

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

Tod Hall
Friday, March 12, 2010

Pursuant to notice duly given, a regular meeting (the two hundred ninety-sixth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Friday, March 12, 2010, in the Board Room in Tod Hall.

All eleven trustees were present at the meeting, to-wit: Mr. Scott R. Schlick, chairperson of the board, who presided, Mr. John L. Pogue, Mr. Larry D. DeJane, Ms. Millicent S. Counts, Dr. John R. Jakubek, Dr. Sudershan K. Garg, Mr. Harry Meshel, Mrs. Carole S. Weimer, Mr. Leonard D. Schiavone, Mr. Daniel J. DeMaiolo and Ms. Lyndsie A. Hall.

Also present were: Dr. David C. Sweet, President; Dr. Cynthia E. Anderson, Vice President for Student Affairs; Mr. Eugene P. Grilli, Vice President for Finance and Administration; Dr. George McCloud, Vice President for University Advancement; Dr. Thomas Maraffa, Special Assistant to the President; Ms. Holly A. Jacobs, University General Counsel and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 50 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order.

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 DECEMBER 16, 2009; FEBRUARY 3, 2010 AND FEBRUARY 17, 2010.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held December 16, 2009 (#293), and special meetings held February 3, 2010 (#294) and February 17, 2010 (#295) 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– REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Sweet stated that his report would focus on a single topic – the proposal to create a Hub of Innovation and Opportunity in Youngstown. Dr. Sweet stated that the HUB designation by the Ohio Department of Development would mark the next stage in the transition of the Mahoning Valley economy from 20th century technologies and jobs to the 21st century. A copy of Dr. Sweet’s full remarks is attached to these minutes.

ITEM IV – 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. Khawaja provided a staff report. Dr. Khawaja briefly discussed a number of initiatives underway at the university. Dr. Khawaja reported that despite the absence of funding from the state, the 4 YSU Centers of Excellence have received sufficient internal support and resources to enable each of them to attain at least a position of stability. While the 4 YSU Centers of Excellence are at various stages of development, all are in a position to move forward strongly upon the availability of state funding. Dr. Khawaja reported that the university continues to make progress in the area of assessment. Dr. Khawaja reminded the board that the Higher Learning Commission had cited assessment as an area needing improvement during its last accreditation visit. Since that time YSU has become an active member of the HLC committee on assessment. Dr. Khawaja pledged that the university would meet the HLC expectations on assessment improvement. Dr. Khawaja reported that the university and WYSU had entered into collaboration with local print media. YSU student-developed stories are being printed in local main media. Dr. Khawaja reported that an internet radio station run by students is in development in the College of Fine & Performing Arts.

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

Resolution to Authorize Conferral of Honorary Degree – Timothy J. Ryan

YR 2010-45

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

Resolution to Modify *University Guidebook* Policies

YR 2010-46

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 following policies of the *University Guidebook*, shown as Exhibit A attached hereto, and does hereby rescind the former corresponding policies. A copy of the policy indicating changes to be made is also attached.

Policy No.	<u>Subject</u>
1020.01	Faculty Workload
9003.03	Appointment of Graduate Assistants and Teaching Assistants

Resolution to Authorize Conferral of Honorary Degree – Connie Schultz

YR 2010-47

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

Resolution to Enter into Agreement
Between Youngstown State University,
The Rich Center Board of Trustees, and the Youngstown State University Foundation

YR 2010-48

WHEREAS, on or about January 28, 1997, an agreement was entered into among the Paula and Anthony Rich Center for the Study and Treatment of Autism Committee (the “Committee”), the Youngstown State University Foundation (the

“Foundation”), and Youngstown State University (the “University”) to establish a fund and center for the study and treatment of autism; and

WHEREAS, in consideration of initial funding by the Committee, the University and the Committee established and maintains the Paula and Anthony Rich Center for the Study and Treatment of Autism (“Rich Center”); and

WHEREAS, the Rich Center Board of Trustees (the “Rich Center Board”) was established to oversee The Rich Center; and

WHEREAS, the Board of Trustees of Youngstown State University recognizes the positive impact that the Rich Center has had on the study and treatment of autism, and the importance of the Rich Center’s continued operation at the University,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the University to enter into the Agreement with the Rich Center Board and the Foundation, shown as Exhibit R, attached hereto.

2. External Relations Committee.

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

Resolution to Name the
David C. Sweet Exhibit Gallery
Of the YSU Archives in Maag Library

YR 2010-49

WHEREAS, it is customary for Youngstown State University to honor the service of retiring Presidents with a prominent and appropriate naming on campus; and

WHEREAS, Dr. David C. Sweet has announced his retirement from Youngstown State University, after ten years of exemplary service, effective June 30, 2010; and

WHEREAS, Dr. Sweet has served as the sixth President in the institution’s history with distinction; and

WHEREAS, under Dr. Sweet’s leadership, enrollment has grown more than twenty-five percent, this past fall semester marking a nineteen-year high; and

WHEREAS, Dr. Sweet engineered one of the most significant changes to the academic structures of YSU in many decades through the creation of the College of Science, Technology, Engineering and Mathematics, as well as the College of Liberal Arts and Social Sciences; and

WHEREAS, the physical landscape of YSU has changed significantly under Dr. Sweet's leadership with the construction of the Courtyard Apartments, the Andrews Student Recreation and Wellness Center, the new Williamson College of Business Administration building and the new East and West Campus Gateways to name a few; and

WHEREAS, the creation of the YSU Archives was the vision of Dr. Sweet and he guided its development, recognizing the power of images and artifacts in connecting individuals to an institution and sustaining the rich history of the University; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to Dr. David C. Sweet for his outstanding leadership and commitment to the students of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designate the Exhibit Gallery of the YSU Archives on the fifth floor of Maag Library, the Dr. David C. Sweet Exhibit Gallery; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Dr. David C. Sweet.

[Note: This Resolution was read aloud by the secretary to the board.]

Resolution to Accept Development Gifts

YR 2010-50

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 his recommendation for action by the Board; and

WHEREAS, the President has reported that the gifts as listed in Exhibit B attached hereto are being held pending acceptance and he 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.

Resolution to Modify
Endowment Funds Policy

YR 2010-51

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 ones, 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 Endowment Funds, policy number 5009.01 of the *University Guidebook*, shown as Exhibit C attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Alcoholic Beverages on Campus Policy

YR 2010-52

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 ones, 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 Alcoholic Beverages on Campus, policy number 5011.01 of the *University Guidebook*, shown as Exhibit D attached hereto, and does hereby rescind the former corresponding policy numbers 5011.02, 5011.03, 5011.04. A copy of the policy indicating changes to be made is also attached.

Resolution to Approve
Affiliated Organizations Policy

YR 2010-53

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 ones, 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 approve the creation of an Institutional Policy governing Affiliated Organizations, policy number 5003.00 of the *University Guidebook*, shown as Exhibit E attached hereto.

Resolution to Rescind
Alumni Relations Policy

YR 2010-54

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 ones, 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 Alumni Relations Policy, policy number 5003.03 of the *University Guidebook*, shown as Exhibit F attached hereto.

Resolution to Approve
University Web Sites Policy

YR 2010-55

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 ones, 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 approve the creation of an Institutional Policy governing University Web Sites, policy number 5015.01 of the *University Guidebook*, shown as Exhibit G attached hereto.

Resolution in Support
Of State Issue 1

YR 2010-56

WHEREAS, the Third Frontier initiative was created to preserve and create jobs, enhance educational opportunities, and improve the quality of life and general well-being of people and businesses throughout Ohio by expanding Ohio's research capabilities to promote product innovation, development and commercialization; and

WHEREAS, the Third Frontier program has laid the foundation for the creation and growth of technology-based jobs and businesses, increased early stage capital investments, improved the environment for technology entrepreneurs, increased collaboration in research and development, and enhanced our economic competitiveness and diversity; and

WHEREAS, more is expected of this program in the next few years as the research translates into market solutions, companies and lasting jobs; and

WHEREAS, the State of Ohio's Third Frontier initiative has delivered measurable results by investing \$681 million since 2002 which has yielded \$6.6 billion in economic activity, \$2.4 billion in wages and benefits, and more than 48,000 jobs; and

WHEREAS, Youngstown State University as a result of its participation in the Third Frontier program has teamed with 30 business and industry partners in the Mahoning Valley and has developed internship programs that engage our students with area firms; and

WHEREAS, Youngstown State University has generated more than \$4 million in additional federal and industry funding from the Third Frontier program, which has been a contributing factor in the University's extraordinary rise in external funding receipts in recent years; and

WHEREAS, the proposed state constitutional amendment will authorize the State of Ohio to issue up to \$700 million in bonds for the Third Frontier initiative in order to provide financial assistance for research, product innovation, and commercialization in support of Ohio industries and businesses in such areas as advanced materials, agbiosciences, treatments and cures for cancer, heart and other diseases; and

WHEREAS, Issue 1 will continue to foster job creation through the advancement of new products and services based on science and technology research and development, thus ensuring Ohio's ability to create and compete for jobs, today and in the future; and

WHEREAS, Youngstown State University is an integral partner in the effort to advance scientific knowledge and to develop new products and applications that will enhance our state's economy; and

WHEREAS, the State of Ohio Assembly deserves much appreciation for its strong bipartisan support of the Third Frontier program and its placement of the constitutional amendment on the ballot;

NOW, THEREFORE, BE IT RESOLVED, that said investment will improve the quality of life for all Ohioans and that the Board of Trustees of Youngstown State University supports and endorses the passage of State Issue 1; and

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to the Governor, the Ohio General Assembly, and other interested constituencies.

3. Finance and Facilities Committee.

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

Resolution to Modify
Business-Related and Entertainment Expense Policy

YR 2010-57

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 Business-Related and Entertainment Expense, policy number 3011.01 of the *University Guidebook*, shown as Exhibit H attached hereto, and does hereby rescind the former corresponding policy. A copy of the policy indicating changes to be made is also attached.

Resolution to Approve Interfund Transfers

YR 2010-58

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 I.

Resolution to Modify
University Parking and Transportation Fees Policy

YR 2010-59

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 Parking and Transportation Fees, policy number 4006.01 of the *University Guidebook*, shown as Exhibit J attached hereto, and does hereby rescind the former corresponding policy. A copy of the policy indicating changes to be made is also attached.

Resolution to Authorize
Purchase of Properties for Campus Improvement

YR 2010-60

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
YSU Foundation	361 Grant Street	53-005-0-418	\$ 6,400	\$ 6,400
YSU Foundation	358 Grant Street	53-076-0-025 and 53-076-0-026	\$ 5,800	\$ 5,800

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

Resolution to Amend Series 2010 Bond Resolution 2010-35
To Increase the Authorized Amount of
General Receipts Bonds, Series 2010 of the University

YR 2010-61

WHEREAS, on February 6, 2009, the Board of Trustees of Youngstown State University (the "Board") adopted a resolution which provided for the issuance of not to exceed \$47,000,000 of General Receipts Bonds of Youngstown State University (the "University") to finance the costs of certain capital facilities defined as "auxiliary facilities," "education facilities" and "housing facilities" as defined in Chapter 3345, Ohio Revised Code (the "Act") (together, "University Facilities") which are part of the University's Centennial Campus Master Plan (the "Projects"); and

WHEREAS, on March 25, 2009, the University issued \$31,255,000 of its General Receipts Bonds, \$21,665,000 of which was to finance a portion of the Projects and the balance to refund outstanding General Receipts Bonds, leaving \$25,335,000 of unused authority under Resolution 2009-35; and

WHEREAS, on December 16, 2009, the Board adopted Resolution 2010-35 (the "Series 2010 Bond Resolution") authorizing the issuance of General Receipts Bonds, Series 2010 (the "Series 2010 Bonds") of the University, in an aggregate principal amount of \$24,500,000 to finance the balance of the Projects; and

WHEREAS, the University has determined that it is necessary to amend the Series 2010 Bond Resolution to increase the authorized amount of Series 2010 Bonds to \$25,335,000, which will allow the University to finance the balance of the Projects and to pay other costs and contingencies related to the Projects and/or the issuance of the Series 2010 Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF YOUNGSTOWN STATE UNIVERSITY, as follows:

Section 1. Amendment of Series 2010 Bond Resolution. Sections 3 and 5 of the Series 2010 Bond Resolution are hereby amended by deleting "24,500,000" therefrom and by replacing it with "not to exceed 25,335,000."

Section 2. Force and Effect. Other than the changes made to the series 2010 bond resolution pursuant to the provisions of section 1 of this resolution, the Series 2010 Bond Resolution remains unchanged and in full force and effect.

Mr. Meshel reported that the Audit Subcommittee met on February 25, 2010. The subcommittee received status reports on internal audits conducted in Parking, the Centennial Campaign, Human Resources, Payroll Continuance Monitoring, and Purchasing Continuance Monitoring. The committee heard from Phillip Dennison, who discussed the Information Technology Governance Assessment report.

Dr. Garg reported that the Investment Subcommittee met on February 25, 2010. The subcommittee received reports on the possible modification of asset allocation and other investment guidelines; from representatives of PNC regarding the university's non-endowment fixed income portfolio, and from Hartland & Co., the university's investment advisors.

4. Internal Affairs Committee.

The chairperson noted that the Internal Affairs Committee was recommending seven 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 Bereavement Policy

YR 2010-62

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 Bereavement, policy number 7002.11 of the *University Guidebook*, shown as Exhibit K attached hereto.

Resolution to Modify
University Guidebook Policies

YR 2010-63

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 following policies of the *University Guidebook*, shown as Exhibit L attached hereto, and does hereby rescind the former corresponding policies. A copy of the policy indicating changes to be made is also attached.

Policy No.	<u>Subject</u>
0002.00	Development and Authorization of Institutional Procedures
0005.00	Divisional Administrative Procedures
9003.01	Employment (Hiring) of University Faculty and Staff

Resolution to Rescind
Appeal Procedures for Continuity of Employment Policy

YR 2010-64

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 Appeal Procedure for Continuity of Employment, policy number 7024.01 of the *University Guidebook*, shown as Exhibit M attached hereto.

Resolution to Ratify
Faculty/Staff Appointments

YR 2010-65

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 December 16, 2009, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2009-2010 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 N attached hereto.

Resolution to Approve
A Faculty Severance Plan
To be Administered by Educators Preferred Corp.

YR 2010-66

WHEREAS, Article 16.9 of the 2008-2011 *Agreement Between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association* outlines parameters for appointing a study group “to explore options for early retirement or early termination incentives”; and

WHEREAS, a study group composed of representatives from the YSU-OEA and the YSU Administration was duly established and charged to explore early retirement and separation incentives; and

WHEREAS, the study group issued a report that led to a proposed Faculty Severance Plan; and

WHEREAS, the Faculty Severance Plan prepared by the YSU Office of Budget Planning and Resource Analysis and the consultant who worked with the joint YSU/YSU-OEA study group is based on the assumption that 50% of participating faculty will be replaced the first year of the plan, and 50% the second year;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does approve the Faculty Severance Plan to be administered by Educators Preferred Corp., a summary of which is attached hereto as Exhibit O.

Resolution to Modify
Intercollegiate Athletics Programs – Management Policy

YR 2010-67

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 Intercollegiate Athletics Programs – Management, policy number 6003.02 of the *University Guidebook*, shown as Exhibit P attached hereto, and does hereby rescind the former corresponding policy. A copy of the policy indicating changes to be made is also attached.

Resolution to Approve
Intercollegiate Athletics 2011-2015 Gender Equity Plan

YR 2010-68

WHEREAS, Youngstown State University is committed to providing athletic opportunities that are funded to insure equal access, participation, and support for men and women alike in compliance with Title IX; and

WHEREAS, in 1994 the Youngstown State University Board of Trustees approved its first five-year gender equity plan which committed \$696,000 to fund scholarships, staffing, operating budgets and physical facilities to enhance the women's intercollegiate athletic programs; and

WHEREAS, in 1999 and 2005 the Youngstown State University Board of Trustees approved two consecutive gender equity plans that committed a total of \$825,000 to fund scholarships, staffing, operating budgets and physical facilities to enhance women's intercollegiate athletic programs over the past 11 years; and

WHEREAS, the University is committed to a continuing practice of increasing opportunities for women;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept and approve the 2011-2015 Gender Equity Plan, totaling \$375,000, as shown in the attached Exhibit Q.

4. Trusteeship Committee.

The chairperson recognized Mr. Pogue who reported that in accordance with Article III, Section 9, Paragraph c., Subparagraph 2. of the board's *Bylaws*, the Trusteeship Committee had met and today makes its report to the board regarding its nominations of officers for the year starting this June. Mr. Pogue stated today's report would constitute a first reading only, and that voting on the election of officers would take place at the board's June regular meeting. The Trusteeship Committee's recommendations for the 2010-2011 board officers are:

Chairperson	Mr. Scott R. Schulick
Vice Chairperson	Dr. Sudershan K. Garg
Secretary	Mr. Franklin S. Bennett, Jr.

