

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

Tod Hall  
Friday, June 11, 2010

Pursuant to notice duly given, a regular meeting (the two hundred ninety-seventh) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Friday, June 11, 2010, in the Board Room in Tod Hall.

All ten trustees were present at the meeting, to-wit: Mr. Scott R. Schulick, 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 and Ms. Lyndsie A. Hall.

Also present were: Dr. David C. Sweet, President; Dr. Cynthia E. Anderson, Vice President for Student Affairs and President-designate; 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 45 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 trustee, and to the president.

ITEM II – DISPOSITION OF MINUTES FOR MEETING HELD MARCH 12, 2010.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held March 12, 2010 (#296) to each trustee, the student trustee 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 today's board of trustees meeting would be his 87<sup>th</sup> and final meeting as President of Youngstown State University. Dr. Sweet distributed and delivered his final report, a copy of which is attached to these minutes. At the conclusion of his report

Dr. Sweet thanked the members of his Cabinet present at the meeting, including Drs. Maraffa, McCloud, Khawaja, and Anderson (whom he wished good luck as the next president), Attys. Jacobs and McCarty-Harris, and Mr. Grilli and Mr. Hrishenko. Dr. Sweet thanked his assistants Cindy Bell, Marilyn Butler, and Coreena Casey. Dr. Sweet noted that he and Mr. Pogue would both be concluding their terms on June 30, and he thanked Mr. Pogue for his support.

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 reported that the university concludes this academic year having made significant progress. Dr. Khawaja stated that following a campus visit the National Council for Accreditation of Teacher Education (NCATE) issued a stellar report on the Beeghly College of Education. The university continues making very satisfactory progress in the Assessment Academy of the Higher Learning Commission. Dr. Khawaja stated that the Academic Strategic Plan initiatives continue moving forward in a satisfactory manner. Dr. Khawaja reported that new faculty continue to bring new ideas and vitality to the campus and academic communities. Dr. Khawaja reported that Dr. Philip Ginnetti had been named Provost of Edinboro University and the trustees joined Dr. Khawaja and all present in applauding Dr. Ginnetti for his contributions to YSU and its students and in wishing Dr. Ginnetti well in his new position.

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

Resolution to Modify University Police Policy

**YR 2010-71**

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 Police, policy number 4008.01 of the *University Guidebook*, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Renew the Mutual Aid Agreement  
Between Youngstown State University and the City of Youngstown

**YR 2010-72**

WHEREAS, Youngstown State University (YSU) and the City of Youngstown (City) entered into a Mutual Aid Agreement on July 16, 1998, to provide mutual assistance and interchange of police personnel and equipment in situations where one department needs and requests the assistance of the other, as provided for in Ohio Revised Code, Section 3345.041 and by Article XVIII of the Ohio Constitution; and

WHEREAS, the Mutual Aid Agreement provides for a defined mutual aid area generally within one-half mile of the campus; and

WHEREAS, the current Mutual Aid Agreement between YSU and the City will expire on June 30, 2010; and

WHEREAS, it is in the best interests of YSU to renew the Mutual Aid Agreement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the renewal of the Mutual Aid Agreement between the City of Youngstown and Youngstown State University found in Exhibit B attached hereto.

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Resolution to Modify *University Guidebook* Policies

**YR 2010-73**

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 C attached hereto. Copies of the policies indicating changes to be made are also attached.

Policy No.	<u>Subject</u>
1013.02	Cost Sharing and Over-Matching on External Grants and Contracts
1013.03	Payment of Indirect Costs on External Grants and Contracts
1013.04	Disposition of Residual Funds from External Grants and Contracts
1017.01	Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research

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Resolution to Modify Degrees, Recognition of Employee Policy

**YR 2010-74**

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 Policies governing Degrees, Recognition of Employee, policy number 7010.01 of the *University Guidebook*, to be retitled Degrees, Recognition, Publication, and Support of Employee, shown as Exhibit D attached hereto, and does hereby rescind the former corresponding policy numbers 7010.02 and 7010.03. A copy of the policy indicating changes to be made is also attached.

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Resolution to Approve a Ph.D. in Materials Science and Engineering

**YR 2010-75**

WHEREAS, the *Strategic Plan for Higher Education* in the State of Ohio calls for Youngstown State University to be an urban research university and identifies such institutions as Ph.D.-granting universities that “constitute a significant foundation for economic development in the next century”; and

WHEREAS, Youngstown State University has designated Materials Science and Engineering as a Center of Excellence and the State of Ohio has confirmed YSU’s leadership by designating the Center an Emerging Center of Excellence in Materials Science and Engineering; and

WHEREAS, Youngstown State University has committed significant resources in related initiatives, including the Advanced Manufacturing Initiative; the Warren Energy Incubator; and designation of Youngstown as the Ohio Hub for Innovation and Opportunity in Advanced Materials; and

WHEREAS, Youngstown State University created the College of Science, Technology, Engineering, and Mathematics to foster the growth of research and interdisciplinary graduate programs, leading to record-setting levels of external funding in materials analysis and other materials-related areas;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the Doctor of Philosophy Degree in Materials Science and Engineering, subsequent to approval of said degree by the Ohio Board of Regents and the Higher Learning Commission.

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Resolution to Authorize Conferral of Faculty Emeritus Status

**YR 2010-76**

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

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

2. External Relations Committee.

Dr. McCloud provided a report on the Division of Advancement. A copy of Dr. McCloud's remarks is attached to these minutes. Dr. McCloud reviewed the history of the university's Development, Events Management, Marketing & Communications and WYSU-FM areas. Dr. McCloud described the efforts over the last five years to "glue" the functions, missions and operations of these areas into a cohesive Division of Advancement. Dr. McCloud discussed in detail the accomplishments of each area. Dr. McCloud, who will be returning to faculty on July 1, thanked Dr. Sweet, the board of trustees, but most especially the professionals and staff members of the Division of Advancement for their support. Following Dr. McCloud's remarks, the chairperson noted that the External Relations Committee was recommending six resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolution adopted by general consent:

Resolution to Accept Development Gifts

**YR 2010-77**

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 F 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.

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Resolution to Name  
The George Woodman Tiered Classroom  
In the New Williamson College of Business Administration Building

**YR 2010-78**

WHEREAS, Youngstown State University implemented a campaign in conjunction with the University's milestone Centennial Anniversary; and

WHEREAS, the most significant capital component of the Centennial Campaign is a new building for the Williamson College of Business Administration; and

WHEREAS, Mr. E. Wayne Cliffe, Jr., of Los Angeles, California, has made a \$125,000 gift to the campaign in honor of his lifetime friend Mr. George Woodman; and

WHEREAS, Mr. E. Wayne Cliffe, Jr., who was born and raised in Youngstown, has a long history of philanthropic support for YSU and the community at large; and

WHEREAS, George Woodman and Wayne Cliffe were childhood friends growing up together on the North Side of Youngstown; and

WHEREAS, after graduation from The Rayen School, Mr. Cliffe served our country in World War II eventually settling in Southern California after the war; and

WHEREAS, George Woodman eventually passed the bar and went on to a career of distinction achieving partner status at Harrington, Hoppe & Mitchell, LTD; and

WHEREAS, in 2001, Mr. Cliffe and his brother Charles created the Earle and Ida Cliffe Fund at the YSU Foundation to support visiting artists in the College of Fine and Performing Arts; and

WHEREAS, Mr. E. Wayne Cliffe and his brother Charles remain active members of the President's Council and return to campus for various events frequently;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designate a tiered classroom in the Williamson College of Business Administration building, the George Woodman Classroom; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Mr. E. Wayne Cliffe, Jr., and Mr. George Woodman.

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Resolution to Modify  
Acceptance of Gifts Policy

**YR 2010-79**

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 Acceptance of Gifts, policy number 5007.01 of the *University Guidebook*, shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Advertising Procedures Policy

**YR 2010-80**

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 Advertising Procedures, policy number 5002.01 of the *University Guidebook*, shown as Exhibit H attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
University Publications Policy

**YR 2010-81**

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 University Publications, policy number 5012.01 of the *University*



*sity Guidebook*, shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify WYSU Policy

**YR 2010-82**

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 WYSU, policy number 5008.01 of the *University Guidebook*, shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

3. Finance and Facilities Committee.

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

Resolution to Approve  
Contract Compliance/Administration Policy

**YR 2010-83**

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 Contract Compliance/Administration, policy number 3003.02 of the *University Guidebook*, shown as Exhibit K attached hereto.

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Resolution to Modify  
Student Fees, Development and Assessment of Policy

**YR 2010-84**

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 Student Fees, Development and Assessment of, policy number 3002.02 of the *University Guidebook*, to be retitled as Student Tuition and Fees, Development and Assessment of, shown as Exhibit L attached hereto, and does hereby rescind the former corresponding policy number 3002.03. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
University Guidebook Policies

**YR 2010-85**

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 M attached hereto. A copy of the policy indicating changes to be made is also attached.

Policy No.	<u>Subject</u>
3001.01	Purchasing
3003.01	Purchasing Limits for Competitive Selection
3006.01	Deposit of University Funds
4002.01	Surplus Property

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Resolution Concerning the Annual Budget, Fiscal Year 2011

**YR 2010-86**

WHEREAS, the proposed Fiscal Year 2011 Annual Budget has been reviewed by the Finance and Facilities Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Fiscal Year 2011 Annual Operating Budget for General and Auxiliary Funds, shown on Exhibit O, as presented to the Finance and Facilities Committee be approved; and that approval includes:

1. Salaries for members YSU-ACE, YSU-APAS, YSU-OEA and YSU-FOP as provided for in the current Labor Agreements with the respective bargaining units;
2. Salaries for part-time faculty, doctoral fellowships, graduate assistants, research assistants, and student employees as detailed in the budget document;
3. Salaries for all other employees shall be continued at the Fiscal Year 2010 rates subject to adjustments and as recommended for exempt employees;
4. The authority to approve expenditures and transfers as described in the budget document and in accordance with Board and University policy;
5. Exemption of all professional/administrative positions from the overtime provisions of Section 124.18 of the *Ohio Revised Code*; and
6. Contract duration for professional/administrative staff who serve on multi-year contracts under the provisions of *Board of Trustees Policy 7016.01*.

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Resolution to Approve Interfund Transfers

**YR 2010-87**

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 P.

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Resolution to Approve  
Interfund Loan for WATTS Center Project

**YR 2010-88**

WHEREAS, the WATTS Center project budget is approximately \$11.5 million while previously authorized funding sources total \$9 million, as per attached detail; and

WHEREAS, additional funding sources totaling \$1,231,153 are included on the Fourth Quarter 2010 transfer report requiring Board approval, leaving a \$1,249,624 funding gap; and

WHEREAS, outstanding pledges currently total \$1,260,050; and

WHEREAS, anticipated future payments of the outstanding pledges are greater than the funding gap; and

WHEREAS, the University desires to ensure timely payment of contractual costs related to the project without utilizing external financing mechanisms;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Youngstown State University that an interfund loan of \$1,249,624 from the Sick Leave Conversion Fund to the WATTS Center Project is approved; and

BE IT ALSO RESOLVED, that as the remaining contributions for the WATTS Center Project are received, the Sick Leave Conversion Fund be repaid in its entirety.

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Resolution to Modify  
Investment of the University's Non-Endowment and Endowment Funds Policy

**YR 2010-89**

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 Investment of the University's Non-Endowment and Endowment Funds, policy number 3007.01 of the *University Guidebook*, shown as Exhibit R attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Enter  
Into Memorandum of Understanding  
Regarding the Revitalization of the Smoky Hollow Neighborhood

**YR 2010-90**

WHEREAS, the Smoky Hollow District is a section of the Youngstown State University campus bounded on the north by the east-bound Service Road, on the east by Andrews Avenue, on the south by Rayen Avenue, and on the west by Wick Avenue; and

WHEREAS, in 2001, the University entered into collaborative discussions with the institutional, commercial, industrial and residential stakeholders in the District to explore shared interests and aspirations and to develop an urban design and development plan for the area; and

WHEREAS, the University contributed to and participated in the development of the Plan and participated in the establishment of Wick Neighbors, Inc., a not-for-profit development corporation, for the purpose of carrying out the Plan; and

WHEREAS, this Plan proposed the development of a regionally competitive mixed-use urban neighborhood that would enhance the University by providing

convenient housing, retail outlets, recreational open space, and employment opportunities on a site adjacent to the University's core campus; and

WHEREAS, the University's Centennial Campus Master Plan incorporates the findings and recommendations of the Smoky Hollow Plan; and

WHEREAS, the University's Board of Trustees adopted the Framework of the Centennial Campus Master Plan on March 18, 2005 (YR 2004-42) and subsequently adopted the completed Centennial Plan on December 13, 2006 (YR 2007-20) and the updated Plan on December 16, 2009 (YR 2010-36); and

WHEREAS, the University has successfully petitioned the City of Youngstown to incorporate the Centennial Campus Master Plan within the City's official Comprehensive Plan and to support the Centennial Plan through its land use policies and capital improvements programs; and

WHEREAS, the University has worked collaboratively with Wick Neighbors, Inc. and the City of Youngstown in pursuing the planned development of Smoky Hollow by securing capital funding commitments from the State of Ohio and the Federal Government; and

WHEREAS, the University, Wick Neighbors, Inc. and the City of Youngstown intend to continue working collaboratively to develop a vibrant mixed-use urban neighborhood and propose to enter into the Memorandum of Understanding attached hereto as Exhibit X, which states the vision and goals for Smoky Hollow that each party shares with the other;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the Chair of the Board of Trustees to execute the Memorandum of Understanding attached hereto as Exhibit X.

The chairperson recognized Mr. Meshel, chairperson of the Finance and Facilities who, on behalf of the committee, moved the adoption of the following resolution:

Resolution to Approve  
Changes to Student Tuition, Fees, and Other Charges Effective Fall Term 2010

**YR 2010-91**

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students, including an "instructional fee" for educational and associated operational support of the institution and a "general fee" for noninstructional services, and that these two fees shall encompass all charges for services assessed uniformly to all enrolled students and shall be identified as "tuition"; and

WHEREAS, Ohio law also provides that each Board may establish special purpose fees, service charges, fines and penalties and that a tuition surcharge shall be paid by all students who are not residents of Ohio; and

WHEREAS, Ohio law provides that the University shall separately identify the Instructional Fee, the General Fee, the Tuition Charge, and the Tuition Surcharge; and

WHEREAS, Ohio law provides that fees charged for instruction shall not be considered to be a price for service but shall be considered to be an integral part of the state government financing program in support of higher education opportunity for students;

NOW, THEREFORE, BE IT RESOLVED, that unless otherwise noted herein, this Resolution shall replace all previously adopted Resolutions pertaining to tuition, fees and/or other charges including, without limitation, Resolution YR 2008-34, Resolution YR 2008-53 and Resolution YR 2009-26; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the “tuition charge” shall be the sum of the Instructional Fee, General Fee, and the Information Services Fee, and does hereby establish the tuition charge and other fees as included in Exhibit N, to become effective Fall Term 2010 and to remain in effect until changed by the Board of Trustees, except as may be specifically noted otherwise; and

BE IT FURTHER RESOLVED, that the President of Youngstown State University or his/her designee shall have the authority to approve:

1. Fees of noncredit courses, institutes, and workshops offered or coordinated through the Metro College and the University Outreach department;
2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions;
3. Service charges for loans to students;
4. A special fee for programs such as the international student training programs under contract and the “Executive Master of Business Administration” program. It shall be understood that such special fees, if authorized, shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as other University operating budgets; and
5. Fees for credit courses offered by the Metro College under contract to established groups as provided for in Resolution YR 2001-03.

In all cases, the revenue generated by such fees and charges shall be expended in conformity with appropriately approved budgets. It shall be understood that: (a)

prices of books and other items for sale in the Bookstore, Kilcawley Center, and through vending machines shall be established in conformity with good business practices by the managers of those units; (b) charges for unreturned or damaged equipment checked out to a student shall be established by the cognizant University staff person and the charge shall be sufficient to recover replacement costs and with a charge to cover processing costs; (c) for such charges as noted in (a) and (b) above, the approval of neither the President nor the Board of Trustees shall be required; and (d) the President or his designees shall have the authority to designate parking facilities by location or by time which may be utilized either without charge or for a reduced charge.

Fines which are authorized in this resolution may be assessed against non-students who are authorized to use University services as well as against students; and the rates detailed in this resolution shall replace the rates in any other resolution in conflict, and it shall continue to be the policy of this Board to review and adopt all fees, service charges, and fines annually, usually at the December meeting of the Board, in order that students and others are informed as to rates for the coming year and budgets may be finalized. It is understood that charges, fines, penalties, and assessments to students and non-students will not be waived except as specifically authorized by proper authority. The President or his/her designee shall review and, as appropriate, authorize persons or departments to grant waivers with the specific understanding that no waivers will be granted that are in violation of Ohio law or the policies of Youngstown State University.

If a student is permitted to withdraw from the University or if a student reduces his or her academic load, a refund of the tuition charge, and of the nonresident tuition surcharge, where applicable, shall be made in conformity with the following schedules. If the withdrawal is after the prescribed time limits, all tuition and other applicable fees and charges are forfeited. All applicable fees, fines, and penalties due must be paid before the refund is paid.

<u>Length of Course</u>	<u>100% refund</u>	<u>No refund</u>
6 weeks or more	through 14 <sup>th</sup> day of term	15 <sup>th</sup> day of term and later
Less than 6 weeks	15% of course duration	greater than 15% of course duration

Thereafter, the trustees voted, with Mr. Meshel dissenting, in favor of the motion. The chairperson declared the motion carried and the resolution adopted.



Mr. Meshel reported that the Audit Subcommittee met on June 3, 2010. The subcommittee received an update on the Payroll area action plan and learned that an experienced Manager of Payroll Operations has been hired. The subcommittee met with representatives of the Packer Thomas firm, the university's internal auditor, to establish the scope and program of the Fiscal Year 2011 internal audit schedule. The subcommittee also reviewed the quarterly audit recommendations timeline matrix.

Dr. Garg reported that the Investment Subcommittee met on June 3, 2010. The subcommittee received reports from representatives of JPMorgan regarding the university's fixed income portfolio and from Hartland & Co., the university's investment advisors. Dr. Garg stated that the subcommittee recommended the resolution earlier adopted that would permit the allocation to equities in the university's non-endowment investment portfolio to be increased from \$2.5 million to \$10 million.

4. Internal Affairs Committee.

The chairperson noted that the Internal Affairs Committee was recommending five 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  
Employee Assistance Program Policy

**YR 2010-92**

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 Employee Assistance Program, policy number 7026.01 of the *University Guidebook*, shown as Exhibit S attached hereto.

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Resolution to Modify  
Supplementary Pay Policy

**YR 2010-93**

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 Supplementary Pay, policy number 7023.01 of the *University Guidebook*, shown as Exhibit T attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Ratify  
Faculty/Staff Appointments

**YR 2010-94**

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 March 12, 2010, 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 U attached hereto.

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Resolution to Authorize  
Conferral of Emeritus Status

**YR 2010-95**

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

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

\*\*\*

Resolution to Modify  
Equal Opportunity/Affirmative Action Complaint Procedure Policy

**YR 2010-96**

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 Equal Opportunity/Affirmative Action Complaints Procedure, policy number 2001.01 of the *University Guidebook*, to be retitled as Equal Opportunity Discrimination Complaint Procedures, shown as Exhibit W attached hereto, and does hereby rescind the former corresponding policy number 2002.01. A copy of the policy indicating changes to be made is also attached.

ITEM V – COMMUNICATIONS AND MEMORIALS

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

Resolution of Appreciation  
Of  
The Presidency of Dr. David C. Sweet

**YR 2010-97**

WHEREAS, on July 1, 2000, Dr. David C. Sweet assumed the presidency of Youngstown State University as its sixth chief executive; and

WHEREAS, Dr. Sweet will retire as President on June 30, 2010, completing a decade of service to the University, its students and the greater Mahoning Valley community; and

WHEREAS, Dr. Sweet, an urban geographer by training and practice, brought to Youngstown State University an understanding and vision of a what a successful urban institution of higher learning could be; and

WHEREAS, within months, if not weeks, of his arrival on campus, President Sweet developed three priorities that became the mantra of his ten-year term: Enrollment, Diversity and Partnerships; and

WHEREAS, under President Sweet's leadership, Youngstown State University achieved significant successes in all three priorities, including ten years of enrollment growth, significant increases in the minority student and faculty populations, and the development of a can-do culture regarding community outreach and participation; and

WHEREAS, during Dr. Sweet's presidency, Youngstown State University made significant strides academically including the restructuring of its colleges and departments into the College of Science, Technology, Engineering and Mathematics and the College of Liberal Arts and Social Sciences; and

WHEREAS, during Dr. Sweet's presidency, the campus and the surrounding community benefited from the construction and improvement of many facilities, including the University 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; and

WHEREAS, Dr. Sweet's presidency was greatly enhanced by the support and partnership of his wife, Patricia Sweet, whose grace and warm smile welcomed thousands of friends, visitors, students and alumni to the campus and the Sweets' home; and

WHEREAS, on June 1, 2010, the Board of Trustees recognized the contributions of President Sweet by dedicating the Exhibit Gallery of the YSU Archives in his honor;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees hereby express their thanks and appreciation to Dr. David C. Sweet for his steadfast commitment, 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 Dr. Sweet.

Following the reading by the secretary, Mr. Pogue moved the adoption of the resolution by the board of trustees. Mr. DeJane 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. The trustees and those in attendance expressed their appreciation of Dr. Sweet's presidency through a lengthy standing ovation.

ITEM VI – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII – NEW BUSINESS

The board considered no new business

ITEM VIII – ELECTION OF BOARD OFFICERS

The chairperson stated that in accordance with the board's *Bylaws*, at its regular meeting held March 12, 2010 the Trusteeship Committee reported its nominations for board officers for the year 2010-2011. The trusteeship committee's nominations are:

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

There being no additional nominations for board chairperson, the trustees unanimously voted to elect Mr. Scott R. Schulick as board chairperson for the year 2010-2011. There being no additional nominations, the trustees unanimously voted to elect Dr. Sudershan K. Garg as board vice chairperson for the year 2010-2011. There being no additional nominations, the trustees unanimously voted to elect Mr. Franklin S. Bennett, Jr. as secretary to the board for the year 2010-2011.

ITEM IX – COMMITTEE APPOINTMENTS – 2010-2011

The chairperson stated that in accordance with the board's *Bylaws*, committee appointments for the 2010-2011 board year had been included with today's agenda materials and requested board approval of the committee appointments. Upon motion made by Mr. Meshel, seconded by Dr. Garg, the board voted without dissent to approve the committee appointments included with the agenda, and attached to these minutes, and the chairperson declared the motion carried.

ITEM X – TIME AND PLACE OF UPCOMING REGULAR MEETINGS

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

3:00 p.m., Friday, October 1, 2010  
3:00 p.m., Wednesday, December 15, 2010  
3:00 p.m., Friday, March 11, 2011

ITEM XI – ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 4:15 p.m.

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Chairperson

ATTEST:

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Secretary to the Board of Trustees



**President's Report**  
**YSU Board of Trustees**  
**David C. Sweet**  
**June 11, 2010**

This will serve as my final report to the Youngstown State University Board of Trustees. In this report are highlights of progress during the past year, and a summary of what I consider the major accomplishments during the past ten years.

**The 2009-2010 Fiscal Year**

- **Enrollment**

Fall 2009 headcount enrollment was 14,682, a 6.6% increase over Fall 2008 and the highest enrollment since 1992. The Western Pennsylvania Initiative resulted in a 21.3% increase in enrollment from the target region over 2008.

- **Diversity**

Minority enrollment increased 17.8% over Fall 2008 at 2884, which is an all-time high. Minority students represent nearly 20% of the YSU student population which is also an all-time high.

- **Graduates**

During the past academic year, 2103 students earned degrees—243 associates, 1455 bachelors, 385 masters, and 20 doctoral.

- **Academic Affairs and Student Life**

During the year, the Academic Division made great strides in identifying and implementing the Centers of Excellence initiative approved by the Board of Trustees, including the development of the Ph.D. program in Materials Science and Engineering. A plan was developed to ensure the continued operation of the Youngstown Early College. The University entered into an agreement with the Ohio Historical Society to operate the Museum of Industry and Labor that will integrate the Museum with YSU academic programs. Collaboration continues with the Eastern Gateway Community College. The University took the lead in submitting a proposal to the Ohio Department of Development for designation as a HUB of Innovation and Opportunity in Advanced Materials. The HUB proposal was developed in collaboration with the City of Youngstown, Youngstown Business Incubator, and the Youngstown-Warren Regional Chamber. The University opened the Office of Veterans Affairs and was designated a Military Friendly Campus by the U.S. Department of Veterans Affairs. In May, YSU was named to the President's Higher Education Community Service Honor Roll recognizing the work of over 5000 YSU students working for the improvement of the community. Students won prestigious Fulbright and Goldwater scholarships, and academic student teams from many academic programs brought home honors from regional and national competitions. YSU continued the tradition of hosting thousands of area secondary school students on campus for the English Festival as well as many other programs.

- **Centennial Campus Master Plan**

Projects completed and dedicated included the Eastern Campus Gateway, comprised of the renovation of Coffelt Hall, the redesign of the entrance from Wick Avenue, and the entrance to Tod Hall; Western Campus Gateway improvements, including the development of Armed Forces Boulevard; and the enhancement of the AT&T tower with the YSU logo. A plan was approved to convert the Wick Pollock Inn to the president's residence. Architects were selected for the renovation of Kilcawley Center, and construction began on the Watson and Tressel Training Site. Work is on schedule for the Williamson College of Business Administration building for its dedication and opening in Fall 2010. This month ground was broken for Harrison Commons. The park is the first project in the revitalization of the Smoky Hollow neighborhood funded by a grant from the Ohio Department of Natural Resources. The University was designated by the National Arbor Day Foundation as a Tree Campus USA, only the second university in Ohio so recognized for promoting healthy urban forest management and engaging the campus community in environmental stewardship.

- **FY2011 Budget**

A \$158.8 million general operating fund budget was developed for FY2011 that honors all commitments; establishes funding for strategic initiatives in the Academic Division, Intercollegiate Athletics, and university facilities; maintains scholarship funding despite a \$1 million reduction in support from the YSU Foundation; and establishes a contingency reserve to meet unanticipated budget needs.

- **Technology**

During the year, the Technology Division implemented upgrades to Banner and the course management system. The Turning Technologies' Response System was installed in over 75 multimedia classrooms.

- **Fundraising**

The Centennial Campaign, which had a goal of \$43 million has exceeded \$53 million. The \$2.4 million match for the Kresge Challenge grant of \$1.2 million was met by the June 30 deadline. The YSU annual fund has exceeded its \$1 million goal, currently standing at over \$1.3 million.

- **Personnel**

YSU welcomed Kevin Reynolds as new Chief Human Resources Officer, Eric Wolford as new Head Football Coach, and Bob Boldon as new Head Women's Basketball Coach. The excellence of YSU faculty and staff was affirmed by the recruitment of Dr. Sunil Ahuja as Dean of the College of Arts and Sciences at Lorain County Community College, and Dean Philip Ginnetti as Provost at Edinboro University.

### **The Difference a Decade Makes**

- Youngstown State University was officially reaccredited in 2008 by the Higher Learning Commission – the gold seal for higher education.
- The celebration of the Centennial Year recognizing the University's "proud past and promising future" was concluded.



- Ten years ago, our enrollment was at its lowest point in its entire history as a public university, 11,800. Enrollment has increased 24.5% since Fall 2000. Minority enrollment is 125% above Fall 2000, when it represented less than 11% of the student population. The number of minority faculty has increased by 67% and minority staff has increased by 23%.
- Over the past 10 years, there have been many accomplishments made in the area of diversity. However, one of the key accomplishments was the Higher Learning 2008 Commission's accreditation report, which reflected an assessment that the University had made significant progress in the area of diversity, particularly as it relates to minority student enrollment. In 2008, the University organized its first Diversity Leadership Recognition Celebration recognizing community members, faculty, staff, and student leaders who have made a difference in areas of diversity. In 2009, the University also developed a comprehensive Discrimination/Harassment policy, and significant training has taken place over the last couple of months with supervisors and managers.
- Over 17,600 students have earned YSU degrees since 2000. Research confirms that the overwhelming majority of these graduates remain in the Mahoning Valley to live and work, transforming our region.
- Since 2000, 14 new programs have been added for our students, enhancing the depth and breadth of our curriculum and meeting the changing needs and interests of our students and the region including: bachelor degrees in Gerontology, Forensic Science and General Studies; masters degrees ranging from American Studies and Financial Economics to Computer and Information Systems, Social Work, and Art Education; and the doctoral degree in Physical Therapy. These new degree programs currently have nearly 750 majors.
- In spite of a series of state budget cuts, the university demonstrated prudent management of financial resources with its Senate Bill 6 ratios increasing over the decade from 3.0 (11<sup>th</sup> in state among public universities) to 3.8 (3<sup>rd</sup> highest). State funding dropped from 48.1% of the budget in FY2000 to 29.6% in FY2011. During this fiscally challenging period, not a single employee was laid off, all bargaining unit employees received pay raises every year, and employee benefits were enhanced, while many important strategic initiatives were funded. And while increases in tuition and fees were required to maintain and enhance our programs and services, YSU's tuition remains the lowest of the comprehensive state universities.
- YSU faculty and staff secured more than \$9 million in competitive external grants in 2009, a record high and 157% increase since 2000.
- Prior to 2005, YSU did not receive a single federal funds earmark. Since then, we have received over \$13 million in research funds, largely through the efforts of Congressman Tim Ryan.
- The College of Science, Technology, Engineering, and Mathematics and the College of Liberal Arts and Social Sciences were created.
- In 2000, there were no standards for multimedia classrooms and no wireless hotspots. Today, 62 classrooms and three auditoriums have been transformed with state of the art multimedia technology and hot spots for wireless technology abound.

- YSU implemented a \$12 million administrative computer system, Banner, whose full potential is just beginning to be fully realized.
- YSU invested \$10 million in state-of-the-art technology to reduce energy costs through efficiency. Since 2005, campus energy use has been reduced by 20%, and the investment will more than pay for itself after ten years. Most of these investment funds come from our state operating or capital budget, thanks to the Governor and state legislators from the Valley.
- Annual fund contributions have exceeded \$1 million for the third consecutive year and have increased over 193% from their 2000 level. The \$12 million Andrews Student Recreation and Wellness Center is the only center of its kind in Ohio whose construction was fully funded by private donations.
- The campus was transformed through the Campus Gateway concept, the development of the University Courtyard Apartments; the Andrews Student Recreation and Wellness Center; the Bliss Hall Annex; the renovated bookstore and Beeghly Center. The 9/11 Memorial, the statues honoring Howard Jones and Dominic Rosselli, the restoration of the Victorian Gardens at the Wick Pollock Inn, and the Campus Beautification Initiative have all enhanced the appearance of the already distinctive campus.
- Campus student housing increased by 55% or 448 beds, and this number will double when the Flats at Wick project is completed.
- The University aggressively and fairly acquired land within the YSU campus boundaries and removed blighted structures that were eyesores. The focus of these efforts enabled the construction of the Williamson College of Business Administration building, and the extension of Hazel Street connecting the University more effectively to the downtown. Over 91 properties west of Fifth Avenue have been acquired making way for student recreational fields and expanded parking, and 88 properties in Smoky Hollow. This process will continue as the Centennial Master Plan is implemented.
- The bridges crossing the Madison Expressway were improved, making them safer for our students and more attractive.
- Among the many partnerships that have benefited the University, the City and the region are Youngstown 2010, CityScape, Wick Neighbors, YMHA-HOPE VI, St. Elizabeth Hospital, Youngstown-Warren Regional Chamber as well as numerous businesses, non-profit organizations, local governments, and partnerships with private developers led to the construction of new student housing.

While much has been accomplished, much remains to be done in the decade ahead. An on-going challenge is labor relations. Upon my arrival in July 2000, I met with YSU-OEA leadership and was presented the results of a member survey illustrating low morale and a range of concerns. The work of the Provost, the Director of Faculty Relations, the YSU-OEA President, and others has led to improved working relationships and a very small number of grievances, especially since the strike of faculty and classified staff in 2005. Labor-management relations with the Professional Staff (APAS) and Police (FOP) have been consistently constructive and productive. Maintaining and enhancing relations with these employee groups should continue to be a priority.

There remains a serious disconnect with the classified staff union (ACE) and some of their leadership as evidenced by the excessive backlog of grievances and arbitrations. Effectively addressing this disconnect will be a major challenge in the next several years. This is especially true given the bleak picture for state finances in the next biennium.

An additional challenge will be to successfully evolve into an urban research university as called for in the state's strategic plan for higher education. This will require additional investments of resources as well as the reallocation of existing resources to new priorities.

Finally, while continuing a strong emphasis on undergraduate education, there will be a need to expand graduate education, external grants for research, and increased financial support for graduate students all in an environment of declining state support and financial uncertainty.

The accomplishments cited here reflect the commitment I have made during the past decade to developing plans and finding the resources necessary to implement them. Moreover, everything cited in this report has occurred as the result of the ideas, initiative, persistence, and dedication of the outstanding faculty and staff at Youngstown State University and over the past decade members of the Board of Trustees; as well as the input from and interactions with representatives of our students, alumni, and community. It is because of these men and women that I believe the future of Youngstown State University is brighter than ever before, and the University will meet the challenges that lie ahead in the next decade.

**Division of Advancement  
Staff Report to the Board of Trustees  
Dr. George McCloud, Vice President  
June 11, 2010**

- I. Five years ago the President asked me to assume responsibility for the operation of the units of Development, Events Management, Marketing and Communication, and WYSU.
  - A. It was not referred to as the Division of Advancement
  - B. He asked me to glue things together so they would cohere.
- II. Some History
  - A. In 2005 Development consisted of one senior professional, two clericals and one vacant administrative/professional staff member
  - B. Marketing and Communication had just changed its name from University Relations;
  - C. The WEB had one employee, having recently been added to Marketing and Communication.
  - D. Alumni Relations was In Student Affairs, just having very recently become officially a part of the University.
  - E. Events Management was a separate unit that consisted of two administrative/professionals and two clerical employees.
  - F. There was no overall clerical support for what was to become the Division of Advancement.
  - G. The annual Fund stood at about \$600,000.
  - H. We were considering the launch of a \$12million funding campaign for the Recreation and Wellness Center.
  - I. WYSU was functioning well, but with little connection to the other units of what would become Advancement.
  - J. There was little discernable method to our efforts at deepening and managing our governmental relationships at the local, county, state or federal levels.
- III. Actions and Accomplishments
  - A. A philosophy was adopted that emphasized cohesive and cooperative efforts among the units of the Division in support of the University's many relationships with its highly varied external constituencies.
  - B. Development deepened its relationship with the Foundation, and with its financial support conducted a professional screening of funding prospects, preparing the way for major campaigns that have resulted in raising \$12million for the Rec. Center and over \$53million in other capital support .
  - C. The annual fund now stands at \$1.3 million, with a routine annual goal of \$1million or more.
  - D. Development is now staffed with five professionals, and three clerical staff, still the most modestly staffed development unit among all of our peer Institutions, but among the most productive.

