIVE: September 28, 2001Approved: March 1999Revised: September 28, 2001**Policy:** The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.RESOLUTION NUMBERS: YR 1999-116; YR 2002-15**Parameters:**

- The University employs persons whose positions are externally funded through research grants, endowments, and other non-University sources. These positions are identified as full- or part-time professional/administrative staff and are typically temporary in nature.
- These employees are not placed in a University salary plan (7020.01), but are eligible for benefits of the professional/administrative staff, including fringe benefits (7015.01, .02, .03, .04, .06, .07, and .08), vacation leave (7002.05), and sick leave (7002.09), and Distinguished Service Awards (7014.01), as determined by the FTE unless otherwise noted herein.

- Externally funded full-time professional/administrative staff who are awarded a Distinguished Service Award (7014.01) will be eligible for a stipend of \$2,000. The distribution of this award will be contingent on the funding source, recipients will receive either a cash stipend in the full amount, or a \$1,000 stipend and \$1,000 added to the base salary in the following contract year.
- For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other professional/administrative staff.
- Instructional Specialist(s) employed at The Rich Autism Center are not eligible to accrue vacation leave.
- Each full-time Instructional Specialist may convert two (2) sick leave days per contract year to personal days. Each part-time employee may also convert one (1) sick leave day per year.

Procedures:

1. Recruitment to fill externally funded professional/administrative positions must be authorized by the Provost or appropriate Vice President. Recruitment activities must conform to the Affirmative Action procedures (2001.02).
2. The person responsible for the employing unit extends the offer of employment upon the recommendation of the Dean or Executive Director and approval of the Provost or appropriate Vice President.
3. The Office of Human Resources prepares the official offer of employment.
4. Externally funded professional/administrative staff are exempted from collective bargaining.
5. Part-time externally funded professional/administrative staff are employed on an FTE basis assuming a forty-hour workweek.
6. Externally funded professional/administrative staff are informed at the time of appointment or reappointment that their employment is dependent upon external funding and if such funding ceases employment is terminated upon a two-week notice.

7. Externally funded professional/administrative staff members who earn and accrue vacation leave should use it during the contract period in which it is earned. Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the department head and ~~Executive Director of the Chief Human Resources Officer and Labor Relations~~ by June 30. Unused vacation shall not be converted to a cash payment if the availability of funds ceases, the appointment is not renewed, the employee resigns, or the employee is terminated for cause.

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2010 - JUNE 30, 2010**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary/ Replacement Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
April 2010							
None.							
May 2010							
None.							
June 2010							
None.							

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b)

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary/ Replacement Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
April 2010							
Ms. Jennifer Gonda	F/C	Replacement \$17,160 / \$17,675	Instruction Specialist	Rich Center for Autism	04/01/10	\$17,675	\$515 increase
Mr. Robert Boldon	M/C	Replacement \$97,850 / \$97,850	Head Coach, Women's Basketball	Intercollegiate Athletics	04/15/10	\$97,850	
May 2010							
Ms. Jennifer Gwin	F/C	Replacement \$61,800 / \$43,750	Assistant Coach, Women's Basketball	Intercollegiate Athletics	05/01/10	\$43,750	\$18,050 increase
Mr. Tavares Jackson	M/B	Replacement \$38,007 / 42,750	Assistant Coach, Women's Basketball	Intercollegiate Athletics	05/01/10	\$42,750	\$4,750 decrease
Ms. Shawntae Burton	F/B	Replacement \$32,391 / \$29,500	Coordinator, Upward Bound	Upward Bound	05/03/10	\$34,305	\$2,891 decrease
Mr. Michael Kuzmich	M/C	Replacement \$33,405 / \$29,500	Coordinator, Upward Bound, SCOPE	Upward Bound	05/03/10	\$34,305	\$3,905 decrease
Ms. Katie Schrader	F/C	Replacement \$30,900 / \$41,290	Assistant Coach, Women's Basketball	Intercollegiate Athletics	05/10/10	\$41,290	\$10,390 decrease
June 2010							
Ms. Ruth Werry	F/C	Replacement \$47,247	Manager, Payroll	Payroll	06/14/10	\$63,500	\$16,253 increase

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2010 - JUNE 30, 2010**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary/ Replacement Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
Ms. Grace Naji	F/A	Replacement \$17,160 / \$17,160	Instruction Specialist	Rich Center	06/16/10	\$17,160	Entry level salary
CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary/ Replacement Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY	COMMENTS
April 2010							
None.							
May 2010							
Mr. Robert Bero	M/C	Replacement \$20.10 / \$14.84	Groundskeeper III	Grounds	06/21/10	\$30,867	\$10,941 decrease
June 2010							
None.							
SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
RETIREMENTS:							
Dr. Iole Checcone	F/C	Faculty	Associate Professor	Foreign Languages	05/14/10	\$64,572	
Dr. Carol Mikanowicz	F/C	Faculty	Professor	Health Professions	05/31/10	\$80,399	
Dr. David Sweet	M/C	P/A	President	Office of the President	06/30/10	\$244,145	
SEPARATIONS:							
Ms. Kelly Bancroft	F/C	P/A	SMARTS, Coordinator	SMARTS	06/30/10	\$24,758	Resignation
Mr. Randall Benner	M/C	Faculty	Instructor	Health Professions	05/14/10	\$53,005	Non-renewal