ITEM V – COMMUNICATIONS AND MEMORIALS

The chairperson recognized the secretary to the board who read aloud the following two proposed resolutions of appreciation:

Resolution of Appreciation – John L. Pogue

YR 2010-69

WHEREAS, in 2001 Attorney John L. Pogue was appointed to the Board of Trustees of Youngstown State University by Governor Bob Taft; and

WHEREAS, Attorney Pogue served faithfully as a Trustee of Youngstown State University, and generously devoted his time, talents, skills and efforts to the best interests of the University, its students, faculty and staff; and

WHEREAS, Attorney Pogue served with distinction as a member of the Academic and Student Affairs Committee, External Relations Committee, Finance and Facilities Committee, and five years as chair of the Internal Affairs Committee of the Board of Trustees of Youngstown State University; and

WHEREAS, Attorney Pogue's judgment and intellect were acknowledged by his appointment to the Northeast Ohio Universities Collaboration and Innovation Study Commission and the YSU Labor Management Review Panel; and

WHEREAS, from 2005 to 2006 Attorney Pogue served as Vice Chairperson, and from 2006 to 2008 as Chairperson, of the Board of Trustees of Youngstown State University; and

WHEREAS, Attorney Pogue's commitment to the University is clearly evidenced by his exemplary record of attending 92% of the 411 meetings of the Board and its Committees held during his term, all while maintaining a prominent law practice in our community; and

WHEREAS, Attorney Pogue's leadership, sense of humor and common sense approach to people and issues served the Board and the University well during times of both crisis and opportunity;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Attorney John L. Pogue for his dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Attorney Pogue.

Following the reading by the secretary, Mr. DeJane moved the adoption of the resolution by the board of trustees. Dr. Garg seconded the motion. The trustees thereafter voted without dissent in favor of the motion and the chairperson declared the motion carried and the resolution adopted. Mr. Pogue stated that it had been an honor and privilege to serve as a trustee of Youngstown State University. Mr. Pogue said that he was pleased to have been able to serve with Dr. Sweet throughout his term as a trustee.

Resolution of Appreciation – Daniel J. DeMaiolo

YR 2010-70

WHEREAS, Daniel J. DeMaiolo was appointed a Student Trustee of Youngstown State University in 2008 by Governor Ted Strickland; and

WHEREAS, during his term as Student Trustee, Mr. DeMaiolo served on the Academic and Student Affairs, External Relations, Finance and Facilities, and Internal Affairs Committees of the Board of Trustees of Youngstown State University; and

WHEREAS, as one of the two student members on the YSU Presidential Search Advisory Committee, Mr. DeMaiolo provided active and valued insight to the presidential selection process; and

WHEREAS, as a Student Trustee, Mr. DeMaiolo served Youngstown State University, its faculty, staff, and especially its students, with distinction, bringing to the Board of Trustees a respected perspective on student issues and concerns; and

WHEREAS, Mr. DeMaiolo's service as Student Trustee has proved mutually enriching to him and to the Board of Trustees, exemplifying the value of the Student Trustee experience both to the student and to the University; and

WHEREAS, its members wish to thank Mr. DeMaiolo for the thoughtfulness and perspective which he brought to the Board of Trustees of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Daniel J. DeMaiolo for his dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Mr. DeMaiolo.

Following the reading by the secretary, Mrs. Weimer moved the adoption of the resolution by the board of trustees. Mrs. Counts seconded the motion. The trustees thereafter voted without dissent in favor of the motion and the chairperson declared the motion carried

and the resolution adopted. Mr. DeMaiolo stated that his two years as a trustee of Youngstown State University had been an incredible experience. Mr. DeMaiolo thanked the trustees for their generosity and treatment of the student trustees as full partners on the board.

ITEM VI – UNFINISHED BUSINESS

The chairperson recognized Mr. Pogue who moved that the board enter executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion and/or compensation of one or more university employees. Mr. Meshel seconded the motion. The chairperson requested the secretary to conduct a roll call vote on the motion, the results of which are as follows (YES being a vote in favor of entering executive session):

Mr. Pogue	YES	Mr. DeJane	YES
Ms. Counts	YES	Mr. Schulick	YES
Dr. Jakubek	YES	Dr. Garg	YES
Mr. Meshel	YES	Mrs. Weimer	YES
Mr. Schiavone	YES		

The vote being unanimous in favor of the motion, the chairperson declared the motion carried and the board of trustees entered executive session in the Manchester Room at 3:30 p.m. Present in executive session were all eleven trustees, Dr. Sweet, Atty. Jacobs, and the secretary to the board. While in executive session the trustees discussed matters pertaining the absence and/or abrupt departures of university personnel from recent meetings of the board and its committees. The committee returned to public session at 3:58 p.m.

ITEM VII – NEW BUSINESS

The board considered no new business

ITEM VIII – 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., Friday, June 11, 2010
3:00 p.m., Friday, October 1, 2010
3:00 p.m., Wednesday, December 15, 2010

ITEM IX – 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

RESOLUTION OF APPRECIATION

WHEREAS, in 2001 Attorney John L. Pogue was appointed to the Board of Trustees of Youngstown State University by Governor Bob Taft; and

WHEREAS, Attorney Pogue served faithfully as a Trustee of Youngstown State University, and generously devoted his time, talents, skills and efforts to the best interests of the University, its students, faculty and staff; and

WHEREAS, Attorney Pogue served with distinction as a member of the Academic and Student Affairs Committee, External Relations Committee, Finance and Facilities Committee, and five years as chair of the Internal Affairs Committee of the Board of Trustees of Youngstown State University; and

WHEREAS, Attorney Pogue's judgment and intellect were acknowledged by his appointment to the Northeast Ohio Universities Collaboration and Innovation Study Commission and the YSU Labor Management Review Panel; and

WHEREAS, from 2005 to 2006 Attorney Pogue served as Vice Chairperson, and from 2006 to 2008 as Chairperson, of the Board of Trustees of Youngstown State University; and

WHEREAS, Attorney Pogue's commitment to the University is clearly evidenced by his exemplary record of attending 92% of the 411 meetings of the Board and its Committees held during his term, all while maintaining a prominent law practice in our community; and

WHEREAS, Attorney Pogue's leadership, sense of humor and common sense approach to people and issues served the Board and the University well during times of both crisis and opportunity;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Attorney John L. Pogue for his dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Attorney Pogue.

RESOLUTION OF APPRECIATION

WHEREAS, Daniel J. DeMaiolo was appointed a Student Trustee of Youngstown State University in 2008 by Governor Ted Strickland; and

WHEREAS, during his term as Student Trustee, Mr. DeMaiolo served on the Academic and Student Affairs, External Relations, Finance and Facilities, and Internal Affairs Committees of the Board of Trustees of Youngstown State University; and

WHEREAS, as one of the two student members on the YSU Presidential Search Advisory Committee, Mr. DeMaiolo provided active and valued insight to the presidential selection process; and

WHEREAS, as a Student Trustee, Mr. DeMaiolo served Youngstown State University, its faculty, staff, and especially its students, with distinction, bringing to the Board of Trustees a respected perspective on student issues and concerns; and

WHEREAS, Mr. DeMaiolo's service as Student Trustee has proved mutually enriching to him and to the Board of Trustees, exemplifying the value of the Student Trustee experience both to the student and to the University; and

WHEREAS, its members wish to thank Mr. DeMaiolo for the thoughtfulness and perspective which he brought to the Board of Trustees of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Daniel J. DeMaiolo for his dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Mr. DeMaiolo.

UNIVERSITY GUIDEBOOK

Title of Policy:	Faculty Workload
Responsible Division/Office:	Academic Affairs
Approving Officer:	Provost and Vice President for Academic Affairs
Revision History:	January 2000; January 2010
Resolution Number(s):	YR 2000-50; YR 2010-
Board Committee:	Academic and Student Affairs
EFFECTIVE DATE:	
Next review:	January 2013

Policy: Upon accepting an appointment, a faculty member assumes responsibilities for teaching, scholarship, and service. Participation in these three activities is understood to be a component of a faculty member's total workload.

Parameters:

- Academic departments will create within themselves a "community of expectation" that fosters the continuing professional development of their faculty in the context established by the needs of the College or University.
- Academic departmental communities exist within and have a responsibility to the larger "community of expectation" which is the College and University.
- The variability of workload distribution related to teaching, research, and service among colleges, departments, and individuals is recognized. Therefore the responsibility for the development of workload policy is at the departmental level and is included in the departmental governance document.

The following guidelines are designed to assist departments as they develop the workload policy:

1. Follow the direction provided by the Ohio Board of Regents and adhere to the provisions of the current *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association*, including submission of their statements for review and approval to the College Dean.
2. Base the development of workload policy on the approved written mission, goals, and objectives of the unit, under the aegis of the mission, vision, and goals of the University.
3. Recognize that instructional (other than teaching), scholarly, and service activities are a normal part of a faculty member's professional responsibility. Instructional activities other than teaching include, for example, advising, assessment, curriculum development, etc.
4. Understand that, reflecting individual faculty strengths, interests, and abilities, there will be differences in the assignment of workload responsibilities to individual faculty members within the department.
5. Understand that, given the difference of mission, goals, and objectives among departments, there may be differences in the assignment of workload responsibilities among departments.
6. Reassignment from teaching may be authorized when the faculty member's project or assignment will be substantial and beyond what is ordinarily expected when having a teaching assignment of twenty-four workload hours. Individual faculty members seeking reassignment within departmental guidelines will submit a written statement of their proposal and, ultimately, a written report of the outcomes of the project. Reports must be submitted to the Chair within 60 days of the beginning of the term following the reassignment or prior to requesting additional reassigned time.

NUMBER

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Alternatives to teaching must be approved by the departmental Chair, the Dean, and the Provost. The Chair and the Dean hold the responsibility to ensure that all proposals are considered fairly and that departmental teaching obligations are fulfilled within an approved budget allocation. The Chair and the Dean will review the outcomes of the assignments. Written records of the proposal, its outcomes, and the review of the Chair and Dean will be kept on file in the department. Subsequent reassignments will be dependent on satisfactory outcomes of the previous projects as determined by the Chair and the Dean.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Feb. 15, 2010

Subject:	Title of Policy:	Faculty Workload
<u>Responsible Division/Office:</u>	<u>Academic Affairs</u>	
<u>Approving Officer:</u>	<u>Provost and Vice President for Academic Affairs</u>	
<u>Revision History:</u>	<u>January 2000; January 2010</u>	
<u>Resolution Number(s):</u>	<u>YR 2000 – 50; YR 2010 –</u>	
<u>Board Committee:</u>	<u>Academic and Student Affairs</u>	
EFFECTIVE DATE:		
<u>Next review:</u>	<u>2013</u>	

<u>Developed by:</u> Ikram Khawaja	<u>Authorized by:</u> James J. Scanlon
<u>Title:</u> Director of Faculty Relations	<u>Title:</u> Provost
<u>Date:</u> January, 2000	<u>EFFECTIVE:</u> March 10, 2000

Policy: Upon accepting an appointment, a faculty member assumes responsibilities for teaching, scholarship, and service. Participation in these three activities is understood to be a component of a faculty member's total workload.

~~RESOLUTION NUMBER YR 2000 50~~

Parameters:

- Academic departments will create within themselves a “community of expectation” that fosters the continuing professional development of their faculty in the context established by the needs of the College or University.
- Academic departmental communities exist within and have a responsibility to the larger “community of expectation” which is the School, College, and University.
- The variability of workload distribution ~~including~~ related to teaching, research, and service ~~hours~~, among colleges, departments, and individuals is recognized. Therefore As a consequence, the responsibility for the development of statements-workload policy of expectations for faculty workload is at the departmental level and is included in the departmental governance document. The following guidelines are designed to assist departments as they develop ~~these statements of expectations:~~ the workload policy:

1. Follow the direction provided by the Ohio Board of Regents ~~Standards and Guidelines*~~ and adhere to the provisions of the current Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association, 1999-2002, including submission of their statements for review and approval to the College Dean's ~~Advisory Council~~.
2. Base the development of workload policy statements on the approved written mission, goals, and objectives of the unit, under the aegis of the mission, vision, and goals Mission and Goals of the University.

~~Ensure that their units attain the ratio of student FTE to faculty FTE established by the dean (in order for the College to meet its target ratio as established by the dean and the provost).~~

3. Recognize that instructional (other than teaching), scholarly, and service activities are a normal part of a faculty member's professional responsibility. Instructional activities other than teaching include, for example, advising, assessment, curriculum development, etc. ~~even when accompanied by a full twenty-four semester hour teaching assignment per year.~~
4. Understand that, reflecting individual faculty strengths, interests, and abilities, there will be differences in the assignment of workload responsibilities to individual faculty members within the department.
5. Understand that, given the difference of mission, goals, and objectives among departments, there ~~will~~ may be differences in the assignment of workload responsibilities among departments.
6. Reassignment from teaching may be authorized when the faculty member's project or assignment will be substantial and beyond what is ordinarily expected when having a teaching assignment of twenty-four workload hours. Require of individual-Individual faculty members seeking reassignment within departmental guidelines will submit ~~approved by the Dean's Advisory Council to teach fewer than twenty-four semester teaching hours,~~ a written statement of their proposed proposal instructional (other than teaching), scholarship, or service project and, ultimately, a written report of the outcomes of the project. Reports must be submitted to the Chair within 60 days of the beginning of the term following the reassignment or prior to requesting additional reassigned time. ~~To be granted~~

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~~specific assignment of hours to instruction (other than teaching), scholarship, or service, the faculty member's project will be substantial and beyond what is ordinarily expected when having a teaching assignment of twenty-four semester hours.~~

Alternatives to teaching must be approved by the departmental ~~chairperson~~ Chair, ~~and the Dean~~, and the Provost. The Chair and the Dean hold the responsibility to ensure that all proposals are considered fairly and that departmental teaching obligations are fulfilled within an approved budget allocation. ~~The chairperson~~ Chair and the ~~dean~~ Dean will likewise review the outcomes of the assignments. Written records of the proposal, its outcomes, and the review of the ~~eChairperson~~ and ~~dean~~ Chair and Dean will be kept on file in the department ~~in the individual's personnel file~~. Subsequent reassignments to fewer than twenty-four semester teaching hours will be dependent on satisfactory outcomes of the previous projects as determined by the Chairperson and the Dean.

~~*The Ohio Board of Regents' guidelines for departments refer to "active" baccalaureate, masters, and doctoral programs. An active program at YSU will ordinarily be defined as a program graduating at least five students per year or a program with an annual student FTE to faculty FTE ratio of at least 25 to 1.~~

UNIVERSITY GUIDEBOOK**Title of Policy: Appointment of Graduate Assistants and Teaching Assistants**

Responsible Office/Division: School of Graduate Studies and Research

Approving Officer: Provost and Vice President for Academic Affairs

Revision History: February 1999; February 2010

Resolution Number(s): YR 1999-89; YR 2010-

Board Committee: Academic & Student Affairs

EFFECTIVE DATE:

Next review: February 2013

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

Purpose: The graduate assistantship program is predicated upon the concept that, given an opportunity to assist the faculty, graduate students provide a service to the University and gain valuable academic experience, which is appropriately supported through the annual institutional budget process.

Parameters:

1. Graduate assistants will normally be assigned duties primarily focused on the conduct of research/creative activity. A teaching assistant will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. Both types of graduate student appointments are covered by this policy.
2. The Dean of Graduate Studies and Research is responsible for the administration of the program and appointment of graduate assistants and teaching assistants.

3. The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process, and will take into account the needs of new graduate programs as they are developed and implemented, and the opportunities to increase enrollment and research through the growth of existing graduate programs.
4. Additional assistantship positions may be created by the Dean of Graduate Studies and Research when external funding has been obtained through the Office of Grants and Sponsored Programs. In such cases, payment for assistantships may be made at rates higher than normal University rates, if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

Procedures:

1. The Dean of Graduate Studies and Research shall allocate graduate assistants approved within the University budget across the institution. The deans of the academic colleges and appropriate standing committees of the Graduate Council shall be consulted as part of the allocation process. The allocation of teaching assistants shall be completed by the Provost.
2. An academic department may recommend only full-time graduate students with regular degree status for an assistantship. Exceptions to this requirement may be granted only prior to appointment, and by the Dean of Graduate Studies and Research with sufficient justification from the recommending department. An assistant with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.
3. Recommendation to appoint graduate and/or teaching assistants must be obtained from the Academic Dean. Applications with the appropriate recommendations for appointment are then forwarded to the Dean of Graduate Studies and Research, who makes the official appointment of graduate assistants and teaching assistants. Until the appointment has been made by the Dean of Graduate Studies and Research, no department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made.
4. Appointment as a graduate or teaching assistant will normally occur for an academic year or a semester, and be made prior to the beginning of the semester. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend and tuition will be prorated to accommodate the period of time covered. Tuition may be covered for the full semester when funding is provided through an external award.

5. An assistantship appointment for an academic year includes funding for tuition for the summer term. Appointments of a lesser period may include summer tuition funding with the approval of the Dean of Graduate Studies and Research.
6. Graduate assistants or teaching assistants shall not hold full-time outside employment or any additional employment within the University without the approval of the Dean of Graduate Studies and Research.
7. A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant.
8. All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
9. Additional information about graduate assistants or teaching assistants may be found in the *Graduate Bulletin*, the *School of Graduate Studies Policy Book*, and the *Handbook for Graduate Assistants*. Copies are available in the Office of Graduate Studies and Research.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

February 15, 2010

Title of Policy: Employment Appointment of Graduate Assistants and Teaching Assistants
Responsible Office/Division: School of Graduate Studies and Research
Approving Officer: Provost and Vice President for Academic Affairs
Revision History: February 1999; February 2010
Resolution Number(s): YR 1999-89; YR 2010-
Board Committee: Academic & Student Affairs
EFFECTIVE DATE: _____
Next review: February 2013

Developed by: Peter J. Kasvinsky	Authorized by: James J. Scanlon
Title: Dean	Title: Provost
School of Graduate Studies	EFFECTIVE: June 11, 1999
Date: February, 1999	

Policy: While the President has overall responsibility for the management of the University, the responsibility for ~~employment~~ decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

RESOLUTION NUMBER: ~~YR 1999-89~~

Purpose: The graduate assistantship program is predicated upon the concept that, given an opportunity to assist the faculty, graduate students provide a service to the University and gain valuable academic experience, which is appropriately supported through the annual institutional budget process.