- E. The University has secured not one, but two Kresge Challenge grants, which have provided valuable funding (\$1.8 million together) but are also considered to be major endorsements of the effectiveness of our development operation.
  - F. Alumni Relations is now a part of the Division of Advancement and it has been consolidated with Events Management, providing for much more efficient use of staffing and bringing critical relationships to bear on funding efforts.
  - G. Marketing and Communication has developed research-based marketing efforts that have supported the on-going effort of Student Affairs in student recruitment, but have also strengthened and supported the image enhancements that have help us raise money.
  - H. Marketing and Communication has systematized its publication and advertising methods to ensure a high level of quality control.
  - I. Marketing and Communication has substantially expanded its effort to use the WEB in its communication strategies, expanding its staffing to three professionals and a cadre of exceptional student employees, and the implementation of a University-wide content management system that brings all University Departments into the 21<sup>st</sup> century with regard to their ability to use the WEB.
  - J. The University Magazine has developed into an exemplary instrument of communication with alumni, and many other external constituencies.
  - K. The University's press relations are being handled in a highly professional manner by exceptionally experienced staff who understand the news cycle and have excellent relationships with members of the press.
  - L. There is now an effectively functioning "government relations group" that is coordinated by the Vice President for University Advancement through which relationships are maintained, communication is regularized and advice is rendered to the President.
  - M. WYSU was funded by the Corporation of Public Broadcasting to conduct a study of its future; it has made programming adjustment consist with what was discovered through the CPB-funded study and it is meeting or exceeding its fund-drives at a time when many sister stations are missing their goals.
  - N. There is structure to the Division of Advancement that is well understood, compatible with good management practices, and applied to the effective management of its budget, the coherent setting of priorities, and focused on a consistent effort to keep all of its units working on compatible agenda. (Particular thanks go to Cindy Helton, Administrative Assistant to the Vice President.)
- IV. In short, there is now a functioning Division of Advancement at Youngstown State University.
- A. Thanks to an exceptionally effective staff, a very high level of cooperation has been achieved.
  - B. A shared sense of direction is understood among the members of the Division.
  - C. We are deepening relationships, raising money and helping to advance the interests of the University.

- V. Thank you to the Board and to President Sweet and, in particular, to an outstanding group of professionals in our Division, for allowing me to serve the University for the past five years and to find a way to glue things together in the Division of Advancement.

# Youngstown

STATE UNIVERSITY

YOUNGSTOWN STATE UNIVERSITY  
BOARD OF TRUSTEES  
COMMITTEES  
2010-11

**STANDING COMMITTEES\***

**ACADEMIC AND STUDENT AFFAIRS**

Carole S. Weimer, Chair  
*New Trustee*, Vice Chair

**EXTERNAL RELATIONS**

Millicent S. Counts, Chair  
Larry D. DeJane, Vice Chair

**FINANCE AND FACILITIES**

Sudershan K. Garg, Chair  
Leonard D. Schiavone, Vice Chair

**AUDIT SUBCOMMITTEE**

Sudershan K. Garg, Chair  
Harry Meshel, Vice Chair  
Millicent S. Counts  
John R. Jakubek  
*New Student Trustee*  
Scott R. Schulick, Ex-Officio  
Cynthia E. Anderson, Ex-Officio

**INVESTMENT SUBCOMMITTEE**

Leonard D. Schiavone, Chair  
John R. Jakubek, Vice Chair  
Larry D. DeJane  
*New Trustee*  
Lyndsie A. Hall  
Scott R. Schulick, Ex-Officio  
Cynthia E. Anderson, Ex-Officio

**INTERNAL AFFAIRS**

Harry Meshel, Chair  
John R. Jakubek, Vice Chair

**SPECIAL COMMITTEES\***

**EXECUTIVE**

Scott R. Schulick, Chair  
Sudershan K. Garg, Vice Chair  
Millicent S. Counts  
Harry Meshel  
Carole S. Weimer  
Cynthia E. Anderson, Ex-Officio

**AD HOC SUBCOMMITTEE ON  
UNIVERSITY POLICY  
STATEMENT/PROCEDURES REVIEW**

John R. Jakubek, Chair  
*New Trustee*, Vice Chair  
Franklin S. Bennett, Jr.

**PRESIDENTIAL ASSESSMENT COMMITTEE**

Scott R. Schulick, Chair  
Millicent S. Counts  
Leonard D. Schiavone  
*New Trustee*

**TRUSTEESHIP COMMITTEE**

Scott R. Schulick, Chair  
Sudershan K. Garg, Vice Chair

**AD HOC SUBCOMMITTEE FOR  
NEGOTIATIONS AND COLLECTIVE  
BARGAINING**

Carole S. Weimer, Chair  
Leonard D. Schiavone, Vice Chair  
John R. Jakubek

\*Note: Article III. Board of Trustees Bylaws-Officers and Organizations.  
Section 9.A. Board Committees read as follows: Membership - All Trustees and Student Trustees shall be voting members of all Board standing and special committees, unless otherwise provided by these Bylaws. The President shall be a non-voting ex-officio member of all committees, unless otherwise provided.

## **UNIVERSITY GUIDEBOOK**

**Title of Policy: University Police**

Responsible Office/Division: YSU Police  
Approving Officer: Vice President for Student Affairs  
*Revision History:* June 1999; May 2010  
Resolution Number(s): YR 1999-94; YR 2010-  
Board Committee: Academic and Student Affairs  
**EFFECTIVE DATE:**  
Next review: 2013

**Policy:** The President of the University shall have the authority to take the necessary action to regulate the use of University facilities and the conduct of students, staff, faculty, and visitors so that law and order are maintained.

**Parameters:**

- The University Police shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff, and visitors and the protection of University property.
- The University Police shall enforce the laws of the State of Ohio and the ordinances of the City of Youngstown.
- The University Police shall assist the Vice President for Student Affairs with the enforcement of rules and regulations governing student behavior and shall assist the other Executive Officers with the enforcement of all other University rules and regulations.

**Agenda Item E.1.b.  
Exhibit A**



- The University Police shall cooperate with the Youngstown Police Department, the Mahoning Valley Law Enforcement Task Force (Mahoning and Trumbull Counties), and the 12 State Universities of Ohio in compliance with the terms of mutual aid agreements between the University and the appropriate law enforcement agencies.

**Procedures:**

1. All University Police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.
2. All sworn officers shall be armed with a weapon and ammunition approved and issued by the YSU Chief of Police, and they shall carry only such additional equipment as approved and issued by the Chief.
3. Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio Peace Officers Training Council and shall annually demonstrate proficiency with firearms, physical fitness, and mental stability.
4. Departmental operating procedures and regulations for the conduct of officers shall be published, and amended as necessary, by the Chief of the YSU Police Department.
5. All full-time officers are members of the Fraternal Order of Police Ohio Labor Council, Inc.

May 6, 2010

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

**Title of Policy: University Police**

Responsible Office/Division: YSU Police

Approving Officer: Vice President for Student Affairs

Revision History: June 1999; May 2010

Resolution Number(s): YR 1999-94; YR 2010-

Board Committee: Academic and Student Affairs

**EFFECTIVE DATE:**

Next review: 2013

Developed by: Philip Hirsch

Title: Executive Director  
Administrative Services

Date: January, 1999

Authorized by: G. L. Mears

Title: Executive Vice President

**EFFECTIVE: June 11, 1999**

**Policy:** The President of the University shall have the authority to take the necessary action to regulate the use of University facilities and the conduct of students, staff, faculty, and visitors so that law and order are maintained.

**RESOLUTION NUMBER:** YR 1999-94

**Parameters:**

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- The University Police shall enforce the laws of the State of Ohio and the ordinances of the City of Youngstown.

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- The University Police shall cooperate with the Youngstown Police Department, the Mahoning Valley Law Enforcement Task Force (Mahoning and Trumbull Counties), and the 12 State Universities of Ohio in compliance with the terms of ~~the~~ mutual aid agreements between the University and the ~~City of Youngstown~~ appropriate law enforcement agencies.

**Procedures:**

1. All University Police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.
2. All sworn officers shall be armed with a weapon and ammunition approved and issued by the YSU Chief of Police, and they shall carry only such additional equipment as approved and issued by the Chief.
3. Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio Peace Officers Training Council and shall annually demonstrate proficiency with firearms, physical fitness, and mental stability.
4. Departmental operating procedures and regulations for the conduct of officers shall be published, and amended as necessary, by the Chief of the YSU Police Department.
5. All full-time officers are members of the Fraternal Order of Police ~~Association~~ Ohio Labor Council, Inc.

MUTUAL AID AGREEMENT

This Agreement, made and entered into as of the 13 day of May, 2010, by and between the City of Youngstown, Ohio, hereinafter called the "City", acting pursuant to Ordinance 94-243 passed June 1, 1994, and Youngstown State University, hereinafter called the "University", acting pursuant to a resolution passed by its Board of Trustees on June 28, 2002.

WITNESSETH

WHEREAS, the City and the University maintain separate police departments pursuant to Sections 3 and 7 of Article XVIII of the Ohio Constitution and Ohio Revised Code, Section 3345.04, respectively; and

WHEREAS, the City and the University desire to provide for a mutual assistance and interchange and use of their police personnel and equipment in situations where one department needs and requests the assistance of the other; and

WHEREAS, the City, by virtue of Article XVIII of the Ohio Constitution, and the University, by virtue of Ohio Revised Code, Section 3345.041, are empowered to provide such mutual assistance by means of this Agreement.

NOW, THEREFORE, in consideration of the promises and obligations which are hereinafter set forth, the parties hereto agree as follows:

Agenda Item E.1.c.  
Exhibit B

1. Under the provisions of Ohio Revised Code, Section 3345.041 (Attachment 1), unless actively engaged in effecting an arrest or related duties, or in an emergency, or when ordered by a superior officer not to render aid, each police officer employed by either of the parties hereto shall render assistance to the police officers employed by the other party whenever such assistance is requested by officers of a party or a requesting officer's dispatcher. When the University's on-duty police officers are rendering assistance to the City's police officers or when within the areas expressly indicated in Attachment 2, which is incorporated herein as if fully rewritten, and when on City streets and highways en route to or from University property, they shall have full police authority commensurate with the authority held by the City's police officers including, but not limited to, authority to issue parking and traffic citations.

Notwithstanding the provisions of the preceding paragraph, any on-duty University police officer who sees a crime being committed within the corporate limits of the City of Youngstown, or who sees a City police officer who reasonably appears to be in need of assistance, shall have the authority to apprehend or attempt to apprehend the person or persons committing such crime and shall have the authority to aid and assist such police officer.

2. The need for and availability of police equipment and personnel requested shall be subject to priority for use of the responding party within its own territorial limits and the discretion as to what police equipment and personnel are necessary or available to the responding party for use, which discretion shall be solely with the officer on duty in charge of the responding party's police department.

3. In the event that police resources, personnel and/or equipment, are actively engaged within the territorial limits of the requesting party and some or all of such resources are required in the home area, the right to withdraw any or all of such personnel and equipment is reserved. It is agreed that no liability shall arise for failure to respond to a police emergency or for withdrawal of police resources from a requesting party by either party to this Agreement.

4. A reasonable charge, as mutually agreed upon by the parties, may be made or levied for the services furnished in non-emergency situations by either party pursuant to the Agreement. Each party shall assume the expense of loss or damage to their own equipment or apparatus that may occur while in the requesting party's territorial limits or while responding to a call pursuant to this Agreement. The City will not indemnify and hold harmless the University for any damages awarded by the Court of Claims in any civil action arising from any action or omission

of any University law enforcement officer acting pursuant to the Agreement.

5. All personnel of the responding party, while providing any aid under the terms of this Agreement, including but not limited to, whether under the direction of their officer in charge, responding to a call of a requesting party, reacting to a crime being committed, or assisting a City police officer in distress, shall be acting within the scope of their employment including while en route to, en route from and while within the territory of the requesting party.

6. On any occasion when additional assistance is called, pursuant to the terms of this Agreement, the senior police officer of the requesting party, present and in charge of the department of such requesting party, shall have full charge of and authority over any assisting equipment and personnel responding pursuant to such a call.

7. Police officers who are rendering aid or assistance under the terms of this Agreement to the other party's department shall be entitled to all the rights and benefits of the Workers' Compensation Act and their respective pension funds, as such may be applicable through the officer's primary employer, to the same extent as when performing services within their respective territories and within their respective scope of employment.

8. To the extent permitted by law, neither of the parties shall be liable for any damages to the other party for failure to or neglect in answering and responding to any request for aid or assistance or for inadequacy, negligent operation of equipment and apparatus, or for any cause whatsoever arising out of or touching upon use of such equipment and apparatus or the performance, qualitatively or quantitatively, of duties by police department members.

9. University police shall have the full authority granted by this Agreement to respond to emergencies at all social fraternities and sororities registered with the University when requested by the City's police or when dispatched by the University.

10. Any authority granted by this Agreement to police officers is limited to and shall only apply during periods when such officers are on active pay status. Such powers shall not apply when such officers are off-duty but within the jurisdictional limits of the City.

11. This Agreement shall be in effect for the period July 1, 2010 through June 30, 2014. Either party may withdraw from such mutual aid agreement upon giving the other party at least thirty (30) days prior written notice to such effect.



IN WITNESS WHEREOF, said parties hereby have, upon dates hereinafter set forth, caused this Agreement to be executed, subject to any required approval by the parties' governing boards or councils.

WITNESS

Di Alessi  
\_\_\_\_\_

CITY OF YOUNGSTOWN  
By: BOARD OF CONTROL

[Signature]  
\_\_\_\_\_

MAYOR

Iris J. Guglielmo  
\_\_\_\_\_

LAW DIRECTOR

Absent  
\_\_\_\_\_

FINANCE DIRECTOR

WITNESS

\_\_\_\_\_  
\_\_\_\_\_

YOUNGSTOWN STATE UNIVERSITY

By: \_\_\_\_\_

TITLE: \_\_\_\_\_

APPROVED AS TO FORM:

Iris J. Guglielmo  
\_\_\_\_\_

DIRECTOR OF LAW

REVIEWED BY:

Iris J. Guglielmo  
\_\_\_\_\_

INSURANCE AND RISK MANAGER  
CITY OF YOUNGSTOWN

ATTACHMENT 1

**3345.041 Agreements to provide police services to political subdivision or another state university or college - civil liability.**

(A) The board of trustees of a state university or college may enter into an agreement with one or more townships, municipal corporations, counties, park districts created under section 1545.04 of the Revised Code, township park districts created under section 511.18 of the Revised Code, or other state universities or colleges and a township, municipal corporation, county, park district, or township park district may enter into an agreement with a state university or college upon such terms as are agreed to by them, to allow the use of state university law enforcement officers designated under section 3345.04 of the Revised Code to perform any police function, exercise any police power, or render any police service on behalf of the contracting political subdivision, or state university or college, that it may perform, exercise, or render.

(B) Chapter 2743. of the Revised Code applies to a state university or college when its law enforcement officers are serving outside the university or college pursuant to an agreement entered into pursuant to division (A) of this section. State university law enforcement officers acting outside the state university or college by which they are employed, pursuant to an agreement entered into pursuant to division (A) of this section, shall be entitled to participate in any indemnity fund established by their employer to the same extent as while acting within the employing state university or college and are entitled to all the rights and benefits of Chapter 4123. of the Revised Code. The state university law enforcement officers also retain their personal immunity from civil liability specified in section 9.86 of the Revised Code. A township, municipal corporation, county, park district, or township park district that enters into an agreement pursuant to division (A) of this section is not subject to civil liability under Chapter 2744. of the Revised Code as the result of any action or omission of any state university law enforcement officer acting pursuant to the agreement.

(C) Agreements entered into pursuant to division (A) of this section may provide for the reimbursement of the state university or college providing police services under such agreement for the costs incurred by its law enforcement officers for the policing of the political subdivision, or of the state university or college to which such services are provided. Each contract may provide for the ascertainment of costs and shall be of a duration not in excess of four years. All payments pursuant to any agreement in reimbursement of the costs of policing shall be held and administered as provided by section 3345.05 of the Revised Code.

(D) An agreement entered into pursuant to division (A) of this section shall specify whether the political subdivision or the state university or college to which police services are provided under such agreement will or will not indemnify and hold harmless the state university or college providing police services under such agreement for any damages awarded by the court of claims in any civil action arising from any action or omission of any state university law enforcement officer acting pursuant to the agreement.

(E) As used in this section, "state university or college" means any state university or college identified in section 3345.04 of the Revised Code.

Effective Date: 11-06-1996

ATTACHMENT 2

The area within the City of Youngstown referred to in paragraph 1 of the Mutual Aid Agreement by and between the City of Youngstown and Youngstown State University is as follows:

The area bordered by the Mahoning River from Andrews Avenue west to Belmont Avenue; Belmont Avenue north to the Westbound Service Road; Westbound Service Road west to Covington Street; Covington Street north to Lexington Avenue; Lexington Avenue east to Belmont Avenue; Belmont Avenue north to the Fairgreen Avenue; Fairgreen Avenue east to Ohio Avenue; Ohio Avenue north to Saranac Avenue; Saranac Avenue east to Logan Avenue; Logan Avenue south to Andrews Avenue; Andrews Avenue south to East Boardman Street; East Boardman Street south to South Avenue; and South Avenue south to the Mahoning River.

**UNIVERSITY GUIDEBOOK**

**Title of Policy: Cost-Sharing and Over-Matching on External Grants and Contracts**

Responsible Division/Office: School of Graduate Studies and Research

Approving Officer: Provost and Vice President for Academic Affairs

*Revision History:* Sept 2003; January 2010

Resolution Number(s): YR 2001-01; YR 2010-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE:

Next review: 2013

**Policy:** Cost-sharing or matching is a frequent requirement on externally sponsored grants and contracts. The University match is permitted to meet the minimum requirements of the funding agency, and “overmatching” is prohibited unless written justification is provided to document that such overmatch benefits the University.

**Parameter:** Requests for Proposals (RFPs) from external sponsors frequently require cost-sharing or matching funds from the University as part of the budgetary grant request. The percentage of matching funds, when required, is typically set by the agency and appears in the grant application guidelines. However, on occasion, YSU principal investigators or project directors cite additional matching funds (overmatching) on grant submissions when additional matching funds are neither required nor necessary. For audit purposes, tracking of additional matching funds adds complexity to the agency and the University, and the University cannot then use these additional funds elsewhere, as match on other projects.

**Procedures:**

1. As part of the formal grant submission process at YSU (Policy #1013.01), clearance of the submission of an external grant application *requires* a priori approval by Department Chairs, College Deans, the Director of Grants and Sponsored Programs, and the Associate Provost for Research and Dean of Graduate Studies and Research, the Authorized Institutional Official.
2. A typical match on an application for support submitted to an external agency would not include more than a 50 percent match from the University. In addition, such matching funds provided by the institution would normally be limited to equipment, supplies, or other non-personnel items in the budget. This approach enables full recovery of indirect costs from the funding agencies.
3. YSU faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for including any overmatch in the preliminary budget. *Prior* to proposal submission externally, the justification *must* be submitted to the Director of Grants and Sponsored Programs and *approved* by the Dean of Graduate Studies and Research.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

**Subject: Title of Policy:** **Cost-Sharing and Over-Matching on External Grants and Contracts**

Responsible Division/Office: School of Graduate Studies and Research

Approving Officer: Provost and Vice President for Academic Affairs

Revision History: Sept 2003; January 2010

Resolution Number(s): YR 2001-01; YR 2010-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE: \_\_\_\_\_

Next review: 2013

<u>Developed by:</u> <u>Peter J. Kasvinsky</u>	<u>Authorized by:</u> <u>Tony Atwater</u>
<u>Title:</u> <u>Dean of Graduate Studies and Research</u>	<u>Title:</u> <u>Provost</u>
<u>Approved:</u> <u>September 24, 2003</u>	<b><u>EFFECTIVE:</u> <u>September 24, 2003</u></b>

**Policy:** Cost-sharing or matching is a frequent requirement on externally sponsored grants and contracts. The University match is permitted to meet the minimum requirements of the funding agency, and “overmatching” is prohibited unless written justification is provided to document that such overmatch benefits the University.

~~RESOLUTION NUMBER: YR 2004-01~~

**Parameter:** Requests for Proposals (RFPs) from external sponsors frequently require cost-sharing or matching funds from the University as part of the budgetary grant request. The percentage of matching funds, ~~which are~~ when required, ~~are-is~~ typically set by the agency and appears in the grant application guidelines. However, on occasion, YSU principal investigators or project directors cite additional matching funds (overmatching) on grant submissions when ~~they~~ additional matching funds are neither required nor necessary. For audit purposes, tracking of additional matching funds adds complexity to the agency and the University, and the University cannot then use these additional funds elsewhere, as match on other projects.

**Procedures:**

1. As part of the formal grant submission process at YSU (Policy #1013.01), clearance of the submission of an external grant application *requires* a priori approval by Department Chairs, College Deans, the Director of Grants and Sponsored Programs, and the Associate Provost for Research and Dean of Graduate Studies and Research, the Authorized Institutional Official.
2. A typical match on an application for support submitted to an external agency would not include more than a 50 percent match from the University. In addition, such matching funds provided by the institution would normally be limited to equipment, supplies, or other non-personnel items in the budget. This approach enables full recovery of indirect costs from the funding agencies.
3. YSU faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for including any overmatch in the preliminary budget. *Prior* to proposal submission externally, the justification *must* be submitted to the Director of Grants and Sponsored Programs and *approved* by the Dean of Graduate Studies and Research.

**UNIVERSITY GUIDEBOOK**

**Title of Policy: Payment of Indirect Costs on External Grants  
and Contracts**

Responsible Office: School of Graduate Studies and Research  
Approving Officer: Provost and Vice President for Academic Affairs  
*Revision History:* Sept. 2003; January 2010  
Resolution Number(s): YR 2004-62; YR 2010-  
Board Committee: Academic and Student Affairs  
EFFECTIVE DATE:  
Next review: 2013

**Policy:** Externally sponsored grants and contracts typically pay for both direct costs and indirect costs. All funding organizations must pay indirect costs at the prevailing authorized rate for YSU based on the federally negotiated rate. Indirect costs on grants and contracts can be waived or reduced only with written justification by the Principal Investigator demonstrating a benefit to the University. In case of waiver or reduction, indirect costs shall be included as part of institutional match on the grant project.

**Parameter:** Sponsored programs and grant projects have budgets depicting the actual costs, including both direct and indirect costs. Indirect costs, or "Facilities and Administrative" (F&A) costs, have been deemed as real and allowable in federally sponsored programs and are paid at a federally negotiated rate with the U.S. Department of Health and Human Services. In some cases, the allowable percentage of indirect costs is reduced by the federal, state, or local agency.



**Procedures:**

1. As part of the formal grant submission process at YSU (Policy #1013.01), clearance of grant proposals submitted to external sponsors requires *a priori* approval by Department Chairs, College Deans, the Director of Grants and Sponsored Programs, and the Associate Provost for Research and Dean of the School of Graduate Studies and Research, the Authorized Institutional Official.
2. The author of the grant proposal is expected to develop a budget for the proposal that accounts for the full payment of indirect costs, unless specifically disallowed by a funding organization. Exceptions may be requested only when directed by the solicitation. No general exemption of payment of indirect costs is provided to for-profit companies.
3. YSU faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for reduced indirect costs. In case of waiver or reduction, indirect costs shown in the budget shall be included as part of the institutional match.
4. Prior to proposal submission externally, the justification must be submitted to the Director of Grants and Sponsored Programs and approved by the Associate Provost for Research and Dean of the School of Graduate Studies and Research (Authorized Institutional Official). This process will be subsumed under YSU grant submission procedures.

*REDLINE VERSION*  
**UNIVERSITY GUIDEBOOK**

**Subject:** Title of Policy: **Payment of Indirect Costs on External Grants and Contracts**

Responsible Office: School of Graduate Studies and Research

Approving Officer: Provost and Vice President for Academic Affairs

Revision History: Sept. 2003; January 2010

Resolution Number(s): YR 2004-62; YR 2010-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE:

Next review: 2013

<u>Developed by:</u> <u>Peter J. Kasvinsky</u>	<u>Authorized by:</u> <u>Tony Atwater</u>
<u>Title:</u> <u>Dean of Graduate Studies and Research</u>	<u>Title:</u> <u>Provost</u>
<u>Approved:</u> <u>September 24, 2003</u>	<u>EFFECTIVE:</u> <u>September 24, 2003</u>

**Policy:** Externally sponsored grants and contracts typically pay for both direct costs and indirect costs. All funding ~~agencies~~ organizations must pay indirect costs at the prevailing authorized rate for YSU based on the federally negotiated rate. Indirect costs on grants and contracts can be waived or reduced only with written justification by the Principal Investigator demonstrating a benefit to the University. In case of waiver or reduction, indirect costs shall be included as part of institutional match on the grant project.

~~RESOLUTION NUMBER: YR 2004-02~~

**Parameter:** Sponsored programs and grant projects have budgets depicting the actual costs, including both direct and indirect costs. Indirect costs, or "Facilities and Administrative" (F&A) costs, have been deemed as real and allowable in federally sponsored programs and are paid at a federally negotiated rate with the U.S. Department of Health and Human Services. In some cases, the allowable percentage of indirect costs is reduced by the federal, state, or local agency. ~~However, in other cases, YSU faculty or staff have prepared a budget for a grant submission with reduced or absent indirect costs.~~

**Procedures:**

1. As part of the formal grant submission process at YSU (Policy #1013.01), clearance of grant proposals submitted to external sponsors requires *a priori* approval by Department Chairs, College Deans, ~~and the~~ Director of Grants and Sponsored Programs, and the Associate Provost for Research and Dean of the School of Graduate Studies and Research, the Authorized Institutional Official.
2. The author of the grant proposal is expected to develop a budget for the proposal that accounts for the full payment of indirect costs, unless specifically disallowed by a funding organization. Exceptions may be requested only when directed by the solicitation. No general exemption of payment of indirect costs is provided to for-profit companies.
3. YSU faculty and staff who intend to submit a grant proposal to an external funding agency must provide a written justification for reduced indirect costs. In case of waiver or reduction, indirect costs shown in the budget shall be included as part of the institutional match.
4. Prior to proposal submission externally, the justification must be submitted to the Director of Grants and Sponsored Programs and approved by the Associate Provost for Research and Dean of the School of Graduate Studies and Research (Authorized Institutional Official). This process will be subsumed under YSU grant submission procedures.

## UNIVERSITY GUIDEBOOK

### **Title of Policy: Disposition of Residual Funds from External Grants and Contracts**

Responsible Division/Office: School of Graduate Studies and Research  
Approving Officer: Provost and Vice President for Academic Affairs  
*Revision History:* April 2006; March 2010  
Resolution Number(s) FY 2006-40; FY 2010-  
Board Committee: Academic Affairs  
EFFECTIVE DATE:  
Next review: 2013

**Policy:** Residual funds from external grants and contracts will be deposited in an account of the office of the dean(s) of the college(s) or head of unit/division from which the original proposal emanated, provided that the policies of the external agency permit such a disposition of unused funds.

**Purpose:** The intent of this policy is to ensure that all research grant/contract and other sponsored program funds received by the University are delegated to the general purpose for which the grant/contract was intended. Furthermore, because the ability of the University to reward faculty and staff for seeking external resources is limited, use of such residual funds to support research or other scholarly and service activities intended by the external agency, and sought by faculty/staff, will provide an additional discretionary resource to the colleges and/or other units/divisions as an incentive to seek additional external resources.

**Definitions:**

- “Agency” is any external organization, whether governmental or private, that awards a grant/contract or other sponsored program to the University. It does not include legislated funds for which no competitive application was made by the University.
- “College(s) and/or other units/divisions” include those academic colleges or other major departments/units (not in an academic college and usually supervised at an executive director or higher level) that prepared the original application for external funding to the funding agency.
- “General purpose for which the grant was intended” means that residual funds will be used to support research/scholarship, instruction, and/or service with the most general interpretation. It does not mean that the expenditure of funds will be used only for the specific purpose originally cited as a deliverable in the grant award.

**Procedures:**

- At the conclusion of an external grant or contract award from an agency, after all accounts have been reconciled, remaining funds will be transferred to an account in the office of the dean(s) of the college(s) and/or the head of the non-academic department/division that originally submitted the funding proposal.
- Grants/contracts made on a fixed price basis will not require additional agency verification that funds do not need to be returned. In other cases, where agency guidelines are unclear as to disposition of residual funds, written approval for disposition from the agency will be needed and obtained by the Principal Investigator/Project Director. Approval in written or electronic form is acceptable evidence of agency approval.
- Disposition of residual funds from completed/closed grant/contract or sponsored program accounts will be completed by the Office of Grants and Contracts Accounting within 90 days of grant closeout.

- If the project was collaborative between/among several non-academic units and/or colleges, the disposition of funds will be prorated according to the overall budget distribution as specified in the original/modified grant application. The Office of Grants and Sponsored Programs will determine the allocation for such distribution to the participating departments/colleges, with the approval of the Associate Provost for Research and Dean of Graduate Studies and Research, when informed by the Office of Grants Accounting that residual funds are available for distribution.
- Use of residual funds by the college(s) and/or department/division is discretionary to the dean (or non-academic department/unit head), but will normally support research, scholarship, education/training, and/or service. Deans (or non-academic department/unit heads) are encouraged to seek the advice of those individuals whose grant funds have contributed to the sponsored program/grant that generated the residual funds. Any dispute as to the appropriate use of such funds shall be decided by the Associate Provost for Research and Dean of Graduate Studies and Research. Funds shall be held in a restricted account.

REDLINE VERSION  
UNIVERSITY GUIDEBOOK

**Subject/Title of Policy: Disposition of Residual Funds from External Grants and Contracts**

Responsible Division/Office: School of Graduate Studies and Research  
Approving Officer: Provost and Vice President for Academic Affairs  
Revision History: April 2006; March 2010  
Resolution Number(s): FY 2006-40; FY 2010-  
Board Committee: Academic Affairs  
EFFECTIVE DATE:  
Next review: 2013

Developed by: Peter J. Kasvinsky Authorized by: Robert K. Herbert

Title: Dean of Graduate Studies and Research Title: Provost

Approved: April 2006 **EFFECTIVE: July 1, 2006**

**Policy:** Residual funds from external grants and contracts will be deposited in an account of the office of the dean(s) of the college(s) or head of unit/division from which the original proposal emanated, provided that the policies of the external agency permit such a disposition of unused funds.

**RESOLUTION NUMBER:** YR 2006-40

**Purpose:** The intent of this policy is to ensure that all research grant/contract and other sponsored program funds received by the University are delegated to the general purpose for which the grant/contract was intended. Furthermore, because the ability of the University to reward faculty and staff for seeking external resources is limited, use of such residual funds to support research or other scholarly and service activities intended by the external agency, and sought by faculty/staff, will provide an additional discretionary resource to the colleges and/or other units/divisions as an incentive to seek additional external resources.

**Definitions:**

- “Agency” is any external organization, whether governmental or private, that awards a grant/contract or other sponsored program to the University. It does not include legislated- funds for which no competitive application was made by the University.
- “College(s) and/or other units/divisions” include those academic colleges or other major departments/units (not in an academic college and usually supervised at an executive director or higher level) that prepared the original application for external funding to the funding agency.
- “General purpose for which the grant was intended” means that residual funds will be used to support research/scholarship, instruction, and/or service with the most general interpretation. It does not mean that the expenditure of funds will be used only for the specific purpose originally cited as a deliverable in the grant award.

**Procedures:**

- At the conclusion of an external grant or contract award from an agency, after all accounts have been reconciled, remaining funds will be transferred to an account in the office of the dean(s) of the college(s) and/or the head of the non-academic department/division that originally submitted the funding proposal.
- Grants/contracts made on a fixed price basis will not require additional agency verification that funds do not need to be returned. In other cases, where agency guidelines are unclear as to disposition of residual funds, written approval for disposition from the agency will be needed and obtained by the Principal Investigator/Project Director. Approval in written or electronic form is acceptable evidence of agency approval.
- Disposition of residual funds from completed/closed grant/contract or sponsored program accounts will be completed by the Office of Grants and Contracts Accounting within 90 days of grant closeout.



- If the project was collaborative between/among several non-academic units and/or colleges, the disposition of funds will be prorated according to the overall budget distribution as specified in the original/modified grant application. The Office of Grants and Sponsored Programs will determine the allocation for such distribution to the participating departments/colleges, with the approval of the Associate Provost for Research and Dean of Graduate Studies and Research, when informed by the Office of Grants Accounting that residual funds are available for distribution.
- Use of residual funds by the college(s) and/or department/division is discretionary to the dean (or non-academic department/unit head), but will normally support research, scholarship, education/training, and/or service. Deans (or non-academic department/unit heads) are encouraged to seek the advice of those individuals whose grant funds have contributed to the sponsored program/grant that generated the residual funds. Any dispute as to the appropriate use of such funds shall be decided by the Associate Provost for Research and Dean of Graduate Studies and Research. Funds shall be held in a restricted account.

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research</b>
Responsible Division/Office:	School of Graduate Studies and Research
Approving Officer:	Provost and Vice President for Academic Affairs
<i>Revision History:</i>	June 1999; March 2010
Resolution Number(s):	YR 2000-29; YR 2010-
Board Committee:	Academic and Student Affairs
<b>EFFECTIVE DATE:</b>	
Next review:	2013

**Policy:** Recognizing the need for objectivity in research, the University shall maintain procedures that control conflicts and potential conflicts in funded research. Such procedures are consistent with the YSU Professional Conduct Policy and relevant State and Federal laws.

**Purpose:**

The intent of this policy and these procedures is to ensure that the design, conduct, and reporting of research projects and other sponsored activities are not compromised by nor would reasonably appear to be affected by any *significant financial interest* of the responsible faculty and staff members.

**Definitions:**

- “Project” is any externally funded scholarly activity such as basic, applied, or developmental research, instructional or curricular activities, student aid, career development, or other activity conducted by faculty or staff members on behalf of the University.

- “Investigator” includes the principal investigator, co-investigators, and other persons (e.g., technicians, students, research associates) responsible, in whole or in part, for the design, conduct, or reporting of the project, and for reporting purposes includes the investigator’s spouse and dependent children.
  
- “Significant financial interest” is anything of monetary value including, but not limited to, salary or other payments for services such as consulting fees or honoraria; equity interests such as stocks, stock options, or other ownership interests; and intellectual property rights such as patents, copyrights, and royalties from such rights. Not included in this definition are:
  - Salary, royalties, promotion in rank, or other remuneration from the University;
  - Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
  - Income from service on advisory committees or review panels for public or nonprofit entities;
  - Financial interest arising solely by reason of investment in a business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control;
  - Equity interest that when aggregated for the investigator and the investigator’s spouse and dependent children does not exceed \$10,000 in value as determined by public prices or other reasonable measures of fair market values; and does not represent more than five percent ownership interest for any one enterprise or entity;
  - Salaries, royalties, or other payments that when aggregated for the investigator and the investigator’s spouse and dependent children over the next twelve months are not expected to exceed \$10,000; and
  - Financial interest that is an ownership interest in a business that is the applicant organization under Phase I of a Small Business Innovative Research (SBIR) program or Phase I of a Small Business Technology Transfer (STTR) program and the University is a subcontractor under the business’s application.

- "Conflict of Interest" means an action, omission, or situation that may or may reasonably appear to affect or compromise the objectivity or integrity of an investigator's design, conduct or reporting of a project. (A potential conflict of interest may exist if the Director of Grants and Sponsored Programs determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of a project.)
- "Disclosure" "Disclosure" is a written statement submitted by the investigator describing the nature of any significant financial interests and the relationship of such interests to the externally funded project.

**Parameters:**

- All faculty and staff members or other University-affiliated individuals who apply for, receive, or are currently working on a grant, contract, cooperative agreement, subgrant, subcontract, or sub-cooperative agreement that is funded in whole or in part by federal funds or other external sources must adhere to this policy and its procedures.
- The Director of Grants and Sponsored Programs is designated to solicit and review financial disclosure statements from investigators.