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2010 - JUNE 30, 2010**

SEPARATIONS:

Mr. Gary Boley	M/C	P/A	Director, Career Services	Career and Counseling Services	06/30/10	\$59,364	Non-renewal
Ms. Holly D'Amico	F/C	Classified	Secretary	Center for Student Progress	04/01/10	\$31,928	Deceased
Ms. Jennifer Donnatella	F/C	P/A	Autism Services	Rich Center for	06/30/10	\$15,185	Contract ended
Dr. Michael Murphy	M/C	Faculty	Associate Professor	Social Work	05/14/10	\$64,418	Resigned
Dr. Michelle McCarroll	F/C	Faculty	Assistant Professor	Health Professions	05/14/10	\$53,445	Resigned
Ms. Helen Paes	F/C	P/A	Development Coordinator	Rich Center for Autism	06/30/10	\$30,000	Contract ended
Mr. David Politzer	M/C	Faculty	Assistant Professor	Art	05/14/10	\$50,972	Non-renewal
Dr. Jack Reichert	M/C	Faculty	Instructor	Biological Sciences	05/14/10	\$44,541	Non-renewal
Mr. James Ritter	M/C	P/A	Director, Undergraduate Admissions	Dean's Office, WCBA	06/11/10	\$68,220	Resignation
Mr. Eric Ronan	M/C	P/A	Head Coach, Men's Tennis	Intercollegiate Athletics	06/30/10	\$18,277	Resignation
Mr. Christopher Sweeney	M/C	P/A	Instrumentation Specialist	Physics and Astronomy	06/30/10	\$30,900	Contract Ended
Mr. Michael Villano	M/C	Faculty	Instructor	Accounting & Finance	05/14/10	\$44,117	Non-renewal
Ms. Sharon Wathern	F/C	Faculty	Instructor	Accounting & Finance	05/14/10	\$20,077	Non-renewal

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

Youngstown State University Early Retirement Incentive Plan

The Youngstown State University Board of Trustees authorizes the implementation of the Retirement Incentive Plan of Youngstown State University (hereinafter referred to as "the Plan") for its eligible employees who are members of the Ohio Public Employees Retirement System ("OPERS"). Provisions of the Plan are based on Ohio Revised Code Section 145.297, Ohio Administrative Rule 145-2-42, and include the following:

1. The Plan shall begin on January 1, 2011 and terminate December 31, 2011. The Plan shall be the only retirement incentive plan through OPERS in effect for eligible employees of Youngstown State University.
2. Participation in the Plan shall be available to 8.4 percent of employees of Youngstown State University who are employed and are members of OPERS on January 1, 2011. Employees who have established more total service credit of record in OPERS, pursuant to applicable service credit provisions of Ohio Revised Code Chapter 145, have the right to elect to participate in the Plan before employees having less total service credit established in OPERS.
3. Pursuant to the terms of the Plan, service credit for each participating employee shall be purchased by Youngstown State University in an amount equal to the lesser of the following:
 - a. Two (2) years of service credit
 - b. One-fifth of the total service credit of record credited to the participating employee in OPERS, exclusive of the service credit purchased under this Plan.
4. Any employee of Youngstown State University eligible to participate in the Plan shall meet the following criteria:
 - a. The employee is or will be eligible to retire under Ohio Revised Code Section 145.32, 145.34, 145.37, or 145.33(A) on or before the date of termination of the Plan. Service credit to be purchased for the employee under the Plan shall be included in making this determination for eligibility.
 - b. The employee agrees to retire under Ohio Revised Code Section 145.32, 145.34, 145.37, or 145.33(A) within ninety (90) days after receiving notice from OPERS that service credit has been purchased for the employee pursuant to the Plan.
5. The policy on this Plan shall be in effect until midnight December 31, 2011, and shall automatically terminate on that hour and date. Youngstown State University will provide written notice thirty (30) days in advance of the termination date to all eligible members of OPERS employed at the University and to OPERS.

**Agenda Item G.4.i.
Exhibit U**

6. Any and all disputes arising under a benefit to be provided or denied under the Plan shall be resolved according to the following procedure:
 - a. Only matters relating to the eligibility to participate in and the administration of the Plan are covered by this dispute resolution procedure. Issues that are in conflict with or violate any portion of the Ohio Revised Code will **not** be considered under this procedure.
 - b. For eligible employees who are covered by a collective bargaining agreement, any and all disputes under this Plan shall be resolved pursuant to their respective collective bargaining agreements.
 - c. Any remaining employees eligible to participate in this Plan shall have their dispute resolved in an impartial and timely manner using the following procedure:
 - i. The employee shall file a written complaint stating the nature of the grievance/dispute, within ten (10) working days of the alleged action.
 - ii. The written complaint shall be filed with the Chief Human Resources Officer.
 - iii. Within five (5) working days of receipt of a complaint, a meeting shall be scheduled with the grievant, the Chief Human Resources Officer, and a designee appointed by the Chief Human Resources Officer. The grievant shall have the opportunity to present his/her case, and shall be given release time from his/her duties to appear at said meeting.
 - iv. A determination shall be issued within five (5) working days of the actual meeting.
 - v. If the matter is not resolved at this level, the grievant may appeal within ten (10) working days of the decision to an appeals panel comprised of the Vice President for Finance & Administration and a designee appointed by said Vice President.
 - vi. The appeals panel must hear the case within five (5) working days of receipt of the request to appeal and render its decision within ten (10) working days of the hearing.
 - vii. The decision of the appeals panel shall be binding; however, the panel may not render decisions that are in violation of Ohio Revised Code Section 145.