Parameters:

1. Graduate assistants will normally be assigned duties primarily focused on the conduct of research/creative activity. A teaching assistant will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. Both types of graduate student appointments are covered by this policy.
2. The Dean of Graduate Studies and Research is responsible for the administration of the program and appointment of graduate assistants and teaching assistants.
3. The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process, and will take into account the needs of new graduate programs as they are developed and implemented, and the opportunities to increase enrollment and research through the growth of existing graduate programs.
4. Additional assistantship positions may be created by the Dean of Graduate Studies and Research when external funding has been obtained through the Office of Grants and Sponsored Programs. In such cases, payment for assistantships may be made at rates higher than normal University rates, if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

Procedures:

1. ~~An academic department may recommend only graduate students with regular degree status.~~ The Dean of Graduate Studies and Research shall allocate graduate assistants approved within the University budget across the institution. The deans of the academic colleges and appropriate standing committees of the Graduate Council shall be consulted as part of the allocation process. The allocation of teaching assistants shall be completed by the Provost.
2. ~~The Associate Provost for Research & Dean of Graduate Studies and Research makes the official appointment of graduate assistants and teaching assistants.~~ An academic department may recommend only full-time graduate students with regular degree status for an assistantship. Exceptions to this requirement may be granted only prior to appointment, and by the Dean of Graduate Studies and Research with sufficient justification from the recommending department. An assistant with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.

3. ~~Graduate assistants shall not hold full-time employment. They may accept occasional or temporary employment subject to the approval of the department chairperson or the graduate supervisor of the department. Recommendation to appoint graduate and/or teaching assistants must be obtained from the Academic Dean. Applications with the appropriate recommendations for appointment are then forwarded to the Dean of Graduate Studies and Research, who makes the official appointment of graduate assistants and teaching assistants. Until the appointment has been made by the Dean of Graduate Studies and Research, no department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made.~~
4. ~~The duties to which graduate assistants may be assigned include: instruction, research, and other academic services appropriate to the academic program in which the student is enrolled. Appointment as a graduate or teaching assistant will normally occur for an academic year or a semester, and be made prior to the beginning of the semester. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend and tuition will be prorated to accommodate the period of time covered. Tuition may be covered for the full semester when funding is provided through an external award.~~
5. ~~A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. An assistantship appointment for an academic year includes funding for tuition for the summer term. Appointments of a lesser period may include summer tuition funding with the approval of the Dean of Graduate Studies and Research.~~
6. ~~The college dean must approve the use of part-time faculty funds for graduate assistants designated as teaching assistants. Graduate assistants or teaching assistants shall not hold full-time outside employment or any additional employment within the University without the approval of the Dean of Graduate Studies and Research.~~
7. ~~A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant.~~
8. All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- 8.9. Additional information about graduate assistants or teaching assistants may be found in the *Graduate Bulletin*, *the School of Graduate Studies Policy Book*, and the *Handbook for Graduate Assistants*. Copies are available in the Office of Graduate Studies and Research.

**UNIVERSITY GIFTS
EXECUTIVE SUMMARY
OCTOBER-DECEMBER 2009**

Gifts Received	Number of Gifts	Amount
Alumni Relations	180	\$8,825.00
University Development	1504	\$968,298.60
WYSU-FM	779	\$169,942.00
Total University Gifts	2463	\$1,147,065.60
YSU Foundation	700	\$355,680.67

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	154	\$4,940.00
Cash-Four Year Single & Joint Members	17	1,535.00
Cash-Single & Joint Life Members	9	2,350.00
Total Cash	180	\$8,825.00
Total Alumni Relations	180	\$8,825.00
UNIVERSITY DEVELOPMENT		
Centennial Campaign	8	\$358,726.68
Total Centennial Campaign Pledged Cash	8	\$358,726.68
Non-Cash	2	89,575.06
Total Centennial Campaign	10	\$448,301.74
Annual Fund		
\$10,000 - \$49,999	9	\$159,650.00
\$1,000 - \$9,999	95	192,260.04
\$500 - \$999	73	40,894.16
Below \$500	1306	122,927.17
Total Annual Fund Pledged Cash	1483	\$515,731.37
Non-Cash	10	1,823.38
Total Annual Fund	1493	\$517,554.75
Special Projects		
Special Projects	1	\$2,442.11
Total Special Projects Pledged Cash	1	2,442.11
Non-Cash	0	0.00
Total Special Projects	1	\$2,442.11
Total University Development	1504	\$968,298.60
WYSU-FM		
\$100,000 & Above	1	\$100,500.00
\$1,000 - \$9,999	3	5,000.00
\$500 - \$999	7	4,320.00
Below \$500	768	60,122.00
Total Pledged Cash	779	\$169,942.00
Total WYSU-FM	779	\$169,942.00
TOTAL GIFTS		
Grand Total Gifts	2463	\$1,147,065.60

Youngstown

STATE UNIVERSITY

ALUMNI RELATIONS CASH CONTRIBUTIONS BY RANK

One Year Single and Joint Members

Alexander Adams	Mary Goclano
Ted & Joanne Baker	Thomas Groth
Lisa Ballas & William Slosser	Richard Halaparda
John Barber	Robert & Ellen Hall
Elizabeth Basista	Charles Hanna
Elaine Beatty	Mollie Hartup
Dennis & Faye Bensinger	Audrey Heck
William Bletso	William Heintzelman
Gene Boccia	Mary Hogan
Reese Bradburn	Philip Howren
Paul Brown	Mary Huber
John Bruno	James Itts
Bruce Burge	Frank & Avera Jayne
Constance Burke	Nancy Johnson
Alan & Maryann Burton	Nicholas Johnson
Dean Cavacos	Roy & Jeanne Johnson
Fred & Mary Cleary	Anthony Kariotis
Michelle Coggins	John & Elizabeth Keiser
Timothy Coulter	Mary Kinnard
Delores Crawford	William & Margaret Kinnick
David & Carol Creps	Frank Konya
Gregory Demetri	Francesca Kostek
Mary DeRose	Rita Kravec
John Desimone	Robert Kreshok
Gianni DiNello	Michael Kroner
Ray Dinunzio	Martin Kubic
Jack Dixey & Cassandra Donofrio	Patricia LaPresta
Douglas Dohallow	William Lendvay
Gerald Domanik	Jennifer Lenox
Jeanne Dovich	Vincent Lepore
Michael Doyle	James Lessick
Diane Drapcho	Dale Lisko
Brian Earich	Craig Lobmiller
Robert & Rose Eusanio	Dori Mac Millan
Shelvie Fleming	Nancy Madonio
Tom Flores	Robert Mahaffey
Frederick Frank	Barry Mallory
Jack & Ruth Frankenburg	Vera Mallory
Ronald Galip	Donald Mancini
Gary & Patricia Garland	Duira McFarland
Gene & Bonnie Garritano	Anna McGrath
Gregory & Martha Gett	Anthony Mehle
Anthony Giampetro	Anthony & Irene Mehle
Pauline Giampietro	Joseph Meranto

Howard Mettee
Roy Mimna
Anne Misel
Lenora Mook
Dennis Moore
James Moore
Ronald & Claudia Moore
Edward Morgan
Sam Natale
Paul Orend
Wayne Pagani
David Pernice
John & Janet Pierko
Charles Pierson
Brian Pinkerton
Merril & Susan Powell
Herbert Pridham
Thomas Pryor
Robert Raffle
Kanapathy Ramalingam
William Reiner
Raymond & Arlene Repko
John Riley
Donna Ritch
Rick Ritchie & Christine Ruggieri
Erven & Connie Robinson
Thomas Rogers
John Roman
Dan Roncaglione
Joseph Ross
Russell Sarkies
Albert Scarpine
Joseph & Marlene Schiffer

Total One Year Single and Joint Members:

William Scullin
Thomas Scurich
Jonathan Shabella
Robert & Genevieve Shively
William Shriver
John & Marilyn Sich
Anthony Sinopoli
Constance Smith
Dane Smith
William Snider
Manuel & Demetria Spirtos
Thomas Strauss
Charles Suchy
Gail Sweitzer
Donald Thullen
Edwin Torres
Paul Truhan
Donald Turjan
Marcel & Shirley Ulrich
Garey Watson
James Wayne
Patricia Weickenand
Irene Williams
Karen Willshaw
Eleanor Woodford
Raymond & Karen Wright
Connie Wright-Mcintosh
Mary Ann Wrobel
Eric Wyant
Norbert Yanek
Robert & Catherine Zastany
George Zokle

\$4,940.00

Four Year Single and Joint Members

Joshua & Kimberly Aikens
George Baker
Gene Cashier
Lyndsie DeVito
Christopher Duncan
Renee Gessner
Colleen Ghirardi
Randall Gilroy
Jean Heller

Total Four Year Single and Joint Members:

Hugh & Maryann Jones
Donald Locher
Raymond & Deborah Miller
Thomas Miller
John Pala
Ted Pedas
John & Joanne Troy
Eugene & Jean Wargo
Sheila Williams

\$1,535.00

Single and Joint Life Members

Raymond Dravesky

Martin Franko

Glenn & Michelle Griffiths

Donnamarie Polak

Kimberly Poma

Vincent Dewayne Ajamu Shivers

Anthony & Theresa Swindler

Miranda Young

Total Single and Joint Life Members:

\$2,350.00

Youngstown

STATE UNIVERSITY

UNIVERSITY DEVELOPMENT PLEDGED CASH CONTRIBUTIONS BY RANK

CENTENNIAL CAMPAIGN

Mr. E. Wayne Cliffe, Jr.	John M. & Emily S. Scott Irrevocable Trust
First National Bank of Pennsylvania	Turning Technologies, LLC
Mr. & Mrs. Donald Graham	Mr. Arthur D. Wolfcale, Jr.
Estate of Irene W. Sample	Mr. & Mrs. David L. Yeager

Total Centennial Campaign Pledged Cash Contributions: \$358,726.68

CENTENNIAL CAMPAIGN NON-CASH CONTRIBUTIONS

Diamond Steel Construction Co., Inc.	\$80,272.88	Facilities-Equipment for AT&T Tower
Joe Dickey Electric, Inc.	<u>\$ 9,302.18</u>	Facilities-Labor & Materials for AT&T Tower

Total Non-Cash Contributions: \$89,575.06

ANNUAL FUND

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

Mr. John A. DePizzo, Jr.	Martha Holden Jennings Foundation
Atty. & Mrs. Dennis Haines	Dr. Friedrich W. Koknat
Officer Michael Hartzell	Edward W. & Alice R. Powers Trust
Golf Outing Committee	Mrs. Helen R. Stambaugh
Home Savings & Loan	Youngstown Foundation

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

Mr. Carl Alexoff	Mr. & Mrs. Michael Clayman
Altronic, Inc.	Josephine A. & Donald E. Clowes
Dr. Cynthia E. Anderson	Carole & Edward Cobb
Anonymous	Mr. Don Constantini
ARAMARK Higher Education	Dr. & Mrs. Richard A. Crepage
Mr. & Mrs. Gary Balog	Dr. Margaret A. Crishal
Mr. Merton J. Bartelmay, Sr.	Mr. & Mrs. Troy Allen Cross
Mr. Daniel H. Becker	Mr. & Mrs. Darrell L. Davis
The Beeghly Family Foundation	Ms. Linda L. Davis-O'Leary
Dr. & Mrs. Raymond E. Beiersdorfer	Ms. Geraldine Dawson
Ms. Esther Bitonte	Mrs. Madeline DiRusso
W.E. Bliss Foundation	Mr. Robert A. DiRusso
Dr. Bege K. Bowers	Dr. Barbara S. Drabkin
Mr. & Mrs. Richard J. Buchenic	Ms. Ariyamala Edirisooriya
Mr. Robert A. Calcagni	Mr. & Mrs. Philip A. Feld
Dr. Gary P. Carlile	Mr. & Mrs. David S. Ferguson
Ms. Lorraine A. Childers	Mr. & Mrs. C. Kenneth Fibus

Dr. & Mrs. Edward J. Fiffick
Friends of Music Association
Dr. & Mrs. Sudershan K. Garg
General Electric Foundation
Good Hope Lutheran Church
Mr. John F. Greenman &
Dr. Mary Alice Budge
Dr. Stanley D. Guzell
Mr. & Mrs. Mervyn W. Hollander
Dr. & Mrs. Russell E. Hudoba
Dr. Alan M. Jacobs
Mr. & Mrs. Thomas E. Jochman
Johnson Family
Drs. Carmen & Lyn Julius
Dr. Jane E. Kestner
Mr. & Mrs. Lance J. Kohut
Mr. George A. Kraynak
Ms. Mary Therese Krieger
Ms. Christian S. LaLumia
Mr. John C. Landers
Ms. Nanette Lepore
Mrs. Jocelyne Kollay Linsalata
Dr. Hazel Marie
John & Dorothy Masternick Foundation
Mr. Paul J. McFadden
Mr. & Mrs. Ned Mervos
Ms. Marla L. Mitchell-Cichon
Monday Musical Club, Inc.
Drs. Joseph & Nancy Mosca
National Association of
Purchasing Management
Mr. James R. Ontko
Dr. Louise Pavia

YSU Circle - \$500-\$999

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Total Cash Contributions

\$169,942.00

UNIVERSITY GUIDEBOOK

Title of Policy: Endowment Funds

Responsible Office/Division: University Advancement

Approving Officer: President

Revision History: March 1999; December 2009

Resolution Number(s): YR 1999-52; YR 2010-

Board Committee: External Relations

EFFECTIVE DATE:

Next review: December 2012

Policy: The Board of Trustees authorizes the establishment of Endowment Funds by the President or designee. Such funds are established with the understanding that the principal remains inviolate and only the interest income derived from this principal is utilized.

Parameters:

- Endowment Fund guidelines are approved by the External Relations Committee of the Board of Trustees
- Endowment Funds may be created and payments to such funds may be made at any time.
- The Youngstown State University Foundation serves as investment manager of the University's Endowment Fund portfolio.

Procedures:

1. Unless otherwise provided by a donor, all endowment fund assets will operate in accordance with a "share value" method. Each named fund is assigned a number of shares in the University Endowment Fund based on the value of the gifts to that named fund.

NUMBER

5009.01

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2. Investment income is recorded monthly based on each fund's pro rata share to the total endowment shares. Realized and unrealized investment gains and losses are recorded in the corpus whereas interest income is recorded in the corresponding spendable funds. Income held by the manager is distributed upon request of the University as funds are needed. Until distribution, such income is invested in U.S. Treasury Bills, Certificates of Deposit, Repurchase Agreements, or other interest-bearing accounts.

The shares valuation of the pool is determined monthly

Note: For acceptance of gifts, including endowment funds, see 5007.01.

Draft Feb 17 2010**REDLINE VERSION**
UNIVERSITY GUIDEBOOK**Subject/Title of Policy: Endowment Funds**

Responsible Office/Division: University Advancement

Approving Officer: President

Revision History: March 1999; December 2009

Resolution Number(s): YR 1999-52; YR 2010-

Board Committee: External Relations

EFFECTIVE DATE:

Next Review: 2012

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

Policy: The Board of Trustees authorizes the establishment of Endowment Funds by the President or designee. Such funds are established with the understanding that the principal remains inviolate and only the interest income derived from this principal is utilized.

RESOLUTION NUMBER: YR 1999-52

Parameters:

- ~~Endowment Fund guidelines are established by the Development Council and approved by the Development~~ External Relations Committee of the Board of Trustees.
-
- Endowment Funds may be created and payments to such funds may be made at any time.
- The Youngstown State University Foundation serves as investment manager of the University's Endowment Fund portfolio. ~~Donors desiring to establish new endowments are encouraged to contribute directly to The Youngstown State University Foundation, thus these endowments are not reflected in Youngstown State University's Endowment Fund portfolio.~~ will serve as manager of all Endowment Funds.

NUMBER
5009.01

PAGE 2 of 2

Procedures:

1. Unless otherwise provided by a donor, all endowment fund assets will operate in accordance with a "share value" method. Each named fund is assigned a number of shares in the University Endowment Fund based on the value of the gifts to that named fund.
2. Investment income is recorded monthly based on each fund's pro rata share to the total endowment shares. Realized and unrealized investment gains and losses are recorded in the corpus whereas interest income is recorded in the corresponding spendable funds. ~~Income will be distributed quarterly.~~ Income held by the manager is distributed upon request of the University as funds are needed. ~~Until distribution,~~ such income is invested in U.S. Treasury Bills, Certificates of Deposit, Repurchase Agreements, or other interest-bearing accounts.
3. ~~The shares valuation of the pool is determined each June 30~~ monthly.
4. ~~Annually, a list of all endowment funds will be provided at a regular meeting of the Development Committee of the Board of Trustees.~~

Note: For acceptance of gifts, including endowment funds, see 5007.01.