**Principles:**

- Complex relationships among universities, government agencies, and industry require adherence to standards of conduct in federally funded and other externally sponsored activities. Application of these standards must serve both project requirements and the public interest. Protecting the integrity of cooperating entities requires that both real and perceived conflicts of interest be avoided.
- Faculty or staff members engaging in a federally or other externally sponsored project are subject to the provisions of federal and state laws and any requirements of the sponsoring entity.
- To avoid bias in the design, conduct, or reporting of the sponsored project, full disclosure must be made when a faculty or staff member consults for a business, non-profit agency, government agency, or other non-University contractor, in the same technical field as the externally sponsored project.

**Procedures:**

1. Prior to submitting an application to conduct an externally funded project, the investigator shall disclose to the Director of Grants and Sponsored Programs any significant financial interests, or other possible conflict situations: a) that would appear to be affected by the project for which the funding is sought; and b) in entities whose financial interests would appear to be affected by such project. A Conflict of Interest Statement form shall be included with the Proposal Authorization Form and be circulated as part of the approval process for all proposals when a significant financial interest exists.
2. During the course of an award, investigators shall update the Conflict of Interest Statement at least annually. If an investigator acquires a new reportable *significant financial interest*, the investigator shall submit a revised or new Conflict of Interest Statement to the Director of Grants and Sponsored Programs within five working days after acquisition.
3. The Director shall review the disclosure and make an initial determination whether a potential conflict of interest exists. If the disclosure is determined not to be a potential conflict of interest, the Director shall provide documentation of this determination that shall be retained with the other project records and shall so advise the investigator, the chair, the appropriate college dean, and the Associate Provost for Research and Dean of Graduate Studies and Research.
4. If the Director determines that a potential conflict of interest exists, the Director shall promptly notify the Associate Provost for Research and Dean of Graduate Studies and Research in writing.
5. The Associate Provost for Research and Dean of Graduate Studies and Research shall consult with the dean of the college and the University General Counsel. They shall review the disclosure, consult with the investigator, and seek any additional information to determine whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall determine a plan of action consisting of the conditions or restrictions that shall be required by the University to manage, reduce, or eliminate such actual or apparent conflict of interest. If all parties accept the plan, the Associate Provost for Research and Dean of Graduate Studies and Research shall notify all parties and the Provost of the final determination.

6. If a mutually acceptable method for managing, reducing, or eliminating the conflict of interest cannot be agreed upon, the Associate Provost for Research and Dean of Graduate Studies and Research shall refer the disclosure to the Provost, who shall consult with the University General Counsel prior to appointing a Conflict of Interest Review Committee for final determination.
7. The Provost shall notify the investigator, the investigator's chairperson and dean, and the Associate Provost for Research and Dean of Graduate Studies and Research of the final determination.
8. In addition to possible legal penalties, the University may take disciplinary action against individuals who fail to file a disclosure statement or who intentionally file an incomplete or misleading disclosure statement. Breaches of this policy may be referred to a Conflict of Interest Review Committee to investigate and recommend sanctions. If sanctions are necessary, they will be imposed in accordance with any applicable University policy, procedure, or collective bargaining agreement.
9. Prior to the expenditure of any funds under a federally funded project award, the University will, as required by law, report to the appropriate federal agency the existence of a conflict of interest and assure that the conflict has been managed, reduced, or eliminated.
10. When the University identifies a conflict of interest subsequent to the University's initial report under the federally funded project award, the University will report the conflict of interest to the appropriate federal agency and manage, reduce, or eliminate the conflict within sixty days of identifying the same.
11. The Director and the Associate Provost for Research and Dean of Graduate Studies and Research shall ensure that the required records, identifiable to each award, are retained for a period of not less than three years after the termination of the award or until three years after the resolution of any action taken by the sponsor involving these records, whichever is longer. Records for proposals that are not funded by sponsoring agencies will be retained for a period of one year after the decision of the sponsoring agency.

Note: Further information may be found in the *Guide to Sponsored Programs Development* and the Office of Grants and Sponsored Programs and *42 CFR Part 50, Subpart F* and *45 CFR Part 94*.

REDLINE VERSION

## UNIVERSITY GUIDEBOOK

**Subject:** Title of Policy: **Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research**Responsible Division/Office: School of Graduate Studies and ResearchApproving Officer: Provost and Vice President for Academic AffairsRevision History: June 1999; March 2010Resolution Number(s): YR 2000-29; YR 2010-Board Committee: Academic and Student Affairs**EFFECTIVE DATE:**Next review: 2013Developed by: Peter J. KasvinskyAuthorized by: James J. ScanlonTitle: DeanTitle: ProvostSchool of Graduate Studies**EFFECTIVE: December 10, 1999**Date: June, 1999

**Policy:** Recognizing the need for objectivity in research, the University shall maintain procedures ~~which~~ that control conflicts and potential conflicts in funded research. Such procedures are consistent with the YSU ~~Statement of Ethical Principles~~ Professional Conduct Policy and relevant State and Federal laws.

RESOLUTION NUMBER: YR 2000-29**Purpose:**

The intent of this policy and these procedures is to ensure that the design, conduct, and reporting of research projects and other sponsored activities ~~neither~~ are not compromised by nor would reasonably appear to be affected by any *significant financial interest* of the responsible faculty and staff members.

**Definitions:**

- ~~"Projeect"~~ "Project" is any externally funded scholarly activity such as basic, applied, or developmental research, instructional or curricular activities, student aid, career development, or other activity conducted by faculty or staff members on behalf of the University.

- "~~Investigator~~" "~~Investigator~~" includes the principal investigator, co-investigators, and other persons (e.g., technicians, students, research associates) responsible, in whole or in part, for the design, conduct, or reporting of the project, and for reporting purposes; includes the ~~investigator's-investigator's~~ spouse and dependent children.
- "~~Significant financial interest~~" "~~Significant financial interest~~" is anything of monetary value including, but not limited to, salary or other payments for services such as consulting fees or honoraria; equity interests such as stocks, stock options, or other ownership interests; and intellectual property rights such as patents, copyrights, and royalties from such rights. Not included in this definition are:
  - Salary, royalties, promotion in rank, or other remuneration from the University;
  - Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
  - Income from service on advisory committees or review panels for public or nonprofit entities;
  - Financial interest arising solely by reason of investment in a business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control;
  - Equity interest that when aggregated for the investigator and the ~~investigator's investigator's~~ spouse and dependent children does not exceed \$10,000 in value as determined by public prices or other reasonable measures of fair market values; and does not represent more than five percent ownership interest for any one enterprise or entity;
  - Salaries, royalties, or other payments that when aggregated for the investigator and the investigator's spouse and dependent children over the next twelve months; are not expected to exceed \$10,000; and
  - ~~The f~~Financial interest ~~that~~ is an ownership interest in a business ~~which-that~~ is the applicant organization under Phase I of a Small Business Innovative Research (SBIR) program or Phase I of a Small Business Technology Transfer (STTR) program and the University is a subcontractor under the business's application.



- "~~Conflict of Interest~~" "Conflict of Interest" means an action, omission, or situation that may or may reasonably appear to affect or compromise the objectivity or integrity of an ~~investigator's~~investigator's design, conduct or reporting of a project. (A potential conflict of interest may exist if the Director of Grants and Sponsored Programs determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of a project.)
- "Disclosure" "Disclosure" is a written statement submitted by the investigator describing the nature of any significant financial interests and the relationship of such interests to the externally funded project.

**Parameters:**

- All faculty and staff members or other University-affiliated individuals who apply for, receive, or are currently working on a grant, contract, cooperative agreement, subgrant, subcontract, or sub-cooperative agreement ~~which~~that is funded in whole or in part by federal funds or other external sources must adhere to this policy and its procedures.
- The Director of Grants and Sponsored Programs is designated to solicit and review financial disclosure statements from investigators.

**Principles:**

- Complex relationships among universities, government agencies, and industry require adherence to standards of conduct in federally funded and other externally sponsored activities. Application of these standards must serve both project requirements and the public interest. Protecting the integrity of cooperating entities requires that both real and perceived conflicts of interest be avoided.
- Faculty or staff members engaging in a federally or other externally sponsored project are subject to the provisions of federal and state laws and any requirements of the sponsoring entity.
- To avoid bias in the design, conduct, or reporting of the sponsored project, full disclosure must be made when a faculty or staff member consults for a business, non-profit agency, government agency, or other non-University contractor, in the same technical field as the externally sponsored project.

**Procedures:**

1. Prior to submitting an application to conduct an externally funded project, the investigator shall disclose to the Director of Grants and Sponsored Programs any significant financial interests, or other possible conflict situations: a) that would appear to be affected by the project for which the funding is sought; and b) in entities whose financial interests would appear to be affected by such project. A Conflict of Interest Statement form shall be included with the Proposal Authorization Form and be circulated as part of the approval process for all proposals when a significant financial interest exists.
2. During the course of an award, investigators shall update the Conflict of Interest Statement at least annually. If an investigator acquires a new reportable *significant financial interest*, the investigator shall submit a revised or new Conflict of Interest Statement to the Director of Grants and Sponsored Programs within five working days after acquisition.
3. The Director shall review the disclosure and make an initial determination whether a potential conflict of interest exists. If the disclosure is determined not to be a potential conflict of interest, the Director shall provide documentation of this determination that shall be retained with the other project records and shall so advise the investigator, the chair, the appropriate college dean, and the Associate Provost for Research and Dean of Graduate Studies and Research.
4. If the Director determines that a potential conflict of interest exists, the Director shall promptly notify the Associate Provost for Research and Dean of Graduate Studies and Research in writing.
5. The Associate Provost for Research and Dean of Graduate Studies and Research shall consult with the dean of the college and the University General Counsel. They shall review the disclosure, consult with the investigator, and seek any additional information to determine whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall determine a plan of action consisting of the conditions or restrictions that shall be required by the University to manage, reduce, or eliminate such actual or apparent conflict of interest. If all parties accept the plan, the Associate Provost for Research and Dean of Graduate Studies and Research shall notify all parties and the Provost of the final determination.

6. If a mutually acceptable method for managing, reducing, or eliminating the conflict of interest cannot be agreed upon, the Associate Provost for Research and Dean of Graduate Studies and Research shall refer the disclosure to the Provost, who shall consult with the University General Counsel prior to appointing a Conflict of Interest Review Committee for final determination.
7. The Provost shall notify the investigator, the ~~investigator's~~ investigator's chairperson and dean, and the Associate Provost for Research and Dean of Graduate Studies and Research of the final determination.
8. In addition to possible legal penalties, the University may take disciplinary action against individuals who fail to file a disclosure statement or who intentionally file an incomplete or misleading disclosure statement. Breaches of this policy may be referred to a Conflict of Interest Review Committee to investigate and recommend sanctions. If sanctions are necessary, they will be imposed in accordance with any applicable University policy, procedure, or collective bargaining agreement.
9. Prior to the expenditure of any funds under a federally funded project award, the University will, as required by law, report to the appropriate federal agency the existence of a conflict of interest and assure that the conflict has been managed, reduced, or eliminated.
10. When the University identifies a conflict of interest subsequent to the University's initial report under the federally funded project award, the University will report the conflict of interest to the appropriate federal agency and manage, reduce, or eliminate the conflict within sixty days of identifying the same.
11. The Director and the Associate Provost for Research and Dean of Graduate Studies and Research shall ensure that the required records, identifiable to each award, are retained for a period of not less than three years after the termination of the award or until three years after the resolution of any action taken by the sponsor involving these records, whichever is longer. Records for proposals that are not funded by sponsoring agencies will be retained for a period of one year after the decision of the sponsoring agency.

Note: Further information may be found in the *Guide to Sponsored Programs Development* and the Office of Grants and Sponsored Programs and *42 CFR Part 50, Subpart F* and *45 CFR Part 94*.

**UNIVERSITY GUIDEBOOK**

Rescinds Policies 7010.02 and 7010.03

**Title of Policy: Degrees, Recognition, Publication, and Support of Employee**

Responsible Division/Office: Academic Affairs

Approving Officer: Provost and Vice President for Academic Affairs

Revision History: October 1998; April 2010

Resolution Number(s): YR 1999-34; YR 2010-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE:

Next review: 2013

**Policy:** The University recognizes only credits and degrees awarded by regionally accredited or other U.S. Department of Education-approved post-secondary institutions in the United States or by equivalent foreign institutions.

**Purpose:** These procedures are designed to help assure that the University employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that University-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements.

**Definitions:**

- Accredited Post-Secondary Institutions: Those institutions identified by one of the seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. Department of Education as meeting certain academic standards and expectations. A database of such institutions is available on the web site of the Council for Higher Education Accreditation (CHEA).

- **Equivalent Foreign Institutions:** Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government, approved by the Provost. In determining whether a foreign institution is equivalent, the Provost may appoint a committee to make a recommendation. The regional accrediting agencies and other organizations such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO) may be consulted in evaluating credentials from foreign institutions.

**Procedures:**

1. The academic department chairperson or department/unit supervisor forwarding recommendations for employment for which a degree is required must include an official transcript of the candidate's academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
2. Upon receipt, the Dean/Executive Director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the Provost/Vice President for approval.
3. Upon approval of an appointment, the Provost/Vice President will forward the official transcript and supporting materials to the Office of Human Resources.
4. The Office of Human Resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
5. The Office of Human Resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the Provost/Vice President upon receipt of an official transcript from an accredited post-secondary institution or equivalent foreign institution.
6. Only those degrees officially recorded by the Office of Human Resources may be listed for any employee in any University publication.

7. When listing degrees and degree-granting institutions:
  - Names of institutions shall be listed as they were at the time the degree was earned.
  - Degrees from foreign institutions shall appear in untranslated form.
  - Degrees shall appear as worded on the official transcript or diploma.
8. In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. The work must be taken at an accredited post-secondary institution or equivalent foreign institution and must be in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
9. If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
10. The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the Provost/Vice President for approval.
11. The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.
12. Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the Office of Human Resources, which maintains the official record of degrees for employees.

REDLINE VERSION**UNIVERSITY GUIDEBOOK**

Rescinds Policies 7010.02 and 7010.03

**Subject: Title of Policy: Degrees, Recognition, Publication, and Support of Employee**Responsible Division/Office: Academic AffairsApproving Officer: Provost and Vice President for Academic AffairsRevision History: October 1998; April 2010Resolution Number(s): YR 1999-34; YR 2010-Board Committee: Academic and Student AffairsEFFECTIVE DATE:Next review: 2013Developed by: Janice A. EliasAuthorized by: James J. ScanlonTitle: Assistant Provost for PlanningTitle: ProvostDate: October, 1998EFFECTIVE: 12-11-98

**Policy:** The University recognizes only credits and degrees awarded by regionally accredited or other U.S. Department of Education-approved post-secondary institutions in the United States or by equivalent foreign institutions.

RESOLUTION NUMBER: YR 1999-34

**Purpose:** These procedures are designed to help assure that the University employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that University-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements. -

**Definitions:**

- Accredited Post-Secondary Institutions: Those institutions identified by one of the ~~six~~ seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. Department of Education as meeting certain academic standards and expectations. A database of such institutions is available on the web site of the Council for Higher Education Accreditation (CHEA).

- Equivalent Foreign Institutions: Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government, approved by the Provost. In determining whether a foreign institution is equivalent, the Provost may appoint a committee to make a recommendation. The regional accrediting agencies and other organizations such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO) may be consulted in evaluating credentials from foreign institutions.

**Procedures:**

1. The academic department chairperson or department/unit supervisor~~y~~ forwarding recommendations for employment for which a degree is required must include an official transcript of the candidate's academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
2. Upon receipt, the Dean/Executive Director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the Provost/Vice President for approval.
3. Upon approval of an appointment, the Provost/Vice President will forward the official transcript and supporting materials to the Office of Human Resources.
4. The Office of Human Resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
5. The Office of Human Resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the Provost/Vice President upon receipt of an official transcript from an accredited post-secondary institution or equivalent foreign institution.
6. Only those degrees officially recorded by the Office of Human Resources may be listed for any employee in any University publication.



7. When listing degrees and degree-granting institutions:
  - Names of institutions shall be listed as they were at the time the degree was earned.
  - Degrees from foreign institutions shall appear in untranslated form.
  - Degrees shall appear as worded on the official transcript or diploma.
8. In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. The work must be taken at an accredited post-secondary institution or equivalent foreign institution and must be in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
9. If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
10. The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the Provost/Vice President for approval.
11. The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.
12. Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the Office of Human Resources, which maintains the official record of degrees for employees.

NOTE: See Policies 7010.02 and 7010.03

**UNIVERSITY GUIDEBOOK**

RESCINDED by POLICY 7010.01

**Subject: Degrees, Publication of Employee**

Developed by: Janice A. Elias  
Title: Assistant Provost for Planning  
Date: October, 1998

Authorized by: James J. Scanlon  
Title: Provost  
**EFFECTIVE: 12-11-98**

**Policy:** The University recognizes only credits and degrees awarded by regionally accredited post-secondary institutions in the United States or by equivalent foreign institutions.

RESOLUTION NUMBER: YR 1999 - 35

**Purpose:** These procedures are designed to assure that employees' qualifications are accurately presented to the public.

**Definitions:**

- **Accredited Post-Secondary Institutions:** Those institutions identified by one of the six regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. Department of Education as meeting certain academic standards and expectations.
- **Equivalent Foreign Institutions:** Institutions, typically recognized by a national ministry of education, approved by the Provost. In determining whether a foreign institution is equivalent, the Provost may appoint a committee to make a recommendation.

**Procedures:**

1. An official transcript of each person employed in a position for which a degree is required is forwarded by the Provost/Vice President to the Office of Human Resources at the time of appointment. (See 7010.01)
2. The Office of Human Resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the Provost/Vice President upon receipt of an official transcript from an accredited post-secondary institution or equivalent foreign institution. (See 7010.01)

3. Only those degrees officially recorded by the Office of Human Resources may be listed for any employee in any University publication.
4. When listing degrees and degree-granting institutions:
  - Names of institutions shall be listed as they were at the time the degree was earned.
  - Degrees from foreign institutions shall appear in untranslated form.
  - Degrees shall appear as worded on the official transcript or diploma.

NOTE: See 7010.01 and 7010.03

**UNIVERSITY GUIDEBOOK**

RESCINDED by POLICY 7010.01

**Subject: Degrees, Support of Employee**

Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost for Planning	Title: Provost
Date: October, 1998	<b>EFFECTIVE: 12-11-98</b>

**Policy:** The University recognizes only credits and degrees awarded by regionally accredited post-secondary institutions in the United States or by equivalent foreign institutions.

RESOLUTION NUMBER: YR 1999 - 36

**Purpose:** These procedures are designed to assure that University-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreement.

**Definitions:**

- Accredited Post-Secondary Institutions: Those institutions identified by one of the six regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. Department of Education as meeting certain academic standards and expectations.
- Equivalent Foreign Institutions: Institutions, typically recognized by a national ministry of education, approved by the Provost. In determining whether a foreign institution is equivalent, the Provost may appoint a committee to make a recommendation.

**Parameters:**

- If an employee is granted leave or other University financial support to work on an advanced degree, the work must be taken at an accredited post-secondary institution or equivalent foreign institution.
- An employee granted leave or other support for study must pursue a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions to this rule may be made under certain conditions, e.g., an employee retraining for a different teaching field or area of responsibility.

**Procedures:**

1. Employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend in advance of making application. If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
2. The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the Provost/Vice President for approval.
3. The employee has a responsibility to keep the department chairperson/director appraised of progress being made toward the completion of the plan.
4. Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the Office of Human Resources, which maintains the official record of degrees for employees.

Note: See also 7010.01 and 7010.02

**FACULTY  
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 11, 2010)

<b>NAME</b>	<b>TITLE</b>	<b>YEARS OF SERVICE</b>	<b>STATUS</b>
Iole C. Checcone	Associate Professor Foreign Languages and Literatures	11	Faculty Emeritus
Gunapala Edirisooriya	Chair/Professor Educational Foundations, Research, Technology and Leadership	7	Faculty Emeritus (posthumously)
Friedrich Koknat	Professor Chemistry	40	Faculty Emeritus
Howard W. Pullman	Professor Teacher Education	33	Faculty Emeritus
Jane M. Reid	Professor Marketing	33	Faculty Emeritus
Sharon P. Shipton	Professor Nursing	34	Faculty Emeritus

**Agenda Item E.1.g.  
Exhibit E**

**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
JANUARY-MARCH 2010**

<b>Gifts Received</b>	<b>Number of Gifts</b>	<b>Amount</b>
Alumni Relations	256	\$11,115.00
University Development	1237	\$1,221,810.67
WYSU-FM	489	\$39,748.00
<b>Total University Gifts</b>	<b>1982</b>	<b>\$1,272,673.67</b>
YSU Foundation	369	\$416,713.31

	Number of Gifts	Amount
<b>ALUMNI RELATIONS</b>		
Cash-One Year Single & Joint Members	222	\$7,180.00
Cash-Four Year Single & Joint Members	30	2,710.00
Cash-Single & Joint Life Members	4	1,225.00
<b>Total Cash</b>	<b>256</b>	<b>\$11,115.00</b>
<b>Total Alumni Relations</b>	<b>256</b>	<b>\$11,115.00</b>
<b>UNIVERSITY DEVELOPMENT</b>		
Centennial Campaign	10	\$978,000.00
<b>Total Centennial Campaign Pledged Cash</b>	<b>10</b>	<b>\$978,000.00</b>
Non-Cash	0	0.00
<b>Total Centennial Campaign</b>	<b>10</b>	<b>\$978,000.00</b>
Annual Fund		
\$10,000 - \$49,999	2	\$40,025.00
\$1,000 - \$9,999	39	92,163.34
\$500 - \$999	40	22,302.00
Below \$500	1139	75,486.60
<b>Total Annual Fund Pledged Cash</b>	<b>1220</b>	<b>\$229,976.94</b>
Non-Cash	3	5,313.75
<b>Total Annual Fund</b>	<b>1223</b>	<b>\$235,290.69</b>
Underwriting	4	\$8,519.98
<b>Total Underwriting Pledge Cash</b>	<b>4</b>	<b>8,519.98</b>
Non-Cash	0	0.00
<b>Total Underwriting</b>	<b>4</b>	<b>\$8,519.98</b>
<b>Total University Development</b>	<b>1237</b>	<b>\$1,221,810.67</b>
<b>WYSU-FM</b>		
\$1,000 - \$9,999	2	2,000.00
\$500 - \$999	1	500.00
Below \$500	486	37,248.00
<b>Total Pledged Cash</b>	<b>489</b>	<b>\$39,748.00</b>
<b>Total WYSU-FM</b>	<b>489</b>	<b>\$39,748.00</b>
<b>TOTAL GIFTS</b>		
<b>Grand Total Gifts</b>	<b>1982</b>	<b>\$1,272,673.67</b>



# Youngstown

STATE UNIVERSITY

## ALUMNI RELATIONS CASH CONTRIBUTIONS BY RANK

### One Year Single and Joint Members

Robert & Marilyn Abramski

Samuel Agresti

Dale Alexander

Deborah Alexander & Lou Barranti

Mary Allgood

William Ambert

Carolyn Anderson

Robert & Linda Bacha

Joseph Baich

Joseph & Joann Barak

Sandra Barba

Gerald Barnes

Sally Barnes

Herbert & Mary Bartelmay

Thaddeus Barwinski

Edward & Deborah Basista

Frances Baumann

Richard Bednar

William & Martha Beniston

Gay Birnbaum

Kenneth Blazina

John Borecki

Jacqueline Boyle

Debra Brooks

Kathy Bruner

Frank Burke

Susan Burns & Kevin Clements

William Campf

Robert & Cheryl Campolito

Kenneth & Linda Carano

Linda Catterson Halls Gerken

James Chlebus

George Chmielewski

Melissa Ciallella

David Ciotola

Jewel Clark-Luchette

Mary Ann Coates

Charles & Monica Coliadis

Jean Collins

Dennis & Mary Conway

Rose Coughlin

John & Judy Cragel

Kenneth & Kathryn Cromley

Marie Cullen

Dale Cunningham

Gregory & Nikki Cvetkovic

Robert & Terri Lynn Dance

Robert Davis

Neil & Thyra DePascal

Nicholas DeRosa

Lynn Dean

Darlene Demjen

William & Christa Dennis

Mark Derthick

William & Susan Devon

Sara Dickson

Salvatore DiFrancesco

Kristen DiIullo

Ben DiRienzo

Cheri Donofrio

Thomas Downey

John Drennen

Robert Dubec

Heather Dull

Victor Dunn

Thomas Dzur

John Edl

Allen Ehas

Marian Eskay

Cynthia Fammartino-Fark

Robert & Kathy Fedorchak

Christine Filip

Alyssa Finamore

Floyd Folio

Larry Fontanarosa

Aurora Fortunato

Judd Fritchey

Chris Gabrick

Anthony Gioppo

Anthony Gorant

Francis Gottron

Michael Grieb

Lynn Griffith

Richard & Alma Griffiths

Judith Gross

Jack & Dorothy Gruber

John Guerriero

David Gundry

Jack Haims  
Leonard & Mary Hall  
Richard & Mary Hanuschak  
James Harpster  
John Havallo  
Elizabeth Hickson  
Richard & Marlene Hill  
Mark & Aprile Hoffman  
Joseph Houser  
Josephine Houser  
Edward & Barbara Howley  
John Janosik  
Carlos Jones  
Lawrence Jones  
Susan Kalochoritis  
Paul & Therese Kasnic  
Kathleen Kaszowski  
Thomas Kellogg  
Robert Kerr  
Dale Kinkade  
Dorothy Kiraly  
Paul Klim  
Beth Komara  
Linda Kostka  
Stephen & Virginia Kozarich  
Mary Kratochvil  
Luann Kraus  
Michael Lacivita  
Virginia Ladig  
Mary LaDuca  
Frank Langosh  
William Layton  
Matthew Leicht  
Mark Leskovec  
John Lewis  
Merle Linsenbigler  
Robert Lipinsky  
Patrick Lorelli  
Michael Lupo  
David & Carol Magazzeni  
James & Evelyn Mangie  
David & Janet Mangun  
James & Mary Martin  
Robert & Emma Mason  
Mary Mathews-Bebech  
Jeff & Janet McCauslin  
Edwin McNally  
Donna Mehalco  
Susan Middlestead  
Gary & Linda Miller

John Mills  
LaSonya Moore  
Vincent & Loretta Morgione  
Richard Muntean  
Lawrence & Anita Napolitan  
Robert Norman  
Jerald Norton  
Richard & Annmarie Oliver  
Howard O'Malley  
Arthur Ort  
Nicholas Pallante  
Amy Park  
Robin Patton  
Frank Pavlechko  
Stephen Pavlich  
Lori Peters  
Thomas & Phyllis Pfahles  
Julie Plekan  
Angel Ploumbis  
Helen Polombi  
John & Judith Poulson  
Constant Prassinis  
Frederick Prossen  
Stephen & Deborah Puhalla  
Karrin Raphtis  
Mark Reed  
Patrick & Cynthia Reedy  
Stacey Reimers  
Anthony Reitano  
Thomas Rice  
Marie Roller  
Mary Rongone  
Dominic Rosselli  
Marian Rothenberg  
Frank & Melessa Scattino  
F. William Scragg  
Patricia Sekola  
August & Maria Frances Selak  
Beth Sheppard  
Katherine Sheridan  
Joseph Simeo  
Robert Skruck  
Alyce Slivochka  
James & Donna Snovak  
Rebecca Sobinovsky  
Francis Sole  
Jack Sommerlad  
Herman & Barbara Sostaric  
Del Stamm  
Alan Stiver

Alan Tatalovich  
Paul Terlesky  
Daniel Thomas  
Joshua Thompson  
Gary Tincu  
Mark & Lori Toskin  
Paul Toth  
Joseph Toti  
Wesley & Jo Ann Traylor  
Charles Tydings  
Donna Vecchio  
Anthony Verostko  
Arthur Volpini  
Patricia Vuletich  
Evelyn Walsh

Albert Watkins  
Patrick & Patricia Whitaker  
Barbara Wigle  
Catherine Wigley  
Gwendolyn Wilkins  
Christine Wiseman  
Thomas Wolanski  
Arthur Wolfcale  
Denise Yankle  
Thomas Yazvac  
Kenneth & Martha Young  
Robert Zajack  
Val Zampedro  
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**Total Single and Joint Life Members: \$1,225.00**

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J. Ford Crandall Foundation

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Ms. Jeromi Hayes  
Mr. & Mrs. Gerald Haynam  
Dr. Lyn Hemminger  
Dr. & Mrs. Richard A. Hendry  
Mrs. Mary Lou Henneman  
Mr. Francis J. Hensler  
Mrs. Samantha Henson  
Mr. & Mrs. Harry J. Herbert  
Mr. & Mrs. Blake A. Herttua  
Mr. & Mrs. Chris Higgins  
Mr. & Mrs. Thomas A. Hitmar  
Mr. & Mrs. Carl F. Hoffman  
Mr. Keith E. Hongisto  
Ms. Susan Hoover  
Mrs. Nola K. Horvath  
Ms. Mary Margaret Hovanes  
Ms. Gretchen Hrusovsky  
Mr. & Mrs. Michael Hubicz  
Mr. John Hull  
Mr. Joseph H. Hume  
Mrs. Peggy Hutch  
Independent Charities  
Rev. & Mrs. Ross B. Jackson  
Dr. & Mrs. Alan M. Jacobs  
Mr. Victor J. Janosik  
Mr. Kenneth Jasper  
Mr. & Mrs. Thomas W. Jeffries  
Ms. Marilyn L. Johnson  
Mr. Michael J. Johnson  
Ms. Connie L. Jones  
Ms. Helen A. Jones  
Ms. Kris Jones

Ms. Margaret Jones  
Dr. Timothy M. Kalil  
Mr. & Mrs. Harry H. Kamens  
Mr. & Mrs. Joseph F. Kane  
Ms. Becky Keck  
Dr. Patricia R. Kelvin  
Ms. Julia Kerner  
Dr. Jane Kestner  
Atty. Bijan Khavari  
Mr. & Mrs. Bruce A. Kimes  
Mr. & Mrs. John S. Kimpel  
Mr. & Mrs. Barry E. Kirby  
Mrs. Janet W. Klapac  
Ms. Mary L. Klein  
Mr. & Mrs. Paul J. Kobulnicky  
Father J. James Korda  
Mrs. Maxine E. Koski  
Mr. W. John Krauss  
Mr. & Mrs. Jim Kravec  
Mr. & Mrs. Hyman W. Kritzer  
Mr. Dan J. Kuzma  
Mr. & Mrs. Ronald M. Kuzma  
Ms. Angela Kwallek  
Mr. Jack Labusch  
Mr. Mark LaMarche  
Mr. Brian Lannon  
Mr. John B. Laplante  
Ms. Niki Latsko  
Ms. Marilyn A. Lawson  
Ms. Glorianne M. Leck  
Mr. Edward LeClerc  
Ms. Linda Lee  
Ms. Andrea D. Leone  
Dr. & Mrs. Keith J. Lepak  
Mrs. Michele Lepore-Hagan  
Mr. & Mrs. Mark R. Lesnett  
Mr. Scott Lewis  
Mr. & Mrs. Robert Limmer  
Dr. Sherry L. Linkon  
Ms. Rosa Livingston  
Ms. Arlene B. Logan  
Ms. Sarah Lowry  
Mr. Stephen A. Lowry  
Dr. Peter B. Lucke  
Mrs. Laretta M. Luggie  
Mrs. Judith Lukin  
Mr. John M. MacIntosh, Jr.  
Ms. Dona Madacsi  
Dr. Philip Maiden  
Mr. & Mrs. John W. Manhollan

Mr. & Mrs. Tony J. Manhollan  
Mr. Raymond P. Manley  
Mr. Michael Marcinko  
Dr. & Mrs. Richard J. Marina  
Ms. Nicole Marino  
Dr. & Mrs. William T. Martin  
Mr. & Mrs. Robert A. Massing  
Mr. & Mrs. Don Mathews  
Dr. & Mrs. Michael K. Matthews, Jr.  
Father Thomas J. McCarthy  
Mrs. Yulanda McCarty-Harris  
Dr. George E. McCloud  
Dr. Maggie H. McCloud  
Rev. & Mrs. James W. McDorman  
Mrs. Becky McFadden  
Mr. & Mrs. Joe McGee  
Ms. Brenda L. McIntyre  
Ms. Tara L. McKibben  
Mrs. Rachel McKinney  
Dr. Anne M. McMahan  
Ms. Della McPherson  
Mr. & Mrs. Jimma McWilson  
Ms. Nancy L. Meacham  
Mr. & Mrs. William R. Meadows  
Mrs. Clemence R. Mershon  
Ms. Deborah L. Metzger  
Mr. & Mrs. Richard E. Michaels  
Ms. Bernadette L. Mikota  
Mr. David Miller  
Mr. & Mrs. Gary L. Miller  
Dr. & Mrs. Roy A. Mimna  
Mr. & Mrs. Marc E. Minto  
Mr. & Mrs. Mark Mitcham  
Mr. & Mrs. William V. Mitchell  
Mr. Arthur Moberly  
Ms. Lea Mollman  
Mr. & Mrs. Vernon M. Mook  
Mr. & Mrs. John Moore  
Mr. & Mrs. Raymond G. Morelli  
Mr. Scott Morey  
Mr. & Mrs. Karl A. Morris  
Mrs. Patricia Morrison  
Atty. & Mrs. Carl M. Moses  
Ms. Kara A. Mraz  
Dr. Philip C. Munro  
Mr. & Mrs. Mark E. Munroe  
Mr. D. Todd Murdock  
Mr. Patrick L. Murphy  
Mr. & Mrs. Thomas A. Murphy  
Mr. & Mrs. Terence J. Murray

Mr. Harry Musser & Mr. Vaughn Musser  
Mr. John E. Myers, Jr.  
Mr. & Mrs. Thomas C. Nader  
Mr. Ray Nakley, Jr.  
Mr. Spiro Nellas  
Dr. Margaret Nelson  
Ms. Jacqueline Neupauer  
Mr. & Mrs. Robert C. Noble  
Rev. Edward P. Noga  
Ms. Susan Norton  
Mr. & Mrs. Raymond J. Novotny  
Mr. & Mrs. Gerald Nunziato  
Mr. Frank W. O'Malia  
Ms. Elizabeth O'Malley  
Mr. & Mrs. John L. Oberman  
Mr. Gregg Occhiogrosso  
Mrs. Laura Olivier  
Mr. & Mrs. James L. Olsavsky  
Ms. Alice Otto  
Mrs. Joan Owen Mandry  
Mr. John G. Paidas  
Dr. Gabriel F. Palmer-Fernandez  
Ms. Stephanie Parrott  
Ms. Cortney Parsons  
Mr. & Mrs. Richard H. Patnode  
Mr. Frank W. Patton  
Mr. Ryan Paul  
Mr. Gary Paull  
Sister Therese Pavilonis  
Mr. Logan Peachock  
Mr. & Mrs. Harold W. Pearce  
Ms. Maryann L. Pernotto  
Ms. Tricia Perry  
Mr. Ralph E. Peters  
Dr. & Mrs. Allen Pierce  
Mr. John Polanski  
Mrs. Virginia Polanski  
Ms. Nancy Porreca  
Mr. C. Edward Powell  
Mr. & Mrs. Ronald S. Powell  
Atty. & Mrs. John W. Powers  
Dr. Morris W. Pulliam  
Mrs. Wendy Radcliff  
Mr. & Mrs. Charles W. Rader  
Mrs. Dorothy Ragozzine  
Rev. James E. Ray  
Mrs. Janice C. Reichenfeld  
Mr. & Mrs. Charles P. Reid  
Dr. Ian J. Renne & Ms. Laura Martin  
Mr. & Mrs. Scott D. Rich

Rich Center for Autism  
Rockwell Automation  
Mr. Mark Rogenski  
Mr. Joseph P. Rouzzo  
Mr. & Mrs. Tim Ruane  
Mr. Ray Rubrake, Jr.  
Ms. Gloria L. Rule  
Mr. Willard D. Russell  
Mr. & Mrs. William A. Russell  
Ms. Patricia Ryan  
Mr. Robert Sanders  
Ms. Janet M. Sanders-Ganchar  
Mr. Gerald Sankovich  
Ms. Barbara L. Sanner  
Dr. Patricia Sarro  
Mr. Joe Scalzo  
Mr. Jack Schafer  
Dr. & Mrs. Glenn Schaft  
Mrs. Janice W. Schnell  
Mr. Scott R. Schulick  
Mr. Victor Schumacher  
Mr. & Mrs. Daniel Scudier  
Ms. Linda A. Seeley  
Atty. & Mrs. Donald R. Seely  
Mrs. Judy Sees  
Mrs. Micki Semroc  
Ms. Janet Shaffer  
Dr. Patrick Shaughnessy  
Mr. Guy Shebat  
Dr. Thomas Shipka  
Rev. Msgr. Robert Siffrin  
Mr. Jeff Simon  
Mr. & Mrs. William B. Slocum  
Mr. & Mrs. Jacob Smith  
Dr. Melissa T. Smith  
Mr. & Mrs. Philip Smith  
Mr. & Mrs. David J. Smyntek  
Dr. Angela Spalsbury  
Mr. & Mrs. William L. Speer  
Mr. & Mrs. Richard W. Spencer  
Dr. Leonard B. Spiegel  
Mr. & Mrs. Alan G. Spitaler  
Mrs. Peggy Steele  
Dr. & Mrs. Paul Stefek  
Dr. Sandra W. Stephan  
Ms. Ruth A. Stevenson  
Dr. Nina Stourman  
Dr. Sharon Stringer & Dr. Ron Shaklee  
Mrs. A. Villedary Stroh  
Dr. & Mrs. George E. Sutton

Ms. Florence K. Swierz  
Mr. & Mrs. Frank L. Swogger, Jr.  
Ms. Esther M. Szakach  
Mr. Joseph F. Szakacs  
Mrs. Sharon L. Tamp  
Mrs. Patricia D. Taylor  
Ms. Shelley L. Taylor  
Dr. & Mrs. Robert L. Tener  
Dr. Linda J. Tessier  
Mr. Robert F. Thomas  
Ms. Maureen Tighe-Brown  
Dr. Stephanie A. Tingley  
Mrs. Nancy L. Tirpak  
Mr. Shaun Toomey  
Atty. & Mrs. Douglas M. Toot  
Mrs. Jane Trambley  
Mr. Christopher N. Travers  
Mr. & Mrs. David N. Tressler  
Mr. & Mrs. Emmet Tyrrell  
Mrs. Elaine S. Ulrich  
Mr. & Mrs. James P. Valiensi  
Mr. Thomas C. Vanasdale  
Mr. & Mrs. Lawrence L. Verone  
Atty. & Mrs. Frank G. Verterano  
Dr. Timothy G. Vesonder  
Mr. & Mrs. Jim E. Volenik  
Mr. & Mrs. Scott W. Walls  
Mr. & Mrs. R. David Wardale  
Ms. Regina A. Waris  
Mrs. Eleanor I. Watanakunakorn  
Ms. Anne W. Waters  
Mr. Larry Webster  
Mrs. Penny W. Wells  
Mr. & Mrs. M. Frederic Welter  
Mr. Dean S. Wennerstrom  
Mr. & Mrs. Joseph P. Wiercinski  
Mr. Gordon A. Wilber  
Dr. Bruce D. Willner  
Mrs. Roslyn Wilson  
Mr. Roy & Dr. Sonya Wilt  
Ms. Constance G. Witt  
Ms. Diane Wittik  
Judge Kay Woods  
Dr. & Mrs. William B. Woods  
Mr. John Worthington  
Mrs. Veda A. Wright  
Mrs. Elizabeth Wrona  
Mr. Jack A. Yarbrough  
Mrs. Marian R. Yeagley  
Mrs. Deborah Yiannaki

Mr. John Yingling  
Mr. & Mrs. David J. Young  
Mr. Richard K. Zacharias  
Mr. Adam J. Zagotti  
Mr. & Mrs. Robert I. Zedaker

Dr. & Mrs. William P. Zeiger  
Dr. Matthias Zeller  
Ms. Kathryn A. Zetts  
Mrs. Helene K. Zlotnick  
Dr. & Mrs. John R. Zubil

**Total Cash Contributions**

**\$39,748.00**



**UNIVERSITY GUIDEBOOK****Title of Policy: Acceptance of Gifts**

Responsible Division/Office: University Advancement  
Approving Officer: President  
*Revision History:* 1999; March 2003; May 2010  
Resolution Number(s): YR 1999-22; YR 2003-48; YR 2010-  
Board Committee: External Relations  
**EFFECTIVE DATE:**  
Next review: 2013

**Policy:** The Board of Trustees may accept gifts to the University. Whenever securities of any kind are accepted as gifts, the assets will be added to the University's portfolio, and the investment manager, as appointed by the University's Investment Subcommittee, will determine whether retaining or selling these assets is in the University's best interest.

