

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

Tod Hall
Friday, June 17, 2011

Pursuant to notice duly given, a regular meeting (the three hundred second) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Friday, June 17, 2011, in the Board Room in Tod Hall.

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

Also present were: Dr. Cynthia E. Anderson, President; Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs; Mr. Eugene P. Grilli, Vice President for Finance and Administration; Ms. Holly A. Jacobs, University General Counsel; Mr. John Fahey, Vice President for Student Affairs and Mr. 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.

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 18, 2011.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held March 18, 2011 (#301) to each trustee, the student trustee and the president. There being no additions, corrections, or revisions thereto, the minutes of the said meeting were approved as provided.

ITEM III – REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Anderson stated that the past year has been busy, challenging and productive. Dr. Anderson provided status updates on the budget, strategic plan, collective bargaining negotiations, the early retirement incentive plan, and other areas. Dr. Anderson thanked YSU's students and student organizations, the faculty, staff, Jambar, trustees and the Mahoning Valley community for their support during her first year as President of Youngstown State University. Dr. Anderson gave special thanks to Mr. Schulick who concludes his third and final year

as Board Chairperson. Dr. Anderson shared that she first met Mr. Schulick in the fall of 1990 when he began his freshman year at YSU and that his motivation and enthusiasm has not diminished over the years.

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 an update on activities within the colleges and departments. Dr. Khawaja reported that for the second year, the Departments of Communication and English will host a summer news media workshop for students from China. Eleven Chinese students and one faculty member will be on the YSU campus from July 18 through August 6. This month, NAXOS International accepted the YSU Wind Ensemble's compact disk (CD) for its "Wind Band Classics" releases. The CD, titled "Old Wine in New Bottles," is the band's second CD release through NAXOS, considered the world's largest on-line classical music distributor. Twenty students are leaving July 1 for the International Business Study tour to China. Students will visit businesses in Hong Kong, Beijing, and Shanghai. In May, 10 students returned from a trip to South Africa conducted by Dr. Audrey Ellenwood of Beeghly College of Education. The YSU American Marketing Association chapter received the award for Outstanding Overall Performance for the 2010-2011 year at the Association's annual collegiate conference. The award is presented to chapters that exemplify overall excellence in membership, community service, fundraising, and professional development.

Dr. Khawaja reported that for the second year, YSU has been named to the President's Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service learning, and civic engagement. YSU is among only four public universities in Ohio named to the Honor Roll. Polyflow Corp., an Akron area company, and the STEM College are collaborating on a \$1.6 million dollar program supported by the Ohio Dept. of Development to work on waste plastic to oil conversion. The third Sustainable Energy Forum drew over 200 participants including Congressman Tim Ryan, the CEO of Siemens USA, and officials from the U.S. Department of Energy.

Dr. Khawaja reported that a Wean Foundation grant assisted 12 YSU students participating in Non-Profit Leadership Summer Honors Internships. The thirteenth Summer Festival of the Arts will take place on July 9 & 10. New this year will be a formal collaboration between the Mahoning County Convention & Visitors Bureau and the City of Youngstown Events & Marketing to produce a jazz festival at Harrison Commons.

Dr. Khawaja stated that the first class of the Family Nurse Practitioner Program is expected to enroll this fall, and that full approval has been granted for the Master of

Respiratory Care Program. It is hoped that first class in that program will enroll spring 2012. Dr. Khawaja reported that the university continues to develop new partnerships, not only with school districts through the “College in High School” program, but also with community colleges. YSU is exploring off-site delivery of academic programming with Lakeland Community College that may begin as early as fall 2011. More than 200 students have expressed strong interest in 4-year degree pursuits in social work, criminal justice, and allied health. The Bitonte College of Health and Human Services has partnered with Eastern Gateway Community College to implement a Project Hope grant. This grant initiative will target impoverished individuals pursuing a degree program in specific allied health majors that are currently offered in the College. Dr. Khawaja concluding stating that this productive academic year also saw the development of our Strategic Plan for the next decade, and that academic administration looks forward to its implementation starting next academic year.