UNIVERSITY GUIDEBOOK

January 26, 2010 Replaces 5011.01; Rescinds POLICIES 5011.02; 5011.03; 5011.04

Title of Policy: Alcoholic Beverages on Campus

Responsible Office: University Advancement

Approving Officer: President

Revision History: March 1999; September 2009

Resolution Number(s): YR 1999-97; YR 2010-

Board Committee: External Relations

EFFECTIVE DATE: 2010

Next review: 2013

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

Alcohol Service at University Events

The University may permit the sale and/or consumption of beer, liquor and/or wine at events that are sponsored by recognized University entities including, but not limited to divisions, colleges, departments, administrative units, and educational/professional and student organizations and groups and by non-university groups appropriate to the University's mission.

On-campus advertising, promotion, or marketing of alcoholic beverages, is prohibited, except as authorized by the President or his/her designee.

Annually, the University's food service vendor will purchase an alcoholic beverage permit from the Ohio Division of Liquor Control. The area covered by the permit is the campus core, defined as south of the Madison Avenue Expressway, north of Lincoln Avenue, west of Wick Avenue, and east of Fifth Avenue, with the exception of the loges in Stambaugh Stadium.

If the event is within the area covered by the permit, all alcohol served must be purchased by the sponsoring organization from the University's food service vendor.

Agenda Item E.2.d.

Exhibit D

If the event is held on university property outside the permit premise:

- Liquor, beer, and/or wine must be delivered in bulk to the University's food service vendor prior to the event. Exceptions to the requirement must be obtained in writing prior to the event from the Office of Events Management.
- Alcoholic beverages cannot be sold and the cost of the alcoholic beverages may not be included in the cost of the event ticket or in any meal costs unless the sponsor obtains a temporary permit.
- The sponsoring group must employ a bartender and purchase set-ups through the University's food service vendor. Exceptions to this requirement must be obtained in writing from the Office of Events Management.

General Parameters:

The following apply to **all** University events in which alcoholic beverages are served.

- The service of any alcoholic beverage on property owned or controlled by the University will be in compliance with applicable state and local laws and University policies and procedures
- Any organization or group that sponsors an event in which alcoholic beverages are served on campus is responsible for compliance with all laws, policies, procedures, and regulations, and for administering and supervising the event.
- All on-campus events at which alcoholic beverages are served are subject to University oversight. Violations of state/local laws or University policy/rules will be grounds to cancel the event and may result in additional sanctions.
- Non-alcoholic beverages and a variety of foods must be available in quantities sufficient for all guests whenever alcoholic beverages are served. Such beverages and food must be visible and available and not contingent on the purchase of alcohol.

- Alcoholic beverages may not be brought into an event by an individual or group when alcoholic beverages are being served except for private use in the Stambaugh Stadium loge.
- Intoxicated individuals shall not be served nor may they possess or consume alcoholic beverages at any on-campus event.
- Alcoholic beverages may not be served to anyone unable to provide proof of being twenty-one years of age or older.
- Under no circumstances may any alcoholic beverages be permitted to leave the approved area of the event.
- Gambling and gambling devices are not permitted at any on-campus event where alcoholic beverages are served.
- Alcoholic beverages may not be purchased with state funds.
- University police must be present at all times during an event in which alcohol is served.
- Events at which alcoholic beverages are available may not exceed six hours in length. Sale or service of alcoholic beverages must be discontinued at least one hour prior to the conclusion of any event that is scheduled to last four or more hours.
- Activities promoting the sale or use of alcoholic beverages shall not be associated with University-sponsored events or programs.
- Events where alcoholic beverages are used, served, or sold shall not be sponsored in any manner by any manufacturer, distributor, or retailer of alcoholic beverages. This prohibition does not include acknowledgment of a donor to an event.
[5011.04]
- Events at which alcoholic beverages are sold or served may not have the presence of these beverages or their consumption as an event theme. At no time during the event may any manner of consumption of these beverages be encouraged.

- A bartender, appropriately certified, must supervise the sale and/or dispensing of alcoholic beverages. Exceptions must be obtained in writing from the Office of Alumni Relations and Events Management. All servers of alcoholic beverages must be at least twenty-one years of age. Bartenders and other servers may not consume alcoholic beverages at any time during the scheduled event and are not permitted to sell or dispense alcoholic beverages if intoxicated.
- The possession or use of alcoholic beverages in any of the University student residence houses is prohibited (8001.01). See also: University Housing – Resident Handbook p. 9.
- Activities promoting the sale or use of alcoholic beverages shall not be associated with University-sponsored events or programs.

Procedures

The following procedures apply to **all** University events in which alcoholic beverages are served.

1. All University groups or non-University groups wishing to sponsor an event on the campus involving the use of alcoholic beverages must prepare an appropriate application and submit it at least two weeks prior to the event to the Office of Alumni Relations and Events Management or to Kilcawley Center.
2. If the planned event is scheduled for Kilcawley Center, the completed application should be submitted for first review to the Executive Director of Student Services. If the event is scheduled elsewhere on the campus, the completed application should be submitted to the Executive Director of Alumni Relations and Events Management to determine the nature of the event, if those projected to attend satisfy appropriate age criteria, and the source of funds of payment of alcoholic beverages.

3. If it is determined by the Executive Director of Student Services or the Executive Director of Alumni Relations and Events Management that the use of alcoholic beverages at the event is appropriate, the application will be forwarded to the Vice President for Finance and Administration.
4. Once a decision has been reached, the Vice President of Finance and Administration will notify either the Executive Director of Student Services or the Executive Director of Alumni Relations and Events Management of the status of the application.
5. The Executive Director of Student Services or the Executive Director of Events Management will notify the event sponsor of the decision. If the use of alcoholic beverages is approved for the event, notification is also forwarded to the YSU Police and to other departments as needed.

The following **additional** procedures apply to those university events outside the area covered by permit obtained from the Ohio Division of Liquor Control.

1. All University groups or non-University groups wishing to sponsor an event on the campus involving the **sale** of alcoholic beverages must complete an appropriate application and submit it at least **thirty days** prior to the event for the **sale of beer** and at least **forty-five days for any other alcoholic beverages**. Application forms are available in the Office of Alumni Relations and Events Management.
2. Final approval for the **sale** of alcoholic beverages at the event is contingent upon the sponsoring group having or obtaining an appropriate permit from the Ohio Division of Liquor Control to sell such beverages. The sponsoring group is solely responsible for making application and obtaining this permit. This permit must be presented to the Executive Director of Alumni Relations and Events Management at least seven days prior to the event.
3. In the event the permit is not obtained, the event may go forward, but the alcoholic beverages will not be served.

*(Once approved this policy will rescind/replace the following policies:
5011.01, 5011.02, 5011.03, 5011.04)*

REDLINE VERSION
UNIVERSITY GUIDEBOOK

January 26, 2010 Replaces 5011.01; Rescinds POLICIES 5011.02; 5011.03; 5011.04

Subject/Title of Policy: Alcoholic Beverages on Campus	
Responsible Office:	University Advancement
Approving Officer:	President
Revision History:	March 1999; September 2009
Resolution Number(s):	YR 1999-97; YR 2010-
Board Committee:	External Relations
EFFECTIVE DATE:	2010
Next review:	2013

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President	Title: President
Development and Community Affairs	EFFECTIVE: June 11, 1999
Date: March, 1999	

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

RESOLUTION NUMBER: YR 1999-97

Definitions:

- ~~Alcoholic beverage is any beverage which contains alcohol or is a brewed malt or fermented product, i.e., low alcohol beverages, beer, wine, wine coolers, and spirituous liquor (distilled beverages and intoxicating liquors).~~
- ~~Sale or sell is defined in the *Ohio Revised Code* as any exchange, barter, gift, offer for sale, sale, distribution, delivery or transfer of title, or possession of any beer, intoxicating liquor, or any other alcoholic beverage. Sale also includes payment of direct or indirect charges to attend an event at which alcoholic beverages are sold, e.g., serving alcoholic beverages from an "open bar" at an event for which tickets are sold and required for attendance even if the alcoholic beverages provided were donated.~~

-
- ~~• The campus is any University owned or controlled property and non University facilities that the University has leased or made arrangements for use.~~
 - ~~• University organizations or groups include any recognized University entity including, but not limited to divisions, colleges, departments, administrative units, and educational/professional and student organizations and groups.~~
 - ~~• Non-university groups include organizations, companies, or individuals not affiliated with the University.~~
-

Alcohol Service at University Events

The University may permit the sale and/or consumption of beer, liquor and/or wine at events that are sponsored by recognized University entities including, but not limited to divisions, colleges, departments, administrative units, and educational/professional and student organizations and groups and by non-university groups appropriate to the University's mission.

On-campus advertising, promotion, or marketing of alcoholic beverages, is prohibited, except as authorized by the President or his/her designee.

Annually, the University's food service vendor will purchase an alcoholic beverage permit from the Ohio Division of Liquor Control. The area covered by the permit is the campus core, defined as south of the Madison Avenue Expressway, north of Lincoln Avenue, west of Wick Avenue, and east of Fifth Avenue, with the exception of the loges in Stambaugh Stadium.

If the event is within the area covered by the permit, all alcohol served must be purchased by the sponsoring organization from the University's food service vendor.

If the event is held on university property outside the permit premise:

- Liquor, beer, and/or wine must be delivered in bulk to the University's food service vendor prior to the event. Exceptions to the requirement must be obtained in writing prior to the event from the Office of Events Management.
- Alcoholic beverages cannot be sold and the cost of the alcoholic beverages may not be included in the cost of the event ticket or in any meal costs unless the sponsor obtains a temporary permit.

- The sponsoring group must employ a bartender and purchase set-ups through the University's food service vendor. Exceptions to this requirement must be obtained in writing from the Office of Events Management.

General Parameters:

The following apply to **all** University events in which alcoholic beverages are served.

- The service of any alcoholic beverage ~~All procedures pertaining to the control, sale, consumption, and use of alcoholic beverages on property owned or controlled by the University will be in compliance with applicable state and local laws and University policies and procedures.~~
- Any organization or group that sponsors an event in which ~~authorized to control, sell, consume, or otherwise use~~ alcoholic beverages are served on campus is responsible for compliance with all laws, policies, procedures, and regulations, and for administering and supervising the event.
- All on-campus events at which alcoholic beverages are ~~sold or served~~ are subject to University oversight. Violations of state/local laws or University policy/rules will be grounds to cancel the event and may result in additional sanctions.
- Non-alcoholic beverages and a variety of foods must be available in quantities sufficient for all guests whenever alcoholic beverages are ~~sold or served~~. Such beverages and food must be visible and available and not contingent on the purchase of alcohol. ~~shall be provided in compliance with Section 4301.21(e) of the Ohio Revised Code, and Section 4301:1-1-58 of the Ohio Administrative Code.~~
- ~~Guests of the event may not bring a~~ Alcoholic beverages may not be brought into the an event by an individual or group when alcoholic beverages are being served ~~or take alcoholic beverages from the site of the event, except for private use in a Scholarship Loge or Tailgate Area.~~ the Stambaugh Stadium loge.
- Intoxicated individuals shall not be served nor may they possess or consume alcoholic beverages at any on-campus event.
- Alcoholic beverages may not be ~~sold or served~~ to anyone unable to provide proof of being twenty-one years of age or older.
- Under no circumstances may any alcoholic beverages be permitted to leave the approved area of the event.
- Gambling and gambling devices are not permitted at any on-campus event where alcoholic beverages are served.

- Alcoholic beverages may not be purchased with state funds.
- University police must be present at all times during an event in which alcohol is served.
- Events at which alcoholic beverages are available may not exceed six hours in length. Sale or service of alcoholic beverages must be discontinued at least one hour prior to the conclusion of any event that is scheduled to last four or more hours.
- Activities promoting the sale or use of alcoholic beverages shall not be associated with University-sponsored events or programs.
- Events where alcoholic beverages are used, served, or sold shall not be sponsored in any manner by any manufacturer, distributor, or retailer of alcoholic beverages. This prohibition does not include acknowledgment of a donor to an event.
[5011.04]
- ~~On-campus~~ Events at which alcoholic beverages are sold or served may not have the presence of these beverages or their consumption as an event theme. At no time during the event may any manner of consumption of these beverages be encouraged.
- A bartender, appropriately certified, must supervise the sale and/or dispensing of alcoholic beverages. Exceptions must be obtained in writing from the Office of Alumni Relations and Events Management. All servers of alcoholic beverages must be at least twenty-one years of age. Bartenders and other servers may not consume alcoholic beverages at any time during the scheduled event and are not permitted to sell or dispense alcoholic beverages if intoxicated.
- The possession or use of alcoholic beverages in any of the University student residence houses is prohibited (8001.01). See also: University Housing – Resident Handbook p. 9.
- ~~On-campus advertising, promotion, or marketing of alcoholic beverages, except as authorized in Kileawley Center, is prohibited.~~ Activities promoting the sale or use of alcoholic beverages shall not be associated with University-sponsored events or programs.
- ~~On-campus sale of alcoholic beverages is prohibited except at the DeBartolo Stadium Club and Kileawley Center.~~

- ~~On campus use of alcoholic beverages is prohibited except in the following locations:~~
 - ~~— Alumni House~~
 - ~~— Beeghly Center (excluding public seating areas)~~
 - ~~— Bliss Hall Art Gallery~~
 - ~~— Bliss Hall Theater Lobby~~
 - ~~— Kilcawley Center~~
 - ~~— McDonough Museum of Art~~
 - ~~— Stambaugh Stadium limited to the DeBartolo Stadium Club, Scholarship Loges, and Terrace Dining Area only~~
 - ~~— Tailgate Areas including M-24, M-26, F-2, and F-7 Parking Lots and Hospitality Tents~~
 - ~~— Tod Hall~~
- ~~On a case by case basis, other locations at which alcoholic beverages may be served for a specified time period may be identified by the President or designee.~~
- ~~Any on-campus event which requires a fee or donation for admission at which alcoholic beverages are served requires an appropriate permit from the Ohio Division of Liquor Control and written permission from the President or designee.~~

Rules:Procedures

The following rules—procedures apply to **all** University events in which whenever alcoholic beverages are ~~sold or used on campus~~ served.

1. All University groups or non-University groups wishing to sponsor an event on the campus involving the use of alcoholic beverages must prepare an appropriate application and submit it at least **two weeks** prior to the event to the Office of Alumni Relations and Events Management or to Kilcawley Center.
2. If the planned event is scheduled for Kilcawley Center, the completed application should be submitted for first review to the Executive Director of Student Services. If the event is scheduled elsewhere on the campus, the completed application should be submitted to the Executive Director of Alumni Relations and Events Management to determine the nature of the event, if those projected to attend satisfy appropriate age criteria, and the source of funds of payment of alcoholic beverages.
3. If it is determined by the Executive Director of Student Services or the Executive Director of Alumni Relations and Events Management that the use of alcoholic beverages at the event is appropriate, the application will be forwarded to the Vice President for Finance and Administration.

4. Once a decision has been reached, the Vice President of Finance and Administration will notify either the Executive Director of Student Services or the Executive Director of Alumni Relations and Events Management of the status of the application.
5. The Executive Director of Student Services or the Executive Director of Events Management will notify the event sponsor of the decision. If the use of alcoholic beverages is approved for the event, notification is also forwarded to the YSU Police and to other departments as needed.

The following **additional** procedures apply to those university events outside the area covered by permit obtained from the Ohio Division of Liquor Control.

1. All University groups or non-University groups wishing to sponsor an event on the campus involving the **sale** of alcoholic beverages must complete an appropriate application and submit it at least **thirty days** prior to the event for the **sale of beer** and at least **forty-five days for any other alcoholic beverages**. Application forms are available in the Office of Alumni Relations and Events Management.
2. Final approval for the **sale** of alcoholic beverages at the event is contingent upon the sponsoring group having or obtaining an appropriate permit from the Ohio Division of Liquor Control to sell such beverages. The sponsoring group is solely responsible for making application and obtaining this permit. This permit must be presented to the Executive Director of Alumni Relations and Events Management at least seven days prior to the event.
3. In the event the permit is not obtained, the event may go forward, but the alcoholic beverages will not be served.

*(Once approved this policy will rescind/replace the following policies:
5011.01, 5011.02, 5011.03, 5011.04)*

DRAFT DECEMBER 11, 2009

RESCINDED by POLICY 5011.01

UNIVERSITY GUIDEBOOK

Subject: Use of Alcoholic Beverages at Campus Events

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President	Title: President
Development and Community Affairs	EFFECTIVE: June 11, 1999
Date: March, 1999	

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

RESOLUTION NUMBER: YR 1999 - 98

The following procedures outline the steps to be followed to enable the use of alcoholic beverages at both University-sponsored and non-University-sponsored events held on campus. Definitions, parameters, and rules governing the use of alcoholic beverages on campus are found in Alcoholic Beverages on Campus (5011.01), and serve as an essential resource to these procedures.