**Parameters:**

- Gifts made to the University may be real or personal property, both tangible and intangible. Gifts usually accepted by the University range from, but are not limited to, real estate and tangible personal property such as books, works of art, antiques, etc. Intangible personal property includes gifts of cash, stock certificates, bonds, and other negotiable instruments.
- Whenever securities of any kind are accepted as gifts, the investment manager will either sell them, retain them for sale at a later date, or retain them indefinitely in the University's portfolio, subject to donor stipulations communicated to the investment manager by the President or the Vice President of Finance & Administration (or equivalent position).

**Procedures:**

1. The President shall compile a list of gifts and terms, if any, to the University with recommendations to be presented at a regularly scheduled meeting of the Board of Trustees.
2. Upon acceptance by the Board, gifts become the property of the University, and their inventory, maintenance, and disposal will comply with existing policies, procedures, and regulations.
3. The President, or designee, shall acknowledge all gifts.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

May 12, 2010

**Subject: Title of Policy: Acceptance of Gifts**

Responsible Division/Office: University Advancement

Approving Officer: President

*Revision History:* 1999; March 2003; May 2010

Resolution Number(s): YR 1999-22; YR 2003-48; YR 2010-

Board Committee: External Relations

**EFFECTIVE DATE:**

Next review: 2013

Developed by: <del>George McCloud</del>	Authorized by: <del>David C. Sweet</del>
Title: <del>Special Assistant to the</del>	Title: <del>President</del>
<del>President for Development</del>	<b>EFFECTIVE: <del>March 21, 2003</del></b>
<del>and Public Relations</del>	
Approved: <del>March 21, 2003</del>	

**Policy:** The Board of Trustees may accept gifts to the University. Whenever securities of any kind are accepted as gifts, the assets will be added to the University's portfolio, and the investment manager, as appointed by the University's Investment Subcommittee, will determine whether retaining or selling these assets is in the University's best interest.

~~RESOLUTION NUMBER: YR 1999-22; YR 2003-48~~

**Parameters:**

- Gifts made to the University may be real or personal property, both tangible and intangible. Gifts usually accepted by the University range from, but are not limited to, real estate and tangible personal property such as books, works of art, antiques, etc. Intangible personal property includes gifts of cash, stock certificates, bonds, and other negotiable instruments.
- Whenever securities of any kind are accepted as gifts, the investment manager will either sell them, retain them for sale at a later date, or retain them indefinitely in the University's portfolio, subject to donor stipulations communicated to the investment manager by the President or the Vice President ~~for Financial Affairs of Finance & Administration~~ (or equivalent position).

**Procedures:**

1. The President shall compile a list of gifts and terms, if any, to the University with recommendations to be presented at a regularly scheduled meeting of the Board of Trustees.
2. Upon acceptance by the Board, gifts become the property of the University, and their inventory, maintenance, and disposal will comply with existing policies, procedures, and regulations.
3. The President, or designee, shall acknowledge all gifts.

**UNIVERSITY GUIDEBOOK****Title of Policy: Advertising Procedures**

Responsible Division/Office: Marketing & Communications  
Approving Officer: Vice President for University Advancement  
*Revision History:* September 1997; May 2010  
Resolution Number(s): YR 1998-27; YR 2010-  
Board Committee: External Relations  
**EFFECTIVE DATE:**  
Next review: 2013

**Policy:** Institutional publications, statements, and advertisements must represent the highest professional standards for design and content, shall be truthful, informative, and constructive and avoid misleading or exaggerated impressions with respect to the University.

**Purpose:** The success and public acceptance of effective advertising is dependent on a strategy built upon research, credibility and consistency, and it must be based on a well-planned and executed program. The Office of Marketing & Communications is responsible for assuring that these standards are met. (NOTE: The following procedures do not apply to advertisements for employment, nor to marketing and advertising activities conducted by the Department of Intercollegiate Athletics or the College of Fine and Performing Arts. However, adherence to the highest professional content, design and production standards is required to ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media.)

**Procedures:**

1. University departments and offices wishing to use University resources to advertise, in any medium (e.g., internet websites, print publications, outdoor media, radio, television), must do so in consultation with the Office of Marketing & Communications.
2. A written request for advertising planning, design and/or placement services must be submitted to the Office of Marketing & Communications prior to the commitment of any University funds for advertising at least three weeks in advance of the advertisement deadline. At that time the Office of Marketing & Communications will provide the requester with final production and placement cost estimates before proceeding.
3. Once a final design and budget are agreed upon, the Office of Marketing & Communications will be responsible for quality control in the design, content and timely placement of the final advertisement.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

May 11, 2010

**Subject/Title of Policy: Advertising Procedures**

Responsible Division/Office: Marketing & Communications  
Approving Officer: Vice President for University Advancement  
Revision History: September 1997; May 2010  
Resolution Number(s): YR 1998-27  
Board Committee: External Relations  
**EFFECTIVE DATE:**  
Next review: 2013

Developed by: Linda Lewis	Authorized by: C. Vernon Snyder
Title: Director	Title: Vice President
Public Relations and Marketing	Development of Community Affairs
Date: September, 1997	Date: March 13, 1998
	<b>EFFECTIVE: March 13, 1998</b>

**Policy:** Institutional publications, statements, and advertisements must represent the highest professional standards for design and content, shall be truthful, informative, and constructive and avoid misleading or exaggerated impressions with respect to the University.

~~RESOLUTION NUMBER: YR 1998-27~~

**Purpose:** The success and public acceptance of effective ~~for any~~ advertising ~~campaign~~ is dependent ~~upon~~ on a ~~long-term~~ strategy built upon research, credibility and consistency, and it must be based on a well-planned and executed program ~~of action~~. The Office of ~~University Relations~~ Marketing & Communications has ~~is~~ major ~~responsibility~~ responsible for ~~meeting~~ ensuring that these ~~objectives~~ standards are met. (NOTE: The following procedures do not apply to advertisements for employment, nor to marketing and advertising activities conducted by the Department of Intercollegiate Athletics or Fine and Performing Arts. However, adherence to the highest professional content, design and production standards is required to ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media. ) ~~Please refer to the Procedures on Employee Recruitment.~~

**Procedures:**

1. University ~~personnel~~ departments and offices wishing to use University resources to advertise, in any medium (e.g., internet websites, print publications, outdoor media, newspaper, radio, magazines, television), should complete an "Advertisement Request Form." (These forms are available in the Office of University Relations and in other offices throughout the University.) must do so in consultation with the Office of Marketing & Communications.
- ~~1.2. Completed forms should be forwarded to the~~ A written request for advertising planning, design and/or placement services must be submitted to the Office of ~~University Relations~~ Marketing & Communications prior to the commitment of any University funds for advertising at least three weeks in advance of the advertisement ~~copy deadline.~~ date. At that time the Office of Marketing & Communications will provide the requester with final production and placement cost estimates before proceeding.
- ~~2.~~ 3. Once a final design and budget are agreed upon, the Office of Marketing & Communications will be responsible for quality control in the design, content and timely placement of the final advertisement. Upon receipt of the form, a meeting will be scheduled between the individual requesting the ad and a representative from the Office of University Relations.
- ~~3.~~ Based upon this consultation, the Office of University Relations, in conjunction with members of the Advertising Committee, will develop a concept appropriate to the ad and design the artwork for review and final approval by the requester.
- ~~4.~~ University Relations will also provide the requester with costs and production specifications for each vendor.
  6. Once the ad is approved by the requester, the Office of University Relations will produce the ad in the appropriate format and, upon request, will forward the ad to the designated vendor. A copy of the ad will also be generated for the requester's files.
- ~~7.~~ 4 With respect to the Department of Intercollegiate Athletics, the College of Fine and Performing Arts, and employment, the Office of Marketing & Communications will monitor practices to ensure appropriate professional standards.



**UNIVERSITY GUIDEBOOK**

**Title of Policy: University Publications**

Responsible Division/Office: Marketing & Communications  
Approving Officer: Vice President for University Advancement  
*Revision History:* May 1999; May 2010  
Resolution Number(s): YR 2000-11; YR 2010-  
Board Committee: External Relations  
EFFECTIVE DATE:  
Next review: 2013

**Policy:** The Office of Marketing and Communications, in collaboration with the Publications Review Panel, serves as the clearinghouse for all “Tier One” publications developed for distribution to external audiences. As such, this office has oversight for all printed materials that represent official University programs and services.

**Parameters:**

- A critical part of any institution’s or organization’s image is the communications messages it sends out and with which it is identified. An institutional “brand” is established through the consistent and frequent use of distinctive images and messages in its external publications and communications media.
- The Office of Marketing and Communications requires the cooperation of all campus offices and individuals (including the Department of Intercollegiate Athletics and the College of Fine and Performing Arts) to create a strong, consistent, and high-end “brand” for YSU through all its publications.

- A Tier One Publication is any printed piece directed to:
  - Any external audience (e.g., alumni, the general public, prospective students, donors)
  - All (or most) current YSU students
- All publications meeting Tier One criteria must first be reviewed **before** proceeding to the design stage.

If a publication is not Tier One according to the criteria above, guidelines and templates for design and printing are available on the University website at <http://www2.yosu.edu/marketing/graphicdesign.shtml>.

**Procedures:**

1. For all publications meeting Tier One criteria, a publications "review form" located on the University website at <http://www.yosu.edu/marketing/> must be submitted to and be processed by the Publications Review Panel. For the review to be done in a timely and efficient manner, the online form must be submitted at least two weeks prior to the beginning of the design phase.
2. The Publications Review Panel will arrange a meeting to discuss the needs, exchange ideas, and establish time lines. Budget sources for the project will be discussed at that time.
3. The Office of Marketing and Communications may contract the publications to new internal or external sources as appropriate and expedient.
4. The requesting unit will be responsible for furnishing suggested text for the publication.
5. Appropriate artwork or photographs will be prepared in cooperation with the requesting unit.
6. After a first-draft proof of the publication is prepared, the requestor will review the proof, note any changes, and return the publication for preparation of a final proof.
7. The final proof will be submitted to the requesting unit who assumes primary responsibility for the content, accuracy, and completeness of information in the publication. Marketing and Communications assumes primary responsibility for grammar, punctuation, and overall appearance.
8. Additional procedures for using University symbols and related publication information can be found in *Graphic Standards Guidelines*, available online at <http://www2.yosu.edu/marketing/overview.shtml>.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

May 11, 2010

**Subject:** ~~Title of Policy:~~ **University Publications**

Responsible Division/Office: **Marketing & Communications**

Approving Officer: **Vice President for University Advancement**

Revision History: **May 1999; May 2010**

Resolution Number(s): **YR 2000-11; YR 2010-**

Board Committee: **External Relations**

EFFECTIVE DATE:

Next review: **2013**

Developed by: ~~Linda Lewis~~

Authorized by: ~~Charles McBriarty~~

Title: ~~Director~~

Title: ~~Special Assistant to the President~~

~~University Relations~~

**EFFECTIVE: September 10, 1999**

Date: ~~May, 1999~~

**Policy:** The Office of ~~University Relations~~ **Marketing and Communications**, in collaboration with the Publications Review Panel, serves as the clearinghouse for all "Tier One" ~~publications~~ **publications and other such communication vehicles that are** developed for distribution to ~~an~~ external audiences. As such, this office has oversight for all printed materials that represent official University programs and services.

~~RESOLUTION NUMBER: YR 2000-11~~

**Parameters:**

- A critical part of any institution's or organization's image is the communications messages it sends out and with which it is identified. An institutional "brand" is established through the consistent and frequent use of distinctive images and messages in its external publications and communications media.

- The Office of ~~University Relations~~ Marketing and Communications requires the cooperation of all campus offices and individuals (including the Department of Intercollegiate Athletics and the College of Fine and Performing Arts) to create a strong, consistent, and high-end “brand” for YSU through all its publications. ~~has the responsibility to maintain consistency of presentation of all institutional publications.~~
- A Tier One Publication is any printed piece directed to:
  - Any external audience (e.g., alumni, the general public, prospective students, donors)
  - All (or most) current YSU students
- All publications meeting Tier One criteria must first be reviewed **before** proceeding to the design stage.
- If a publication is not Tier One according to the criteria above, guidelines and templates for design and printing are available on the University website at <http://www2.ysu.edu/marketing/graphicdesign.shtml>.
- ~~The Office of University Relations, in cooperation with the divisions, will facilitate the production of the various publications.~~

**Procedures:**

1. ~~Departments planning a publication or other communication vehiele for internal or external distribution~~For all publications meeting Tier One criteria, ~~should complete a “Publicationpublications Request-review Form form” available from~~ located on the University website at <http://www.ysu.edu/marketing> ~~???~~Office of University Relations. ~~The completed form should~~ must be submitted to and be processed by the appropriate chairperson/director, dean/executive director, and, as appropriate, the Provost or Vice President. Publications Review Panel.

- ~~2. The form should be forwarded to University Relations well in advance of the anticipated publication due date. The amount of lead time needed may vary depending upon several factors, such as: complexity of the project (e.g., length, number of photographs, artwork) and the number of individuals involved in developing and reviewing the materials. For the review to be done in a timely and efficient manner, the online form must be submitted at least two weeks prior to the beginning of the design phase.~~
- ~~3.2. University Relations~~ The Publications Review Panel will arrange a meeting to discuss the needs, exchange ideas, and establish time lines. Budget sources for the project will be discussed at that time.
- ~~4.3. University Relations~~ Marketing and Communications may contract the publications to new internal or external ~~outside~~ sources as appropriate and expedient.
- ~~4. Most often,~~ The requesting unit will be responsible for furnishing suggested text for the publication. ~~If requested, University Relations will prepare suggested text for the area's review and approval.~~
- ~~5.~~ 5. Appropriate artwork or photographs will be prepared in cooperation with the requesting unit.
6. After a first-draft proof of the publication is prepared, the requestor will review the proof, note any changes, and return the publication for preparation of a final proof.
7. The final proof will be submitted to the requesting unit who assumes primary responsibility for the content, accuracy, and completeness of information in the publication. ~~University Relations~~ Marketing and Communications assumes primary responsibility for grammar, punctuation, and overall appearance.
8. Additional procedures for using University symbols and related publication information can be found in *Graphic Standards Guidelines*, available ~~in the Office of University Relations~~ online at <http://www2.yzu.edu/marketing/overview.shtml>.
- ~~6.4. A unit may wish to develop materials; however, prior to the final draft, the materials should be submitted to the Office of University Relations for editing and review of graphic standards.~~

## **UNIVERSITY GUIDEBOOK**

**Title of Policy: WYSU**

Responsible Office/Division: WYSU-FM/University Advancement

Approving Officer: Vice President for University Advancement

*Revision History:* August 1998; May 2010

Resolution Number(s): YR 1999-23; YR 2010-

Board Committee: External Relations

Next review: 2013

**Policy:** Licensed to the Board of Trustees of Youngstown State University, WYSU is a 50,000 watt radio station that serves the regional community with fine arts and news and information programming. WYSU-FM is non-commercial, community-based public radio, committed to being the region's leading source for quality programming. It provides trusted in-depth news, engaging conversation and music that stimulates the mind and spirit. As one of Youngstown State University's most visible daily representatives to the community, WYSU also strives to be a valuable ambassador to that community, providing a forum to promote the artistic and intellectual activities of the university. Support for the station is provided by the University, station members, business underwriters, the Corporation for Public Broadcasting, and other grant and foundation sources..

**Parameter:**

- WYSU operates within all regulations of the Federal Communications Commission (FCC) and other federal agencies.

**Procedures:**

1. WYSU provides a fine arts and news and information program service to the community, utilizing its main analog channel, two digital channels (HD 1 and HD 2), and two Internet streams. WYSU broadcasts at 88.4 MHz in Youngstown, at 90.1 MHz in Ashtabula, and 97.5 MHz in New Wilmington, PA.

2. The core of the radio operation is a full-time professional staff. Students whose qualifications meet professional broadcasting standards are also employed to support various aspects of the station's operations.
3. Membership contributions are generally solicited on air, through the program guide, and through direct mailings.
4. Underwriting agreements and the on-air-acknowledgments of underwriters are implemented using guidelines established by the FCC and National Public Radio.
5. All direct public support received by WYSU (membership contributions, underwriting support, gifts, and grants) supplement the general fund support received by the station from the University.
6. WYSU serves as a distribution link to other area radio stations (LP2 Station) for the local Emergency Alert System.
7. On its broadcast sub-carrier, WYSU facilitates the broadcast of radio reading services for the sight impaired, offered by Goodwill Industries.
8. The Director of WYSU will have final approval of radio station programming.

*REDLINE VERSION***UNIVERSITY GUIDEBOOK**

May 11, 2010 draft

**Subject: Title of Policy: WYSU**

Responsible Office/Division: WYSU-FM/University Advancement

Approving Officer: Vice President for University Advancement

Revision History: August 1998; December 2009

Resolution Number(s): YR 1999-23; YR 2010-

Board Committee: External Relations

Next review: 2012

Developed by: Robert W. Peterson

Title: Director

WYSU

Date: August, 1998

Authorized by: C. Vernon Snyder

Title: Vice President

Development &amp; Community Affairs

**EFFECTIVE: 12-11-98**

**Policy:** Licensed to the Board of Trustees of Youngstown State University, WYSU is a 50,000 watt radio station that serves the regional community with fine arts and news and information programming. WYSU-FM is non-commercial, community-based public radio, committed to being the region's leading source for quality programming. It provides trusted in-depth news, engaging conversation and music that stimulates the mind and spirit. As one of Youngstown State University's most visible daily representatives to the community, WYSU also strives to be a valuable ambassador to that community, providing a forum to promote the artistic and intellectual activities of the university, ~~the cultural and educational radio service of the University. The station provides a fine arts and news radio service.~~ Support for the station ~~comes from the~~ is provided by the University, station members, business underwriters, the Corporation for Public Broadcasting, and other grant and foundation sources. ~~individual, corporate, and business memberships and underwriting; grants; and other revenue services.~~

~~RESOLUTION NUMBER: YR 1999-23~~**Parameter:**

- WYSU operates within all regulations of the Federal Communications Commission (FCC) and other federal agencies.



**Procedures:**

1. WYSU provides a fine arts and news and information program service to the community, utilizing its main analog channel, two digital channels (HD 1 and HD 2), and two Internet streams. WYSU broadcasts at 88.4 MHz in Youngstown, at 90.1 MHz in Ashtabula, and 97.5 MHz in New Wilmington, PA.
- ~~1.2. The President, in compliance with federal law, will appoint a Community Advisory Board. This Community Advisory Board will function as a community fund-raising group for WYSU in conjunction with the Development Council of the Division of Development and Community Affairs. The core of the radio operation is a full-time professional staff. Students whose qualifications meet professional broadcasting standards are also employed to support various aspects of the station's operations.~~
- ~~2.3. Membership contributions are generally solicited on air, or through the program guide, newspapers, or and through direct mailings.~~
4. Underwriting ~~contracts~~ agreements and the on-air-acknowledgments of underwriters are implemented using guidelines established by the FCC and National Public Radio.
5. All direct public support received by WYSU (membership contributions, underwriting support, gifts, and grants) supplement the general fund support received by the station from the University.
- ~~3.6. WYSU serves as a distribution link to other area radio stations (LP2 Station) for the local Emergency Alert System.~~
- ~~4.7. WYSU assists in the preparation of programs for use by other stations, organizations, educational institutions, and community agencies when such programs are in the University's best interest. On its broadcast sub-carrier, WYSU facilitates the broadcast of radio reading services for the sight impaired, offered by Goodwill Industries.~~
- ~~5.8. The Director of WYSU will have final approval of radio station programming.~~

May 18, 2010

NEW POLICY

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Contract Compliance/Administration</b>
Responsible Division/Office:	Finance and Administration
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	New Policy May 2010
Resolution Number(s):	YR 2010-
Board Committee:	Finance and Facilities
<b>EFFECTIVE DATE:</b>	
Next review:	May 2013

**Policy:** Procurement Services is responsible to ensure that all contracts comply with state laws and federal laws that apply and internal procedures. All contracts entered into, including original contracts, amendments, and extensions, may only be signed by the designated signature authority, are subject to appropriate legal review, and must be stored and retained according to document retentions policies unless specifically excluded by this or another policy adopted by the Board of Trustees.

**Purpose:**

This policy defines the general parameters through which a University contract is created, the necessary administrative review process and designates who, within the University, is authorized to sign contracts on behalf of YSU, its employees or agents.

**Definitions:**

**Contract Compliance** is the process of reviewing and managing contracts and agreements that bind the University to commitments with outside parties and the policies that determine how these documents are processed at the University. Contract Compliance shall be the responsibility of the Office of Finance and Administration, and will be administered through Procurement Services. This policy is created pursuant to ORC Section 3345.29, which requires that all universities establish an office of contract compliance to monitor all contracts for construction, materials, services and consulting to ensure compliance with state and federal law regarding affirmative action programs and equal employment opportunity. YSU values diversity and seeks supplier relationships with diverse organizations in support of State of Ohio goals.

**Contract Administration** is the ongoing process of ensuring that the terms and conditions of contracts and agreements are being implemented as agreed to by the parties. Contract administration is the responsibility of Procurement Services and the University sponsor of the contract or agreement. The University sponsor is the University employee who is promoting the contract or agreement. Contract administration includes deciding who will be responsible for administering the action once awarded and the system that will be used to monitor compliance with the provisions of the agreement.

**Procedures:**

**1. Signature Authority for Contracts**

Generally, only the President and the Vice President for Finance and Administration or their designee have the authority to sign a contract on behalf of the University. The Provost has authority to sign and approve Academic Affiliation and Articulation Agreements that have no direct financial consequences to the University. No other individual has authority to enter into a contract for the purchase of goods or services or otherwise obligate Youngstown State University to pay any sum or money, without one of the following:

- a) A resolution of authorization from the Board of Trustees;
- b) A written declaration of signature authority from the President or the Vice President for Finance and Administration filed with the contract;
- c) A purchase order ("PO") issued by or under the direction of the Director of Procurement Services;

- d) A purchase order ("PO") for goods in the amount of \$25,000 or more, and/or services in the amount of \$50,000 or more, awarded through competitive selection or through use of an approved group purchasing price agreement such as State Term Schedule or IUCPG. (See Board Policy No. 3003.01);
- e) A Standard Independent Contractor Agreement approved by the appropriate authority per the Contract Compliance and Administration Procedure.

Failure to ensure that the appropriate signature authority is obtained may result in personal liability for the employee(s) involved in the transaction.

## **2. Legal Review**

The following purchasing actions are subject to legal review:

- a) All contracts that include expenditures of \$25,000 or more for acquisition of goods;
- b) All contracts that include expenditures of \$50,000 or more for the acquisition of services;
- c) Construction contracts, including repair or alteration of facilities, and for architectural and/or engineering services;
- d) Real estate transactions, including the sale, rental or lease of real property; (See Board Policy 4005.01 September 2004)
- e) Contracts/agreements associated with the intellectual property of the University, including licensing agreements, patents, trademarks and copyrights;
- f) Employment contracts, as necessary per the Chief Human Resources Officer;
- g) Contracts intended for the President's signature or that affect the President or the Office of the President;
- h) Contracts that can potentially expose the University to significant liability.

## **3. Document Retention**

Copies of all fully executed (signed by both parties) agreements must be submitted to Procurement Services to be recorded and monitored through a central database.

**4. Types of Contracts covered by this Policy:**

- a) Contracts for Goods or Services and Purchase Orders;
- b) Construction Contracts;
- c) Information Technology Contracts;
- d) Academic Affiliation and Articulation Agreements;
- e) Personal Services/Independent Contractor Agreements;
- f) Trademark Licensing Agreements; and
- g) Gift Agreements.

For detailed information on these contract types, suggested and required contract language, and other procedures for the handling of contractual agreements, please refer to the Contract Compliance and Administration Procedure on the Procurement Services website.

(<http://www.yzu.edu/procure/>)

## **UNIVERSITY GUIDEBOOK**

Rescinds POLICY 3002.03

**Title of Policy: Student Tuition and Fees, Development and Assessment of**

Responsible Division: Finance and Administration

Approving Officer: Vice President of Finance and Administration

Revision History: June 1998; October 2009

Combines :

3002.02 Student Fees, Development & Assessment

3002.03 Student Tuition, Development & Assessment

Resolution Number(s) YR 1998-16/25/46; YR 2010-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE:

Next review: October 2012

**Policy:** The Board of Trustees of Youngstown State University shall review and approve the schedules of mandatory student tuition and fees, and miscellaneous fees. This schedule, and the associated refund procedures, will be printed in University *Bulletins* and other official University documents.

**Parameters:**

- The Board of Trustees reserves the right to change any fee, charge, or fine.
- For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission by the Registrar and/or Executive Director of Enrollment Services.
- Tuition and fees are assessed at the time of registration.

**Procedures:**

1. Annually as part of the budget development process, a review will occur to determine if a modification is required to the mandatory tuition and fees assessed to all students and to the schedule of miscellaneous fees.
2. Any proposed modifications will be reviewed by the President's Cabinet, other administrative groups as appropriate and Student Government.
3. Proposed schedules of mandatory tuition and fees and miscellaneous fees will be presented to the Finance and Facilities Committee of the Board of Trustees which will recommend action to the full Board of Trustees.

REDLINE VERSION**UNIVERSITY GUIDEBOOK****DRAFT - Combines 3002.02 and 3002.03**Rescinds POLICY 3002.03**Subject Title of Policy: Student Tuition and Fees, Development and Assessment of**Responsible Division: Finance and AdministrationApproving Officer: Vice President of Finance and AdministrationRevision History: June 1998; October 2009Combines :3002.02 Student Fees, Development & Assessment3002.03 Student Tuition, Development & AssessmentResolution Number(s) YR 1998-16/25/46; YR 2010-Board Committee: Academic and Student AffairsEFFECTIVE DATE:Next review: October 2012Developed by: Debra L. PomponioAuthorized by: G. L. MearsTitle: Executive DirectorTitle: Executive Vice PresidentFinancial ServicesDate: June, 1998Date: March 13, 1998EFFECTIVE: June 26, 1998

**Policy:** The Board of Trustees of Youngstown State University shall review and approve the schedules of mandatory student tuition and fees, and miscellaneous fees. This schedule, and the associated refund procedures, will be printed in University *Bulletins* and other official University documents.

RESOLUTION NUMBER: YR 1998 - 25/46**Parameters:**

- The Board of Trustees reserves the right to change any fee, charge, or fine.
- For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission by the Registrar and/or Executive Director of Enrollment Services (Is this the correct title now?).



- Tuition and fees are assessed at the time of registration.

**Procedures:**

1. Annually as part of the budget development process, a review will occur to determine if a modification is required to the mandatory tuition and fees assessed to all students and to the schedule of miscellaneous fees.
2. Any proposed modifications will be reviewed by the President's Cabinet, other administrative groups as appropriate and Student Government.
3. Proposed schedules of mandatory tuition and fees and miscellaneous fees for the upcoming year will be presented to the Finance and Facilities Committee of the Board of Trustees which will recommend action to the full Board of Trustees.
- ~~1. Annually, during the fall the Executive Director of Financial Services initiates a process soliciting a review of all miscellaneous fees assessed students.~~
- ~~2. The input received from this solicitation is analyzed and evaluated and a proposed schedule of fees for the upcoming year is prepared.~~
- ~~3. The proposed schedule of fees is reviewed at the President's Cabinet in the late fall or early winter.~~
- ~~4. The proposed schedule of fees, with any modifications offered by the President's Cabinet, is presented to Student Government for their review in January.~~
- ~~5. This proposed schedule is also presented at a winter meeting of the Administrative Advisory Council where broad review and input is encouraged.~~
- ~~6. A final schedule of fees is prepared to be recommended by the President at the March meeting of the Board of Trustees.~~

## UNIVERSITY GUIDEBOOK

TO BE RESCINDED BY POLICY 3002.02

### Subject: Student Tuition, Development and Assessment of

Developed by: Debra L. Pomponio  
Title: Executive Director  
Financial Services  
Date: March 13, 1998

Authorized by: G. L. Mears  
Title: Executive Vice President  
Date: June, 1998  
**EFFECTIVE: June 26, 1998**

**Policy:** The Board of Trustees of Youngstown State University shall review and approve the schedule of student tuition and fees. This schedule, and the associated refund procedures, will be printed in University *Bulletins* and other official University documents.

RESOLUTION NUMBER: YR 1998 - 25/46

#### Parameters:

- The Board of Trustees reserves the right to change any fee, charge, or fine.
- For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission by the Executive Director of Enrollment Services.
- Tuition and fees are assessed at the time of registration.

#### Procedures:

1. Annually, during the fall the Executive Director of Financial Services initiates a process of the determining if a tuition modification will be required for the upcoming year.
2. This process concludes with the development of a proposed schedule of tuition payments for the upcoming year.
3. The proposed schedule of tuition payments is reviewed at the President's Cabinet in the winter.
4. The proposed schedule, with any modifications offered by the President's Cabinet, is presented to Student Government for their review in February or March.

5. This proposed schedule is also presented at a February or March meeting of the Administrative Advisory Council where broad review and input is encouraged.
6. A final tuition schedule is prepared for the President to recommend at the June meeting of the Board of Trustees.

## **UNIVERSITY GUIDEBOOK**

**Title of Policy: Purchasing**

Responsible Division/Office: Procurement Services  
Approving Officer: Vice President for Finance & Administration  
*Revision History:* March 1999; March 2007; May 2010  
Resolution Number(s): YR 1997-49; YR 2007-27  
Board Committee: Finance and Facilities  
EFFECTIVE DATE:  
Next review: May 2013

**Policy:** Employees who are delegated signature authority for University accounts are authorized to make purchasing decisions for their respective areas.

**Purpose:** This policy provides a means for purchasing necessary goods and services at a reasonable cost and for conducting this activity in the best interest of the University.

**Parameters:**

- All purchases must be in conformance with applicable codes of ethics as well as federal, state of Ohio, and local laws and regulations.
- Accountability for vendor commitment and/or the actual purchase of goods or services rests with the financial manager.

- Procurement Services has the primary responsibility to facilitate the purchase of goods and services, and to manage and monitor the purchasing process. Authority is also delegated to the YSU Bookstore to purchase goods for resale, and the Maag Library to purchase items to be added to its collection.
- The University assumes no obligation for any purchases made without following Purchasing Procedures. Staff may expose themselves to personal financial liability if they fail to follow approved processes.
- The University is committed to advancing opportunities for minority and disadvantaged business enterprises.