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

Resolution to Modify
Article IX. Academic Procedures of
The Code of Student Rights, Responsibilities and Conduct

YR 2011-99

WHEREAS, *The Code of Student Rights, Responsibilities, and Conduct (The Code)* outlines student rights, responsibilities, and conduct as well as the due process and disciplinary procedures utilized, details of the academic grievance procedure, the students records policy, etc.; and

WHEREAS, ARTICLE IX. ACADEMIC PROCEDURES defines the parameters and processes of the Student Academic Grievance Procedures; and

WHEREAS, these parameters and procedures are revised to provide clarity of responsibilities and timelines;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of ARTICLE IX. ACADEMIC PROCEDURES of *The Code of Student Rights, Responsibilities, and Conduct*, shown as Exhibit A attached hereto.

A copy of the article indicating changes to be made is attached.

Resolution to Modify
Honorary Degrees Policy

YR 2011-100

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 Honorary Degrees, policy number 1005.01 of the *University Guidebook*, shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Agreements, Educational Partnerships, and Related Arrangements Policy

YR 2011-101

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 Agreements, Educational Partnerships, and Related Arrangements, policy number 5005.01 of the *University Guidebook*, shown as Exhibit C attached hereto, and does hereby rescind the former corresponding policy number 5005.02. A copy of the policy indicating changes to be made is also attached.

Resolution to Authorize
Conferral of Faculty Emeritus Status

YR 2011-102

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 O attached hereto are hereby granted the emeritus title designated thereon.

2. External Relations Committee.

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

Resolution to Accept Development Gifts

YR 2011-103

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

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

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

3. Finance and Facilities Committee.

Mr. Grilli provided an overview of recent events and accomplishments in the Finance and Facilities division. Mr. Grilli reviewed the efforts undertaken in preparation of the 2020 Strategic Plan, noting that the work of the Accountability & Sustainability Cornerstone Committee was a critical element of the Strategic Plan. Mr. Grilli stated that only did this group complete its work in record time, it produced a coherent set of guiding principles and goals that will facilitate significant administrative improvements, such as more efficient business practices

and more transparent budget processes; and which will also pave the way for shared services that will ultimately reduce costs. Mr. Grilli said that while the 2020 Strategic Plan represents a vision for the future, the foundational elements of the University's day-to-day operations are of equal importance. There have been a number of notable accomplishments including completed RFP processes for banking and credit card services (successfully reducing pricing in both areas), including the successful transition to a new credit card service provider. The Federal Direct Lending Program was also successfully implemented, as were the online Perkins loan payments and electronic student billing systems. In addition, an ERIP transition plan for the Financial Services area was developed, which includes a new organizational structure that will ultimately reduce staffing levels, improve workflow efficiencies, and create cost savings.

Mr. Grilli reported that in the Budget area perhaps the most notable accomplishment was the development of a proposed balanced operating budget for the upcoming fiscal year 2012. Mr. Grilli said that in light of the current economic environment, producing a balanced budget was no small feat. Faced with dramatically declining state funding and a limited ability to raise other revenues, development of the FY 2012 budget required a degree of fiscal discipline and restraint not seen before. The process was not painless, as budget reductions in certain areas were required, but Mr. Grilli stated that all at the university responded positively to collectively address this problem. Mr. Grilli said that he was confident that the proposed FY 2012 budget would preserve and, in some instances, strengthen the University's academic quality and services to our students.

Mr. Grilli reported on several notable and visible achievements in the areas of Facilities and Maintenance, noting that it was worth restating that the newly-constructed Williamson College of Business Administration opened last fall on schedule and on budget. Improvements to other academic space were also completed in the last year and several are in process, including work performed in Moser Hall, the Lincoln Building, and Bliss Hall. Additionally, construction on the WATTS indoor athletic facility is nearing completion and will be ready for the upcoming 2011 football season. Mr. Grilli stated that there has been significant progress toward improvement of the University's parking infrastructure, most notably the ongoing work being done on the Lincoln Avenue Deck, the first phase of which is scheduled to be complete in time for the start of the 2011 fall semester. Mr. Grilli stated that the transition of parking away from the Lincoln Deck this spring was very successful and that there was very little, if any, inconvenience to the university community. Mr. Grilli said that in addition to the repairs to the deck, the university has been able to expand considerably its surface parking capacity this spring.