UNIVERSITY GUIDEBOOK**Title of Policy: Licensing of University Names and Marks**

Responsible Division/Office: Intercollegiate Athletics

Approving Officer: President

Revision History: May 1999; August 2010

Resolution Number(s): YR 2000-12; YR 2011-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2013

Policy: The Department of Intercollegiate Athletics is responsible for licensing and monitoring of the trade names, trademarks, and service marks of the University.

Parameters:

- Licensing applies to the University's name, nicknames, abbreviations, logos, seal, mascots, slogans, and anything that is similar to these marks.
- Royalties received through the sale of licensed items will be used for student scholarships.
- The Department of Intercollegiate Athletics is responsible for monitoring the appropriate use of University names and marks to ensure that the institution is promoted positively and that the products meet quality standards.

Agenda Item G.4.j.
Exhibit V

Procedures:

1. Any individual, business, or organization interested in using the University name, nicknames, abbreviations, logos, seal, mascots, slogans, etc. should contact the Department of Intercollegiate Athletics.
2. A copy of the intended design and the product on which it is to be displayed must be submitted to the Department of Intercollegiate Athletics for review and approval.
3. Anyone planning to purchase goods or services incorporating the University name or other symbols should confirm that the vendor is an authorized licensee.
4. If appropriate, a licensing agreement will be executed between the Licensing Resource Group and the individual, business, or organization.
5. In special instances, such as a limited distribution of an item that will not be sold for profit, licensing may be waived at the discretion of the Department of Intercollegiate Athletics.
6. Licensing guidelines and authorized licensee lists may be obtained from the Department of Intercollegiate Athletics.
7. Additional procedures for using University symbols (i.e. publications) and related information can be found on the website of the Office of Marketing & Communications: *<http://web.yosu.edu/marketcomm>*.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

August 10, 2010

Subject/Title of Policy: **Licensing of University Names and Marks**
Responsible Division/Office: University Advancement Intercollegiate Athletics
Approving Officer: Special Assistant to the President President
Revision History: May 1999; August 2010
Resolution Number(s): YR 2000-12; YR 2011-
Board Committee: External Relations Internal Affairs
EFFECTIVE DATE:
Next review: 2013

Developed by: <u>Linda Lewis</u>	Authorized by: <u>Charles McBriarty</u>
Title: <u>Director</u>	Title: <u>Special Assistant to the President</u>
<u>University Relations</u>	EFFECTIVE: <u>September 10, 1999</u>
Date: <u>May, 1999</u>	

Policy: ~~The Office of University Relations~~Department of Intercollegiate Athletics is responsible for licensing and monitoring of the trade names, trademarks, and service marks of the University.
~~RESOLUTION NUMBER: YR 2000-12~~

Parameters:

- Licensing applies to the University's name, nicknames, abbreviations, logos, seal, mascots, slogans, and anything that is similar to these marks.
- Royalties received through the sale of licensed items will be used for student ~~academic~~ scholarships.
- ~~The Office of University Relations~~Department of Intercollegiate Athletics is responsible for monitoring the appropriate use of University names and marks to ensure that the institution is promoted positively and that the products meet quality standards.

Procedures:

1. Any individual, business, or organization interested in using the University name, nicknames, abbreviations, logos, seal, mascots, slogans, etc. should contact the ~~Office of University Relations~~ Department of Intercollegiate Athletics.
2. A copy of the intended design and the product on which it is to be displayed must be submitted to the ~~Director of University Relations~~ Department of Intercollegiate Athletics for review and approval.
3. Anyone planning to purchase goods or services incorporating the University name or other symbols should confirm that the vendor is an authorized licensee.
4. If appropriate, a licensing agreement will be executed between the ~~University licensing agent~~ Licensing Resource Group and the individual, business, or organization.
5. In special instances, such as a limited distribution of an item that will not be sold for profit, licensing may be waived ~~at the discretion of the Department of Intercollegiate Athletics~~ at the discretion of the Department of Intercollegiate Athletics.
6. Licensing guidelines and authorized licensee lists may be obtained from the ~~Office of University Relations~~ Department of Intercollegiate Athletics.
7. Additional procedures for using University symbols (i.e. publications) and related information can be found on the website of the Office of Marketing & Communications: <http://web.yzu.edu/marketcomm> in Graphic Standards Guidelines The YSU Licensing/Trademarks Policy & Procedures Manual, available in the ~~Office of University Relations~~ Department of Athletics.