**Procedures:**

1. Requests for purchases are made by using a university-approved procurement card, the on-line requisition system, or by forwarding a Purchase Requisition Input Form to Procurement Services.
2. With the exception of authorized procurement card purchases, an authorized requisition (electronic or paper) for goods or services must be processed through Procurement Services prior to vendor commitment and/or the actual purchase
3. Competitive selection processes will be conducted in accordance with University Guidebook Policy 3003.01 "Purchasing Limits for Competitive Selection."

May 26, 2010

REDLINE VERSION**UNIVERSITY GUIDEBOOK****Subject: Title of Policy: Purchasing**Responsible Division/Office: Procurement ServicesApproving Officer: Vice President for Finance & AdministrationRevision History: March 1999; March 2007; May 2010Resolution Number(s): YR 1997-49; YR 2007-27Board Committee: Finance and FacilitiesEFFECTIVE DATE:Next review: May 2013Developed by: Procurement ServicesAuthorized by: E. GrilliVice President Finance & Admin.Approved: March, 1999**EFFECTIVE: March 16, 2007**Revised: March 16, 2007

**Policy:** Employees who are delegated signature authority for University accounts are authorized to make purchasing decisions for their respective areas.

RESOLUTION NUMBER: YR 1997-49; YR 2007-27

**Purpose:** ~~These Procedures~~ This policy provides a means for purchasing necessary goods and services at a reasonable cost and for conducting this activity in the best interest of the University.

**Parameters:**

- All purchases must be in conformance with applicable codes of ethics as well as federal, state of Ohio, and local laws and regulations.
- Accountability for vendor commitment and/or the actual purchase of goods or services rests with the financial manager.

- ~~The Department of~~ Procurement Services has the primary responsibility to facilitate the purchase of goods and services, and to manage and monitor the purchasing process. Authority is also delegated to the YSU Bookstore to purchase goods for resale, and the Maag Library to purchase items to be added to its collection.
- The University assumes no obligation for any purchases made without following Purchasing Procedures. Staff who fail to follow approved processes may be subject to personal financial liability.
- The University is committed to advancing opportunities for minority and disadvantaged business enterprises.

**Procedures:**

1. Requests for purchases are made by using a university-approved procurement card, the on-line requisition system, or by forwarding a Purchase Requisition Input Form to the Department of Materials Management Procurement Services.
2. With the exception of authorized procurement card purchases, an authorized requisition (electronic or paper) for goods or services must be processed through the Department of Materials Management Procurement Services prior to vendor commitment and/or the actual purchase
3. .Competitive selection processes will be conducted in accordance with University Guidebook Policy 3003.01 "Purchasing Limits for Competitive Selection."

**UNIVERSITY GUIDEBOOK****Title of Policy: Purchasing Limits for Competitive Selection**

Responsible Division/Office: Procurement Services  
Approving Officer: Vice President for Finance & Administration  
*Revision History:* June 1998; June 2001; March 2007; May 2010  
Resolution Number(s): YR 1998-46; YR 2006-46; YR 2007-27; YR 2010-  
Board Committee: Finance and Facilities  
EFFECTIVE DATE:  
Next review: May 2013

**Policy:** In all its business practices the University will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the University will always seek to protect the interests of the institution and seek to obtain the best value for the institution.

**Parameters:**

- Goods that will result in an estimated payment of \$25,000 or more shall be obtained through a competitive selection process.
- Services that will result in an estimated payment of \$50,000 or more shall be obtained through a competitive selection process.
- Construction work that will result in an estimated payment of \$50,000 or more shall be obtained through a competitive selection process. Construction contracts valued at \$50,000 or more shall be approved by the Attorney General or General Counsel as required by law, prior to the start of construction.
- Goods are defined as any tangible product.
- Services are defined as any deliverable resulting from labor performed specifically for the University, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, software design, etc.



- Construction work is defined as work needed to produce a complete and usable facility, including parking areas or work needed to make changes to the physical structure of a building or parking area. Construction work includes excavation, building, landscaping, etc. Evaluation and maintenance are not considered generally to be construction work.

**Procedures:**

1. Procurement Services considers the following to be appropriate forms of competitive selection when dollar thresholds are exceeded:
  - a. An Invitation to Bid (ITB) – A formal ITB document is drafted and sent to prospective bidders and advertised in appropriate media when seeking to purchase goods.
  - b. A Request for Proposal (RFP) - An RFP is drafted and sent to prospective bidders and may be advertised in appropriate media when seeking to purchase goods.
  - c. A Request for Qualifications (RFQ) - An RFQ is sent to prospective bidders and may be advertised in appropriate media when seeking to purchase services.
  - d. Written Quotes - When practical, three written quotes are required from prospective vendors.
  - e. Purchase under an approved Group Purchasing agreement such as State Term Schedule, Inter-University Council Purchasing Group, or others.
2. Financial managers are encouraged to use appropriate forms of competitive selection for purchases below the dollar thresholds whenever they deem prudent. Appropriate forms of competitive selection in regard to purchases below the dollar thresholds include those listed above, as well as pricing research and verbal or phone quotes. Financial managers are encouraged to seek help from Procurement Services to locate sources of supply. The Director of Procurement Services, or designee, reserves the right to require a competitive selection process for purchases under the dollar thresholds when it is in the best interest of the University to do so, or when regulations require.

3. However, if the nature of the purchase is such that competitive selection would be impractical due to emergency or other special circumstances, the department making the request for a purchase over the purchase amounts set herein, may make a written request for a Waiver of Competitive Bidding. Bid waivers must be forwarded to Procurement Services either in hard copy with full documentation or attached electronically to the Requisition being submitted seeking the purchase. Such requests must provide justification (e.g., single source, emergency purchase or economic efficacy) signed by the individual with account signature authority.
  
4. If the Director of Procurement Services finds that sufficient justification has been presented, a recommendation to waive the bidding process is forwarded to the Vice President for Finance and Administration, or designee for final approval or denial. If the request is denied, Procurement Services will initiate the competitive selection process at the request of the user department.

REDLINE VERSION**UNIVERSITY GUIDEBOOK**May 6, 2010

<b>Subject:</b>	<b>Title of Policy:</b>	<b>Purchasing Limits for Competitive Selection</b>
<b>Responsible Division/Office:</b>	Procurement Services	
<b>Approving Officer:</b>	Vice President for Finance & Administration	
<b>Revision History:</b>	June 1998; June 2001; March 2007; May 2010	
<b>Resolution Number(s):</b>	YR 1998-46; YR 2006-46; YR 2007-27; YR 2010-	
<b>Board Committee:</b>	Finance and Facilities	
<b>EFFECTIVE DATE:</b>		
<b>Next review:</b>	May 2013	

<b>Developed by:</b>	Procurement Services	<b>Authorized by:</b>	David C. Sweet
		<b>Title:</b>	President
<b>Approved:</b>	June 26, 1998	<b>EFFECTIVE:</b>	March 16, 2007
<b>Revised:</b>	June 23, 2006		
<b>Revised:</b>	March 16, 2007		

**Policy:** In all its business practices the University will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the University will always seek to protect the interests of the institution and seek to obtain the best value for the institution.

~~RESOLUTION NUMBERS: YR 1998-46; YR 2006-46; YR 2007-27~~

**Parameters:**

- Goods that will result in an estimated payment of \$25,000 or more shall be obtained through a competitive selection process.
- Services that will result in an estimated payment of \$50,000 or more shall be obtained through a competitive selection process.
- Construction work that will result in an estimated payment of \$50,000 or more shall be obtained through a competitive selection process. Construction contracts valued at \$50,000 or more shall be approved by the Attorney General or General Counsel as required by law, prior to the start of construction.
- Goods are defined as any tangible product.

- Services are defined as any deliverable resulting from labor performed specifically for the University, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, software design, etc.
- Construction work is defined as work needed to produce a complete and usable facility, including parking areas or work needed to make changes to the physical structure of a building or parking area. Construction work includes excavation, building, landscaping, etc. Evaluation and maintenance are not considered generally to be construction work.

**Procedures:**

1. ~~The Materials Management Office Procurement Services~~ considers the following to be appropriate forms of competitive selection when dollar thresholds are exceeded:

- 1- a. An Invitation to Bid (ITB) – A formal ITB document is drafted and sent to prospective bidders and advertised in appropriate media when seeking to purchase goods.
  - b. A Request for Proposal (RFP) - An ~~formal~~ RFP is drafted and sent to prospective bidders and may be advertised in appropriate media when seeking to purchase goods.
  - b. c. A Request for Qualifications (RFQ) - An ~~formal~~ RFQ is sent to prospective bidders and may be advertised in appropriate media when seeking to purchase services.
  - d. Written Quotes - When practical, three written quotes are required from prospective vendors.
  - e. Purchase under an approved Group Purchasing agreement such as State Term Schedule, Inter-University Council Purchasing Group, or others.
2. Financial managers are encouraged to use appropriate forms of competitive selection for purchases below the dollar thresholds whenever they deem prudent. Appropriate forms of competitive selection in regard to purchases below the dollar thresholds include those listed above, as well as pricing research and verbal or phone quotes. Financial managers are encouraged to seek help from Procurement Services to locate sources of supply. The Director of ~~Materials Management Procurement Services~~, or designee, reserves the right to require a

competitive selection process for purchases under the dollar thresholds when it is in the best interest of the University to do so, or when regulations require.

3. However, if the nature of the purchase is such that competitive selection would be impractical due to emergency or other special circumstances, the department making the request for a purchase over the purchase amounts set herein, may make a written request for a ~~bid waiver~~ Waiver of Competitive Bidding. Bid waivers must be forwarded to ~~the Department of Materials Management Procurement Services either in hard copy with full documentation or attached electronically to the Requisition being submitted seeking the purchase.~~ Such requests must provide justification (e.g., single source, emergency purchase or economic efficacy) signed by the individual with account signature authority.
4. If the Director of ~~Materials Management Procurement Services~~ finds that sufficient justification has been presented, a recommendation to waive the bidding process is forwarded to the Vice President for Finance and Administration, or designee for final approval or denial. If the request is denied, ~~the Department of Materials Management Procurement Services~~ will initiate the competitive selection process at the request of the user department.

**UNIVERSITY GUIDEBOOK****Title of Policy: Deposit of University Funds**

Responsible Division or Office: Financial Services

Approving Officer: Vice President for Finance &amp; Administration

*Revision History:* Sept 1998; March 2007; May 2010

Resolution Number(s): YR 1999-3; YR 2007-27; YR 2010-

Board Committee: Finance &amp; Facilities

EFFECTIVE DATE:

Next review: 2013

**Policy:** The Board of Trustees shall designate a local banking institution as the official depository for University funds, and all monies due and payable to the University shall be deposited with this designated institution in compliance with provisions of the *Ohio Revised Code* and all other applicable laws and regulations.

**Definition:** Local banking institutions include any state or national bank as defined in Section 1101.01 of the *Ohio Revised Code* that has offices in the Youngstown metropolitan area.

**Parameters:**

- The official depository will be awarded a five-year contract with options to renew for an additional five years in one year increments, with a competitive selection process conducted every ten years or earlier.
- The Vice President for Finance & Administration or designee will report to the Investment Subcommittee at least quarterly on the status of cash balances; non-endowment and endowment portfolios.

REDLINE VERSION

**UNIVERSITY GUIDEBOOK**

May 17, 2010

<b>Subject:</b>	<b>Title of Policy:</b>	<b>Deposit of University Funds</b>
<u>Responsible Division or Office:</u> -Financial Services		
<u>Approving Officer:</u> Vice President for Finance & Administration		
<u>Revision History:</u> Sept 1998; 2007; May 2010		
<u>Resolution Number(s):</u> YR 1999-3; YR 2007-27; YR 2010-		
<u>Board Committee:</u> Finance & Facilities		
<b>EFFECTIVE DATE:</b>		
<u>Next review:</u> 2013		

<u>Developed by:</u> Elaine C. Beatty	<u>Authorized by:</u> G.L. Mears
<u>Title:</u> Director	<u>Title:</u> Executive Vice President
<u>Investments and Accounts Payable</u>	<b>EFFECTIVE:</b>
<u>Approved:</u> September 11, 1998	
<u>Revised:</u> 2007	

**Policy:** The Board of Trustees shall designate a local banking institution as the official depository for University funds, and all monies due and payable to the University shall be deposited with this designated institution in compliance with provisions of the *Ohio Revised Code* and all other applicable laws and regulations.  
RESOLUTION NUMBERS: ~~YR 1999 3; YR 2007 27~~

**Definition:** Local banking institutions include any state or national bank as defined in Section 1101.01 of the *Ohio Revised Code* that ~~have an~~ has offices in the ~~City of~~ Youngstown metropolitan area.

**Parameters:**

- The official depository will be awarded a five-year contract with options to renew for an additional five years in one year increments, with a competitive selection process conducted every ~~fifth~~ ten years or earlier.
- The Vice President for Finance and Administration or designee will report to the Investment Subcommittee at least quarterly on the status of cash balances; non-endowment and endowment portfolios.

## **UNIVERSITY GUIDEBOOK**

May 25, 2010

### **Title of Policy: Surplus Property**

Responsible Division/Office: Office of Support Services

Approving Officer: Vice President for Finance & Administration

*Revision History:* August 1997; May 2010

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

EFFECTIVE DATE:

Next review: 2013

**Policy:** Property, such as equipment or furnishings, which is no longer needed may be declared surplus and disposed of in the best interest of the University.

### **Purpose:**

This policy permits proper repurposing or disposal of University owned assets in accordance with the following parameters:

- The Office of Support Services has the responsibility of controlling surplus University property and facilitating its disposition.
- All dispositions must be in conformance with federal, state, and local laws and regulations, including applicable grant and/or contract guidelines.
- Only the Office of Support Services is authorized to sell, gift, or dispose of surplus University property, including scrap materials.



**Procedures:**

1. When it is determined that departmental property is no longer needed, the chairperson/director shall release it to the Office of Support Services by completing the appropriate section of the "Inventory Control" form. (These forms may be obtained from the Office of Support Services.)
2. The Office of Support Services is responsible to determine if any such property contains, or may contain, technology-based components, such as a Central Processing Unit (CPU) contained within computers, magnetic or electronic memory (digital cameras, external hard drives, etc.), and/or the ability to perform electronic data storage (printers, scanners, and copiers).. Such property must be processed and certified "cleansed" by the Information Technology Services division prior to any repurposing and/or being categorized as surplus property. Information Technology Services shall be the sole authority for determining and communicating to Office of Support Services the permissible disposition of technology equipment. Note that disposable media for data storage that are not solid-state (paper, floppy drives, zip drives, CDs, DVDs and future such media) are not considered equipment for the purpose of this policy.
3. To facilitate the intra-university transfer of surplus property, the Office of Support Services is responsible for maintaining an inventory of such property and periodically notifying the campus community of its availability.
4. Requests for surplus property are made through the Office of Support Services.
5. When it is determined to be in the best interest of the University, the Office of Support Services may dispose of such property by: a) selling by sealed bid, at auction, or at predetermined price; b) gifting to other educational, governmental, or 501(c)(3) agency; or c) discarding. Proceeds from sales shall be deposited into the appropriate account.

REDLINE VERSION**UNIVERSITY GUIDEBOOK**May 25, 2010**Subject: Title of Policy: Surplus Property**Responsible Division/Office: Office of Support ServicesApproving Officer: Vice President for Finance & AdministrationRevision History: August 1997; May 2010Resolution Number(s): YR 1998-16; YR 2010-EFFECTIVE DATE:Next review: 2013Developed by: Richard A. DelisioTitle: DirectorMaterials ManagementDate: August 29, 1997Authorized by: G. L. MearsTitle: Executive Vice PresidentDate: June, 1997EFFECTIVE: December 14, 1997

**Policy:** Property, such as equipment or furnishings, which is no longer needed may be declared surplus and disposed of in the best interest of the University.

**RESOLUTION NUMBER:** ~~YR 1998-16~~

**Parameters:Purpose:**

This policy permits proper repurposing or disposal of University owned assets in accordance with the following parameters:

- The Office of Support Services has the responsibility of controlling surplus University property and facilitating its disposition.
- All dispositions must be in conformance with federal, state, and local laws and regulations, including applicable grant and/or contract guidelines.
- Only the ~~Department of Materials Management~~Office of Support Services is authorized to sell, gift, or dispose of surplus University property, including scrap materials.

**Procedures:**

1. When it is determined that departmental property is no longer needed, the chairperson/director shall release it to the ~~Department of Materials Management~~Office of Support Services by completing the appropriate section of the "Inventory Control" form. (These forms may be obtained from the ~~Department of Materials Management~~Office of Support Services.)
- 1.2. ~~Materials management~~The Office of Support Services is responsible to determine if any such property contains, or may contain, technology-based components, such as a Central Processing Unit (CPU) contained within computers, magnetic or electronic memory (digital cameras, external hard drives, etc.), and/or the ability to perform electronic data storage (printers, scanners, and copiers).any stored data. Such property must be processed and certified "cleansed" by the Information Technology Services division prior to any repurposing and/or being categorized as surplus property. Information Technology Services shall be the sole authority for determining and communicating to Materials ManagementOffice of Support Services the permissible disposition of technology equipment. Note that disposable media for data storage that are not solid-state (paper, floppy drives, zip drives, CDs, DVDs and future such media) are not considered equipment for the purpose of this policy.
- 2.3. To facilitate the intra-university transfer of surplus property, the ~~Department of Materials Management~~Office of Support Services is responsible for maintaining an inventory of such property and periodically notifying the campus community of its availability.
4. Requests for surplus property are made through the ~~Department of Materials Management~~Office of Support Services.
5. When it is determined to be in the best interest of the University, the ~~Department of Materials Management~~Office of Support Services may dispose of such property by:
  - a) selling by sealed bid, at auction, or at predetermined price;
  - b) gifting to other educational, governmental, or 501(c)(3) agency; or
  - c) discarding. Proceeds from sales shall be deposited into the appropriate account.

**YOUNGSTOWN STATE UNIVERSITY**  
**Summary of Bulk-Rate Mandatory Costs to Attend<sup>1</sup>**  
**(See Schedules 2, 3 and 4 for detail)**

**Schedule 1**

	<u>Proposed FY 2011</u>	<u>Actual FY 2010</u>	<u>Increase</u>	<u>Percentage Increase</u>
<b>UNDERGRADUATE</b>				
(per semester)				
Resident	\$3,599.64	\$3,477.96	\$121.68	3.50%
Non-resident:				
Regional	\$4,945.92	\$4,824.24	\$121.68	2.52%
Non-regional	\$6,435.96	\$6,314.28	\$121.68	1.93%
Western PA Advantage	\$3,699.72	\$3,578.04	\$121.68	3.40%
 <b>GRADUATE<sup>2</sup></b>				
(per semester)				
Resident	\$4,787.52	\$4,625.64	\$161.88	3.50%
Non-resident:				
Regional	\$4,887.60	\$4,725.72	\$161.88	3.43%
Non-regional	\$4,887.60	\$4,725.72	\$161.88	3.43%

**NOTES:**

1. Rates for specialized programs not included in this presentation.
2. Although the graduate bulk-rate band is from 12-16 hours, graduate students are considered full-time for academic purposes at 9 credit hours and above.

**Agenda Item E.3.d.**  
**Exhibit N**

**YOUNGSTOWN STATE UNIVERSITY  
Resident Undergraduate Tuition & Fees**

Schedule 2

<b>Fee Description</b>	<b>Proposed FY 2011</b>	<b>Actual FY 2010</b>	<b>Change</b>	<b>Percentage Increase</b>
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-16 credit hours)	\$2,901.36	\$2,799.48	\$101.88	3.64%
General Fee (per semester, 12-16 credit hours) <sup>1</sup>	\$583.80	\$564.00	\$19.80	3.51%
Information Services Fee (per semester, 12-16 credit hours)	\$114.48	\$114.48	\$0.00	0.00%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$3,599.64</b>	<b>\$3,477.96</b>	<b>\$121.68</b>	<b>3.50%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour, 1-11 hours)	\$241.78	\$233.29	\$8.49	3.64%
Credits in excess of bulk-rate per semester (per credit)	\$241.78	\$233.29	\$8.49	3.64%
General Fee (per credit hour, 1-11 hours) <sup>1</sup>	\$48.65	\$47.00	\$1.65	3.51%
General Fee (per credit hour, over 16 hours) <sup>1</sup>	\$44.51	\$43.00	\$1.51	3.51%
Information Services Fee (per credit hour)	\$9.54	\$9.54	\$0.00	0.00%
<b>COLLEGE FEES</b>				
<b>Bitonte College of Health &amp; Human Services</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$6.50	\$6.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$78.00	\$78.00	\$0.00	0.00%
<b>College of Science, Technology, Engineering &amp; Mathematics</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$17.00	N/A	N/A	N/A
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$204.00	N/A	N/A	N/A
<b>College of Liberal Arts &amp; Social Sciences</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$5.00	N/A	N/A	N/A
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$60.00	N/A	N/A	N/A

**YOUNGSTOWN STATE UNIVERSITY**  
**Resident Graduate Tuition & Fees**

Schedule 3

Fee Description	Proposed FY 2011	Actual FY 2010	Change	Percentage Increase
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-16 credit hours)	\$4,089.24	\$3,947.16	\$142.08	3.60%
General Fee (per semester, 12-16 credit hours)	\$583.80	\$564.00	\$19.80	3.51%
Information Services Fee (per semester, 12-16 credit hours)	\$114.48	\$114.48	\$0.00	0.00%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$4,787.52</b>	<b>\$4,625.64</b>	<b>\$161.88</b>	<b>3.50%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour, 1-11 hours)	\$340.77	\$328.93	\$11.84	3.60%
Credits in excess of bulk-rate per semester (per credit)	\$340.77	\$328.93	\$11.84	3.60%
General Fee (per credit hour, 1-11 hours)	\$48.65	\$47.00	\$1.65	3.51%
General Fee (per credit hour, over 16 hours)	\$44.51	\$43.00	\$1.51	3.51%
Information Services Fee (per credit hour)	\$9.54	\$9.54	\$0.00	0.00%
<b>ADDITIONAL GRADUATE FEES</b>				
<b>Master of Public Health<sup>1</sup></b>				
Instructional Fee (per credit hour)	\$515.00	\$500.00	\$15.00	3.00%
General Fee (per credit hour)	N/A	N/A	N/A	N/A
Information Services Fee (per credit hour)	\$9.54	\$9.54	\$0.00	0.00%
<b>Master of Fine Arts<sup>1</sup></b> (per credit hour)	\$488.00	\$460.00	\$28.00	6.09%
<b>Nurse Anesthetist Program Fee<sup>2</sup></b> (per semester)	\$2,314.29	\$2,142.86	\$171.43	8.00%
<b>Graduate Workshops</b>				
In-State Participant (per credit hour)	\$129.32	\$129.32	\$0.00	0.00%
Regional Participant (per credit hour)	\$137.66	\$192.92	(\$55.26)	-28.64%
Non-regional Participant (per credit hour)	\$137.66	\$260.76	(\$123.10)	-47.21%

1. The MPH and MFA fees are set by consortium that includes Cleveland State University, Kent State University, the University of Akron, Northeast Ohio Universities College of Medicine (MPH fee only), and Youngstown State University.

2. Nurse Anesthetist fee is set by the St. Elizabeth Health Center School for Nurse Anesthetists.

**YOUNGSTOWN STATE UNIVERSITY**  
**Non-Resident Tuition Surcharge**

	<u>Proposed FY 2011</u>	<u>Actual FY 2010</u>	<u>Change</u>	<u>Percentage Increase</u>
<b>UNDERGRADUATE</b>				
<b>Regional</b>				
Part-time (per credit, 1-11 credits)	\$112.19	\$112.19	\$0.00	0.00%
Full-time (per semester, within bulk)	\$1,346.28	\$1,346.28	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$112.19	\$112.19	\$0.00	0.00%
<b>Non-Regional</b>				
Part-time (per credit, 1-11 credits)	\$236.36	\$236.36	\$0.00	0.00%
Full-time (per semester, within bulk)	\$2,836.32	\$2,836.32	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$236.36	\$236.36	\$0.00	0.00%
<b>Western Pennsylvania Advantage</b>				
Part-time (per credit, 1-11 credits)	\$8.34	\$8.34	N/A	N/A
Full-time (per semester, within bulk)	\$100.08	\$100.08	N/A	N/A
Credits in excess of bulk (per credit)	\$8.34	\$8.34	N/A	N/A
 <b>GRADUATE<sup>1,2</sup></b>				
<b>Regional</b>				
Below bulk-rate (per credit, 1-11 credits)	\$8.34	\$8.34	\$0.00	0.00%
Within bulk-rate (per semester)	\$100.08	\$100.08	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$8.34	\$8.34	\$0.00	0.00%
<b>Non-Regional</b>				
Below bulk-rate (per credit, 1-11 credits)	\$8.34	\$8.34	\$0.00	0.00%
Within bulk-rate (per semester)	\$100.08	\$100.08	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$8.34	\$8.34	\$0.00	0.00%

**Note:**

1. Although the graduate bulk-rate band is 12-16 hours, graduate students are full-time for academic purposes at 9 credit hours and above.
2. Reduced regional and non-regional rates are available for workshop participants.

**YOUNGSTOWN STATE UNIVERSITY**  
**Housing Charges**

<b>Fee Description</b>	<b>Proposed FY 2011</b>	<b>Actual FY 2010</b>	<b>Change</b>	<b>Percentage Increase</b>
<b>Room &amp; Board</b> (per academic year)	\$7,600	\$7,400	\$200	2.70%
<b>Residence Hall Security Deposit</b> (academic year and/or summer)	\$200	\$200	\$0	0.00%
<b>Single Room Surcharge</b>	\$865	\$860	\$5	0.58%
<b>Weller House Apartments</b> (per Academic Year-room only)	\$6,200	\$6,030	\$170	2.82%
<b>Student Housing During Academic Breaks</b>				
1 - 3 days (no meals, per day)	\$24	\$23	\$1	4.35%
Per week (7 meals per week)	\$190	\$185	\$5	2.70%
<b>Summer</b>				
Room and Board (10 meals per week)	\$230	\$220	\$10	4.55%
Apartments (room only, per person, per week)	\$195	\$190	\$5	2.63%



**YOUNGSTOWN STATE UNIVERSITY**

**Schedule 6**

**Other Fees, Charges and Fines**

*(proposed changes to take effect fall term 2010)*

<b>Fee Description</b>	<b>Proposed FY 2011</b>	<b>Actual FY 2010</b>	<b>Change</b>	<b>Percent Change</b>
ACT Test Fee	\$40.00	\$40.00	\$0.00	0.0%
Check Replacement Fee	\$25.00	\$25.00	\$0.00	0.0%
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00	0.0%
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00	0.0%
Computer-based Placement Re-Test Fee (per test)	\$15.00	\$15.00	\$0.00	0.0%
Community Counseling Clinic Client Fees (per client)				
Level 1	\$1.00	\$1.00	\$0.00	0.0%
Level 2	\$5.00	\$5.00	\$0.00	0.0%
Level 3	\$10.00	\$10.00	\$0.00	0.0%
Counseling Prep Comprehensive Exam	\$40.00	\$40.00	\$0.00	0.0%
Course Fees (per course)				
Lab & Materials Fee Level 1	\$35.00	\$35.00	\$0.00	0.0%
Lab & Materials Fee Level 2	\$50.00	\$50.00	\$0.00	0.0%
Lab & Materials Fee Level 3	\$65.00	\$65.00	\$0.00	0.0%
Lab & Materials Fee Level 4 (gross anatomy)	\$187.00	\$187.00	\$0.00	0.0%
Lab & Materials Fee Level 7	\$20.00	\$20.00	\$0.00	0.0%
Lab & Materials Fee Level 8	\$85.00	\$85.00	\$0.00	0.0%
Lab & Materials Fee Level 9	\$25.00	N/A	N/A	N/A
Music Equipment Replacement Fee	Market value	Market value	\$0.00	N/A
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00	0.0%
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00	0.0%
Federal Background Check	\$28.00	\$28.00	\$0.00	0.0%
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00	0.0%
Graduate Student Application Fee	\$30.00	\$30.00	\$0.00	0.0%
Inoculation Fees:				
Hepatitis series	\$125.00	\$125.00	\$0.00	0.0%
Measles, mumps, rubella	\$50.00	\$50.00	\$0.00	0.0%
Meningitis	\$75.00	\$75.00	\$0.00	0.0%
Tetanus	\$15.00	\$15.00	\$0.00	0.0%
Installment Plan Fee (maximum)	\$45.00	\$45.00	\$0.00	N/A
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00	0.0%
International Student Credential Evaluation Fee-Undergrad.	\$75.00	\$75.00	\$0.00	0.0%
Intramural Team Fee (per team)	\$10.00	\$10.00	\$0.00	0.0%
Intramural Team Protest Fee (per team)	\$5.00	\$5.00	\$0.00	0.0%
Late Class Add Fee (per course)	\$27.50	\$27.50	\$0.00	0.0%
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00	0.0%
Late Payment Fee (rebill)	\$30.00	\$30.00	\$0.00	0.0%
Late Registration Fee	\$55.00	\$55.00	\$0.00	0.0%
Library Fines:				
Lost Item Processing Fee	\$10.00	\$10.00	\$0.00	0.0%
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00	0.0%
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00	0.0%
Overdue Textbook (\$0.55 per day, maximum fine \$100)	\$0.55	\$0.55	\$0.00	0.0%
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00	0.0%
Overdue Reserve Material (per day)	\$0.55	\$0.55	\$0.00	0.0%
Overdue Closed Reserve Material (per hour)	\$0.55	\$0.55	\$0.00	0.0%
Library Material Replacement Fee	Market Value	Market Value	\$0.00	0.0%
OhioLINK Material Replacement Fee	\$100.00	\$100.00	\$0.00	0.0%
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00	0.0%
Grad Studies Microfilm Processing (ProQuest Processing)	\$65.00	\$65.00	\$0.00	0.0%
MAT Test Fee	\$75.00	\$75.00	\$0.00	0.0%
Processing/Matriculation Fee (per semester)	\$75.00	\$75.00	\$0.00	0.0%
Parking Charges				
Control Card Replacement	\$5.00	\$5.00	\$0.00	0.0%
Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00	0.0%

**YOUNGSTOWN STATE UNIVERSITY**

**Schedule 6**

**Other Fees, Charges and Fines**

*(proposed changes to take effect fall term 2010)*

<b>Fee Description</b>	<b>Proposed FY 2011</b>	<b>Actual FY 2010</b>	<b>Change</b>	<b>Percent Change</b>
Permit (students, per semester, Fall & Spring)	\$78.00	\$78.00	\$0.00	0.0%
Permit (students, Summer term)	\$35.00	\$35.00	\$0.00	0.0%
Permit (employees, per semester)	\$85.00	\$85.00	\$0.00	0.0%
Permit (weekly, per week)	\$18.00	\$18.00	\$0.00	0.0%
Permit (MPH program, per semester)	\$25.00	\$25.00	\$0.00	0.0%
Permit (Contract employees, per semester, Fall & Spring)	\$78.00	\$78.00	\$0.00	0.0%
Permit (Contract employees, Summer term)	\$35.00	\$35.00	\$0.00	0.0%
<b>Parking Violations:</b>				
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00	0.0%
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00	0.0%
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00	0.0%
Class II (major violations)	\$100.00	\$100.00	\$0.00	0.0%
Class III (legal violations)	\$150.00	\$150.00	\$0.00	0.0%
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00	0.0%
Performance Music Fee (per credit, plus tuition)	\$75.00	\$75.00	\$0.00	0.0%
Photo I.D. Replacement Charge	\$20.00	\$20.00	\$0.00	0.0%
Physical Therapy Doctoral Acceptance Deposit	\$250.00	\$250.00	\$0.00	0.0%
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00	0.0%
Quantity Foods Luncheon	\$8.50	\$8.50	\$0.00	0.0%
Quantity Foods Dinner	\$10.00	\$10.00	\$0.00	0.0%
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00	0.0%
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00	0.0%
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00	0.0%
Student Locker Rental (per year)	\$20.00	\$20.00	\$0.00	0.0%
<b>Study Abroad Fee:</b>				
Level 1 (YSU faculty-led short-term field study)	\$45.00	\$45.00	\$0.00	0.0%
Level 2 (College Consortium in International Studies)	\$75.00	\$75.00	\$0.00	0.0%
Level 3 (YSU direct agreement or exchange program)	\$150.00	\$150.00	\$0.00	0.0%
Thesis Binding Fee	\$25.00	\$25.00	\$0.00	0.0%
Transcript Rush Fee (same-day processing)	\$10.00	\$10.00	\$0.00	0.0%
Transcript Rush Fee (overnight express)	\$25.00	\$25.00	\$0.00	0.0%
Transfer Processing/Matriculation Fee	\$25.00	\$25.00	\$0.00	0.0%
Undergraduate Application Fee (first time applicant)	\$30.00	\$30.00	\$0.00	0.0%
Youngstown Early College (per credit hour)	\$96.00	\$290.00	(\$194.00)	-66.9%
Youngstown Early College (full-time bulk rate, 12-16 hours)	\$1,152.00	\$3,480.00	(\$2,328.00)	-66.9%

# Youngstown

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STATE UNIVERSITY

## Fiscal Year 2011 Operating Budget and Capital Funds



Agenda Item E.3.e.  
Exhibit O

**YOUNGSTOWN STATE UNIVERSITY**  
**Fiscal Year 2011 Operating Budget**  
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# YOUNGSTOWN STATE UNIVERSITY

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Jack Fahey  
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Student Affairs

Dr. Ikram Khawaja  
Provost & Vice President for  
Academic Affairs

Eugene Grilli  
Vice President for Finance  
and Administration

**YOUNGSTOWN STATE UNIVERSITY**  
**Fiscal Year 2011 Operating Budget**

***Budget Summary***

The Fiscal Year 2011 operating budget of \$178,142,000 is \$4.3 million higher than the FY 2010 operating budget. The General Fund budget increased by \$4 million or 2.6% and the Auxiliaries budget increased by \$339,000 or 1.8%.