Mr. Grilli stated that as the Information Technology Services division concentrates its attention on the 2020 Strategic Plan, much work remains. Critical business services in the Model204 legacy system are being reviewed to establish timelines and priorities for the eventual removal of this environment. Work continues to the migration of campus to a unified, integrated campus desktop environment and completion of Phase 4 of the campus wireless project is expected this summer. Additionally, work is progressing on system improvements regarding housing, student retention, writing assessment, ID cards, space reservations and network-based file storage.

Mr. Grilli stated that, specific to the 2020 Strategic Plan and its cornerstones, technology is assessing the Information Technology Service Model from several different perspectives. An in-house development of a service catalog has begun to better understand and document technology processes ownership and delivery responsibilities. IT governance planning is underway to illuminate a path to improved strategic alignment, risk management, resources management, performance measurement and value delivery. As collaborative opportunities, the Information Technology Services division is participating in Inter University Council initiatives exploring means to consolidate or improve services and reduce costs.

Mr. Grilli reported that work continues in the implementation of the PeopleAdmin online hiring system for all employee groups. The university is schedule to implement the hiring system for faculty vacancies during 2011. Mr. Grilli stated that the university continues efforts in the implementation of Banner Workflows, noting that a workflow for the Professional/Administrative Exempt hiring process had been successfully tested. Mr. Grilli stated that workflows for other HR processes will be developed in an effort to streamline processes and process transactions more accurately and expeditiously.

Mr. Grilli provided an update on the Early Retirement Incentive Program, noting that the University to date has been advised that 63 individuals have submitted applications to participate in the ERIP. Planning is taking place within departments to determine which positions are to be replaced or work reassigned.

Mr. Grilli reported that Crowe Horwath, the university's external auditor, was on campus last week for interim fieldwork and that the university accounting staff is now fully engaged in year-end processes, analyses, adjustments, and preparation of auditor assistance schedules.

Mr. Grilli reported that the bond issue to acquire the Courtyard Apartments and the transition of its operations to YSU are underway and nearing completion, with the bond sale date anticipated for June 28. Mr. Grilli reported that Moody's assigned an A1 rating to the new bond issue and reaffirmed its A1 rating on previously issued debt. S&P rating is in progress.

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

Resolution to Modify
Cellular Equipment Usage Policy

YR 2011-104

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 Cellular Equipment Usage, policy number 4011.01 of the *University Guidebook*, to be retitled as Cellular Services and Equipment, shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Approve
Changes to Student Tuition, Fees, and Other Charges Effective Fall Term 2011

YR 2011-105

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; 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 estab-

lish the tuition charge and other fees as included in Exhibit G, to become effective Fall Term 2011 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 th day of term	15 th day of term and later
Less than 6 weeks	15% of course duration	greater than 15% of course duration

Resolution Concerning the Annual Budget, Fiscal Year 2012

YR 2011-106

WHEREAS, the proposed Fiscal Year 2012 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 2012 Annual Operating Budget for General and Auxiliary Funds, shown on Exhibit H, as presented to the Finance and Facilities Committee be approved.