Procedures:

1. All University groups or non-University groups wishing to sponsor an event on the campus involving the use of alcoholic beverages must prepare an appropriate application and submit it at least two weeks prior to the event. Application forms are available in the Kilcawley Center Staff Office or the Office of Events Preparation in Tod Hall.
2. If the planned event is scheduled for Kilcawley Center, the completed application should be submitted to the Executive Director of Student Services. If the event is scheduled elsewhere on the campus, the completed application should be submitted to the Events Manager.
3. Applications are first reviewed by either the Executive Director of Student Services or the Events Manager to determine the nature of the event, if those projected to attend satisfy appropriate age criteria, and the source of funds of payment of alcoholic beverages. (Note: The cost of purchasing the alcoholic beverages cannot be included in the ticket of meal price for any event.)

NUMBER
5011.02

PAGE 2 of 2

4. If it is determined by the Executive Director of Student Services or the Events Manager that the use of alcoholic beverages at the event is appropriate, the application will be forwarded to the Executive Vice President.
5. Once a decision has been reached, the Executive Vice President will notify either the Executive Director of Student Services or the Events Manager of the status of the application.
6. The Executive Director of Student Services or the Events Manager will notify the event sponsor of the decision. If the use of alcoholic beverages is approved for the event, notification is also forwarded to the YSU Police and to other departments as needed.

RESCINDED by POLICY 5011.01

UNIVERSITY GUIDEBOOK

Subject: Sale of Alcoholic Beverages on Campus

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President Development and Community Affairs	Title: President
Date: March, 1999	EFFECTIVE: June 11, 1999

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

RESOLUTION NUMBER: YR 1999 - 99

The procedures identified below outline the steps to be followed to sell alcoholic beverages at either University-sponsored and non-University-sponsored events. Definitions, parameters, and rules governing the use of alcoholic beverages on campus are found in Alcoholic Beverages on Campus (5011.01), and serve as an essential resource to these procedures.

Parameters:

- On-campus sale of alcoholic beverages is normally restricted to the DeBartolo Stadium Club and Kilcawley Center.
- On a case-by-case basis, other locations at which alcoholic beverages may be sold for a specified time period may be identified by the President or designee.
- Annually, the University will purchase an alcoholic beverage permit from the Ohio Division of Liquor Control to sell such beverages in Kilcawley Center. This permit may be transferred to the University's food service vendor.

Procedures:

1. All University groups or non-University groups wishing to sponsor an event on the campus involving the sale of alcoholic beverages in the DeBartolo Stadium Club must complete an appropriate application and submit it at least thirty days prior to the event for the sale of beer and at least forty-five days for any other alcoholic beverages. Application forms are available in the Office of Events Preparation in Tod Hall.
2. Applications are first reviewed by the Events Manager to determine the nature of the event and if those projected to attend satisfy appropriate age criteria.
3. If the Events Manager determines that the sale of alcoholic beverages at the event is appropriate, the application is forwarded to the Executive Vice President.
4. Once a decision has been reached, the Executive Vice President will notify the Events Manager of the status of the application.
5. The Events Manager will notify the event sponsor of the decision. If the sale of alcoholic beverages is approved for the event, notification is also forwarded to the YSU Police and to other departments as needed.
6. Final approval for the sale of alcoholic beverages at the event is contingent upon the sponsoring group obtaining an appropriate permit to sell such beverages from the Ohio Division of Liquor Control. The sponsoring group is solely responsible for making application and obtaining this permit. This permit must be presented to the Events Manager at least seven days prior to the event.
7. In the event the permit is not obtained, the event may go forward, but the alcoholic beverages will not be served.

RESCINDED by POLICY 5011.01

UNIVERSITY GUIDEBOOK

Subject: Alcoholic Beverages - Advertising, Promotion, and Sponsorship

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President	Title: President
Development and Community Affairs	EFFECTIVE: June 11, 1999
Date: March, 1999	

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

RESOLUTION NUMBER: YR 1999 - 100

Definitions, Parameters, and Rules governing the use of alcoholic beverages on campus are found in Alcoholic Beverages on Campus, Policy 5011.01, and serve as an essential resource to the following parameters.

Parameters:

- Advertising materials regarding alcoholic beverages sold in Kilcawley Center are permitted only to the extent of informing customers of their availability for purchase and only within the confines of the dining facility where the alcoholic beverages are offered for sale.
- Activities promoting the sale or use of alcoholic beverages shall not be associated with University-sponsored events or programs without the prior written consent of the President or designee.
- Events where alcoholic beverages are used, served, or sold shall not be sponsored in any manner by any manufacturer, distributor, or retailer of alcoholic beverages. This prohibition does not include acknowledgment of a donor to an event.

NEW POLICY

UNIVERSITY GUIDEBOOK

Title of Policy: Affiliated Organizations	
Responsible Office/Division:	Office of the President
Approving Officer:	President
Revision History:	New policy January 2010
Resolution Number(s):	FY 2010-
Board Committee:	External Relations
EFFECTIVE DATE:	
Next review:	January 2013

Policy: The President of the University shall be responsible for coordination with outside organizations such as the University Housing Corporation, and the Penguin Club.

Definition:

An affiliated entity is an organization that has a legal existence separate from the University, and which is formed or operated to support or complement the mission of the University, and:

- was created by the University, or
- is controlled or strongly influenced by the University, or
- receives financial support from the University, or
- utilizes University resources, name, or identity.
- The relationship between the YSU Foundation and Youngstown State University is addressed in Guidebook policy 5003.01.

Parameters:

Each affiliate's relationship with the University will be formalized in a memorandum of agreement. The memorandum of agreement will be governed by the following principles:

1. The creation and activities of affiliates must promote, sponsor, or complement University operations or mission.
2. Affiliates shall provide for at least one University representative on its governing board.
3. Affiliates must use sound fiscal and accounting procedures.
4. Affiliates must be managed in a manner consistent with their own enabling documents and the University's purpose, mission, and procedures.
5. Affiliates must adhere to high ethical and conflict of interest standards.
6. The University's relationship with an affiliate is not necessarily intended to be perpetual.

Separate procedural guidelines will be established for the creation and monitoring of relationships with affiliate organizations. The Board of Trustees will be involved in the establishment and monitoring activities for all affiliate relationships.

DELETE – covered in policy 5003.00 Affiliated Organizations

UNIVERSITY GUIDEBOOK

Subject: Alumni Relations

Developed by: Leslie H. Cochran	Authorized by: Leslie H. Cochran
Title: President	Title: President
Date: November, 1999	EFFECTIVE: March 10, 2000

Policy: The President of the University shall be responsible for coordination with outside organizations such as the Youngstown State University Alumni Association, the Youngstown State University Foundation, and the Penguin Club.

RESOLUTION NUMBER: YR 1998 - 27/2000 - 58

Principles:

- The YSU Alumni Association (YSUAA) is a separately chartered 501 (c)(3) charitable organization governed by an independent Board of Directors.
- YSUAA was formally incorporated in 1979 to promote the interests of Youngstown State University; foster excellence, pride, and success in its graduates; and encourage alumni to be involved in various institutional activities and initiatives.
- The University and YSUAA acknowledge their mutual respect for their shared purposes and strive to work together for the common interests they share.

Parameters:

- Annually, the YSUAA Executive Director, in conjunction with the YSUAA Board of Directors, and the YSU President will agree to a set of annual goals and objectives for the Association.
- The University will maintain the responsibility for the administration of fund raising and supervision of alumni records and alumni information services.
- The University President will promote YSUAA as appropriate and will serve or name a liaison to serve on behalf of the University in matters dealing with the Association.

Agenda Item E.2.f.
Exhibit F

NUMBER
5003.03

PAGE 2 of 2

- The University and YSUAA have established a written agreement, which will be periodically reviewed and updated.
- The YSUAA may use the University's name in establishing, promoting, and coordinating alumni programs and activities, and in other manners associated with the functions of the Association, in accordance with University procedures.
- The YSUAA Executive Director shall be a member of the Administrative Advisory Council and the Development Council.

Procedures:

1. The University President, the YSUAA Executive Director, and the YSUAA Board of Directors will determine the specific procedures to be followed in maintaining the relationship between the University and the Association.
2. While working as part of the University, the YSUAA Executive Director will follow University policies and procedures and administrative reporting practice.

NUMBER
5015.01

PAGE 1 of 3

NEW POLICY

UNIVERSITY GUIDEBOOK

Title of Policy:	University Web Sites
Responsible Division/Office:	University Advancement (Marketing and Communications)
Approving Officer:	Vice President for University Advancement
<i>Revision History:</i>	<i>December 2009</i>
Resolution Number:	FY 2010-
Board Committee:	External Relations
EFFECTIVE DATE:	
Next review:	December 2012

Policy: The official University web pages of Youngstown State University are considered publications of the University. All electronically published information must adhere to the same quality standards as other forms of published information. Each administrative unit, e.g. department or office, is responsible for content available publically on the Internet.

Definitions:

- **Official University Web Page.** An official university web page is any web page created by the University, its departments, colleges, or other administrative offices for the official business of the University.
- **University Related Web Page.** A university related web page is any web page created by faculty, staff, students, and/or registered student organizations that are either: 1) linked from an official University web page or 2) stored on one of the University controlled web servers.

Agenda Item E.2.g.
Exhibit G

Parameters:

- Administrative units of the University may develop and maintain official University web pages and are responsible for their content.
- The Office of Marketing and Communications in consultation with the Web Site Advisory Committee provides direction for content publically on the Internet, including adherence to design and content standards.
- All official and University related web pages must adhere to applicable copyright laws (<http://www.copyright.gov/>), the Ohio Revised Code, and the Use Of University Computing Resources (4009.01) (where appropriate).
- The use of University symbols (i.e., YSU word mark, YSU logo, University seal, and Pete the Penguin) and related information should adhere to the information found in the Graphic Identity Standards.
- Registered student organizations use of the University name must adhere to Article V. Section F. Paragraph 16 of *The Code of Student Rights, Responsibilities, and Conduct*.
- Faculty, staff, and student organizations may develop and maintain University related web pages. All web sites being linked to an official University web site, or those residing on a server maintained by the University, must abide by parameters as indicated in the Use Of University Computing Resources (4009.01).
- The following are examples of content prohibited from display on either Official University Web Pages or University Related Web pages:
 - Unauthorized solicitation for for-profit business ventures
 - Activities that involve a conflict of interest. (Refer to 7001.01 – Conflicts of Interest, and 7005.01 – Solicitation and Distribution of Materials, Employees)
 - Adult content (including banners)
 - Any content covered by the Sensitive Information Policy 4012.01, such as credit card numbers.
 - Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.
 - Authors are responsible for the content of their pages.

- The University may remove, from a University controlled server, any web site found to be in violation of the guidelines set forth in this document.

Procedures

1. Divisions and departments of the University may develop and maintain official University web sites or pages.
2. Prior to publishing official web pages, approvals must be secured through appropriate administrative channels (i.e., director or chair).
3. Administrative units, individuals, and organizations requesting web site space plus a separate login on the YSU servers must complete and submit an online form request.
4. If a web site is found to be in violation of the parameters in this policy, an effort will be made beforehand to discuss the violation(s) with the author.
5. Web site authors may appeal any decisions to the YSU Web Site Advisory Committee.
6. If the appeal has legal implications, the Advisory Committee will consult with YSU General Counsel on the matter before making a decision.

UNIVERSITY GUIDEBOOK

Title of Policy: Business-Related and Entertainment Expense	
Responsible Division/Office:	Finance and Administration
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2004; January 2010
Resolution Number(s):	YR 2005-28; YR 2010-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	
Next review:	January 2013

Policy: The Board of Trustees authorizes the establishment of Business-Related and Entertainment Expense Guidelines for reasonable food, beverage, and incidental costs associated with the conduct of University business.

Purpose: The Guidelines establish the manner and extent to which University funds may be expended for business-related activities, entertainment, and hospitality and apply to all University employees.

Procedures: The University's Business-Related and Entertainment Expense Guidelines may be accessed at the following web-site:

<http://www.yzu.edu/vpadmin/businesspolicy.shtml>

NUMBER
3011.01

PAGE 1 of 1

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: **Title of Policy:** **Business-Related and Entertainment Expense**

Responsible Division/Office:

Approving Officer: Vice President for Finance and Administration

Revision History: December 2004; January 2010

Resolution Number(s): YR 2005-28; YR2010-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: January 2013

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

Policy: The Board of Trustees authorizes the establishment of Business-Related and Entertainment Expense Guidelines for reasonable food, beverage, and incidental costs associated with the conduct of University business.

RESOLUTION NUMBER: YR 2005-28

Purpose: The Guidelines establish the manner and extent to which University funds may be expended for business-related activities, entertainment, and hospitality and apply to all University employees.

Procedures: The University's Business-Related and Entertainment Expense Guidelines may be accessed at the following web-site:
http://www.ysu.edu/vpadmin/businesspolicy.shtml



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Third Quarter 2010

FROM	TO	AMOUNT	REASON
General Fund - Central Contingency Account	Stabilization Reserve (Designated Fund)	\$2,700,000	Transfer residual Central Contingency funds budgeted in FY 2010 to be used to support the FY 2011 budget.
Stabilization Reserve (Designated Fund)	Debt Service Reserve Fund - General Fund (Unrestricted Plant Fund)	\$2,569,290	Establish a debt service reserve fund for future debt service obligations.
Athletic Facility - Gifts (Restricted Plant Fund)	WATTS Center - Construction - Gifts (Restricted Plant Fund)	\$1,230,528	Transfer cash received on athletic facility pledges and gifts as of 2-19-10 to a spendable fund.
General Fund - Central Contingency Account	Intercollegiate Athletics (Auxiliary Fund)	\$551,000	Fund commitments to YSU athletic programs, including football coaching changes and athletic scholarships.
General Fund - Central Contingency Account	Centers of Excellence (New Designated Fund)	\$330,300	Provide year 1 funding for the Centers of Excellence initiatives being led by the Division of Academic Affairs.
Debt Service Reserve Fund - Gifts (Restricted Fund)	Bond Fund - Series 2009 (Debt Service Fund)	\$240,242	Fund portion of June 2010 principal and interest payment attributable to the new WCBA building.
Vacancy Savings Reserve (Designated Fund)	Research Incentive Reserve (Designated Fund)	\$124,505	Transfer Academic Affairs' FY 2008 grant-related vacancy savings to Research Incentive Fund to enable consistent usage and tracking of research-related funds.

Agenda Item E.3.b.
Exhibit I

UNIVERSITY GUIDEBOOK

Title of Policy: University Parking and Transportation Fees	
Responsible Division/Office:	Facilities and Support Services
Approving Officer:	Vice President for Finance and Administration
Revision History:	June 1998; September 2009
Resolution Number(s):	YR 1999-19; YR 2010-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	
Next review:	September 2012

Policy: The University will fund the provision of parking and related transportation services from a variety of sources.

Parameter:

Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds.

Procedures:

1. Businesses or other organizations which lease space on campus or which contract with the University for the provision of services may purchase parking permits for their employees.
2. Trustees of the University, Trustees of YSU affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated Visitor's Areas without cost while on business at the University.
3. Parking services personnel and University police officers are authorized to issue citations to vehicles parked in violation of parking regulations.

4. Collective bargaining contracts may contain specific parking procedures and fee information.
5. The Board of Trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.
6. Parking fees and regulations may be found in the Parking Services brochure, the *University Bulletins*, other University publications, and the University web site.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: Title of Policy: **Parking Services University Parking and Transportation Fees**

Responsible Division/Office: Facilities and Support Services

Approving Officer: Vice President for Finance and Administration

Revision History: June 1998; September 2009

Resolution Number(s): YR 1999-19; YR 2010-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: September 2012

Developed by: <u>Joseph Sarnecchia</u>	Authorized by: <u>Philip M. Hirsch</u>
Title: <u>Director</u>	Title: <u>Executive Director</u>
<u>Support Services</u>	<u>Administrative Services</u>
Date: <u>June, 1998</u>	EFFECTIVE: 12-11-98

Policy: ~~The Department of Parking Services is responsible for the operation of all parking facilities on campus, enforcement of University parking regulations, and the provision of safe, clean, and convenient parking for students, faculty, staff, and visitors. The University will fund the provision of parking and related transportation services from a variety of sources.~~
RESOLUTION NUMBER: ~~YR 1999-19~~

Parameter:

- ~~Parking facilities and operating costs of the Department of Parking Services~~ Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds.

Procedures:

1. Businesses or other organizations which lease space on campus or which contract with the University for the provision of services may purchase parking permits for their employees.

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4006.01

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2. Trustees of the University, Trustees of YSU affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated Visitor's Areas without cost while on business at the University.
3. Parking services personnel and University police officers are authorized to issue citations to vehicles parked in violation of parking regulations.
4. Collective bargaining contracts may contain specific parking procedures and fee information.
5. The Board of Trustees approves parking fees and fines, upon the recommendation of ~~the President.~~ the Finance and Facilities Committee.
6. Parking fees and regulations may be found in the Parking Services brochure, the *University Bulletins*, ~~and other University publications,~~ and the University web site: ~~<http://www.yzu.edu/parking/>~~

UNIVERSITY GUIDEBOOK

Title of Policy: Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons

Responsible Division/Office: Human Resources

Approving Officer: Vice President of Finance and Administration

Revision History: November 2009

Resolution Number: FY 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: October 2012

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.

Parameters:

- Up to four consecutive days of paid bereavement leave will be granted to members of the exempt professional administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.
- As used in this policy, immediate family is defined as the employee's spouse, qualifying domestic partner (as defined in Policy 7025.01), children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
- Members of exempt professional administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee's aunt or uncle.