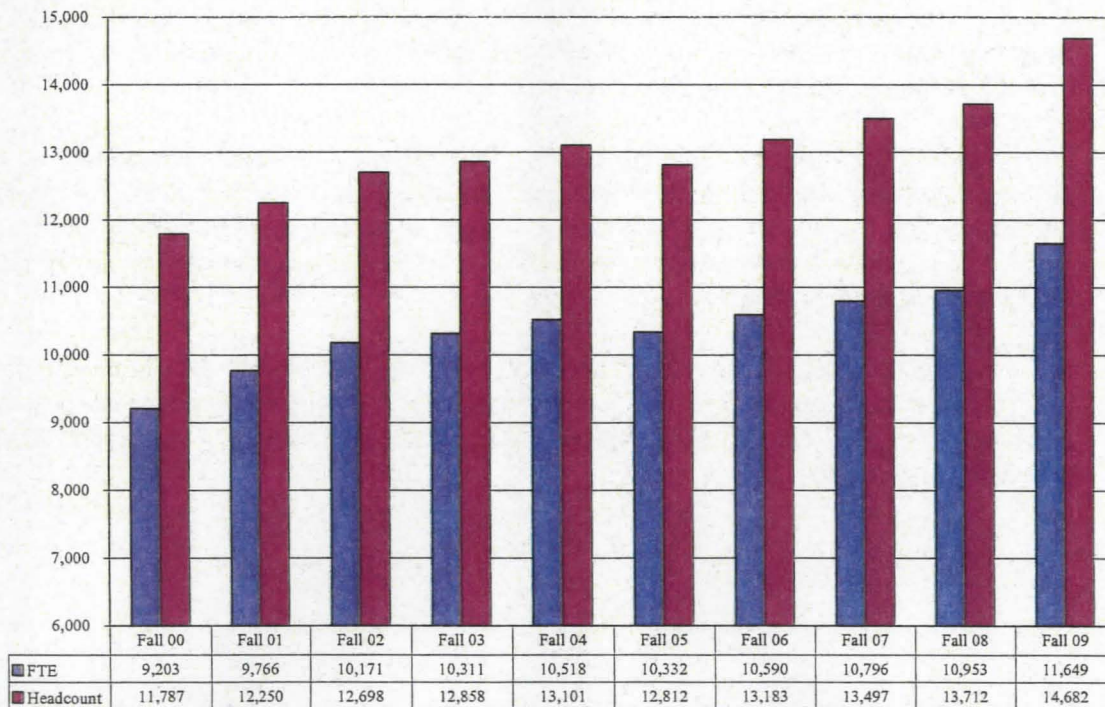
**Table 1**  
**Operating Budget Summary**

	<u>FY 2010 Modified Budget</u>	<u>FY 2011 Budget</u>	<u>Percent Change</u>
<b>General Fund</b>	\$154,800,000	\$158,800,000	2.6%
<b>Auxiliaries</b> (net of Gen. Fund support)	\$19,003,000	\$19,342,000	1.8%
<b>Total Operating Budget</b>	<u>\$173,803,000</u>	<u>\$178,142,000</u>	<u>2.5%</u>
<b>Capital Funds</b> (biennial)	<u>\$48,252,000</u>	<u>\$52,117,000</u>	<u>8.0%</u>

***Enrollment Data***

YSU's enrollments continued an upward trend during the 2009-2010 academic year. Actual 14<sup>th</sup> day full-time equivalent enrollments during fall term 2009 totaled 11,649 or 6.4% above fall term 2008, while headcount enrollments grew by 7.1% to 14,682 students.

**Chart 1: Fall Term Enrollment Trends**



### ***Budget Planning Process***

A divisional planning process was employed in order to produce a balanced FY 2011 budget. Planning occurred under a scenario that assumed no growth in enrollment, a 3.5% tuition increase, and generally flat state operating appropriations. Notable budget development actions that were recommended by the President's Cabinet and implemented herein include:

- \$850,000 for the division of Academic Affairs, to invest in new academic initiatives, including the Centers of Excellence, additional student success-oriented programming and other strategic initiatives.
- \$322,000 for the division of Finance & Administration, to focus on improving campus-wide facilities, grounds and utilities, and to support enhancements to the Human Resources function.
- \$600,000 in additional support for Intercollegiate Athletics, and specifically to enhance the competitiveness of the football program.
- \$1 million in additional General Fund scholarship support, to offset a significant reduction in the YSU Foundation's annual scholarship contribution.
- \$858,000 in budgeted savings as a result of deferring 15 non-faculty position vacancies.
- Establishing a \$300,000 Central Contingency Reserve within the General Fund budget.
- Deferring a transfer to the University's operating reserve, allowing approximately \$550,000 in resources to be allocated in the General Fund budget. The University's operating reserve, however, remains fiscally robust with a balance of roughly \$7.4 million or 4.6% of the FY 2011 operating budget.
- Fully funding \$1.5 million in student-focused operations previously supported by state *Success Challenge* appropriations, which were eliminated in House Bill 1, the state budget bill for the FY 2010 - FY 2011 biennium. This reallocation of \$1.5 million allows the University to sustain base student retention and success initiatives in the divisions of Academic and Student Affairs.
- A 3.5% increase in mandatory tuition and fees, enabling the FY 2011 budget to fully fund the University's commitments and obligations. The increase in tuition also provides additional resources necessary to support some of the key budget development actions described on this page.

**General Fund Revenues**

FY 2011 budgeted General Fund revenues total \$158,800,000, a \$4 million increase over the FY 2010 budget. Table 2 below provides a comparative summary of General Fund revenue; Appendix A (page 13) provides greater detail. The FY 2011 budget reflects a modest 0.1% increase in state support, based on recent estimates provided by the Ohio Board of Regents. The University's State Share of Instruction (SSI) allocations in both FY 2010 and 2011 include approximately \$7 million in one-time federal stimulus dollars.

The FY 2010 - FY 2011 biennium marks the first time that SSI formula allocations will be in part based on successful course completions. As is typically the case, the FY 2011 SSI allocations will be finalized by the Ohio Board of Regents in October or November 2010.

**Table 2  
General Fund Revenue  
Fiscal Years 2010 and 2011**

<u>Source</u>	<u>FY 2010 Modified Budget</u>	<u>FY 2011 Budget</u>	<u>Percent Change</u>
<b><i>Tuition, Fees &amp; Other Student Charges</i></b>			
Instructional & Mandatory Fees	\$96,305,973	\$99,949,786	3.8%
Other Tuition, Fees & Student Charges	7,276,979	7,829,842	7.6%
<b>Total Tuition, Fees &amp; Other Charges</b>	<b>\$103,582,952</b>	<b>\$107,779,628</b>	<b>4.1%</b>
<b><i>State Appropriations</i></b>			
State Share of Instruction	\$46,931,871	\$46,955,744	0.1%
<b>Total State Appropriations</b>	<b>\$46,931,871</b>	<b>\$46,955,744</b>	<b>0.1%</b>
<b><i>Other Sources</i></b>	<b>\$4,285,177</b>	<b>\$4,064,628</b>	<b>-5.1%</b>
<b>Total General Fund Revenue</b>	<b>\$154,800,000</b>	<b>\$158,800,000</b>	<b>2.6%</b>

***Tuition and Fees***

YSU's FY 2011 budgeted revenues are based on actual FY 2010 enrollments and a 3.5% increase in mandatory tuition and fees for both undergraduate and graduate students. This is the maximum percentage increase permitted (for undergraduates) by House Bill 1, the state budget bill for the FY 2010 - FY 2011 biennium.

Because state funding has been relatively stagnant and unstable in recent years, tuition revenue is essential if the University is to fulfill its commitments, fund other key initiatives, and successfully transition to an urban research institution as called for in the Chancellor's *Strategic Plan for Higher Education*.

The case for raising tuition is bolstered by the fact that YSU's State Share of Instruction funding for the current FY 2010 - FY 2011 biennium includes nearly \$14 million in one-time federal stimulus dollars. When these federal stimulus funds are depleted in FY 2012, a structural deficit is



likely to exist in the state's higher education budget. Consequently, state funding for higher education could be significantly reduced in the next biennium, forcing public colleges and universities to rely even more heavily on other sources of revenue, namely tuition and fees, to achieve institutional goals and strategic priorities.

Raising tuition is further justified by the political nature of tuition caps. Recent history clearly suggests that state leaders are very likely to impose tuition caps on public colleges and universities for the foreseeable future. Therefore, the University is compelled to raise tuition by the maximum level permitted by state law. To not increase tuition by the maximum level would mean that the University would forgo, in perpetuity, the ability to recover these revenues in the future.

As shown on Table 3 below, even with a 3.5% increase in tuition, YSU is projected to remain among the most affordable state universities in the state of Ohio. YSU's FY 2011 tuition and fee rates are projected to be about \$1,400 below the statewide average, and roughly \$1,800 lower than both of the two nearest public universities, Kent State University and the University of Akron. The only two universities having lower tuition rates—Central State and Shawnee State—both receive special state supplemental funding that is purposed to keep these institution's tuition rates comparatively low.

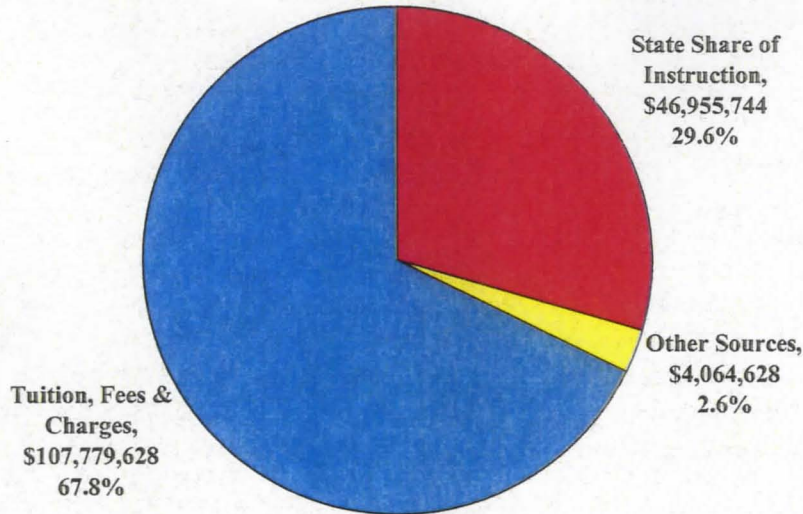
**Table 3**  
**Ohio Public University Tuition, FY 2011 Projections**

	<u>Undergraduate Tuition Projection*</u>	<u>Projected Tuition Compared to YSU</u>
Bowling Green State	\$9,377	\$2,178
Central State	\$5,479	(\$1,720)
Cleveland State	\$8,249	\$1,049
<b>Kent State</b>	<b>\$9,031</b>	<b>\$1,832</b>
Miami	\$12,743	\$5,543
Ohio State	\$9,011	\$1,811
Ohio University	\$9,287	\$2,088
Shawnee State	\$6,452	(\$747)
<b>Univ. of Akron</b>	<b>\$9,058</b>	<b>\$1,859</b>
Univ. of Cincinnati	\$10,057	\$2,857
Univ. of Toledo	\$8,490	\$1,291
Wright State	\$7,797	\$597
<b>Youngstown State</b>	<b>\$7,199</b>	<b>\$0</b>
State Average	\$8,633	\$1,434

\* FY 2011 tuition projections are based on a recent survey of IUC campuses and are subject to revision and approval of each institution's board of trustees.

Chart 2 below shows that tuition, fees and charges make up more than two-thirds of total General Fund revenues, while state appropriations and other sources make up just under one-third.

**Chart 2**  
**FY 2011 General Fund Revenue by Source**



### ***General Fund Expenses***

General Fund expenses are summarized in Table 4 by expense category, while Table 5 summarizes the same expenses by division. Personnel costs increased by 3.4%, primarily due to negotiated salary increases for four unions (ACE, APAS, FOP and OEA) and comparable salary increases for exempt professional/administrative staff.

Budgeted operating expenses increased by 10.7%. This increase is largely the result of a 47% increase in General Fund Scholarship support, which was increased by \$1 million to offset a reduction in scholarship funding from the YSU Foundation. The growth in operating expenses is also attributable to an increase in the utilities budget to account for regular rate increases and the addition of new space, notably the 106,000 square-foot Williamson College of Business Administration scheduled to open for classes fall semester 2010.

The 16.7% change in transfers reflects routine increases in General Fund support for funded auxiliaries, including Intercollegiate Athletics, the Andrews Recreation & Wellness Center, and the Kilcawley Student Center. The net reduction in total dollars transferred from the General Fund in FY 2011 is in part the result of the elimination of Success Challenge funding from the state of Ohio; functions previously supported by these state funds have been absorbed by the General Fund and are no longer reflected as a transfer. The net change in transfers is also attributable to the transfer of \$2.7 million from the Short-Term Budget Stabilization Fund; these funds were set-aside in FY 2010 and placed in reserve via a Board of Trustees-approved transfer in March 2010. These funds are now being transferred to help support the FY 2011 General Fund budget.

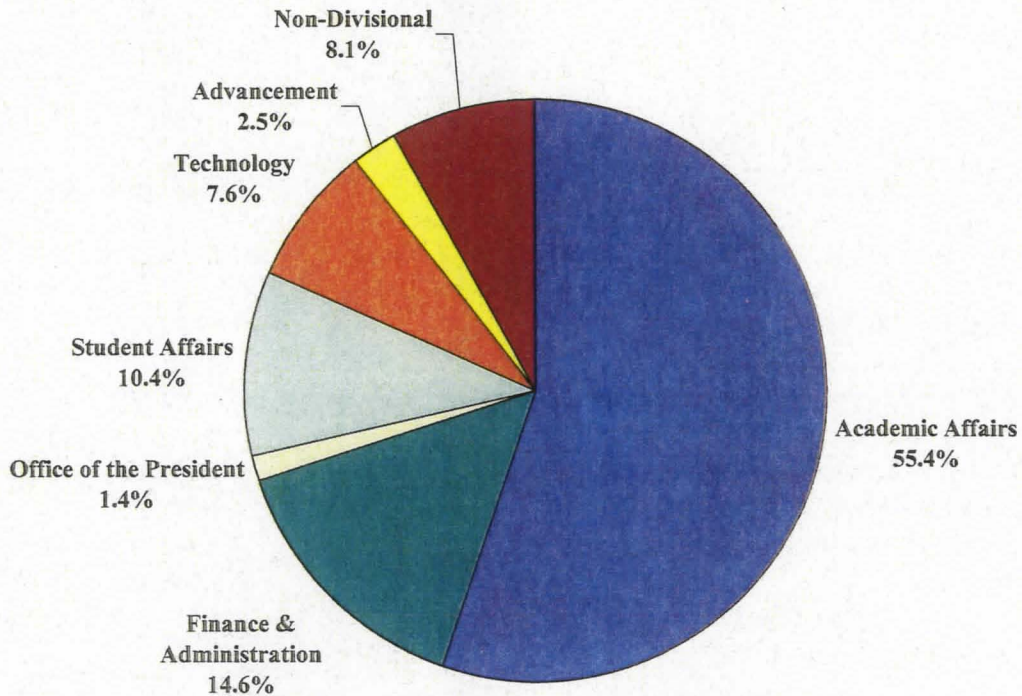
**Table 4**  
**General Fund Expenses by Natural Classification**  
**Fiscal Years 2010 and 2011**

	<b>FY 2010 Modified Budget</b>	<b>FY 2011 Budget</b>	<b>Percent Change</b>
<b><i>Personnel</i></b>			
Faculty	\$42,982,348	\$44,651,190	3.9%
Staff	35,297,071	36,382,494	3.1%
Students	3,527,577	3,555,944	0.8%
Fringe Benefits	26,996,306	27,966,014	3.6%
<b>Total Personnel</b>	<b>\$108,803,302</b>	<b>\$112,555,642</b>	<b>3.4%</b>
<b><i>Operating Expenses</i></b>			
Supplies	\$2,051,566	\$2,043,758	-0.4%
Travel and Related Expenses	1,100,741	1,104,140	0.3%
Information & Communication	1,413,157	1,650,060	16.8%
Maintenance/Repairs/Utilities	7,395,735	7,740,575	4.7%
Scholarships, Aid & Awards	3,026,167	4,448,448	47.0%
Equipment & Library Acquisitions	1,648,860	1,610,587	-2.3%
Miscellaneous	4,655,991	4,977,523	6.9%
<b>Total Operating Expenses</b>	<b>\$21,292,217</b>	<b>\$23,575,091</b>	<b>10.7%</b>
<b><i>Other</i></b>			
Transfers (see Appendix B)	\$23,461,439	\$19,552,009	-16.7%
Central Contingency Reserve	577,252	300,000	-48.0%
Position Vacancy Savings	(1,129,612)	(857,880)	-24.1%
Area Contingency Accounts	1,795,402	3,675,138	104.7%
<b>Total Other</b>	<b>\$24,704,481</b>	<b>\$22,669,267</b>	<b>-8.2%</b>
<b>Total General Fund Expenses</b>	<b>\$154,800,000</b>	<b>\$158,800,000</b>	<b>2.6%</b>

**Table 5**  
**General Fund Expenses by Division**  
**Fiscal Years 2010 and 2011**

<b>Division</b>	<b>FY 2010 Modified Budget</b>	<b>FY 2011 Budget</b>	<b>FY 2011 % of Total</b>	<b>Percent Change</b>
Academic Affairs	\$83,890,427	\$87,954,888	55.4%	4.8%
Finance & Administration	\$23,139,255	\$23,164,021	14.6%	0.1%
Office of the President	\$2,067,706	\$2,254,691	1.4%	9.0%
Student Affairs	\$13,186,434	\$16,528,707	10.4%	25.3%
Technology	\$10,787,136	\$12,015,121	7.6%	11.4%
Advancement	\$3,862,998	\$4,041,637	2.5%	4.6%
Non-Divisional (see Appendix C)	\$17,866,044	\$12,840,935	8.1%	-28.1%
<b>Total General Fund</b>	<b>\$154,800,000</b>	<b>\$158,800,000</b>	<b>100.0%</b>	<b>2.6%</b>

**Chart 3**  
**FY 2011 General Fund Expenses by Division**



*Auxiliaries*

Auxiliary budgets for Fiscal Year 2011 total just under \$31 million, which includes \$11.6 million in General Fund support and \$19.3 million in earned income. There are two notable changes to the auxiliary budgets in FY 2011. First, concessions for athletic events will be outsourced to Sodexo and, therefore, a separate auxiliary budget for Athletic Concessions is no longer needed. Instead, the Intercollegiate Athletics budget for FY 2011 includes \$55,000 in revenue to recognize commissions from athletic event concessions.

The second auxiliary change is the addition of the Museum of Labor & Industry as a University auxiliary enterprise. FY 2011 will mark the first full year of the University's partnership with the Steel Museum. See Appendix D on pages 17 through 21 for additional detail on the auxiliaries listed in Table 6 below.

**Table 6  
Auxiliary Budgets  
Fiscal Years 2010 and 2011**

<u>Auxiliary</u>	<u>FY 2010 Budget</u>	<u>FY 2011 Budget</u>	<u>Percent Change</u>
Intercollegiate Athletics	\$11,018,751	\$11,901,715	8.01%
Athletic Concessions	295,207	0	-100.00%
Housing Services	6,308,710	6,472,560	2.60%
Bookstore	6,150,000	6,300,000	2.44%
Parking Services	2,315,250	2,331,250	0.69%
Kilcawley Center	2,286,187	2,326,704	1.77%
Labor & Industry Steel Museum	0	57,350	N/A
Telephone Service-Residence Hall	142,600	142,600	0.00%
Andrews Recreation and Wellness Center	1,350,846	1,455,309	7.73%
<b>Total Auxiliary Budgets</b>	<b>\$29,867,551</b>	<b>\$30,987,488</b>	<b>3.75%</b>
Less: Support from General Fund	<i>(10,664,116)</i>	<i>(11,644,756)</i>	9.20%
<b>Subtotal</b>	<b>\$19,203,435</b>	<b>\$19,342,732</b>	<b>0.73%</b>
Less: Support from Other Funds	<i>(199,595)</i>	0	-100.0%
<b>Total Earned Income</b>	<b>\$19,003,840</b>	<b>\$19,342,732</b>	<b>1.78%</b>

*Other*

Table 7 summarizes miscellaneous salary rates for part-time faculty, graduate assistants, research assistants, and other student employees.

**Table 7**  
**Miscellaneous Salary Rates**  
**Fiscal Year 2011**

<b>Employee Classification</b>	<b>Rate</b>
<b><i>Part-Time Faculty (per semester hour workload)</i></b>	
With Baccalaureate	\$ 650
With Masters or J.D.	\$ 800
With Doctorate	\$ 1,050
<b><i>Doctoral Fellowships (includes remittance of tuition and non-resident surcharge)</i></b>	\$10,000
<b><i>Ph.D. Assistantships Stipends (sciences and engineering)</i></b>	\$23,500-\$30,000
<b><i>Graduate Assistants (includes remittance of tuition and non-resident surcharge)</i></b>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 7,500
<b><i>Graduate Teaching Assistants (includes remittance of tuition and non-resident surcharge)</i></b>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 8,750
<b><i>Student Employee Hourly Wage Rates*</i></b>	
Research Assistants	\$8.90
Student Assistants	\$7.30
Student Exception Rates <i>(as approved by the Executive Director of Student Life)</i>	\$7.50 - \$10.00

\*Note: Student employee hourly wage rates are subject to revision, pending any applicable cost of living adjustments, as required by Ohio minimum wage law.

*Rich Center for Autism*

Established in 1995, The Rich Center for Autism is dedicated to excellence in education and to improving the lives of individuals with autism and their families. Pursuant to the recently-adopted agreement between the Rich Center and YSU, the Rich Center's budget is included here for the approval of the YSU Board of Trustees. The Rich Center will remain fully-funded by external funding sources and will not receive direct funding support from the University.

**Table 8**  
**Rich Center for Autism**

	<b>FY 2011 Budget</b>
<b>Revenues</b>	
Noncredit Tuition	\$1,360,000
Private Grants/Contracts Foundation	138,200
Cash Gifts	157,000
Misc. Income	58,890
<b>Total Revenues</b>	<b>\$1,714,090</b>
<b>Expenses</b>	
<i>Personnel</i>	
Full- and Part-time Staff	\$1,015,113
Temporary Staff	103,980
Fringe Benefits	347,150
<b>Total Personnel</b>	<b>\$1,466,243</b>
<i>Operating Expenses</i>	
Supplies	\$58,665
Travel and Related Expenses	7,097
Information & Communication	10,870
Facility Rental/Maintenance/Repairs	20,305
Fees & Services	125,700
Miscellaneous	25,210
<b>Total Operating Expenses</b>	<b>\$247,847</b>
<b>Total Rich Center Expenses</b>	<b>\$1,714,090</b>

**Capital Improvements Budget Highlights**

Table 9 below provides a summary of campus capital projects for the next capital biennium, while Appendix F on page 23 provides a more detailed overview. At the time this document was prepared, a state capital appropriations bill for the FY 2011 - FY 2012 capital biennium had not yet been introduced in the state legislature. The amounts shown in the *Appropriations* column reflect the University's capital request as submitted to the Ohio Board of Regents. The list of projects reflected on the table below and on Appendix F is prospective, and does not include capital projects that have been completed or are nearly complete, such as the new Williamson College of Business Administration.

In addition, the FY 2011 General Fund budget includes the continuation of a \$1.4 million transfer to build the University's debt service reserve, and to cover annual debt service payments associated with University-issued series 2009 and 2010 general receipts obligation bonds. The source of this \$1.4 million is the residual base savings from the OPERS early retirement incentive program offered to University employees between 2006 and 2008. The \$1.4 million transfer is shown on Appendix B (page 15).

**Table 9  
Capital Projects Summary  
Fiscal Years 2011 - 2012**

<b>Funding Uses</b>	<b>Funding Sources</b>				<b>Total</b>
	<b>Reappropriations H.B. 462</b>	<b>Appropriations Request</b>	<b>Series 2009 &amp; 2010 Bonds</b>	<b>Other Funds</b>	
<b>Major Renovations</b>	\$431,083	\$2,000,000	\$21,483,000	\$4,578,312	\$28,492,395
<b>Campus Dev.</b>	1,118,564	1,500,000	1,500,000	0	4,118,564
<b>Infrastructure Upgd.</b>	1,897,787	4,574,834	4,900,000	0	8,872,621
<b>Technology</b>	36,794	0	0	0	36,794
<b>Basic Renovations</b>	7,054,583	2,312,733	0	682,573	10,049,889
<b>Instructional Equip.</b>	0	546,320	0	0	546,320
<b>TOTALS</b>	<b>\$10,538,811</b>	<b>\$10,933,887</b>	<b>\$27,883,000</b>	<b>\$5,260,885</b>	<b>\$52,116,583</b>



## YOUNGSTOWN STATE UNIVERSITY

General Fund Revenue  
FY 2010 and FY 2011

	<u>FY 2010</u> <u>BUDGET</u>	<u>FY 2011</u> <u>BUDGET</u>	<u>CHANGE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>PERCENT</u> <u>of TOTAL</u>
<b>TUITION, FEES &amp; OTHER CHARGES</b>					
<b>MANDATORY FEES</b>					
Instructional Fee	\$77,991,166 *	\$81,051,208	\$3,060,042	3.9%	51.04%
General Fee	15,189,015 *	15,793,577	604,562	4.0%	9.95%
Technology Fee	3,086,679 *	3,105,001	18,322	0.6%	1.96%
<b>Subtotal - Mandatory Fees</b>	<b>\$96,266,860</b>	<b>\$99,949,786</b>	<b>\$3,682,926</b>	<b>3.8%</b>	<b>62.94%</b>
<b>OTHER TUITION &amp; FEES</b>					
Non-resident Tuition Surcharge	\$2,317,353 *	\$2,317,353	\$0	0.0%	1.46%
Laboratory/Materials Fee	2,725,000	2,725,000	0	0.0%	1.72%
College Fees	200,000	675,000	475,000	237.5%	0.43%
Non-credit Instructional Fees	241,653	241,653	0	0.0%	0.15%
Miscellaneous Fees	182,450	182,450	0	0.0%	0.11%
Application Fee (Undergraduate)	129,000	129,000	0	0.0%	0.08%
Application Fee (College Net)	87,200	87,200	0	0.0%	0.05%
Application Fee (Graduate)	30,000	30,000	0	0.0%	0.02%
<b>Subtotal - Other Tuition &amp; Fees</b>	<b>\$5,912,656</b>	<b>\$6,387,656</b>	<b>\$475,000</b>	<b>8.0%</b>	<b>4.02%</b>
<b>STUDENT CHARGES</b>					
Fines & Penalty Assessments	\$551,500	\$551,500	\$0	0.0%	0.35%
Service Charges	851,936	890,686	38,750	4.5%	0.56%
<b>Subtotal - Student Charges</b>	<b>\$1,403,436</b>	<b>\$1,442,186</b>	<b>\$38,750</b>	<b>2.8%</b>	<b>0.91%</b>
<b>Total - Tuition, Fees &amp; Other Student Chrgs.</b>	<b>\$103,582,952</b>	<b>\$107,779,628</b>	<b>\$4,196,676</b>	<b>4.1%</b>	<b>67.87%</b>
<b>STATE APPROPRIATIONS</b>					
State Share of Instruction	\$46,931,871 *	\$46,955,744	\$23,873	0.1%	29.57%
<b>Subtotal - State Appropriations</b>	<b>\$46,931,871</b>	<b>\$46,955,744</b>	<b>\$23,873</b>	<b>0.1%</b>	<b>29.57%</b>
<b>OTHER SOURCES</b>					
Operating Funds Investment Income	\$1,724,123	\$1,614,324	(\$109,799)	-6.4%	1.02%
Administrative Charge - Bookstore	600,000	600,000	0	0.0%	0.38%
Administrative Charge - Other Auxiliaries	778,748	631,748	(147,000)	-18.9%	0.40%
Alumni Relations	156,100	156,100	0	0.0%	0.10%
Sales & Services of Educational Activities	79,700	79,700	0	0.0%	0.05%
Private Gifts, Unrestricted	95,000	95,000	0	0.0%	0.06%
Other-Miscellaneous	851,506	887,756	36,250	4.3%	0.56%
<b>Subtotal - Other Sources</b>	<b>\$4,285,177</b>	<b>\$4,064,628</b>	<b>(\$220,549)</b>	<b>-5.1%</b>	<b>2.56%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$154,800,000</b>	<b>\$158,800,000</b>	<b>\$4,000,000</b>	<b>2.6%</b>	<b>100.00%</b>

\* Denotes where adjustments were made as part of the FY 2010 budget modification approved by the Board of Trustees in December 2009.

## YOUNGSTOWN STATE UNIVERSITY

General Fund Expenses by Natural Classification  
FY 2010 and FY 2011

	FY 2010		FY 2011		CHANGE	PERCENT CHANGE
	BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
<b>PERSONNEL</b>						
<b>Full Service Faculty</b>						
Professor	\$16,262,206	10.5%	\$17,156,757	10.8%	\$894,551	5.5%
Associate Professor	8,350,425	5.4%	8,459,487	5.3%	109,062	1.3%
Assistant Professor	7,311,741	4.7%	7,539,634	4.7%	227,893	3.1%
Instructor	2,037,536	1.3%	2,121,587	1.3%	84,051	4.1%
<b>Subtotal - Full Service Faculty Salaries</b>	<b>\$33,961,908</b>	<b>21.9%</b>	<b>\$35,277,465</b>	<b>22.2%</b>	<b>\$1,315,557</b>	<b>3.9%</b>
<b>Temporary Faculty</b>						
Summer School	\$2,880,000	1.9%	\$3,193,000	2.0%	\$313,000	10.9%
Faculty Overload	72,000	0.0%	72,000	0.0%	0	0.0%
Part-Time Faculty	4,382,266 *	2.8%	4,427,387	2.8%	45,121	1.0%
Continuing Education Faculty	109,174	0.1%	104,338	0.1%	(4,836)	-4.4%
Extended Teaching Service	1,577,000	1.0%	1,577,000	1.0%	0	0.0%
<b>Subtotal - Temporary Faculty Salaries</b>	<b>\$9,020,440</b>	<b>5.8%</b>	<b>\$9,373,725</b>	<b>5.9%</b>	<b>\$353,285</b>	<b>3.9%</b>
<b>Total Faculty Salaries</b>	<b>\$42,982,348</b>	<b>27.8%</b>	<b>\$44,651,190</b>	<b>28.1%</b>	<b>\$1,668,842</b>	<b>3.9%</b>
<b>Permanent Staff</b>						
Professional/Administrative- Full-Time	\$14,109,142	9.1%	\$15,642,817	9.9%	\$1,533,675	10.9%
Professional/Administrative- Part-Time	327,678	0.2%	427,976	0.3%	100,298	30.6%
Classified-Permanent (Part-Time & Full-Time)	18,149,779	11.7%	19,361,763	12.2%	1,211,984	6.7%
<b>Subtotal - Permanent Staff Salaries</b>	<b>\$32,586,599</b>	<b>21.1%</b>	<b>\$35,432,556</b>	<b>22.3%</b>	<b>\$2,845,957</b>	<b>8.7%</b>
<b>Temporary Staff</b>						
Classified Temporary/Intermittent	\$625,003	0.4%	\$686,732	0.4%	\$61,729	9.9%
Classified Overtime	139,343	0.1%	125,343	0.1%	(14,000)	-10.0%
Supplementary Salaries	126,508	0.1%	118,308	0.1%	(8,200)	-6.5%
Occasional Service Payment	19,618	0.0%	19,555	0.0%	(63)	-0.3%
Enrollment Incentive	1,800,000 *	1.2%	N/A	0.0%	N/A	N/A
<b>Subtotal - Temporary Staff Salaries</b>	<b>\$2,710,472</b>	<b>1.8%</b>	<b>\$949,938</b>	<b>0.6%</b>	<b>\$39,466</b>	<b>1.5%</b>
<b>Total Staff Salaries</b>	<b>\$35,297,071</b>	<b>22.8%</b>	<b>\$36,382,494</b>	<b>22.9%</b>	<b>\$1,085,423</b>	<b>3.1%</b>
<b>Students</b>						
Graduate Assistants	\$1,211,920	0.8%	\$1,211,920	0.8%	\$0	0.0%
Graduate Assistant Interns	23,500	0.0%	30,500	0.0%	7,000	29.8%
Student Assistants	1,911,115	1.2%	1,903,787	1.2%	(7,328)	-0.4%
Research Assistants	83,265	0.1%	83,265	0.1%	0	0.0%
Task Based Stipends	297,777	0.2%	326,472	0.2%	28,695	9.6%
<b>Subtotal - Student Salaries</b>	<b>\$3,527,577</b>	<b>2.3%</b>	<b>\$3,555,944</b>	<b>2.2%</b>	<b>\$28,367</b>	<b>0.8%</b>
<b>Total - Faculty, Staff &amp; Student Salaries</b>	<b>\$81,806,996</b>	<b>52.8%</b>	<b>\$84,589,628</b>	<b>53.3%</b>	<b>\$2,782,632</b>	<b>3.4%</b>
<b>Fringe Benefits</b>						
Healthcare Insurance	\$10,118,500	N/A	\$11,166,014	7.0%	1,047,514	10.4%
Healthcare Savings/Wellness Program	(350,000)	N/A	(400,000)	-0.3%	(50,000)	14.3%
Other Fringe Benefits	\$16,231,761	N/A	\$16,800,000	10.6%	568,239	3.5%
<b>Total Fringe Benefits</b>	<b>\$26,996,306 *</b>	<b>17.4%</b>	<b>\$27,966,014</b>	<b>17.6%</b>	<b>\$969,708</b>	<b>3.6%</b>
<b>TOTAL SALARIES &amp; FRINGE BENEFITS</b>	<b>\$108,803,302</b>	<b>70.3%</b>	<b>\$112,555,642</b>	<b>70.9%</b>	<b>\$3,752,340</b>	<b>3.4%</b>

\* Denotes where adjustments were made as part of the FY 2010 budget modification approved by the Board of Trustees in December 2009, or base budget transfers approved by the Board in March 2010.

## YOUNGSTOWN STATE UNIVERSITY

General Fund Expenses by Natural Classification (continued)  
FY 2010 and FY 2011

	FY 2010		FY 2011		CHANGE	PERCENT CHANGE
	BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
<b>OPERATING EXPENSES</b>						
Supplies	\$2,051,566	1.3%	\$2,043,758	1.3%	(\$7,808)	-0.4%
Travel & Related Expenses	1,100,741	0.7%	1,104,140	0.7%	3,399	0.3%
Information & Communication	1,413,157	0.9%	1,650,060	1.0%	236,903	16.8%
Maintenance/Repairs/Utilities	7,395,735	4.8%	7,740,575	4.9%	344,840	4.7%
Library Acquisitions	1,075,160	0.7%	1,049,445	0.7%	(25,715)	-2.4%
Equipment	573,700	0.4%	561,142	0.4%	(12,558)	-2.2%
<b>TOTAL OPERATING</b>	<b>\$13,610,059</b>	<b>8.8%</b>	<b>\$14,149,120</b>	<b>8.9%</b>	<b>\$539,061</b>	<b>4.0%</b>
<b>MISCELLANEOUS</b>						
Student Scholarships, Aid & Awards	\$3,026,167	2.0%	\$4,448,448	2.8%	\$1,422,281	47.0%
General Insurance	487,359	0.3%	487,359	0.3%	0	0.0%
Professional Fees & Services	1,897,999	1.2%	2,121,373	1.3%	223,374	11.8%
Bank Fees/Bad Debt/Collections	923,459	0.6%	990,959	0.6%	67,500	7.3%
Rentals - Non-Facilities	527,677	0.3%	433,561	0.3%	(94,116)	-17.8%
Other	819,497	0.5%	944,271	0.6%	124,774	15.2%
<b>TOTAL MISCELLANEOUS</b>	<b>\$7,682,158</b>	<b>5.0%</b>	<b>\$9,425,971</b>	<b>5.9%</b>	<b>\$1,743,813</b>	<b>22.7%</b>
<b>OTHER</b>						
<b>Transfers</b>						
Centers of Excellence	\$330,300 *	0.2%	\$500,000	0.3%	\$169,700	51.4%
Intercollegiate Athletics	\$8,132,969 *	5.3%	\$8,977,129	5.7%	\$844,160	10.4%
Athletic Facilities Funds	\$0	0.0%	\$110,000	0.1%	\$110,000	N/A
State Challenge Funds	1,100,000	0.7%	0	0.0%	(\$1,100,000)	-100.0%
Laboratory/Materials Fee	2,725,000	1.8%	2,725,000	1.7%	\$0	0.0%
Bitonte HHS College Fee	200,000	0.1%	200,000	0.1%	\$0	0.0%
STEM College Fee	0	0.0%	400,000	0.3%	\$400,000	N/A
CLASS College Fee	0	0.0%	75,000	0.0%	\$75,000	N/A
Kilcawley Center	1,222,801	0.8%	1,263,318	0.8%	\$40,517	3.3%
Debt Services & Debt Service Reserve	1,414,000	N/A	1,414,000	0.9%	\$0	0.0%
Marketing Campaign	286,500	0.2%	286,500	0.2%	\$0	0.0%
Andrews Recreation/Wellness Center	1,308,346	0.8%	1,404,309	0.9%	\$95,963	7.3%
Technology Initiative	2,917,347	1.9%	3,111,074	2.0%	\$193,727	6.6%
Transfer in from Other Funds	(1,335,743)	-0.9%	(706,883)	-0.4%	\$628,860	-47.1%
Short-Term Budget Stabilization Fund	2,700,000 *	1.7%	(2,700,000)	-1.7%	(\$5,400,000)	-200.0%
Capital Lease, Energy Conservation Project	1,179,666	0.8%	1,179,666	0.7%	\$0	0.0%
Transfer to 5% Operating Reserve	0	0.0%	0	0.0%	\$0	0.0%
Employee Wellness Program	350,000	N/A	400,000	0.3%	50,000	14.3%
Other	930,253	0.6%	912,896	0.6%	(17,357)	-1.9%
<b>Subtotal - Transfers</b>	<b>\$23,461,439</b>	<b>15.2%</b>	<b>\$19,552,009</b>	<b>12.3%</b>	<b>(\$3,909,430)</b>	<b>-16.7%</b>
<b>Miscellaneous Other</b>						
Area Contingency Accounts	\$1,795,402	1.2%	\$3,675,138	2.3%	\$1,879,736	104.7%
Central Contingency Reserve	577,252 *	0.4%	300,000	0.2%	(277,252)	-48.0%
Position Vacancy Savings	(1,129,612)	-0.7%	(857,880)	-0.5%	271,732	-24.1%
<b>Subtotal - Miscellaneous Other</b>	<b>\$1,243,042</b>	<b>0.8%</b>	<b>\$3,117,258</b>	<b>2.0%</b>	<b>\$1,874,216</b>	<b>150.8%</b>
<b>TOTAL OTHER</b>	<b>\$24,704,481</b>	<b>16.0%</b>	<b>\$22,669,267</b>	<b>14.3%</b>	<b>(\$2,035,214)</b>	<b>-8.2%</b>
<b>TOTAL GENERAL FUND</b>	<b>\$154,800,000</b>	<b>100.0%</b>	<b>\$158,800,000</b>	<b>100.0%</b>	<b>\$4,000,000</b>	<b>2.6%</b>

\* Denotes where adjustments were made as part of the FY 2010 budget modification approved by the Board of Trustees in December 2009, or base budget transfers approved by the Board in March 2010.