Resolution to Approve
Transfer of Funds to Debt Service Reserve

YR 2011-107

WHEREAS, \$3.7 million in private funds have been pledged and recognized in the University's financial records as of March 31, 2011, to pay for the construction of the WATTS Center; and

WHEREAS, the expected payment date for some of these contributions extends beyond the completion of construction scheduled for fall 2011, resulting in a funding gap; and

WHEREAS, the University issued General Receipts Bonds (Taxable Build America Bonds), Series 2010 to ensure timely payment of contractual costs related to construction; and

WHEREAS, in June 2010 the Board of Trustees approved an interfund loan of \$1,249,624 from the Sick Leave Conversion Fund and directed that as remaining contributions for the WATTS Center Project are received that the Sick Leave Conversion Fund be repaid in its entirety; and

WHEREAS, the interfund loan balance as of March 31, 2011, is \$274,184; and

WHEREAS, pledges outstanding as of March 31, 2011, totaled approximately \$1.6 million;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves that any private contributions received for the WATTS Center after the payoff of the interfund loan be transferred on a quarterly basis to the WATTS Center debt service reserve fund for the Bond Series 2010. WHEREAS, the proposed Fiscal Year 2012 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 2012 Annual Operating Budget for General and Auxiliary Funds, shown on Exhibit H, as presented to the Finance and Facilities Committee be approved.

Resolution to Authorize the
Issuance and Sale of Not to Exceed \$20,500,000 of
General Receipts Bonds of Youngstown State University,
Approving a Supplemental Trust Indenture and
Authorizing the Fiscal Officer to Take Certain Actions

YR 2011-108

WHEREAS, on February 6, 2009, this Board adopted a resolution (the "General Bond Resolution") providing for the adoption of an Amended and Restated Trust Indenture dated as of March 1, 2009 (the "Restated Trust Indenture"), which provides for the issuance from time to time of General Receipts Bonds of Youngstown State University (the "University"), with each issuance to be authorized by a Series Resolution adopted by the Board; and

WHEREAS, the General Bond Resolution was adopted and the Restated Trust Indenture was authorized by the Board pursuant to the Act, which authorizes the University to issue its obligations to fund and refund the costs of certain capital facilities, defined as "auxiliary facilities," "education facilities" and "housing and dining facilities" in Section 3345.12 of the Revised Code and called "University Facilities" in this Resolution; and

WHEREAS, the University previously approved its Centennial Campus Master Plan in 2006, which recognized a need for adequate student housing; and

WHEREAS, in 2001, University Housing Corporation ("UHC") was formed as an Ohio non-profit corporation to develop housing for the students, faculty and staff of the University and constructed the University Courtyard Apartments, a 408-bed student housing facility on property leased to it by the University on the eastern edge of campus (the "Project"); and

WHEREAS, the University has determined that it is in its interest and consistent with the Centennial Campus Master Plan to acquire the Project from UHC with the intent that the Project be self-supporting, and that it is necessary and appropriate to issue bonds or other obligations to pay the costs of such acquisition and any necessary related improvements thereto, and to pay the costs of issuing bonds or other obligations for such purpose; and

WHEREAS, for the above purposes, the University has determined to issue not to exceed \$20,500,000 in aggregate principal amount of General Receipts Bonds (the "Bonds"), which may be issued in multiple series, to pay the costs of acquiring the Project, any necessary related improvements thereto, and the costs of issuance of the Bonds, including the reimbursement to the University of moneys advanced for the purpose in anticipation of being reimbursed from the proceeds of the Bonds; and

WHEREAS, the Board determines that it is in the best interest of the University to provide for flexibility in structuring the Bonds, and therefore, has provided that certain terms of the Bonds shall be determined in the Certificate of Award authorized pursuant to Section 5 hereof;

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

Section 1. Definitions and Interpretations. Where used in this Resolution, in any supplemental indentures and in the Certificate of Award, and in addition to words and terms defined elsewhere in this Resolution (including its preambles), any supplemental indentures, the General Bond Resolution or the Restated Trust Indenture, the following terms shall have the following meanings:

"Annual Bond Service Charge" for any Fiscal Year means, in connection with the Bonds authorized hereunder, an amount equal to the scheduled principal and interest due on the Bonds in that Fiscal Year.

"Bond Purchase Agreement" means the Bond Purchase Agreement with respect to the Bonds between the Original Purchaser and the University, to be dated as of its date of execution.