**NUMBER
7002.11**

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- Employees covered by collective bargaining should refer to their respective labor agreement.

Procedures:

1. Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
2. Employees will complete the appropriate leave form in advance of the leave, when possible, or upon return to work.
3. Employees will forward the completed form to their immediate supervisor for their approval.
4. Supervisors may require reasonable proof to verify the request for bereavement leave.
5. The Supervisor reviews and signs the form and forwards it to the Office of Human Resources, where the official leave files are maintained.

UNIVERSITY GUIDEBOOK**Title of Policy Development and Authorization of Institutional Procedures**

Responsible Division/Office: Office of the President
Approving Officer: President
Revision History: June 1997; September 2009
Resolution Number(s):
Board Committee: Internal Affairs
EFFECTIVE DATE:
Next review: 2012

Authority: "The President is empowered to adopt and to implement rules and regulations consistent with the Board Policies which are necessary for the operation of the University."

Purpose: Institutional Procedures are defined as operating guidelines established by the University to assist in implementation of applicable Policies set forth by the Board of Trustees. These Procedures establish the framework for the development, review, authorization, and publication of new or revised Institutional Procedures to be contained in the *Guidebook*.

Action Steps:

1. A statement of Purpose is usually provided to describe the scope and direction of the Procedures have been developed or revised. Reference is typically made to any appropriate Board Policy.
2. Procedures may be developed by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Senates, Councils, and Committees may also develop or revise Procedures through the appropriate department or unit. When revising existing Procedures, proposed modifications should be clearly identified and contrasted with existing language. Accuracy of the Procedures is the responsibility of the individual accountable for the department or unit involved with the development of these Procedures.

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3. A draft copy of the Procedures will be forwarded to departments, units, committees, or others affected, for timely review and feedback to the divisional vice president. After review within the division, the appropriate vice president will forward it to the President's Cabinet to determine if further review is necessary.
4. The President may utilize the Administrative Advisory Council to facilitate discussion and obtain campus-wide perspective and input.
5. After all reviews have been completed, the appropriate vice president will complete the "Responsible Division/Office" and "Effective Date" sections of the form and publish the document to the University Guidebook web page.

9/22/09 1/12/2010_2/23/2010

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: Title of Policy **Development and Authorization of Institutional Procedures**

Responsible Division/Office: Office of the President

Approving Officer: President

Revision History: June 1997; September 2009

Resolution Number(s):

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2012

Developed by: Shirley A. Carpenter	Authorized by: Leslie H. Cochran
Title: Chairperson	Title: President
Policies & Procedures Task Force	Date: May 19, 1997
Date: October 1, 1996	EFFECTIVE: June 2, 1997

Authority: "The President is empowered to adopt and to implement rules and regulations consistent with the Board Policies which are necessary for the operation of the University." (*Guidebook*, p. 1)

Purpose: Institutional Procedures are defined as operating guidelines established by the University to assist in implementation of applicable Policies set forth by the Board of Trustees. These Procedures establish the framework for the development, review, authorization, and publication of new or revised Institutional Procedures to be contained in the *Guidebook*.

Action Steps:

1. A statement of Purpose is usually provided to describe the scope and direction of the Procedures have been developed or revised. Reference is typically made to any appropriate Board Policy.
2. Procedures may be developed by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Senates, Councils, and Committees may also develop or revise Procedures through the appropriate department or unit. When revising existing Procedures, proposed modifications should be clearly identified and contrasted with existing language. Accuracy of the Procedures is the responsibility of the individual accountable for the department or unit involved with the development of these Procedures.

NUMBER
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3. A draft copy of the Procedures will be forwarded to departments, units, committees, or others affected, for timely review and feedback to the divisional vice president. After review within the division, the appropriate vice president will forward it to the President's Cabinet to determine if further review is necessary.
4. The President may utilize the Administrative Advisory Council to facilitate discussion and obtain campus-wide perspective and input.
5. After all reviews have been completed, the appropriate vice president will complete the "~~Authorization~~Responsible Division/Office" and "Effective Date" sections of the form and ~~distribute to all holders of the Guidebook.~~ publish the document to the University Guidebook web page.

UNIVERSITY GUIDEBOOK**Title of Policy: Divisional Administrative Procedures**

Responsible Office: Office of the President

Approving Officer: President

Revision History: March 2000

Resolution Number(s): none listed in original GuideBook copy

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review:

Authority: The Youngstown State University Board of Trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the University is best achieved by delegating formal authority to the President, who in turn delegates appropriate authority to the various administrative officers. The President delegates to the Divisions of the University responsibility and authority for Academic Affairs, Business and Financial Affairs, Development and Community Affairs, and Student Affairs.

Divisional Administrative Procedures are defined as operating guidelines established by one of the divisions of the University. These procedures provide operational guidelines to assist in the implementation of the goals and objectives of the division. Although these administrative procedures are developed and maintained within one of the divisions of the University, many will impact the entire University community.

NUMBER
0005.00

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Action Steps:

1. All administrative procedures will follow the format of the policies and procedures as found in the *University Guidebook*.
2. A statement of Jurisdiction or Responsibility is usually provided to identify the accountable department or unit within the division.
3. Administrative procedures may be developed by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit. When revising existing administrative procedures, proposed modifications should be clearly identified and contrasted with existing language. Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development of these administrative procedures.
4. A draft of the new or revised administrative procedures will be forwarded to departments, units, councils, committees, or others affected for timely review and feedback to the divisional vice president. When the scope of the administrative procedures extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.
5. After these reviews have been satisfactorily completed, a final draft of the administrative procedures will be forwarded to the President's Cabinet to determine if further review is necessary. The President may utilize the Administrative Advisory Council to facilitate discussion and obtain campus-wide perspective and input.
6. Upon completion of these steps by the appropriate vice president or designee, the administrative procedures will be placed in the appropriate format and the "Authorized by" and "Effective" sections of the form will be completed. The form will then be posted on the Guidebook web site.

REDLINE VERSION**UNIVERSITY GUIDEBOOK**

DRAFT DEC. 30, 2009, Feb 23, 2010

Subject: Title of Policy: **Divisional Administrative Procedures**Responsible Office: Office of the PresidentApproving Officer: PresidentRevision History: March 2000Resolution Number(s): none listed in original GuideBook copyBoard Committee: Internal AffairsEFFECTIVE DATE:Next review:

Developed by: Charles McBriarty	Authorized by: Leslie H. Cochran
Title: Chairperson	Title: President
_____ Policies & Procedures Task Force	EFFECTIVE: March 10, 2000
Date: January, 2000	

Authority: “The Youngstown State University Board of Trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the University is best achieved by delegating formal authority to the President, who in turn delegates appropriate authority to the various administrative officers.” (*University Guidebook*, page 7) ?? From the original print Guidebook

“The President delegates to the Divisions of the University responsibility and authority for Academic Affairs, Business and Financial Affairs, Development and Community Affairs, and Student Affairs.” (*University Guidebook*, page 7)

Divisional Administrative Procedures are defined as operating guidelines established by one of the divisions of the University. These procedures provide operational guidelines to assist in the implementation of the goals and objectives of the division. Although these administrative procedures are developed and maintained within one of the divisions of the University, many will impact the entire University community.

~~The administrative procedures that have an impact beyond the division are found behind the “Divisional Section” tab located at the back of the *University Guidebook*.~~

Action Steps:

1. All administrative procedures will follow the format of the policies and procedures as found in the *University Guidebook*.
2. A statement of Jurisdiction or Responsibility is usually provided to identify the accountable department or unit within the division.
3. Administrative procedures may be developed by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit. When revising existing administrative procedures, proposed modifications should be clearly identified and contrasted with existing language. Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development of these administrative procedures.
4. A draft of the new or revised administrative procedures will be forwarded to departments, units, councils, committees, or others affected for timely review and feedback to the divisional vice president. When the scope of the administrative procedures extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.
5. After these reviews have been satisfactorily completed, a final draft of the administrative procedures will be forwarded to the President's Cabinet to determine if further review is necessary. The President may utilize the Administrative Advisory Council to facilitate discussion and obtain campus-wide perspective and input.
6. Upon completion of these steps by the appropriate vice president or designee, the administrative procedures will be placed in the appropriate format and the "Authorized by" and "Effective" sections of the form will be completed. ~~Copies will then be distributed to all holders of the *University Guidebook*.~~ The form will then be posted on the Guidebook web site.

UNIVERSITY GUIDEBOOK

Title of Policy: Employment (Hiring) of University Faculty and Staff	
Responsible Office:/Division:	Human Resources
Approving Officer:	President
Revision History:	March 1999; June 2001; Dec 2009
Resolution Number(s):	YR 1999-67; YR 2001-52; YR 2010-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	
Next review:	2012

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

Parameters:

- The Provost and Vice Presidents maintain overall responsibility for divisional employment decisions. These actions are taken within the framework of the various employment agreements, applicable federal and state laws, and University procedures.
- For purposes of compliance with the rules of the *Ohio Revised Code* and the *Ohio Administrative Code* covering classified civil service employees, the Chief Human Resources Officer serves as the designated appointing authority.

- The Chief Human Resources Officer has overall responsibility for managing University personnel matters and serves as a staff resource to the divisional executive officers in these matters.
- The Office of Human Resources is responsible for the administration of all employment procedures including:
 - administering, in cooperation with the Office of Equal Opportunity and Diversity, the process of posting available positions and appointment procedures;
 - providing an orientation program for all new employees;
 - maintaining personnel files for all current and former employees;
 - overseeing labor relations, including the interpretation of bargaining agreements;
 - clarifying the applicability of the professional/administrative and classified staff salary schedules; and
 - interpreting and assuring uniform compliance with all current federal and state personnel laws, rules, and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director.
2. The recommendation received by the Dean or Executive Director will be reviewed. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the Provost/or appropriate Vice President.
3. The Provost/or appropriate Vice President will review the recommendation and determine whether further consideration is appropriate.
 - The Provost will determine the filling of faculty positions.
 - The Provost/or appropriate Vice President will determine the filling of staff positions.

NUMBER
9003.01

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4. Once a position has been authorized, the Provost or appropriate Vice President, the Chief Human Resources Officer and the Director of Equal Opportunity and Diversity will ensure it is filled in compliance with all applicable state laws and regulations, collective bargaining agreements, and procedures outlined in the Equal Opportunity and Affirmative Action Recruitment and Employment policy (see 2001.02).
5. Once the selection process is complete, the Provost/or appropriate Vice President will forward the recommendation to fill the position to the Chief Human Resources Officer for processing.
6. The Chief Human Resources Officer will prepare a summary of all filled positions and submit it to the Internal Affairs Committee of the Board of Trustees at the Committee's next regularly scheduled meeting.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Reviewed by Deans Council Dec. 16, 2009

Title of Policy: Employment (Hiring) of University Faculty and Staff

Responsible Office:/Division: Human Resources

Approving Officer: President

Revision History: March 1999; June 2001; Dec 2009

Resolution Number(s): YR 1999-67; YR 2001-52; YR 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: 2012

Developed by: <u>Jean R. Wainio</u>	Authorized by: <u>David C. Sweet</u>
Title: <u>Interim Executive Director</u>	Title: <u>President</u>
<u>Human Resources</u>	EFFECTIVE: <u>January 1, 2001</u>
Approved: <u>March 12, 1999</u>	
Revised: <u>June 15, 2001</u>	

Policy: While the President has overall responsibility for the management of the University, the responsibility for ~~employment~~ decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

~~RESOLUTION NUMBERS: YR 1999-67; YR 2001-52~~

Parameters:

- The Provost and Vice Presidents maintain overall responsibility for divisional employment decisions. These actions are taken within the framework of the various employment agreements, applicable federal and state laws, and University procedures.
- For purposes of compliance with the rules of the *Ohio Revised Code* and the *Ohio Administrative Code* covering classified civil service employees, the ~~Executive Director of~~ Chief Human Resources Officer serves as the designated appointing authority.

- The ~~Executive Director of~~ Chief Human Resources Officer has overall responsibility for managing University personnel matters and serves as a staff resource to the divisional executive officers in these matters.
- The Office of Human Resources is responsible for the administration of all employment procedures including:
 - administering, in cooperation with the Office of ~~Affirmative Action and Disability Services~~ Equal Opportunity and Diversity, the process of posting available positions and appointment procedures;
 - providing an orientation program for all new employees;
 - maintaining personnel files for all current and former employees;
 - overseeing labor relations, including the interpretation of bargaining agreements;
 - clarifying the applicability of the professional/administrative and classified staff salary schedules; and
 - interpreting and assuring uniform compliance with all current federal and state personnel laws, rules, and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director.
2. The recommendation received by the Dean or Executive Director will be reviewed. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the Provost/or appropriate Vice President.
3. The Provost/or appropriate Vice President will review the recommendation and determine whether further consideration is appropriate.
 - The Provost will determine the filling of faculty positions.
 - The Provost/or appropriate Vice President will ~~recommend~~ determine the filling of staff positions.

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9003.01

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4. ~~The President authorizes the filling of all University staff positions, following discussion of each request by the President's Cabinet.~~

- 5.4. ~~Once a position has been authorized, the Provost or appropriate Vice President, the Executive Director of Chief Human Resources Officer, and the Director of Affirmative Action Equal Opportunity and Disability Diversity Services will ensure it is filled in compliance with all applicable state laws and regulations, collective bargaining agreements, and procedures outlined in the Equal Opportunity and Affirmative Action Recruitment and Employment policy (see 2001.02). In selecting an individual to function as his/her special assistant, the President may waive the search process.~~

- 6.5. ~~Once the selection process is complete, the Provost/or appropriate Vice President will forward the recommendation to fill the position to the Executive Director of Chief Human Resources Officer for processing.~~

- 7.6. ~~The Executive Director of Chief Human Resources Officer will prepare a summary of all filled positions and submit it to the Personnel Relations Internal Affairs Committee of the Board of Trustees at their next the Committee's next regularly scheduled meeting.~~

UNIVERSITY GUIDEBOOK

RESCIND

Subject: Appeal Procedure for Continuity of Employment

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: January, 2000	EFFECTIVE: March 10, 2000

Policy: Professional/Administrative staff exempted from the bargaining unit, who have been granted Continuity of Employment, have earned the right to continued employment until their voluntary withdrawal from the University. This right to continued employment may be terminated only for cause or fiscal exigency with appropriate notification and upon the completion of the appeal process.

RESOLUTION NUMBER: YR 2000 - 62

Notification:

- If the administrative unit supervisor recommends the non-renewal of a Professional/Administrative staff member who has achieved Continuity of Employment, the individual shall receive written notification no later than six months prior to the effective date of the recommended termination.
- Notification shall include a statement of the reasons for the recommended non-renewal of employment. If the reasons relate to program curtailment or fiscal exigency, the individual shall be informed that non-renewal is not related to the quality of the individual's performance and reasonable efforts will be made to assist the individual to relocate in another position.

Appeal Procedures:

1. If the recommended non-renewal is for cause, the individual may submit an appeal for review to the President within thirty calendar days of receipt of the notification.
2. Upon receipt of the appeal the President will appoint a panel of three to review the appeal. The review by the panel will include consultation with the staff member, the person recommending non-renewal, the Provost or Vice President, and others as appropriate; determination of whether the non-renewal recommendation is related to job performance; and determination of whether termination of employment is justified.

Agenda Item E.4.c.

Exhibit M

NUMBER
7024.01
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3. The panel shall submit its report to the President within sixty calendar days of its appointment. A copy of the report will also be provided to the affected staff member and the unit supervisor recommending non-renewal.
4. The President shall provide the staff member with a written disposition of the appeal within thirty calendar days of receipt of the panel's report.

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1, 2009 - DECEMBER 31, 2009**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE BASE SALARY	COMMENTS
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October 2009

None.							
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November 2009

None.							
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December 2009

None.							
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PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY FTE	COMMENTS
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October 2009

Mr. David Kitt	M/C	New \$38,976	System Administrator	Media and Academic Computing	10/10/2009 - 06/30/2010	\$38,976 1.0 FTE	
Mr. Brent Shelby	M/C	Replacement \$28,840	Assistant Coach, Men's Track and Field	Intercollegiate Athletics	10/10/2009 - 06/30/2010	\$28,840 1.0 FTE	
Ms. Michelle Craig	F/C	New \$54,122	HRIS Manager	Human Resources	10/16/2009 - 06/30/2010	\$54,122 1.0 FTE	
Ms. Helen Paes	F/C	Replacement \$30,000	Development Coordinator	Rich Center for Autism	10/16/2009 - 06/30/2010	\$30,000 1.0 FTE	

November 2009

Ms. Jennifer Donatella	F/C	New \$30,368	Autism Services Coordinator	Rich Center for Autism	11/02/2009	\$15,184 .5 FTE	
Mr. Lloyd Painter	M/C	New \$65,204	Manager Technology and Training	Media and Academic Computing	11/02/2009	\$65,204 1.0 FTE	
Mr. Geoffrey Trees	M/C	Replacement \$24,000	Research Fellow	Physics and Astronomy	11/16/2009	\$24,000 1.0 FTE	

Agenda Item E.4.d.