**YOUNGSTOWN STATE UNIVERSITY**  
**General Fund Expenses by Division**  
**FY 2010 and FY 2011**

<u>DIVISION</u>	<u>FY 2010 BUDGET</u>	<u>FY 2011 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>	<u>PERCENT OF TOTAL</u>
<b>ACADEMIC AFFAIRS</b>					
Academic Support and Temporary Faculty	\$17,056,427 ***	\$18,346,743	\$1,290,316	7.6%	11.6%
Vacancy Pool (Searches in Progress)	759,971	849,270	89,299	11.8%	0.5%
College of Liberal Arts & Social Sciences	13,781,558	14,233,186	451,628	3.3%	9.0%
Williamson College of Business Administration	6,510,289	7,004,288	493,999	7.6%	4.4%
Beeghly College of Education	6,365,210 **	6,321,348	(43,862)	-0.7%	4.0%
College of Science, Technology, Engineering & Math	15,271,353	16,343,192	1,071,839	7.0%	10.3%
College of Fine & Performing Arts	7,813,029	8,319,784	506,755	6.5%	5.2%
Bitonte College of Health & Human Services	11,437,577	11,418,111	(19,466)	-0.2%	7.2%
School of Graduate Studies & Research	1,839,713	1,893,966	54,253	2.9%	1.2%
Centers of Excellence (transfer)	330,300	500,000	169,700	51.4%	0.3%
Laboratory/Materials Fee (transfer)	2,725,000	2,725,000	0	0.0%	1.7%
<b>Total - Academic Affairs</b>	<b>\$83,890,427</b>	<b>\$87,954,888</b>	<b>\$4,064,461</b>	<b>4.8%</b>	<b>55.4%</b>
<b>FINANCE &amp; ADMINISTRATION</b>					
Administrative Services	\$7,641,589	\$8,373,041	\$731,452	9.6%	5.3%
Financial Services & Budget	4,722,076 **	4,580,491	(141,585)	-3.0%	2.9%
Human Resources	1,332,348	1,506,836	174,488	13.1%	0.9%
Other Administration	341,130	661,417	320,287	93.9%	0.4%
Subtotal - Administration	\$14,037,143	\$15,121,785	\$1,084,642	7.7%	9.5%
Institution-Wide	9,102,112 *	8,042,236	(1,059,876)	-11.6%	5.1%
<b>Total - Finance &amp; Administration</b>	<b>\$23,139,255</b>	<b>\$23,164,021</b>	<b>\$24,766</b>	<b>0.1%</b>	<b>14.6%</b>
<b>OFFICE OF THE PRESIDENT</b>					
Office of the President	\$1,630,845 **	\$1,767,330	\$136,485	8.4%	1.1%
Institution-Wide	436,861 **	487,361	50,500	11.6%	0.3%
<b>Total - Office of the President</b>	<b>\$2,067,706</b>	<b>\$2,254,691</b>	<b>\$186,985</b>	<b>9.0%</b>	<b>1.4%</b>
<b>STUDENT AFFAIRS</b>					
Enrollment Services	\$4,077,468	\$4,566,582	\$489,114	12.0%	2.9%
Student Life	2,279,287	3,355,955	1,076,668	47.2%	2.1%
Other Student Affairs	1,243,211	1,386,330	143,119	11.5%	0.9%
Subtotal - Student Affairs	\$7,599,966	\$9,308,867	\$1,708,901	22.5%	5.9%
Institution-Wide	5,586,468	7,219,840	1,633,372	29.2%	4.5%
<b>Total - Student Affairs</b>	<b>\$13,186,434</b>	<b>\$16,528,707</b>	<b>\$3,342,273</b>	<b>25.3%</b>	<b>10.4%</b>
<b>TECHNOLOGY</b>					
Technology	\$7,869,789 **	\$8,904,047	\$1,034,258	13.1%	5.6%
Technology Master Plan Transfer	2,917,347	3,111,074	193,727	6.6%	2.0%
<b>Total - Technology</b>	<b>\$10,787,136</b>	<b>\$12,015,121</b>	<b>\$1,227,985</b>	<b>11.4%</b>	<b>7.6%</b>
<b>ADVANCEMENT</b>					
	<b>\$3,862,998 **</b>	<b>\$4,041,637</b>	<b>\$178,639</b>	<b>4.6%</b>	<b>2.5%</b>
<b>NON-DIVISIONAL</b>					
Central Contingency Reserve	\$577,252	\$300,000	(277,252)	N/A	0.2%
Transfers	17,288,792 *	12,540,935	(4,747,857)	-27.5%	7.9%
<b>Total - Non-Divisional</b>	<b>\$17,866,044</b>	<b>\$12,840,935</b>	<b>(\$5,025,109)</b>	<b>-28.1%</b>	<b>8.1%</b>
<b>Total General Fund</b>	<b>\$154,800,000</b>	<b>\$158,800,000</b>	<b>\$4,000,000</b>	<b>2.6%</b>	<b>100.0%</b>

\* Denotes where adjustments were made as part of the FY 2010 budget modification approved by the Board of Trustees in December 2009, or base budget transfers approved by the Board in March 2010.

\*\* Denotes restatement of FY 2010 budget to reflect departmental reporting changes within the divisions of Academic Affairs, Finance & Administration, and the President's Office.

## YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail  
FY 2010 and FY 2011

<u>INTERCOLLEGIATE ATHLETICS</u>				
	<u>FY 2010</u>	<u>FY 2011</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<b>EARNED INCOME</b>				
Football Tickets	\$380,000	\$430,000	\$50,000	13.2%
Basketball Tickets	135,000	135,000	0	0.0%
Guarantees	495,000	615,000	120,000	24.2%
Program Sales	9,000	5,500	(3,500)	-38.9%
Campus Vending Concessions	110,000	100,000	(10,000)	-9.1%
Concession Commission	0	55,000	55,000	N/A
Royalty Commission	35,000	35,000	0	0.0%
NCAA Revenue Sharing	500,000	525,000	25,000	5.0%
Program Ad. Sales/Recognition	160,000	150,000	(10,000)	-6.3%
Radio/Television Income	55,000	50,000	(5,000)	-9.1%
Pouring Rights & Miscellaneous	227,187	244,086	16,899	7.4%
Scoreboard Advertising				
Football	110,000	115,000	5,000	4.5%
Basketball	40,000	45,000	5,000	12.5%
Viewing Boxes Contributions	430,000	420,000	(10,000)	-2.3%
<b>Total Earned Income</b>	<b>\$2,686,187</b>	<b>\$2,924,586</b>	<b>\$238,399</b>	<b>8.9%</b>
<b>OTHER RESOURCES</b>				
General Fund Allocation	\$8,132,969 *	\$8,977,129	\$844,160	10.4%
Athletic Concessions	80,000	0	(80,000)	-100.0%
Scholarship Support	119,595	0	(119,595)	-100.0%
<b>Total Other Sources</b>	<b>\$8,332,564</b>	<b>\$8,977,129</b>	<b>\$644,565</b>	<b>7.7%</b>
<b>TOTAL RESOURCES</b>	<b>\$11,018,751</b>	<b>\$11,901,715</b>	<b>\$882,964</b>	<b>8.0%</b>
<b>EXPENSES</b>				
Permanent Staff	\$3,531,883 *	\$3,681,913	\$150,030	4.2%
Temporary Staff	94,639	91,139	(3,500)	-3.7%
Fringe Benefits	1,183,001 *	1,279,962	96,961	8.2%
Debt Service (transfer)	154,871	152,777	(2,094)	-1.4%
Capital Improvements (transfer)	110,000	0	(110,000)	-100.0%
Scholarships	3,722,979 *	3,861,426	138,447	3.7%
Operating	2,221,378 *	2,834,498	613,120	27.6%
<b>TOTAL EXPENSES</b>	<b>\$11,018,751</b>	<b>\$11,901,715</b>	<b>\$882,964</b>	<b>8.0%</b>
* Denotes where FY 2010 adjustments were made via BOT-approved base budget transfers in March 2010.				

## YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail  
FY 2010 and FY 2011

<u>MUSEUM OF LABOR &amp; INDUSTRY (STEEL MUSEUM)</u>				
	<u>FY 2010</u>	<u>FY 2011</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<b>EARNED INCOME</b>				
State Appropriations	\$23,850	\$50,000	\$26,150	109.64%
Miscellaneous Sales and Service	2,000	2,000	\$0	0.00%
Ticket Sales	3,350	3,350	\$0	0.00%
Facility Rental	2,000	2,000	\$0	0.00%
<b>TOTAL RESOURCES</b>	<b><u>\$31,200</u></b>	<b><u>\$57,350</u></b>	<b><u>\$26,150</u></b>	<b><u>83.81%</u></b>
<b>EXPENSES</b>				
Temporary Staff	\$6,667	\$6,667	\$0	0.00%
Fringe Benefits	333	333	0	0.00%
Operating	24,200	50,350	26,150	108.06%
<b>TOTAL EXPENSES</b>	<b><u>\$31,200</u></b>	<b><u>\$57,350</u></b>	<b><u>\$26,150</u></b>	<b><u>83.81%</u></b>
NOTE: FY 2011 marks the first full year of YSU's relationship with the Steel Museum. The FY 2010 budget reflects only a partial year.				

<u>HOUSING SERVICES</u>				
	<u>FY 2010</u>	<u>FY 2011</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<b>EARNED INCOME</b>				
Room Rentals and Board	\$6,103,710	\$6,155,560	\$51,850	0.85%
Meal Plans	0	112,000	112,000	
Vending Machine Commissions	20,000	20,000	0	0.00%
Rentals-Guests and Special Groups	185,000	185,000	0	0.00%
<b>Total Earned Income</b>	<b><u>\$6,308,710</u></b>	<b><u>\$6,472,560</u></b>	<b><u>\$163,850</u></b>	<b><u>2.60%</u></b>
<b>TOTAL RESOURCES</b>	<b><u>\$6,308,710</u></b>	<b><u>\$6,472,560</u></b>	<b><u>\$163,850</u></b>	<b><u>2.60%</u></b>
<b>EXPENSES</b>				
Permanent Staff	\$534,101	\$600,198	\$66,097	12.38%
Temporary Staff	314,741	337,821	23,080	7.33%
Fringe Benefits	231,051	236,076	5,025	2.17%
Debt Service	1,230,808	1,219,711	(11,097)	-0.90%
Administrative Charge	345,852	245,000	(100,852)	-29.16%
Operating	3,652,157	3,833,754	181,597	4.97%
<b>TOTAL EXPENSES</b>	<b><u>\$6,308,710</u></b>	<b><u>\$6,472,560</u></b>	<b><u>\$163,850</u></b>	<b><u>2.60%</u></b>

## YOUNGSTOWN STATE UNIVERSITY

**Auxiliary Detail**  
**FY 2010 and FY 2011**

<u>BOOKSTORE</u>				
	<u>FY 2010</u>	<u>FY 2011</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<b>EARNED INCOME</b>				
Register Sales	\$6,150,000	\$6,300,000	\$150,000	2.44%
<b>TOTAL RESOURCES</b>	<b>\$6,150,000</b>	<b>\$6,300,000</b>	<b>\$150,000</b>	<b>2.44%</b>
<b>EXPENSES</b>				
Permanent Staff	\$500,337	\$534,361	\$34,024	6.80%
Temporary Staff	220,000	220,000	0	0.00%
Fringe Benefits	188,711	199,939	11,228	5.95%
Administrative Charge	600,000	600,000	0	0.00%
Operating	4,640,952	4,745,700	104,748	2.26%
<b>TOTAL EXPENSES</b>	<b>\$6,150,000</b>	<b>\$6,300,000</b>	<b>\$150,000</b>	<b>2.44%</b>

<u>PARKING SERVICES</u>				
	<u>FY 2010</u>	<u>FY 2011</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<b>EARNED INCOME</b>				
Parking Permits-Faculty & Staff	\$490,000	\$515,000	\$25,000	5.10%
Parking Permits-Students	1,500,000	1,500,000	0	0.00%
Parking Fines	150,000	120,000	(30,000)	-20.00%
Parking Fees-Special Events	80,000	80,000	0	0.00%
Daily Parking Fees	45,000	60,000	15,000	33.33%
Parking Meters	12,000	13,000	1,000	8.33%
Parking Permits-Contracted Service	20,000	25,000	5,000	25.00%
Control Card Replacement	250	250	0	0.00%
Weekly Permits	18,000	18,000	0	0.00%
<b>Total Earned Income</b>	<b>\$2,315,250</b>	<b>\$2,331,250</b>	<b>\$16,000</b>	<b>0.69%</b>
<b>TOTAL RESOURCES</b>	<b>\$2,315,250</b>	<b>\$2,331,250</b>	<b>\$16,000</b>	<b>0.69%</b>
<b>EXPENSES</b>				
Permanent Staff	\$563,653	\$590,222	\$26,569	4.71%
Temporary Staff	379,400	379,400	0	0.00%
Fringe Benefits	237,007	245,775	8,768	3.70%
Administrative Charge	195,000	148,000	(47,000)	-24.10%
Operating	940,190	967,853	27,663	2.94%
<b>TOTAL EXPENSES</b>	<b>\$2,128,000</b>	<b>\$2,331,250</b>	<b>\$203,250</b>	<b>9.55%</b>

## YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail  
FY 2010 and FY 2011

<u>KILCAWLEY CENTER</u>				
	<u>FY 2010</u>	<u>FY 2011</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<b>EARNED INCOME</b>				
Food Services Commissions	\$300,000	\$327,000	\$27,000	9.00%
Candy Desk	62,000	65,000	3,000	4.84%
Duplication	560,000	540,000	(20,000)	-3.57%
Graphic Center	52,000	55,000	3,000	5.77%
Recreation Room	10,000	8,000	(2,000)	-20.00%
Room Rental	35,000	30,000	(5,000)	-14.29%
Vending and Misc. Sales & Service	44,386	38,386	(6,000)	-13.52%
<b>Total Earned Income</b>	<b>\$1,063,386</b>	<b>\$1,063,386</b>	<b>\$0</b>	<b>0.00%</b>
<b>OTHER RESOURCES</b>				
General Fund Allocation	\$1,222,801	\$1,263,318	\$40,517	3.31%
<b>TOTAL RESOURCES</b>	<b>\$2,286,187</b>	<b>\$2,326,704</b>	<b>\$40,517</b>	<b>1.77%</b>
<b>EXPENSES</b>				
Permanent Staff	\$551,983	\$591,124	\$39,141	7.09%
Temporary Staff	183,527	175,527	(8,000)	-4.36%
Fringe Benefits	193,571	203,847	10,276	5.31%
Administrative Charge	126,000	126,000	0	0.00%
Operating	1,231,106	1,230,206	(900)	-0.07%
<b>TOTAL EXPENSES</b>	<b>\$2,109,782</b>	<b>\$2,326,704</b>	<b>\$40,517</b>	<b>10.28%</b>

<u>TELEPHONE SERVICE-RESIDENCE HALL</u>				
	<u>FY 2010</u>	<u>FY 2011</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<b>EARNED INCOME</b>				
Local Service	\$142,000	\$142,000	\$0	0.00%
Long Distance Service	600	600	0	0.00%
<b>TOTAL RESOURCES</b>	<b>\$142,600</b>	<b>\$142,600</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENSES</b>				
Permanent Staff	\$12,636	\$12,636	\$0	0.00%
Temporary Staff	20,000	20,000	0	0.00%
Fringe Benefits	5,275	5,275	0	0.00%
Administrative Charge	10,666	10,666	0	0.00%
Operating	94,023	94,023	0	0.00%
<b>TOTAL EXPENSES</b>	<b>\$142,600</b>	<b>\$142,600</b>	<b>\$0</b>	<b>0.00%</b>



## YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail  
FY 2010 and FY 2011

<u>ANDREWS RECREATION AND WELLNESS CENTER</u>				
	<u>FY 2010</u>	<u>FY 2011</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
<b>EARNED INCOME</b>				
Faculty & Staff Memberships	\$20,000	\$23,000	\$3,000	15.00%
Guest Passes	8,000	8,000	0	0.00%
Program Fees	14,500	20,000	5,500	37.93%
<b>Total Earned Income</b>	<u>\$42,500</u>	<u>\$51,000</u>	<u>\$8,500</u>	<u>20.00%</u>
<b>OTHER RESOURCES</b>				
General Fund Allocation	\$1,308,346	\$1,404,309	\$95,963	7.33%
<b>Total Other Resources</b>	<u>\$1,308,346</u>	<u>\$1,404,309</u>	<u>\$95,963</u>	<u>7.33%</u>
<b>TOTAL RESOURCES</b>	<u><u>\$1,350,846</u></u>	<u><u>\$1,455,309</u></u>	<u><u>\$104,463</u></u>	<u><u>7.73%</u></u>
<b>EXPENSES</b>				
Permanent Staff	\$272,228	\$301,705	\$29,477	10.83%
Temporary Staff	413,600	421,100	7,500	1.81%
Fringe Benefits	161,055	134,618	(26,437)	-16.41%
Administrative Charge	87,600	87,600	0	0.00%
Operating	416,363	510,286	93,923	22.56%
<b>TOTAL EXPENSES</b>	<u><u>\$1,350,846</u></u>	<u><u>\$1,455,309</u></u>	<u><u>\$104,463</u></u>	<u><u>7.73%</u></u>

**YOUNGSTOWN STATE UNIVERSITY**  
**Scholarship Summary**  
**FY 2010 and FY 2011**

	<u>Total FY2010</u>	<u>Foundation FY 2011</u>	<u>University FY 2011</u>	<u>Total FY 2011</u>
<b><u>Restricted Scholarship Programs:</u></b>				
DONOR RESTRICTED	\$666,050	\$924,125		\$924,125
SPECIAL TALENT	86,000	86,000		86,000
SPECIAL PURPOSE	550,500	133,000	67,000	200,000
ATHLETIC	3,772,034	117,475	3,743,951	3,861,426
<b>Total Restricted Scholarship Programs</b>	<b>\$5,074,584</b>	<b>\$1,260,600</b>	<b>\$3,810,951</b>	<b>\$5,071,551</b>
<b><u>Goal Based Scholarship Programs:</u></b>				
<b>NEED BASED</b>				
<i>To maximize access to YSU by awarding scholarships on the basis of financial need</i>				
Martin Luther King Achievement	\$525,000	\$200,000	\$162,250	\$362,250
PHEAA Grant Match	300,000	150,000	105,000	255,000
Housing Grants	300,000		250,000	250,000
<b>Total Need Based</b>	<b>\$1,125,000</b>	<b>\$350,000</b>	<b>\$517,250</b>	<b>\$867,250</b>
<b>SCHOLARSHIPS FOR EXCELLENCE</b>				
<i>To attract high quality students on the basis of academic excellence:</i>				
University Scholars	\$2,460,077	\$2,493,300	\$108,471	\$2,601,771
Trustee, President, Deans, and Transfer Scholarships for Excellence	1,375,000		1,668,128	1,668,128
Youngstown Early College	50,000		200,000	200,000
Red and White Scholarship	1,347,034		1,241,460	1,241,460
<i>To support retention efforts by awarding scholarships to current and continuing students in recognition of academic achievement:</i>				
Academic Achievement	351,167		280,000	280,000
<b>Total Scholarships for Excellence</b>	<b>\$5,583,278</b>	<b>\$2,493,300</b>	<b>\$3,498,059</b>	<b>\$5,991,359</b>
<b>OTHER</b>				
<i>To support new and transfer enrollment objectives by offering scholarships to attract associate degree graduates and student leaders from beyond our primary service area:</i>				
Student Leader	\$77,000		\$77,000	\$77,000
Tri-C, Lorain, Stark, Jefferson, and Kent associate degree	4,400		4,400	4,400
<b>Total Other</b>	<b>\$759,177</b>		<b>\$81,400</b>	<b>\$81,400</b>
<b>Total Goal Based Scholarship Programs</b>	<b>\$7,467,455</b>	<b>\$2,843,300</b>	<b>\$4,096,709</b>	<b>\$6,940,009</b>
<b>GRAND TOTAL</b>	<b>\$12,542,039</b>	<b>\$4,103,900</b>	<b>\$7,907,660</b>	<b>\$12,011,560</b>

YOUNGSTOWN STATE UNIVERSITY  
Capital Budget Sources & Uses  
Fiscal Years 2011 - 2012

Funding Uses	Funding Sources				Total
	Reappropriations H.B. 462	Appropriations Request*	Series 2009 & 2010 Bonds	Other Funds	
<b>Major Renovations</b>					
Classroom/Instructional Space	\$278,193	\$2,000,000			\$2,278,193
Tod Hall Renovations	5,474				5,474
Beeghly Center Rehab	13,429				13,429
Ward Beecher HVAC	133,987				133,987
Kilcawley Center Renovations			10,000,000		10,000,000
Pollock House Renovation			3,950,000	617,000	4,567,000
WATTS Indoor Facility			7,533,000	3,961,312	11,494,312
<b>Subtotal</b>	<b>\$431,083</b>	<b>\$2,000,000</b>	<b>\$21,483,000</b>	<b>\$4,578,312</b>	<b>\$28,492,395</b>
<b>Campus Development</b>					
Land Acquisition	\$14,000		\$1,000,000		\$1,014,000
STEM Planning			500,000		500,000
Campus Development	1,104,564	1,500,000			2,604,564
<b>Subtotal</b>	<b>\$1,118,564</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$4,118,564</b>
<b>Infrastructure Upgrades</b>					
Campus Roof Renovations		2,500,000			2,500,000
Parking Improvements			4,500,000		4,500,000
Building System Upgrades	1,787,366				1,787,366
Masonry Restorations	92,729	2,074,834			2,167,563
Old Williamson Hall Renovations			400,000		400,000
Steam Distribution System Upgr.	17,692				17,692
<b>Subtotal</b>	<b>\$1,897,787</b>	<b>\$4,574,834</b>	<b>\$4,900,000</b>	<b>\$0</b>	<b>\$8,872,621</b>
<b>Technology</b>					
Residential Tech. Integration	\$34,072				\$34,072
Electronic Campus Infrastructure	2,722				2,722
<b>Subtotal</b>	<b>\$36,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,794</b>
<b>Basic Renovations</b>					
Electrical System Renovations	\$350,000				\$350,000
E.J. Salata Complex Renovations	250,000				250,000
Beeghly Center Renovations	495,000				495,000
Classroom Renovations	350,000				350,000
Restroom Renovations	400,000				400,000
Exterior Concrete Renovations	990,000				990,000
Student Lounge Upgrades	450,000				450,000
Emergency Generator Upgrades	300,000				300,000
Campus Core Lighting Upgrades	425,000				425,000
Central Utility Plant Exterior	450,000				450,000
Cushwa Hall Renovations	325,000				325,000
Storm Water Amelioration	200,000				200,000
Unprogrammed Projects	2,069,583	2,312,733			4,382,316
Capital Component				\$682,573	682,573
<b>Subtotal</b>	<b>\$7,054,583</b>	<b>\$2,312,733</b>	<b>\$0</b>	<b>\$682,573</b>	<b>\$10,049,889</b>
<b>Instructional Equipment</b>	<b>\$0</b>	<b>\$546,320</b>		<b>\$0</b>	<b>\$546,320</b>
<b>TOTALS</b>	<b>\$10,538,811</b>	<b>\$10,933,887</b>	<b>\$27,883,000</b>	<b>\$5,260,885</b>	<b>\$52,116,583</b>

\*NOTE: The capital appropriations bill for the FY 2011-2012 biennium has not yet been introduced. The amounts shown here reflect YSU's capital appropriations request submitted to the Ohio Board of Regents.



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

<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>REASON</b>
Centennial Campus Master Plan Contingency (Restricted Plant Fund)	WATTS Center - CCMPC (Restricted Plant Fund)	\$361,312	Fund WATTS Center Project. Project budget is \$11,494,312.
Property Acquisition (Unrestricted Plant Fund)	WATTS Center - Construction - UR (Unrestricted Plant Fund)	\$350,000	Fund WATTS Center Project. Project budget is \$11,494,312.
Debt Service Reserve Fund - General Fund (Unrestricted Fund)	Bond Fund - Series 2010 (Debt Service Fund)	\$319,047	Fund June 2010 interest payment. Payment will be offset by Build American Bond subsidy of \$111,667 (35%). Net interest expense will be \$207,380 once the subsidy is received.
Capital Component (Restricted Plant Fund)	WATTS Center - Construction - UR (Unrestricted Plant Fund)	\$287,122	Fund WATTS Center Project. Project budget is \$11,494,312.
Athletic Facility - Gifts (Restricted Plant Fund)	WATTS Center - Construction - Gifts (Restricted Plant Fund)	\$232,719	Transfer cash received on Athletic Facility pledges and gifts as of 5-10-10 to a spendable WATTS fund. Project budget is \$11,494,312. Outstanding pledges total approximately \$1.3 million; cash transferred as of 3-31-10 totaled \$1,230,528.
Housing Services (Auxiliary Fund)	Bond Fund - Series 2009 (Debt Service Fund)	\$165,869	Fund budget shortfall for June 2010 principal and interest payment attributed to Housing.
Housing Services Plant Reserve (Unrestricted Plant Fund)	Summer 2010 Residence Hall Improvements (Unrestricted Plant Fund)	\$200,000	Fund projects including Lyden House air conditioning chiller replacement, Weller House roof repair, and miscellaneous plumbing, electrical and structure repairs and upgrades for all Residence Halls.

**WATTS Center Project  
Funding Requirements  
May 2010**

<b>Funding Sources in Place</b>	
Intercollegiate Athletics (Auxiliary Operating Fund)	\$125,000
Centennial Campus Master Plan Contingency (Restricted Plant Fund)	62,500
Capital Component (Restricted Plant Fund)	62,500
Athletic Facility - Gifts (Restricted Plant Fund)	1,230,528
Bond Proceeds	7,533,007
Subtotal	\$9,013,535
<b>Funding Sources Pending Board Approval</b>	
Sick Leave Conversion interfund loan (Designated Fund)	\$1,249,624
June 2010 Transfers	
Centennial Campus Master Plan Contingency (Restricted Plant Fund)	361,312
Property Acquisition (Unrestricted Plant Fund)	350,000
Athletic Facility - Gifts (Restricted Plant Fund)	232,719
Capital Component (Restricted Plant Fund)	\$287,122
Subtotal	\$2,480,777
<b>Total Resources Required</b>	<b><u>\$11,494,312</u></b>

**UNIVERSITY GUIDEBOOK**

**Subject: Investment of the University's Non-Endowment and Endowment Funds**

Responsible Officer:	Eugene P. Grilli	Authorized by:	David C. Sweet
Title:	Vice President for Finance and Administration	Title:	President
Approved:	September 11, 1998	<b>EFFECTIVE:</b>	<b>June 11, 2010</b>
Revised:	December 15, 2004		
Revised:	June 23, 2006		
Revised:	December 17, 2008		
Revised:	June 11, 2010		

**Policy:** The President and the Vice President for Finance and Administration, or designee, is authorized to invest University funds in compliance with this policy, provisions of the *Ohio Revised Code* and all other applicable laws and regulations, including H.B. 524, Sec. 3345.05 of the Ohio Revised Code.

RESOLUTION NUMBER: YR 1999-04; YR 2005-23; YR 2006-47; YR 2007-27; YR 2009-

For the purpose of this policy on the Investment of the University's Non-Endowment and Endowment Funds (the "Policy"), the non-endowment portfolio shall include:

- All tuition and mandatory fees, registration, non-resident tuition fees, academic fees for the support of on- and off-campus instruction, laboratory and course fees when so assessed and collected, all other fees, deposits, charges, receipts, and income from all or part of the students, all subsidy or other payments from state appropriations, and all other fees, deposits, charges, receipts, and income received. These funds shall be held and administered by the Board of Trustees.
- Notwithstanding any provision of the revised code to the contrary, the title to investments made by the Board of Trustees with funds derived from revenues described above shall not be vested in the state but shall be held in trust by the Board. Such investments shall be made pursuant to this investment policy adopted by the Board in public session. Such investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

- It is the intention of the Board of Trustees that actions taken pursuant to this Policy shall be in compliance with all applicable laws as they may be amended from time to time. No University representative, employee, or agent shall take any action prohibited by or fail to take any action required by all applicable laws in carrying out this Policy.
- Members of the Board of Trustees will annually provide to the Chair of the Board of Trustees a statement disclosing the nature, if at all, of any relationship with the financial institutions involved with the University's Non-Endowment Funds. Any member having a relationship that creates a conflict prohibited by the ethics laws with any investment entity will withdraw from participating in the selection of, or authorizing the contracts of, those investment managers and/or consultants.
- External investment managers, consultants and advisors retained by the University shall immediately notify the Chair of the Investment Subcommittee and the Vice President for Finance and Administration, or designee of any potential conflicts of interest which may develop from time to time. In any such situation, the external investment manager, consultant and/or advisor shall identify the nature of the conflict of interest and its potential impact, if any, on the University.
- The University's non-endowment fund portfolio will remain sufficiently liquid to enable the University to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on short notice near the purchase price of the security. To help retain the desired liquidity, no security shall be purchased that is likely to have few market makers or poor market bids. Additionally, liquidity shall be assured by keeping an adequate amount of short-term investments to accommodate the cash needs of the University.
- The University's non-endowment and endowment portfolios shall be structured with the objective of attaining the highest possible total return for the investment portfolio while adhering to a prudent level of risk.

The University's endowment portfolio, unless otherwise directed, shall be managed by the Youngstown State University Foundation (the "YSUF") and consist of equity, fixed income, and cash investments.

Specific responsibilities of the Investment Subcommittee of the Finance and Facilities Committee of the Board of Trustees (hereafter referred to as the "the Subcommittee") in the investment process include:

- the application of a total return philosophy of asset management;
- developing sound and consistent investment policy guidelines;
- Setting forth an investment structure for managing the University's assets. This structure includes identification of asset classes, strategic asset allocation, and acceptable asset ranges above and below the strategic asset allocation.
- Providing guidelines that control the level of overall risk and liquidity assumed for the investment portfolio so that all assets are managed in accordance with stated objectives
- Complying with all applicable fiduciary, prudence, due diligence requirements, and with all applicable laws, rules and regulations from various local, state, federal, and international political entities that may impact fund assets.
- selecting and monitoring investment managers;
- selecting an investment consulting organization;
- communicating clearly the major duties and responsibilities of those accountable for achieving investment results;
- monitoring and evaluating results to assure that the guidelines are being adhered to and the objectives are being met;
- To control costs of administering & managing the fund.
- taking appropriate action to discharge an investment manager for failure to perform as mutually expected at the time of selecting; and
- undertaking such work and studies as may be necessary to keep the Board of Trustees of the University adequately informed as to the status of the investment of the balance sheet assets (the "Assets").

This Policy shall be reviewed every three years by the Subcommittee or upon the advisement of investment advisors or management. All material changes to the Policy will be approved by the Subcommittee and submitted to the University's Board of Trustees for final approval.



**UPMIFA Considerations**

In accordance with the State of Ohio's adoption of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), effective June 1, 2009, the Subcommittee will take the following into consideration when making investment decisions:

- general economic conditions
- the possible effect of inflation or deflation
- expected tax consequences
- the role that each investment plays within the overall portfolio
- expected total return from income and appreciation
- other resources of the institution
- need of the institution to make distributions and preserve capital
- assets special relationship or special value to the charitable purpose

**Purpose:** Investments shall be managed for the use and benefit of the University in a diversified portfolio that focuses, over time, on the preservation of capital, minimization of cost and risk, maintenance of required levels of liquidity in the overall portfolio to meet cash flow requirements, and compliance with state statute. The non-endowment and endowment portfolios are intended to achieve a reasonable yield balanced with a component invested for longer-term appreciation.

The purpose of this policy is to assist the University in more effectively supervising and monitoring the investment activities of its Assets. This Policy is designed to assist University staff and the Investment Subcommittee with regard to its fiduciary responsibility by:

- defining the responsibilities of University staff, its investment managers, and its investment consultant;
- stating in writing the University's attitudes, expectations, and goals for the investment of the Assets;
- providing a basis for reviewing investment management organizations in the selection process;
- encouraging effective communication between the investment managers, investment consultant, the Subcommittee, and Youngstown State University; and
- setting objectives against which the performance results of the investment managers, operating within the constraints imposed by the University's Policy guidelines, can be measured.

A primary expectation for University assets is to support the University by providing current income to the University from both non-endowed and endowed funds, managed on behalf of the University by outside investment professionals, as well as the YSUF, while concurrently growing principal. The asset base is dedicated to providing a reliable source of funds for current and future enhancements at the University.

**Parameters:**

Investment assets are to be held by a reputable custodian / trust company. Investment assets are to be held in safe-keeping, in the name of the University. Evaluation, selection and monitoring of the University's custodian, will include, but not be limited, to the following factors:

- Size and scalability of the underlying financial institution
- Delivery of competitive safe-keeping and trust services as measured by attributes such as systems functionality, statement delivery, client service, audit controls and reporting capabilities.
- Safe-keeping and trust service pricing and fees

The management of the non-endowment and endowment funds involves a tradeoff between two competing goals. On the one hand, the funds must preserve capital and maintain liquidity sufficient to distribute cash to fund immediate operating needs and prior spending commitments. To accommodate these objectives, the University will establish the Operating & Short Term Pool. On the other hand, the funds must accumulate capital sufficient to support nominal growth in expenses for existing programs and to establish new quasi-endowment funds. To accommodate these objectives, the University will establish the Long Term / Reserve Pool. The goal of the funds is to accommodate these competing needs by providing adequate short-term liquidity along with long-term capital appreciation.

The Subcommittee recognizes that risk and volatility are present to some degree with all types of investments. However, high levels of risk are to be avoided at the total asset level. This is to be accomplished through diversification by asset class, style of investment manager, and sector and industry limits.

The following statements and guidelines are set forth in an effort to provide direction to each of the investment managers that manage separate accounts for the University. Managers are retained to manage separate pools of assets; and funds are allocated to such managers in order to achieve an appropriate, diversified, and balanced asset mix. The Subcommittee, from time to time, may shift assets from one manager to another to maintain the appropriate mix. Additionally, the Subcommittee recognizes that mutual or commingled funds used by the University may not adhere to these guidelines. However,

when selecting mutual or commingled fund products, the Subcommittee will refer to these guidelines as a basis to select new funds.

Evaluation, selection and monitoring of the University's individual investment managers, will include, but not be limited, to the following factors:

- Each investment manager should have clearly stated investment objectives.
- The performance (return) and volatility (risk) of each investment manager should be evaluated over time, evaluating performance in light of how closely the investment manager has adhered to its stated investment objectives.
- The depth and experience of the portfolio manager(s) should be evaluated (both with respect to the current investment portfolio he or she manages and any funds previously managed).
- The depth and financial stability of the relevant investment fund company should be considered.
- The fees and expenses charged with respect to such investment management services should be considered

A written "Investment Guideline Statement" or prospectus clearly outlining objectives and responsibilities will be in place with each investment manager. For the non-endowment funds, the managers shall have discretion to invest assets in cash reserves as they deem appropriate but will be expected under normal circumstances to be fully invested in their assigned asset class. A manager's performance will be evaluated against their fully invested passive benchmark and against similar portfolio results. Passive benchmarks will be used for comparative purposes which most closely approximate the investment mandate's duration, credit quality, security composition, capitalization, style, asset class, etc.

To the extent bequests are made to the University via shares of marketable equity securities, the following provisions apply:

- The policy on bequests as defined by the University Guidebook number 5007.01 will supersede all provisions within this Policy.
- If the bequest is a non-endowed gift, the securities will be sold as soon as prudently possible.
- If the bequest is an endowed gift, the securities will be transferred to the YSUF to manage, unless otherwise specified by the donor and agreed to by the Board of Trustees. Assets held/invested by the YSUF or other institution on behalf of the

University will be managed in accordance with pre-arranged investment advisory agreements as well as under the guidelines of this Policy.

**Procedures:**

1. The Vice President for Finance and Administration, or designee shall be accountable to the Board of Trustees for implementing this Policy.
2. The Vice President for Finance and Administration, or designee will report to the Investment Subcommittee at least quarterly on the status of the non-endowment and endowment portfolios.
3. It shall be permissible for the Vice President for Finance and Administration, or designee to realize gains and losses if such an action would be consistent with the University's investment goals. Losses and gains realized on the non-endowment portfolio shall be charged against current income unless otherwise approved by the Investment Subcommittee.
4. Between meetings of the Board of Trustees, if deemed advisable, other investments not specifically authorized by this Policy may be made if approved by the Investment Subcommittee. Any such actions shall be taken to the Board of Trustees for review at its next meeting.

**Spending Policy**

The Board has established a spending policy for certain of the funds. This policy reflects the tradeoffs between short-term liquidity and long-term capital appreciation needs, as described in the "Purpose" and "Parameters" sections above.

*Non Endowment Assets:* Non-endowment assets are comprised of operating and non-operating funds, and include cash, cash equivalents and investment assets.

Operating funds, comprised of cash, cash equivalents, and certain investment assets, make up the University's General Funds. The use of cash, cash equivalents, and investment assets in these General Funds is not subject to any Board-approved spending policy as the University's annual operating budget establishes parameters for the use of these funds.

The University's remaining non-endowed investment assets are primarily in reserve or project-related funds. Spending within these funds is subject to University Guidebook Policy 3010.01 - Budget Transfers, project-specific spending plans, and various other University operating and financial policies and procedures. Utilization of non-operating investment assets to offset investment income shortfalls or operating deficits shall require Board approval.

Income earned on non-endowed investment assets is primarily used to support University operations, thus it is the policy of the Board not to limit annual distributions of realized investment income. The annual operating budget establishes parameters for the use of this income, and the disposition of total annual net operating inflows over outflows requires Board approval. Unrealized investment income from non-endowment assets shall always be non-spendable.

*University Assets Managed by YSUF:* Although the YSU Foundation usually only serves as manager for endowments owned by YSU, on occasion certain other YSU funds are also managed by YSUF, generally related to specific capital fundraising projects of a more long-term nature. For endowed funds, it is the policy of the Board to limit annual distributions to no greater than accumulated income earned. Any distribution greater than this would require written justification and Board of Trustees' approval. For all other managed funds, distributions are project specific, thus are limited only to the extent needed to sustain appropriate cash flow for the expenditure cycle of the corresponding project.

**UNIVERSITY GUIDEBOOK****Subject: Investment of the University's Non-Endowment and Endowment Funds**

Responsible Officer:	Eugene P. Grilli	Authorized by:	David C. Sweet
Title:	Vice President for Finance and Administration	Title:	President
Approved:	September 11, 1998	<b>EFFECTIVE:</b>	<del>December 17, 2008</del> <b>June 11, 2010</b>
Revised:	December 15, 2004		
Revised:	June 23, 2006		
Revised:	December 17, 2008		
<u>Revised:</u>	<u>June 11, 2010</u>		

**Policy:** The President and the Vice President for Finance and Administration, or designee, is authorized to invest University funds in compliance with this policy, provisions of the *Ohio Revised Code* and all other applicable laws and regulations, including H.B. 524, Sec. 3345.05 of the Ohio Revised Code.

RESOLUTION NUMBER: YR 1999-04; YR 2005-23; YR 2006-47; YR 2007-27; YR 2009-

For the purpose of this policy on the Investment of the University's Non-Endowment and Endowment Funds (the "Policy"), the non-endowment portfolio shall include:

- All tuition and mandatory fees, registration, non-resident tuition fees, academic fees for the support of on- and off-campus instruction, laboratory and course fees when so assessed and collected, all other fees, deposits, charges, receipts, and income from all or part of the students, all subsidy or other payments from state appropriations, and all other fees, deposits, charges, receipts, and income received. These funds shall be held and administered by the Board of Trustees.
- Notwithstanding any provision of the revised code to the contrary, the title to investments made by the Board of Trustees with funds derived from revenues described above shall not be vested in the state but shall be held in trust by the Board. Such investments shall be made pursuant to this investment policy adopted by the Board in public session. Such investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

- It is the intention of the Board of Trustees that actions taken pursuant to this Policy shall be in compliance with all applicable laws as they may be amended from time to time. No University representative, employee, or agent shall take any action prohibited by or fail to take any action required by all applicable laws in carrying out this Policy.
- Members of the Board of Trustees will annually provide to the Chair of the Board of Trustees a statement disclosing the nature, if at all, of any relationship with the financial institutions involved with the University's Non-Endowment Funds. Any member having a relationship that creates a conflict prohibited by the ethics laws with any investment entity will withdraw from participating in the selection of, or authorizing the contracts of, those investment managers and/or consultants.
- External investment managers, consultants and advisors retained by the University shall immediately notify the Chair of the Investment Subcommittee and the Vice President for Finance and Administration, or designee of any potential conflicts of interest which may develop from time to time. In any such situation, the external investment manager, consultant and/or advisor shall identify the nature of the conflict of interest and its potential impact, if any, on the University.
- The University's non-endowment fund portfolio will remain sufficiently liquid to enable the University to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on short notice near the purchase price of the security. To help retain the desired liquidity, no security shall be purchased that is likely to have few market makers or poor market bids. Additionally, liquidity shall be assured by keeping an adequate amount of short-term investments to accommodate the cash needs of the University.
- The University's non-endowment and endowment portfolios shall be structured with the objective of attaining the highest possible total return for the investment portfolio while adhering to a prudent level of risk.

The University's endowment portfolio, unless otherwise directed, shall be managed by the Youngstown State University Foundation (the "YSUF") and consist of equity, fixed income, and cash investments.

Specific responsibilities of the Investment Subcommittee of the Finance and Facilities Committee of the Board of Trustees (hereafter referred to as the "the Subcommittee") in the investment process include:

- the application of a total return philosophy of asset management;
- developing sound and consistent investment policy guidelines;
- Setting forth an investment structure for managing the University's assets. This structure includes identification of asset classes, strategic asset allocation, and acceptable asset ranges above and below the strategic asset allocation.
- Providing guidelines that control the level of overall risk and liquidity assumed for the investment portfolio so that all assets are managed in accordance with stated objectives
- Complying with all applicable fiduciary, prudence, due diligence requirements, and with all applicable laws, rules and regulations from various local, state, federal, and international political entities that may impact fund assets.
- selecting and monitoring investment managers;
- selecting an investment consulting organization;
- communicating clearly the major duties and responsibilities of those accountable for achieving investment results;
- monitoring and evaluating results to assure that the guidelines are being adhered to and the objectives are being met;
- To control costs of administering & managing the fund.
- taking appropriate action to discharge an investment manager for failure to perform as mutually expected at the time of selecting; and
- undertaking such work and studies as may be necessary to keep the Board of Trustees of the University adequately informed as to the status of the investment of the balance sheet assets (the "Assets").

This Policy shall be reviewed every three years by the Subcommittee or upon the advisement of investment advisors or management. All material changes to the Policy will be approved by the Subcommittee and submitted to the University's Board of Trustees for final approval.



### UPMIFA Considerations

In accordance with the State of Ohio's adoption of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), effective June 1, 2009, the Subcommittee will take the following into consideration when making investment decisions:

- o general economic conditions
- o the possible effect of inflation or deflation
- o expected tax consequences
- o the role that each investment plays within the overall portfolio
- o expected total return from income and appreciation
- o other resources of the institution
- o need of the institution to make distributions and preserve capital
- o assets special relationship or special value to the charitable purpose

**Purpose:** Investments shall be managed for the use and benefit of the University in a diversified portfolio that focuses, over time, on the preservation of capital, minimization of cost and risk, maintenance of required levels of liquidity in the overall portfolio to meet cash flow requirements, and compliance with state statute. The non-endowment and endowment portfolios are intended to achieve a reasonable yield balanced with a component invested for longer-term appreciation.

The purpose of this policy is to assist the University in more effectively supervising and monitoring the investment activities of its Assets. This Policy is designed to assist University staff and the Investment Subcommittee with regard to its fiduciary responsibility by:

- defining the responsibilities of University staff, its investment managers, and its investment consultant;
- stating in writing the University's attitudes, expectations, and goals for the investment of the Assets;
- providing a basis for reviewing investment management organizations in the selection process;
- encouraging effective communication between the investment managers, investment consultant, the Subcommittee, and Youngstown State University; and
- setting objectives against which the performance results of the investment managers, operating within the constraints imposed by the University's Policy guidelines, can be measured.

A primary expectation for University assets is to support the University by providing current income to the University from both non-endowed and endowed funds, managed on behalf of the University by outside investment professionals, as well as the YSUF, while concurrently growing principal. The asset base is dedicated to providing a reliable source of funds for current and future enhancements at the University.

**Parameters:**

Investment assets are to be held by a reputable custodian / trust company. Investment assets are to be held in safe-keeping, in the name of the University. Evaluation, selection and monitoring of the University's custodian, will include, but not be limited, to the following factors:

- Size and scalability of the underlying financial institution
- Delivery of competitive safe-keeping and trust services as measured by attributes such as systems functionality, statement delivery, client service, audit controls and reporting capabilities.
- Safe-keeping and trust service pricing and fees

The management of the non-endowment and endowment funds involves a tradeoff between two competing goals. On the one hand, the funds must preserve capital and maintain liquidity sufficient to distribute cash to fund immediate operating needs and prior spending commitments. To accommodate these objectives, the University will establish the Operating & Short Term Pool. On the other hand, the funds must accumulate capital sufficient to support nominal growth in expenses for existing programs and to establish new quasi-endowment funds. To accommodate these objectives, the University will establish the Long Term / Reserve Pool. The goal of the funds is to accommodate these competing needs by providing adequate short-term liquidity along with long-term capital appreciation.

The Subcommittee recognizes that risk and volatility are present to some degree with all types of investments. However, high levels of risk are to be avoided at the total asset level. This is to be accomplished through diversification by asset class, style of investment manager, and sector and industry limits.

The following statements and guidelines are set forth in an effort to provide direction to each of the investment managers that manage separate accounts for the University. Managers are retained to manage separate pools of assets; and funds are allocated to such managers in order to achieve an appropriate, diversified, and balanced asset mix. The Subcommittee, from time to time, may shift assets from one manager to another to maintain the appropriate mix. Additionally, the Subcommittee recognizes that mutual or commingled funds used by the University may not adhere to these guidelines. However,

when selecting mutual or commingled fund products, the Subcommittee will refer to these guidelines as a basis to select new funds.

Evaluation, selection and monitoring of the University's individual investment managers, will include, but not be limited, to the following factors:

- Each investment manager should have clearly stated investment objectives.
- The performance (return) and volatility (risk) of each investment manager should be evaluated over time, evaluating performance in light of how closely the investment manager has adhered to its stated investment objectives.
- The depth and experience of the portfolio manager(s) should be evaluated (both with respect to the current investment portfolio he or she manages and any funds previously managed).
- The depth and financial stability of the relevant investment fund company should be considered.
- The fees and expenses charged with respect to such investment management services should be considered.

A written "Investment Guideline Statement" or prospectus clearly outlining objectives and responsibilities will be in place with each investment manager. For the non-endowment funds, the managers shall have discretion to invest assets in cash reserves as they deem appropriate but will be expected under normal circumstances to be fully invested in their assigned asset class. A manager's performance will be evaluated against their fully invested passive benchmark and against similar portfolio results. Passive benchmarks will be used for comparative purposes which most closely approximate the investment mandate's duration, credit quality, security composition, capitalization, style, asset class, etc.

To the extent bequests are made to the University via shares of marketable equity securities, the following provisions apply:

- The policy on bequests as defined by the University Guidebook number 5007.01 will supersede all provisions within this Policy.
- If the bequest is a non-endowed gift, the securities will be sold as soon as prudently possible.
- If the bequest is an endowed gift, the securities will be transferred to the YSUF to manage, unless otherwise specified by the donor and agreed to by the Board of Trustees. Assets held/invested by the YSUF or other institution on behalf of the

University will be managed in accordance with pre-arranged investment advisory agreements as well as under the guidelines of this Policy.

**Procedures:**

1. The Vice President for Finance and Administration, or designee shall be accountable to the Board of Trustees for implementing this Policy.
2. The Vice President for Finance and Administration, or designee will report to the Investment Subcommittee at least quarterly on the status of the non-endowment and endowment portfolios.
3. It shall be permissible for the Vice President for Finance and Administration, or designee to realize gains and losses if such an action would be consistent with the University's investment goals. Losses and gains realized on the non-endowment portfolio shall be charged against current income unless otherwise approved by the Investment Subcommittee.
4. Between meetings of the Board of Trustees, if deemed advisable, other investments not specifically authorized by this Policy may be made if approved by the Investment Subcommittee. Any such actions shall be taken to the Board of Trustees for review at its next meeting.

**Spending Policy**

The Board has established a spending policy for certain of the funds. This policy reflects the tradeoffs between short-term liquidity and long-term capital appreciation needs, as described in the "Purpose" and "Parameters" sections above.

*Non Endowment Assets:* Non-endowment assets are comprised of operating and non-operating funds, and include cash, cash equivalents and investment assets.

Operating funds, comprised of cash, cash equivalents, and certain investment assets, make up the University's General Funds. The use of cash, cash equivalents, and investment assets in these General Funds is not subject to any Board-approved spending policy as the University's annual operating budget establishes parameters for the use of these funds.

The University's remaining non-endowed investment assets are primarily in reserve or project-related funds. Spending within these funds is subject to University Guidebook Policy 3010.01 - Budget Transfers, project-specific spending plans, and various other University operating and financial policies and procedures. Utilization of non-operating investment assets to offset investment income shortfalls or operating deficits shall require Board approval.

Income earned on non-endowed investment assets is primarily used to support University operations, thus it is the policy of the Board not to limit annual distributions of realized investment income. The annual operating budget establishes parameters for the use of this income, and the disposition of total annual net operating inflows over outflows requires Board approval. Unrealized investment income from non-endowment assets shall always be non-spendable.

*University Assets Managed by YSUF:* Although the YSU Foundation usually only serves as manager for endowments owned by YSU, on occasion certain other YSU funds are also managed by YSUF, generally related to specific capital fundraising projects of a more long-term nature. For endowed funds, it is the policy of the Board to limit annual distributions to no greater than accumulated income earned. Any distribution greater than this would require written justification and Board of Trustees' approval. For all other managed funds, distributions are project specific, thus are limited only to the extent needed to sustain appropriate cash flow for the expenditure cycle of the corresponding project.

**NEW POLICY**  
**UNIVERSITY GUIDEBOOK**

<b>Name of Policy:</b>	<b>Employee Assistance Program</b>
Responsible Division/Office:	Finance and Administration/Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	November 2009
Resolution Number(s):	YR 2010 -
Board Committee:	Internal Affairs
<b>EFFECTIVE DATE:</b>	
Next review:	October 2012

Policy: The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

**Definition:** The University "Employee Assistance Program" or "EAP" consists of services designed to:

- (1) Maximize employee functioning on the job and in personal matters, and
- (2) Assist "employee clients" in identifying and resolving personal concerns, including, but not limited to, health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal issues that may affect job performance.

**Agenda Item E.4.a.**  
**Exhibit S**

**Parameters:**

- YSU's Employee Assistance Program is designed to provide confidential access to professional services such as problem assessment, short-term counseling, and referral to appropriate community and private services.
- The EAP is available to all full benefit employees of Youngstown State University and eligible family members as defined by the agreement with the provider.
- The Office of Human Resources will make available to supervisors and employees information about referral and participation in the Employee Assistance Program.
- Members of bargaining units should refer to their collective bargaining agreements.

**Procedures:**

Services of the EAP may be initiated in any one of the following ways:

1. **Employee Self-Referral:** Eligible employees of the University may self-refer for confidential Employee Assistance Program services.
2. **Supervisory Referral for Voluntary Participation:** Supervisors may recommend that an employee participate in the Employee Assistance Program. The Office of Human Resources will not disclose any information regarding EAP participation without written consent of the employee.
3. **Supervisor Referral for Mandatory Participation:** Employees who exhibit a documented pattern of deteriorating job performance or behavior that could result in termination can be referred by the supervisor to the Office of Human Resources for mandatory participation in the Employee Assistance Program.

**UNIVERSITY GUIDEBOOK****Title of Policy: Supplementary Pay**

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance &amp; Administration

*Revision History:* 1999; December 2003; April 2010

Resolution Number(s): YR 1999-65; YR 2004-33; YR 2010-

EFFECTIVE DATE:

Next review: 2013

**Policy:** On occasion, it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and to pay employees for these additional services.

**Definition:** For the purpose of supplementary pay, an employee is defined as any faculty, professional/administrative staff, or classified civil service staff.

**Parameters:**

- Assignments of additional duties for supplementary pay are intended to enable the University to generally deal with short-term staffing problems involving unusual circumstances, unanticipated situations, or occasions when normal staffing practices will not suffice. Such assignments will generally not be approved as a routine matter or on a continuing basis and may not exceed six (6) months in duration. In special circumstances, with the approval of the President, this six month period can be extended for an additional six month period.
- Supplementary payments to an employee during any fiscal year may not exceed the lesser of either 20 percent as calculated on the affected employee's full-time salary basis or \$10,000. However, contractual or grant agreements governing externally funded activities and/or which provide special incentives to perform activities beyond an employee's normal scope of work may supersede this monetary limitation.



- To allow for accurate and transparent financial analysis and reporting, and for audit purposes, supplementary payments should be made from the appropriate and designated supplemental account code in the University's financial system. Such payments shall be made to the employee as a lump sum payment on a bi-weekly or semimonthly basis.

**Procedures:**

1. A department/unit supervisor or division executive officer encountering short-term staffing problems that cannot be met through normal staffing practices may explore the possibility of assigning additional duties to an employee.
2. Requests to make supplementary payments must be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer. Such emergency situations shall not exceed one bi-weekly or semimonthly pay period.
3. The division executive officer may authorize assignments of additional duties for supplementary pay. Funds necessary to cover the cost of supplementary payments will be provided from within the division affected.
4. Faculty members should refer to their collective bargaining agreement.
5. The Department of Human Resources will develop necessary administrative procedures and forms to process and manage supplementary pay.

**REDLINE VERSION**

**UNIVERSITY GUIDEBOOK**

**Subject/Title of Policy:**      **Supplementary Pay**

Responsible Division/Office:    Human Resources

Approving Officer:                Vice President for Finance & Administration

Revision History:                 1999; December 2003; April 2010

Resolution Number(s):          YR 1999-65; YR 2004-33; YR 2010-

Developed by: Vice President for Administration      Authorized by: Vice President for Administration

Revised:      December 17, 2003      **EFFECTIVE: December 17, 2003**

**Policy:** On occasion, it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and to pay employees for these additional services.

~~RESOLUTION NUMBER: YR 1999-65; YR 2004-33~~

**Definition:** For the purpose of supplementary pay, an employee is defined as any faculty, professional/administrative staff, or classified civil service staff.

**Parameters:**

- Assignments of additional duties for supplementary pay are intended to enable the University to generally deal with short-term staffing problems involving unusual circumstances, unanticipated situations, or occasions when normal staffing practices will not suffice. Such assignments will generally not be approved as a routine matter or on a continuing basis and may not exceed six (6) months in duration. In special circumstances, with the approval of the President, this six month period can be extended for an additional six month period.
- Supplementary payments to an employee during any fiscal year may not exceed the lesser of either 20 percent as calculated on ~~a~~ the affected employee's full-time salary basis or \$10,000. However, contractual or grant agreements governing externally funded activities and/or which provide special incentives to perform activities beyond an employee's normal scope of work may supersede this monetary limitation.

- To allow for accurate and transparent financial analysis and reporting, and for audit purposes, supplementary payments should be made from the appropriate and designated supplemental account code in the University's financial system. Such payments shall be made to the employee as a lump sum payment on a bi-weekly or semimonthly basis.

**Procedures:**

1. A department/unit supervisor or division executive officer encountering short-term staffing problems that cannot be met through normal staffing practices may explore the possibility of assigning additional duties to an employee.
2. Requests to make supplementary payments must be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer. Such emergency situations shall not exceed one bi-weekly or semimonthly pay period.
3. The division executive officer may authorize assignments of additional duties for supplementary pay. It is expected that the necessary Funds necessary to cover the cost of supplementary payments will be provided from within the division affected.
4. Faculty members should refer to their collective bargaining agreement.
5. The Department of Human Resources will develop necessary administrative procedures and forms to process and manage supplementary pay.

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JANUARY 1, 2010 - MARCH 31, 2010**

<b>FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION <i>NEW or REPLACEMENT</i></b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
<b>January 2010</b>							
Ms. Sharon Wathen	F/C	Replacement	Instructor	Accounting & Finance	1/11/2010	\$40,154 1.0 FTE	
<b>February 2010</b>							
None.							
<b>March 2010</b>							
None.							
<b>PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION <i>NEW or REPLACEMENT</i></b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
<b>January 2010</b>							
Mr. Carmen Bricillo	M/C	Replacement	Assistant Coach, Football	Athletics	01/19/10	\$40,000 1.0 FTE	
Mr. Frank Buffano	M/C	Replacement	Assistant Coach, Football	Athletics	01/05/10	\$50,000 1.0 FTE	
Ms. Krista Burrows	F/C	Replacement	Head Coach, Volleyball	Athletics	01/25/10	\$61,239 1.0 FTE	
Mr. Andre Coleman	M/B	Replacement	Assistant Coach, Football	Athletics	01/13/10	\$24,000 .75 FTE	
Mr. Albert Esposito	M/C	Replacement	Head Coach, Volleyball	Athletics	01/11/10	\$60,101 1.0 FTE	
Ms. Karen Graves	F/C	Replacement	Assistant Director, First Year Students	Center for Student Progress	01/19/10	\$40,510 1.0 FTE	
Mr. Richard Kravitz	M/C	Replacement	Assistant Coach, Football	Athletics	01/05/10	\$92,000 1.0 FTE	

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JANUARY 1, 2010 - MARCH 31, 2010**

<b>PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b>							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Phil Longo	M/C	Replacement	Assistant Coach, Football	Athletics	01/19/10	\$70,000 1.0 FTE	
Mr. Elias Matsakis	M/C	Replacement	Assistant Coach, Football	Athletics	01/05/10	\$70,000 1.0 FTE	
Mr. Shane Montgomery	M/C	Replacement	Assistant Coach, Football	Athletics	01/15/10	\$90,000 1.0 FTE	
Ms. Anna Pascarella	F/C	Replacement	Manager Delivery Services	Support Services	01/19/10	\$55,100 1.0 FTE	
Mr. Kevin Reynolds	M/C	Replacement	Chief Human Resources Officer	Human Resources	01/04/10	\$110,000 1.0 FTE	
Mr. Thomas Sims	M/C	Replacement	Assistant Coach, Football	Athletics	01/04/10	\$90,000 1.0 FTE	
Mr. Rollen Smith	M/B	Replacement	Assistant Coach, Football	Athletics	01/15/10	\$24,000 .75 FTE	
Mr. Ronald Stoops	M/C	Replacement	Assistant Coach, Football	Athletics	01/05/10	\$33,333 .75 FTE	
<b>February 2010</b>							
Ms. Jennifer Montgomery	F/C	Replacement	Assistant Coach, Women's Soccer	Athletics	02/15/10	\$30,744 1.0 FTE	
<b>March 2010</b>							
Ms. Tammy Blake	F/C	Replacement	Coordinator	Equal Opportunity and Diversity	03/16/10	\$45,000 1.0 FTE	
Mr. Jeffrey Butts	M/C	Replacement	Research Associate	Center for Islamic Studies	03/01/10	\$32,000 1.0 FTE	
Mr. Benjamin Rodeffer	M/C	Replacement	Assistant Coach, Volleyball	Athletics	03/01/10	\$29,849 1.0 FTE	

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JANUARY 1, 2010 - MARCH 31, 2010**

<b>CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
<b>January 2010</b>							
Ms. Lorraine Hinebaugh	C/F	Replacement	Systems Analyst 2	Computer Services	01/19/10	\$58,190 1.0 FTE	
<b>February 2010</b>							
None.							
<b>March 2010</b>							
Mr. Michael Vansack	C/M	Replacement	Accountant/Examiner 2	General Accounting	03/14/10	\$36,629 1.0 FTE	

<b>SEPARATIONS</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>CATEGORY OF EMPLOYMENT</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SEPARATION DATE</b>	<b>VACANT POSITION BUDGETED SALARY</b>	<b>COMMENTS</b>
<b>RETIREMENTS:</b>							
Mr. Dennis Kredel	C/M	Full Time	Network Services Technician 2	Network Telecomm.	01/01/10	\$80,413	
Dr. Sharon Shipton	F/C	Faculty	Professor	Nursing	03/31/10	\$40,154	
<b>SEPARATIONS:</b>							
Mr. Christopher Bache	M/C	P/A	Assistant Coach, Football	Athletics	02/28/10	\$60,960	Non renewal
Mr. Salvador Barragan	M/C	P/A	University Archivist	Maag Library	02/24/10	\$58,916	Resignation
Mr. Joseph Bonner	M/C	P/A	Head Coach Volleyball	Athletics	01/31/10	\$41,846	Non renewal
Ms. Christine Connors	F/C	P/A	Coordinator, Upward Bound	Upward Bound	02/05/10	\$32,391	Resignation

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JANUARY 1, 2010 - MARCH 31, 2010**

**SEPARATIONS:**

Ms. Holly D'Amico	C/F	CCS	Secretary	Student Life/Center for Student Progress	03/30/10	\$33,218	Death
Mr. Samuel Eddy	M/C	P/A	Assistant Coach, Football	Athletics	02/28/10	\$69,989	Non renewal
Mr. David Elliott	M/C	P/A	Assistant Coach, Football	Athletics	02/28/10	\$54,339	Non renewal
Mr. Albert Esposito	M/C	P/A	Head Coach, Volleyball	Athletics	01/12/10	\$60,101	Resignation
Ms. Angeline Harris	F/B	P/A	Program Coordinator	Metro Credit	02/12/10	\$38,976	Termination
Ms. Ricki Havallo	F/C	P/A	Instruction Specialist 1	Rich Center	01/22/10	\$17,160	Resignation
Dr. Cynthia Hirtzel	F/C	P/A	Executive Director	Youngstown Center for Transportation	02/28/10	\$141,437	Resignation
Mr. Sherod Holmes	M/B	P/A	Assistant Coach, Football	Athletics	02/28/10	\$42,745	Non renewal
Mr. Benyard Jones	M/B	P/A	Assistant Coach, Football	Athletics	02/28/10	\$54,590	Non renewal
Mr. Michael Kolakowski	M/C	P/A	Assistant Coach, Football	Athletics	02/28/10	\$50,000	Non renewal
Mr. Jerome Olsavsky	M/C	P/A	Assistant Coach, Football	Athletics	02/28/10	\$35,169	Non renewal
Mr. Roland Riesen	M/C	P/A	Temporary Manager	Center for Biomedical and Environmental	01/31/10	\$60,284	Resignation
Ms. Courtney Robison	C/F	CCS	Administrative Assistant 2	Youngstown Center for Transportation	01/02/10	\$39,582	Resignation
Mr. Mark Spencer	M/C	P/A	Assistant Coach, Football	Athletics	02/28/10	\$24,370	Non renewal
Mr. Anthony Thomas	M/C	P/A	Assistant Coach, Football	Athletics	02/28/10	\$24,370	Non renewal
Mr. Brian Wright	M/C	P/A	Assistant Coach, Football	Athletics	02/28/10	\$63,082	Non renewal

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

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

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

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

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

**ADMINISTRATIVE STAFF  
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 11, 2010)

<b>NAME</b>	<b>TITLE</b>	<b>YEARS OF SERVICE</b>	<b>STATUS</b>
David C. Sweet	President President's Office	10	President Emeritus

**Agenda Item E.4.d.  
Exhibit V**



**UNIVERSITY GUIDEBOOK**

Rescinds POLICY 2002.01

**Title of Policy:** **Equal Opportunity Discrimination Complaint Procedures**

**Responsible Office:** Equal Opportunity and Diversity

**Approving Officer:** President

**Revision History:** July 1999; September 2007; May 2010

**Resolution Number(s):** YR 2000-39; YR 2008-04; YR 2010-

**Board Committee:** Internal Affairs

**EFFECTIVE DATE:**

**Next review:** May 2013

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

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

**Parameter:** The Director of the Office of Equal Opportunity and Diversity has been delegated the responsibility for the administration of the Equal Opportunity Complaint Procedures.

**Procedures:**

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

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

Rescinds POLICY 2002.01

**Subject: Title of Policy: Equal Opportunity Discrimination Complaint  
Procedures**

Responsible Office: Equal Opportunity and Diversity

Approving Officer: President

Revision History: July 1999; September 2007; May 2010

Resolution Number(s): YR 2000-39; YR 2008-04; YR 2010-

Board Committee: Internal Affairs

EFFECTIVE DATE: \_\_\_\_\_

Next review: May 2013

<u>Developed by:</u> <del>Director Barbara C. Orton</del>	<u>Authorized by:</u> <del>G. L. Mears</del> <b>President</b>
<u>Title:</u> <del>Director</del>	<u>Title:</u> <del>Executive Vice President</del>
<del>Office of Equal Opportunity and Diversity</del>	<b>EFFECTIVE: December 10, 1999</b>
<u>Date:</u> <del>July, 1999</del>	
<u>Revised:</u> <del>September 28, 2007</del>	<b>EFFECTIVE: September 28, 2007</b>

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

RESOLUTION NUMBER: ~~YR 2000 39; YR 2008-04~~

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

**Parameter:** The Director of the Office of Equal Opportunity and Diversity has been delegated the responsibility for the administration of the Equal Opportunity Complaint Procedures.

**Procedures:**

1. Any person claiming to be aggrieved by a discriminatory practice at the University may file a complaint with the Office of Equal Opportunity and Diversity. Any such complaint filed will be kept confidential, to the extent possible.
2. The Equal Opportunity Discrimination Complaint Procedure is for complaints of discrimination on the basis of sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law. ~~/handicap, or identification as a disabled and/or Vietnam Era veteran.~~ The alleged discrimination must have already occurred.
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~~Specific information about University methods of addressing complaints is found in the Equal Opportunity Discrimination Complaint Procedure brochure available from the Office of Equal Opportunity and Diversity.~~

4. All complaints of *discrimination/harassment* shall be filed in accordance with policy 2003.01 of sexual harassment shall be filed in accordance with policy 2003.01— *Discrimination/Harassment. Sexual Harassment.*

RESCINDED BY POLICY 2001.01

## UNIVERSITY GUIDEBOOK

### Subject: Equal Opportunity Discrimination Complaint Procedures

Developed by: Barbara C. Orton  
Title: Director  
Equal Opportunity and Diversity  
Date: July, 1999

Authorized by: G. L. Mears  
Title: Executive Vice President  
**EFFECTIVE: December 10, 1999**

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

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#### Procedures:

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3. Specific information about University methods of addressing complaints is found in the *Equal Opportunity Discrimination Complaint Procedure* brochure available from the Office of Equal Opportunity and Diversity.
4. All complaints of sexual harassment shall be filed in accordance with policy 2003.01 - Sexual Harassment.

## MEMORANDUM OF UNDERSTANDING

### The Vision and Goals for the Revitalization of the Smoky Hollow Neighborhood

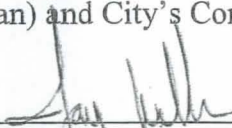
The University, City, and Wick Neighbors, Inc. share a vision for the future of the Smoky Hollow Neighborhood. That vision is to be a place for creative living, working and learning in the heart of the city by encompassing the strong traditions and the potential of the cultural, educational, religious, and business institutions with the historically-rich Smoky Hollow neighborhood.


This vision can only be achieved through a collaborative effort.

The goals of the collaboration are to:

- Develop the historically-rich Smoky Hollow neighborhood as a regionally competitive, mixed-use neighborhood.
- Attract residents and workers back to the city.
- Create a shared sense of place through the collaboration of the educational, cultural and religious institutions into a vibrant urban center.
- Serve as a catalyst for Youngstown's other revitalization efforts.

We also agree that our vision and goals must be sufficiently flexible to accommodate a variety elements including office and commercial development that is compatible with market-supported residential development and consistent with the shared interests of the University, City and Wick Neighbors, Inc. We further acknowledge that any development should be consistent with the Wick District-Smoky Hollow Development Plan, University's Master Plan (YSU Centennial Plan) and City's Comprehensive Plan (Youngstown 2010) and successor plans.

  
\_\_\_\_\_  
Mayor Jay Williams  
City of Youngstown

  
\_\_\_\_\_  
Paul Olivier, President  
Wick Neighbors, Inc.  
Board of Trustees

\_\_\_\_\_  
Scott R. Schulick, Chairman  
Youngstown State University  
Board of Trustees

**Agenda Item E.3.i.  
Exhibit X**