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1, 2009 - DECEMBER 31, 2009**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS

December 2009

Ms. Michelle Forro	F/C	Replacement \$17,160	Instruction Specialist	Rich Center for Autism	12/01/2009	\$17,160 1.0 FTE	
Ms. Annetta Graham	F/C	Replacement \$17,160	Instruction Specialist	Rich Center for Autism	12/01/2009	\$17,160 1.0 FTE	
Ms. Rebecca McKenzie	F/C	Replacement \$17,160	Instruction Specialist	Rich Center for Autism	12/01/2009	\$17,160 1.0 FTE	

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
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October 2009

Mr. Curtis Spivey	M/C	Replacement \$20.77	Planetarium Engineer/Show Producer	Physics & Astronomy	10/12/2009	\$43,202 1.0 FTE	
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November 2009

Ms. George Yanchick	M/C	Replacement \$16.30	Building Maintenance Supervisor	Facilities	11/12/2009	\$33,904 1.0 FTE	
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December 2009

None							
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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1, 2009 - DECEMBER 31, 2009**

SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
RETIREMENTS:							
Dr. Howard Pullman	M/C	Faculty	Professor	Teacher Education	12/31/2009	\$107,460	
SEPARATIONS:							
Dr. Daniel Laird	M/C	Faculty	Assistant Professor	School of Technology	11/17/2009	\$65,253	Resignation
Mr. Mark Cornman	M/C	Faculty	Instructor	Accounting & Finance	12/13/2009	\$60,000	Resignation

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.

FACULTY SEVERANCE PLAN

Summary

Introduction

Faculty who choose to participate in a Faculty Severance Plan administered by Educators Preferred Corp. (EPC) would receive a severance payment of \$60,000 or 100% of their annual base salary, whichever is less. The university would pay the severance amounts to EPC over a two-year period; and EPC would then pay the severance to participants in equal monthly installments. If the participant retires under STRS, he or she would receive monthly payments for 5 years. If the participant does not retire under STRS, monthly payments would be made for 8 years.

Assumptions

It is assumed that 100% of participating faculty would be replaced over a two-year period. It is further assumed that based on information provided by the Academic Affairs Division, the average replacement salary for new faculty would be 70% of the exit salaries of participating faculty. Based on a YSU faculty survey and on EPC's past experiences at other institutions, it is reasonable to assume that 10 to 25 faculty would participate.

FACULTY SEPARATION INCENTIVE PLAN
DRAFT ESTIMATES - \$60,000 payout and 60% ETS cap

15 Faculty Participating					
TABLE 1	Year 1	Year 2	Year 3	Year 4	Year 5
Net Number of Faculty	15.00				
Estimated Exit Salaries	\$1,573,200	\$1,628,262	\$1,685,251	\$1,744,235	\$1,805,283
Estimated Replacement Salaries	(\$550,620)	(\$1,139,783)	(\$1,179,676)	(\$1,220,964)	(\$1,263,698)
EPC Consulting Fee 15 Employees	(\$4,500)	(\$4,500)			
Group 1 Plan Cost for 10 @ 60 Mo. Benefit	(\$413,333)	(\$413,333)			
Group 2 Plan Cost for 5 @ 96 Mo. Benefit	(\$193,333)	(\$193,333)			
Group 2 Medicare Match	(\$725)	(\$725)	(\$725)	(\$725)	(\$725)
Future Reduced Sick Leave Pay	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
ETS Savings from capping ETS pay*	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
Annual Plan savings	\$551,689	\$17,588	\$645,850	\$663,545	\$681,860
Cumulative Plan savings	\$551,689	\$569,277	\$1,215,127	\$1,878,672	\$2,560,532
Other Costs to consider:					
Part-Time Faculty Hours Needed	108.00				
Part-Time Costs (non-ETS)	(\$86,400)				
ETS costs net of savings	(\$121,500)	(\$121,500)	(\$121,500)	(\$121,500)	(\$121,500)
Total Other costs	(\$207,900)	(\$121,500)	(\$121,500)	(\$121,500)	(\$121,500)
Total Net Savings	\$343,789	\$447,777	\$1,093,627	\$1,757,172	\$2,439,032

Assumptions	
\$104,880	Avg salary of exiting faculty
(\$73,416)	Avg replacement salary = 70% of avg exiting salary.
(\$600)	EPC fee per participant, paid to EPC over two years.
(\$82,667)	Avg Group 1 payout includes \$20,000 sick leave pay.
(\$77,333)	Avg payout for Group 2.
(\$145)	Medicare Match per participant (Group 2 only).
\$20,000	Avg payout of \$20K would've been paid to 3 retirees per year.
\$11,571	ETS savings per ETS participant.
\$800	Masters level per hour rate
\$17,357	60% of normal ETS pay of \$28,929 per ETS participant.
\$0	Check, zero means OK.

NOTE: Assumes that in year one, 50% of participating faculty will be replaced with remainder being made up of part-time and ETS faculty. In year two, 70% of participating faculty will be replaced.

ETS Savings: It is estimated that 70% of retirees utilize the ETS component and continue teaching past retirement. The other 30% is a savings. so, for those that elect the ESP, the ETS will be capped at 60% of the normal ETS pay.

UNIVERSITY GUIDEBOOK**Title of Policy: Intercollegiate Athletics Programs – Management**

Responsible Office/Division: Intercollegiate Athletics

Approving Officer: President

Revision History: September 1999; February 2010

Resolution Number(s): YR 2000-16; YR 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next review: February 2013

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

Parameters:

1. The Department of Intercollegiate Athletics maintains revenue-producing teams in men's and women's basketball at the NCAA Division I level and men's football at Division I Football Championship Subdivision level.
2. A variety of other historically non-revenue producing intercollegiate athletic men's and women's teams are also maintained.

3. Each of the intercollegiate athletic teams and staff members must exercise ethical conduct and support the principles of amateur athletic competition, fair play, and sportsmanship, and follow the NCAA goals regarding gender equity and minority opportunity.
4. All fiscal matters, including fund raising, are conducted in accordance with applicable NCAA, conference, and University policies and procedures.
5. Intercollegiate athletic programs are managed using prudent fiscal practices which provide student athletes with adequate opportunities for competition as an integral part of a quality educational experience.

Procedure

- All fund raising activities are conducted in cooperation with the Office of University Advancement. (see: Fund Raising - 5004.01).

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Feb 4, 2009

Title of Policy: Intercollegiate Athletics Programs - Management	
Responsible Office/Division:	Intercollegiate Athletics
Approving Officer:	President
Revision History:	September 1999; February 2010
Resolution Number(s):	YR 2000-16; YR 2010-
Board Committee:	Internal Affairs
EFFECTIVE DATE:	
Next review:	2013

Developed by: James P. Tressel	Authorized by: Leslie H. Cochran
Title: Executive Director	Title: President
Intercollegiate Athletics	EFFECTIVE: September 10, 1999
Date: May, 1999	

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000-16

Parameters:

1. The Department of Intercollegiate Athletics maintains revenue-producing teams in men's and women's basketball at the NCAA Division I level and men's football at Division I Football Championship Series-Subdivision Division I-AA level.

NUMBER
6003.02

PAGE 2 of 2

2. A variety of ~~Olympic~~ other historically non-revenue producing intercollegiate athletic men's and women's teams are also maintained.
3. Each of the intercollegiate athletic teams and staff members must exercise ethical conduct and support the principles of amateur athletic competition, fair play, and sportsmanship, and follow the NCAA goals regarding gender equity and minority opportunity.
4. ~~The Department of Intercollegiate Athletics is responsible for generating sufficient income to meet the grant-in-aid requirements of all intercollegiate athletic teams.~~
- 5.4. All fiscal matters, including fund raising, are conducted in accordance with applicable NCAA, conference, and University policies and procedures.
- 6.5. Intercollegiate athletic programs are ~~conducted~~ managed using prudent ~~management~~ and fiscal practices which provide student athletes with adequate opportunities for competition as an integral part of a quality educational experience.

Procedures:

- All fund raising activities are conducted in cooperation with the Office of University Development Advancement, ~~and the Development Council~~ (see: Fund Raising - 5004.01).
- ~~The Department of Intercollegiate Athletics submits a schedule of fund raising activities at the annual Development Council scheduling meeting.~~

**Youngstown State University
Gender Equity Plan
2011-2015**

Area	Description	2010-11	2011-12	2012-13	2013-14	2014-15
		Accommodation of Interests and Abilities	YSU will demonstrate a history of continuing practice of program expansion for underrepresented sex. Allocation will be specified to area(s) within the 17 components of gender issues on an annual basis based on needs at that time.	\$75,000 additional to women's operating expenses;	\$75,000 additional to women's operating expenses;	\$75,000 additional to women's operating expenses;
Athletic Scholarships	Scholarships dollars to be awarded at the same proportion to the rate of participation.	Female participation = % Female budgeted scholarship = % Male participation = % Male budgeted scholarship = %	Female participation = % Female budgeted scholarship = % Male participation = % Male budgeted scholarship = %	Female participation = % Female scholarship = % Male participation = % Male scholarship = %	Female participation = % Female scholarship = % Male participation = % Male scholarship = %	Female participation = % Female scholarship = % Male participation = % Male scholarship = %
Equipment/Supplies	Comparable quality; amount; suitability; maintenance and replacement; availability.					
Scheduling of Game and Practice Times	Number of games; number, length, and time of day of practices; time of day of games; preseason and postseason opportunities.					
Travel and Per Diem Allowance	Modes of transportation; housing furnished during travel; length of stay before and after competitive events; dining arrangements and per diem.					

Agenda Item E.4.g.
Exhibit Q

**Youngstown State University
Gender Equity Plan
2011-2015**

	Description	2010-11	2011-12	2012-13	2013-14	2014-15
Academic Support Services	Availability - procedure for obtaining assistance; Assignment – qualifications, training, experience, etc. Compensation – rate of pay, pupil loads, terms of employment, etc.					
Coaches	Availability – full-time; part-time; assistants; graduate assistants. Assignment – training; experience; qualifications. Compensation – rate; duration of contracts; conditions for contract renewal; nature of coaching duties; working conditions. Equitable – job postings are published in female targeted publications and positions are filled with approval from the Office of Equal Opportunity and Diversity.					
Locker Rooms, Practice and Competitive Facilities	Quality, availability; and exclusivity of practice and competitive facilities; Quality and availability of locker rooms; Maintenance and preparation of practice and competitive facilities.					
Medical and Training Facilities and Services	Availability of medical personnel; availability and quality of weight training and conditioning facilities; availability and quality of athletic trainers; health, accident, and injury insurance coverage.					

**Youngstown State University
Gender Equity Plan
2011-2015**

	Description	2010-11	2011-12	2012-13	2013-14	2014-15
Housing and Dining Facilities and Services	Housing provided; special services as part of housing; dining arrangements.					
Publicity and Awards	Availability and quality of sports information personnel; access to other publicity resources; quantity and quality of publications and other promotional devices; availability and quality of institutional awards; opportunity to apply for other outside awards.					
Support Service	Administrative, secretarial, and clerical support; office space.					
Recruitment of Student-Athletes	Equal opportunity for professional personnel to recruit; availability of financial aid and other resources for recruitment; equivalent benefits, opportunities, and treatment of prospective athletes.					
Retention	Programs to address retention of staff, coaches and student-athletes from the underrepresented gender; professional development opportunities; rate of compensation duration of contracts and conditions related to contract renewal.					

**Youngstown State University
Gender Equity Plan
2011-2015**

	Description	2010-11	2011-12	2012-13	2013-14	2014-15
Programs and Activities (staff and coaches)	Opportunities to address needs of the underrepresented gender.					
Programs and Activities (student-athletes)	Opportunities to address needs of the underrepresented gender.					
Participation in Governance and Decision Making	Involvement of athletics department staff, coaches and student-athletes from the underrepresented gender in the governance and decision-making processes; leadership opportunities for students (i.e. SAAC) and staff (conference or national committees).					
EVALUATION						
Athletic Administrative Team	Executive Director of Athletics and all Associate Directors will monitor the 17 components of gender issues for their areas of supervision.	Discussed and monitor monthly	Discuss/monitor monthly	Discuss/monitor monthly	Discuss/monitor monthly	Discuss/monitor monthly
Executive Director of Athletics	The Executive Director of Athletics is responsible for ensuring all components of this plan are implemented.	Annually	Annually	Annually	Annually	Annually
Faculty Athletic Representative	FAR and SWA will interview the head coaches of 3 sports annually, randomly selected by the IAC but to include 1 male and two female sports.	Interview and prepare report for IAC	Interview and prepare report for IAC	Interview and prepare report for IAC	Interview and prepare report for IAC	Interview and prepare report for IAC

**Youngstown State University
Gender Equity Plan
2011-2015**

	Description	2010-11	2011-12	2012-13	2013-14	2014-15
Intercollegiate Athletics Council	<p>1) IAC will review EADA from previous years to monitor progress.</p> <p>2) Faculty Athletics Representative (FAR) will make presentation to the IAC regarding the results of the interviews conducted with specific sport program head coaches to monitor actual equity practices.</p> <p>3) Executive Director will provide an annual report to IAC regarding the status of the gender equity plan.</p> <p>4) IAC will monitor compliance with the gender equity plan and address any concerns.</p>	<p>1) Review EADA FY 2009</p> <p>2) Review FAR report</p> <p>3) Review NCAA Financial report</p> <p>4) IAC comment and recommendations, if necessary.</p>	<p>1) Review EADA FY 2010</p> <p>2) Review FAR report</p> <p>3) Review NCAA Financial report</p> <p>4) IAC comment and recommendations, if necessary.</p>	<p>1) Review EADA FY 2011</p> <p>2) Review FAR report</p> <p>3) Review NCAA Financial report</p> <p>4) IAC comment and recommendations, if necessary.</p>	<p>1) Review EADA FY 2012</p> <p>2) Review FAR report</p> <p>3) Review NCAA Financial report</p> <p>4) IAC comment and recommendations, if necessary.</p>	<p>1) Review EADA FY 2013</p> <p>2) Review FAR report</p> <p>3) Review NCAA Financial report</p> <p>4) IAC comment and recommendations, if necessary.</p>
Future Gender Equity Plan	Review and revise future gender equity plan with broad-based participation and receive institutional approval of final plan.	NA	NA	NA	NA	Develop plan with input from athletic personnel, Student-Athlete Advisory Committee (SAAC), IAC and President.

**AGREEMENT
BETWEEN
THE PAULA AND ANTHONY RICH CENTER FOR THE STUDY AND TREATMENT
OF AUTISM BOARD OF TRUSTEES, THE YOUNGSTOWN STATE UNIVERSITY
FOUNDATION AND YOUNGSTOWN STATE UNIVERSITY**

WHEREAS, on or about January 28, 1997 an agreement was entered into among The Paula and Anthony Rich Center for the Study and Treatment of Autism Committee ("Committee"), the Youngstown State University Foundation ("Foundation") and Youngstown State University ("University") to establish a fund and center for the study and treatment of autism; and

WHEREAS, the Committee is made up of Phyllis Ricchiuti (Rich), Geri Kosar, Jacqueline Rubino Marchionda and Rose Rubino; and

WHEREAS, the Committee and the University seek to foster and promote the study and treatment of autism and to preserve the memory of Paula and Anthony Rich; and

WHEREAS, the Committee established a fund of Five Hundred Thousand Dollars (\$500,000) with the Foundation, which is known as The Paula and Anthony Rich Fund for the Study and Treatment of Autism ("Fund"), and the Fund is funded by monies raised and/or contributed by the Committee; and

WHEREAS, in consideration of the funding of the Fund by the Committee, the University established and maintains, in conjunction with the Committee, The Paula and Anthony Rich Center for the Study and Treatment of Autism ("Rich Center"); and

WHEREAS, the Paula and Anthony Rich Center for the Study and Treatment of Autism Board of Trustees ("Rich Center Board") was established to oversee the Fund and the Rich Center;

WHEREAS, the Foundation shall collect and invest any monies it receives for the Fund on behalf of the Rich Center and shall act as an advisor to the Rich Center; and

WHEREAS, the parties recognize the positive impact that the Rich Center has had on the study and treatment of autism, and the importance of the Rich Center's continued operation at the University.

NOW, THEREFORE, in consideration of mutual promises and obligations, the parties agree to the following terms and conditions with respect to the continued development, operation and funding of the Rich Center.

1. The Rich Center Board

The Rich Center Board was created to oversee the Fund and the Rich Center. The Rich Center Board shall continue to support and promote the Rich Center in the capacity of an advisory board. The Rich Center Board shall consist of the following members:

Three (3) members of the Rubino, Ricchiuti and Kosar families, with at least one representative from each family or their respective designees;

Two (2) employees of the University, appointed by the University's President or the President's designee;

One (1) representative of the Foundation (non-voting); and

Up to ten (10) at-large members to be selected by the Trustee Chair (as hereinafter defined), with advice from the Rich Center Board and the University.

The Rich Center Board shall appoint a chairperson who shall be the official spokesperson for the Rich Center Board ("Trustee Chair"). The Trustee Chair shall be one of the members of the Rubino, Ricchiuti (Rich) or Kosar families, or their designees. The Rich Center Board shall notify the Foundation and University in writing of the member appointed as Trustee Chair, and of any change in such appointment.

The Rich Center Board membership of the Rubino, Ricchiuti (Rich) and Kosar families shall be without term. The terms of the other voting members shall be for three- year staggered terms; however, their initial terms shall be for one, two or three years in order to begin the staggered rotation; the Trustee Chair shall assign the length of the initial terms at his or her discretion.

2. Goals of the Rich Center Board and the University

The Rich Center Board and the University intend to preserve the memory of Paula and Anthony Rich and to accomplish the following goals in connection with the study and treatment of autism:

- A. Promote research and scholarship regarding all aspects of autism, including the causes and treatment of autism;
- B. Serve the needs of autistic children and their families in the northeastern Ohio/western Pennsylvania region;
- C. Train professionals and parents to incorporate the most current techniques and

treatment into autistic children's daily experiences, both in and out of the classroom;

D. Partner with appropriate agencies to extend and augment services to autistic children and their families;

E. Partner with local school districts, speech and language clinics, other agencies, and parents of autistic children to serve as a clearing house and resource library for information regarding autism; and

F. Increase public awareness of autism and its effects on children and their families.

3. Operation and Administration of the Rich Center

The level of activity at the Rich Center is dependent upon the amount of funding that the Rich Center receives from external sources. The Rich Center will be administered by an employee of the University who will serve as the director of the Rich Center ("Director"). The Director will be hired or appointed by the University in accordance with its normal selection process, and will be supervised by the Dean of the College of Education. The Rich Center Board shall advise the University regarding candidates for the position of Director, but the final decision as to which candidate is most suitable for the position of Director lies within the sole discretion of the University.

The Director's duties will include program planning, resource referral, grant-writing and administration. Administration includes approval of written materials regarding the Rich Center that are produced by the Rich Center Board or the University.

All such written materials shall be provided to the Director for approval in accordance with normal University procedures prior to publication or release. Administration also includes establishment of annual and long-term goals and objectives for the Rich Center, and an annual budget to accomplish those goals and objectives, in consultation with the Rich Center Board and the University. Such annual goals, objectives and budget will be established by May 15th of each year. The Rich Center Board shall advise the Director regarding the annual and long-term goals and objectives of the Rich Center, but the implementation of any particular goal or objective lies within the sole discretion of the Director and the University.

The Rich Center will be operated in accordance with all applicable YSU policies and procedures, and with all applicable local, state and federal ordinances, laws, rules, regulations and orders, and shall obtain and maintain any permits, certificates or licenses required for its lawful operation.

4. Funding of the Rich Center

The Rich Center shall be funded entirely through external funding sources such as the State of Ohio Autism Scholarship Program, the Fund, grants and private

donations. These external funds shall support routine activities of the Rich Center, which include Rich Center employee compensation and benefits, normal operational expenses, equipment and expenses for program planning, resource referral, grant-writing and administration. The Rich Center shall not be funded through the University's general fund.

5. The Fund

The Fund shall be used exclusively to fund the Rich Center. The Foundation shall receive, hold, and invest the monies in the Fund. The Committee and the Rich Center Board will raise and/or contribute monies to fund the Fund. The Foundation shall maintain a separate account for all contributions to the Fund ("Foundation Account"). All contributions received by the University or the Foundation for the Fund shall be promptly deposited in the Foundation Account. This provision does not apply to: (i) payment for services received by the Rich Center, which shall be retained in the University's Paula and Anthony Rich Center for the Study and Treatment of Autism account ("University Rich Center Account") and administered in accordance with normal University procedures; or (ii) grant money received by or for the Rich Center in cooperation with the University's Office of Grants and Sponsored Programs, which shall be maintained in University accounts separately identified for such grants in accordance with normal University procedures ("Grant Accounts").

The Foundation shall invest all monies in the Fund with the goals of capital appreciation and income production. The Foundation shall provide an accounting for the Fund and a list of donors to the Trustee Chair and the University on a quarterly basis.

In the event that the Foundation should cease to exist, the Trustee Chair and the University shall designate an alternative institution to hold and invest the Fund. At any such time during this Agreement that the Rich Center Board desires the Fund to be held and invested by an institution other than the Foundation, the Trustee Chair and the University shall notify the Foundation in writing. The Foundation shall transfer the Fund to the institution selected by the Rich Center Board and the University.

6. The University Rich Center Account

Other than grant funds held in the Grant Accounts, the University shall maintain funding that it receives for the Rich Center, such as funds from the State of Ohio Autism Scholarship Program and the Fund, in the University Rich Center Account. Funds in the University Rich Center Account shall be used exclusively by the University for support of routine Rich Center activities in accordance with the Rich Center's annual budget and goals and objectives.

The University, on a monthly basis, will prepare a report of activity for the University Rich Center Account for the prior month end. If there is a deficit balance at

the end of a month, a request for a transfer of funds with supporting documentation will be sent by the University to the Foundation, the Rich Center and the Trustee Chair or his/her designee. The Foundation, after consultation with the Trustee Chair or his/her designee, will satisfy promptly any deficit balance with payment to the University from the Fund. Any deficit balance shall be adjusted to reflect any accrued State of Ohio Autism Scholarship revenue that has been billed by the Rich Center to the State of Ohio but not yet received by the Rich Center.

7. The Rich Center Budget

The preparation and approval of the Rich Center annual budget shall be done in accordance with University policies and procedures. The Rich Center Board shall advise the University with regards to the annual budget. The Rich Center budget shall be included in the University's annual budget for approval by the University Board of Trustees.

8. Rich Center Fundraising

The Rich Center staff, with the advice of the Rich Center Board, will work in close association with the University Development Office to establish long-term and annual philanthropy goals and to create mutually agreed upon plans of action to accomplish those goals. All parties agree that such collaboration is essential to ensure the continued financial stability of the Rich Center.

9. Rich Center Facilities

The University will provide a physical location for the Rich Center at no cost. During the term of this Agreement, the University will clean, maintain and repair the premises of the Rich Center, including building structures, utilities and mechanical systems, in a manner that is at least equal to how it cleans, maintains and repairs comparable building structures, utilities and mechanical systems on campus. The University acknowledges that the Rich Center facilities may require additional cleaning, repairs and maintenance to provide a suitable environment for the children who attend the Rich Center, and any such additional cleaning, maintenance and repairs agreed to by the University and the Rich Center Board would be provided by the University at no cost.

10. Rich Center Employees

Rich Center employees are employees of the University that are subject to all applicable University employee rules, regulations and policies. All potential hires of the Rich Center shall undergo a background check prior to being hired to work at the Rich Center. Additionally, the Rich Center will perform annual background checks of all employees.

11. Evaluation of the Director

The Director shall be evaluated on an annual basis by the Dean of the College of Education, who may solicit input from the Rich Center Board regarding the performance of the Director. The Rich Center Board may advise the University regarding contract renewal for the Director. The final decision regarding contract renewal for the Director lies within the sole discretion of the University.

12. Future Goals of the University's College of Education regarding the Rich Center

The following are goals of the University's College of Education regarding the future development and operation of the Rich Center that it seeks to accomplish within two years from the date of this Agreement:

- A. Increase of research activity at the Rich Center through collaboration between the University's academic units and the Rich Center so that the Rich Center can become a national leader in the research, study and treatment of autism. In order to maximize research productivity, the University may establish a position of Director of Research, a position whose major responsibility would be to enhance research productivity and research funding for autism studies;
- B. The Rich Center would satisfy State of Ohio guidelines to allow for University students to perform their student teaching and field work at the Rich Center;
- C. All lead classroom instructors at the Rich Center would hold a valid and appropriate teaching certification in special education approved by the State of Ohio; and
- D. The University would like to create a faculty group known as "Rich Center affiliated faculty" whose research interest focuses on issues related to autism.

13. Termination

In the event that the purpose of the Rich Center no longer exists and an appropriate alternative purpose cannot be agreed upon by the Rich Center Board and the University, or external funding sources are insufficient to operate the Rich Center as described by this Agreement, then the Fund shall be terminated and distributed in accordance with the written instructions of the Trustee Chair, and the Foundation and the University shall be relieved of any and all obligations under this Agreement. Notwithstanding the foregoing, all financial obligations of the University associated with the Rich Center shall be satisfied from the Fund before the Fund can be terminated and distributed for other purposes.

In any event, the Rich Center Board or the University may terminate this Agreement: (i) upon ninety (90) days notice to the other party if that party breaches any

material term or condition of this Agreement and fails to cure such breach within ninety (90) days after written notice of default; or (ii) for any reason upon six (6) months notice to the other party.

This Agreement constitutes a complete expression of the intentions of the parties regarding the subject matter addressed herein, and the parties have caused this Agreement to be executed by their duly authorized representatives with the intention of being legally bound thereby. Three (3) originals are to be executed, one (1) for each party.

The Paula and Anthony Rich Center for the
Study and Treatment of Autism Board of Trustees

Date: _____

Youngstown State University Foundation

By: Reid Schmutz
Title: President

Date: _____

Youngstown State University

By: Eugene P. Grilli
Title: Vice-President for Finance and Administration

Date: _____

**AGREEMENT
BETWEEN
THE PAULA AND ANTHONY RICH CENTER FOR THE STUDY AND TREATMENT
OF AUTISM BOARD OF TRUSTEES, THE YOUNGSTOWN STATE UNIVERSITY
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Up to ten (10) at-large members to be selected by the Trustee Chair (as hereinafter defined), with advice from the Rich Center Board and the University.

The Rich Center Board shall appoint a chairperson who shall be the official spokesperson for the Rich Center Board ("Trustee Chair"). The Trustee Chair shall be one of the members of the Rubino, Ricchiuti (Rich) or Kosar families, or their designees. The Rich Center Board shall notify the Foundation and University in writing of the member appointed as Trustee Chair, and of any change in such appointment.

The Rich Center Board membership of the Rubino, Ricchiuti (Rich) and Kosar families shall be without term. The terms of the other voting members shall be for three- year staggered terms; however, their initial terms shall be for one, two or three years in order to begin the staggered rotation; the Trustee Chair shall assign the length of the initial terms at his or her discretion.

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treatment into autistic children's daily experiences, both in and out of the classroom;

D. Partner with appropriate agencies to extend and augment services to autistic children and their families;

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F. Increase public awareness of autism and its effects on children and their families.

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The Director's duties will include program planning, resource referral, grant-writing and administration. Administration includes approval of written materials regarding the Rich Center that are produced by the Rich Center Board or the University. All such written materials shall be provided to the Director for approval in accordance with normal University procedures prior to publication or release. Administration also includes establishment of annual and long-term goals and objectives for the Rich Center, and an annual budget to accomplish those goals and objectives, in consultation with the Rich Center Board and the University. Such annual goals, objectives and budget will be established by May 15th of each year. The Rich Center Board shall advise the Director regarding the annual and long-term goals and objectives of the Rich Center, but the implementation of any particular goal or objective lies within the sole discretion of the Director and the University.

The Rich Center will be operated in accordance with all applicable YSU policies and procedures, and with all applicable local, state and federal ordinances, laws, rules, regulations and orders, and shall obtain and maintain any permits, certificates or licenses required for its lawful operation.

4. Funding of the Rich Center

The Rich Center shall be funded entirely through external funding sources such as the State of Ohio Autism Scholarship Program, the Fund, grants and private

donations. These external funds shall support routine activities of the Rich Center, which include Rich Center employee compensation and benefits, normal operational expenses, equipment and expenses for program planning, resource referral, grant-writing and administration. The Rich Center shall not be funded through the University's general fund.

5. The Fund

The Fund shall be used exclusively to fund the Rich Center. The Foundation shall receive, hold, ~~and invest and expend~~ the monies in the Fund, ~~in accordance with the terms of this Agreement.~~ The Committee and the Rich Center Board will raise and/or contribute monies to fund the Fund. The Foundation shall maintain a separate account for all contributions to the Fund ("Foundation Account"). All contributions received by the University or the Foundation for the Fund shall be promptly deposited in the Foundation Account. This provision does not apply to: (i) payment for services received by the Rich Center, which shall be retained in the University's Paula and Anthony Rich Center for the Study and Treatment of Autism account ("University Rich Center Account") and administered in accordance with normal University procedures; or (ii) grant money received by or for the Rich Center in cooperation with the University's Office of Grants and Sponsored Programs, which shall be maintained in University accounts separately identified for such grants in accordance with normal University procedures ("Grant Accounts").

The Foundation shall invest all monies in the Fund with the goals of capital appreciation and income production. The Foundation shall provide an accounting for the Fund and a list of donors to the Trustee Chair and the University on a quarterly basis.

In the event that the Foundation should cease to exist, the Trustee Chair and the University shall designate an alternative institution to hold and invest the Fund. At any such time during this Agreement that the Rich Center Board desires the Fund to be held and invested by an institution other than the Foundation, the Trustee Chair and the University shall notify the Foundation in writing. The Foundation shall transfer the Fund to the institution selected by the Rich Center Board and the University.

6. The University Rich Center Account

Other than grant funds held in the Grant Accounts, the University shall maintain funding that it receives for the Rich Center, such as funds from the State of Ohio Autism Scholarship Program and the Fund, in the University Rich Center Account. Funds in the University Rich Center Account shall be used exclusively by the University for support of routine Rich Center activities in accordance with the Rich Center's annual budget and goals and objectives.

The University, on a monthly basis, will prepare a report of activity for the

University Rich Center Account for the prior month end. If there is a deficit balance at the end of a month, a request for a transfer of funds with supporting documentation will be sent by the University to the Foundation, the Rich Center and the Trustee Chair or his/her designee with a copy to the Rich Center Board. The Foundation, after consultation with the Trustee Chair or his/her designee, will satisfy promptly any deficit balance with payment to the University from the Fund. Any deficit balance shall be adjusted to reflect any accrued State of Ohio Autism Scholarship revenue that has been billed by the Rich Center to the State of Ohio but not yet received by the Rich Center.

7. The Rich Center Budget

The preparation and approval of the Rich Center annual budget shall be done in accordance with University policies and procedures. The Rich Center Board shall advise the University with regards to the annual budget. The Rich Center budget shall be included in the University's annual budget for approval by the University Board of Trustees.

8. Rich Center Fundraising

The Rich Center staff, with the advice of the Rich Center Board, will work in close association with the University Development Office to establish long-term and annual philanthropy goals and to create mutually agreed upon plans of action to accomplish those goals. All parties agree that such collaboration is essential to ensure the continued financial stability of the Rich Center.

9. Rich Center Facilities

The University will provide a physical location for the Rich Center at no cost. During the term of this Agreement, the University will clean, maintain and repair the premises of the Rich Center, including building structures, utilities and mechanical systems, in a manner that is at least equal to how it cleans, maintains and repairs comparable building structures, utilities and mechanical systems on campus. The University acknowledges that the Rich Center facilities may require additional cleaning, repairs and maintenance to provide a suitable environment for the children whom attend the Rich Center, and any such additional cleaning, maintenance and repairs agreed to by the University and the Rich Center Board would be provided by the University at no cost.

10. Rich Center Employees

Rich Center employees are employees of the University that are subject to all applicable University employee rules, regulations and policies. All potential hires of the Rich Center shall undergo a background check prior to being hired to work at the Rich Center. Additionally, the Rich Center will perform annual background checks of all employees.

11. Evaluation of the Director

The Director shall be evaluated on an annual basis by the Dean of the College of Education, who may solicit input from the Rich Center Board regarding the performance of the Director. The Rich Center Board may advise the University regarding contract renewal for the Director. The final decision regarding contract renewal for the Director lies within the sole discretion of the University.

12. Future Goals of the University's College of Education regarding the Rich Center

The following are goals of the University's College of Education regarding the future development and operation of the Rich Center that it seeks to accomplish within two years from the date of this Agreement:

- A. Increase of research activity at the Rich Center through collaboration between the University's academic units and the Rich Center so that the Rich Center can become a national leader in the research, study and treatment of autism. In order to maximize research productivity, the University may establish a position of Director of Research, a position whose major responsibility would be to enhance research productivity and research funding for autism studies;
- B. The Rich Center would satisfy State of Ohio guidelines to allow for University students to perform their student teaching and field work at the Rich Center;
- C. All lead classroom instructors at the Rich Center would hold a valid and appropriate teaching certification in special education approved by the State of Ohio; and
- D. The University would like to create a faculty group known as "Rich Center affiliated faculty" whose research interest focuses on issues related to autism.

13. Termination

In the event that the purpose of the Rich Center no longer exists and an appropriate alternative purpose cannot be agreed upon by the Rich Center Board and the University, or external funding sources are insufficient to operate the Rich Center as described by this Agreement, then the Fund shall be terminated ~~by the Foundation~~ and distributed in accordance with the written instructions of the Trustee Chair, and the Foundation and the University shall be relieved of any and all obligations under this Agreement. Notwithstanding the foregoing, all financial obligations of the University associated with the Rich Center shall be satisfied from the Fund before the Fund can be terminated and distributed for other purposes.

In any event, the Rich Center Board or the University may terminate this

Agreement: (i) upon ninety (90) days notice to the other party if that party breaches any material term or condition of this Agreement and fails to cure such breach within ninety (90) days after written notice of default; or (ii) for any reason upon six (6) months notice to the other party.

This Agreement constitutes a complete expression of the intentions of the parties regarding the subject matter addressed herein, and the parties have caused this Agreement to be executed by their duly authorized representatives with the intention of being legally bound thereby. Three (3) originals are to be executed, one (1) for each party.

The Paula and Anthony Rich Center for the
Study and Treatment of Autism Board of Trustees

Date: _____

Youngstown State University Foundation

By: Reid Schmutz
Title: President

Date: _____

Youngstown State University

By: Eugene P. Grilli
Title: Vice-President for Finance and Administration

Date: _____