"Bonds" or "Series 2011 Bonds" means the several series of General Receipts Bonds and any bond anticipation notes or other debt obligations of the University authorized by this Resolution and issued pursuant to this Resolution and the Certificate of Award.

"Certificate of Award" means any Certificate of Award authorized by Section 5 hereof.

"Code" means the Internal Revenue Code of 1986, as amended, the regulations (whether proposed, temporary or final) under that Code or the statutory predecessor of that Code, and any amendments of, or successor provisions to, the foregoing and any official rulings, announcements, notices, procedures and judicial determinations regarding any of the foregoing, all as and to the extent applicable. Unless otherwise indicated, reference to a section of the Code includes that section and such applicable regulations, rulings, announcements, notices, procedures and determinations pertinent to that section.

"Computation Date" means:

- (i) (A) the last day of each Bond Year while the Bonds are outstanding, and (B) the date on which the last Bonds are retired, or
- (ii) such other date or dates elected by the University as may be permitted under the Code for computation of the Rebate Amount.

"Continuing Disclosure Agreement" means the Continuing Disclosure Agreement executed by the University and the Trustee, dated no later than the date of delivery of the Bonds, as the same may be amended from time to time in accordance with the terms thereof.

"Debt Service" means principal of and interest and any redemption premium on the Bonds.

"Delivery Date" means the dates on which the Bonds are delivered to the Original Purchaser in exchange for payment.

"Excess Earnings" means, as of each Computation Date, an amount determined in accordance with Section 148(f) of the Code equal to the sum of (i) plus (ii) where:

(i) is the excess of:

(a) the aggregate amount earned from the Issuance Date on all Nonpurpose Investments in which Gross Proceeds are invested (other than investments attributable to an excess described in this clause (i)), taking into account any gain or loss on the disposition of Nonpurpose Investments, over

(b) the amount which would have been earned if the amount of the Gross Proceeds invested in those Nonpurpose Investments (other than investments attributable to an excess described in this clause (i)) had been invested at a rate equal to the Yield on the Bonds; and

(ii) is any income attributable to the excess described in clause (i), taking into account any gain or loss on the disposition of investments.

"Second Supplemental Trust Indenture" means the Second Supplemental Trust Indenture dated as of [July 1], 2011 between the University and the Trustee, authorized pursuant to Section 7.01 of the Restated Trust Indenture and this Resolution.

"Fiscal Officer" means the Vice President for Finance and Administration of Youngstown State University.

"Gross Proceeds" means (i) Proceeds, (ii) Replacement Proceeds, and (iii) any other money, investments, securities, obligations or other assets that constitute "gross proceeds" for purposes of Section 148(f) of the Code as applied to the, all until spent.

"Insurer" means any issuer of a municipal bond insurance policy insuring the payment of all or a portion of the Bond Service Charges on the Bonds, as may be approved by the Fiscal Officer pursuant to Section 8 of this Resolution.

"Interest Payment Dates" means the fifteenth day of June and December in each year, commencing December 15, 2011, or such other dates as may be set forth in the Certificate of Award.

"Investment Proceeds" means any amounts actually or constructively received from investing Original Proceeds.

"Investment Property" means (i) "investment property" as defined in Section 148(b)(2) of the Code, including any security (within the meaning of Section 165(g)(2)(A) or (B)) of the Code, any obligation, any annuity contract, and any investment-type property. Investment Property does not include a Tax-Exempt Bond, except a Tax-Exempt Bond which is a "specified private activity bond" as defined in Section 57(a)(5)(C) of the Code, the interest on which is an item of tax preference for purposes of the alternative minimum tax imposed on individuals and corporations, or (ii) qualified exempt investment, that is, a United States Treasury obligation - Demand Deposit State and Local Government Series.

"Issuance Date" means the date of physical delivery by the University of each series of Bonds authorized hereunder in exchange for the purchase price of the Bonds.

"Issue Price" means the aggregate of the initial offering prices (including accrued interest and original issue discount and/or premium, if any) at which each maturity of the Bonds was offered to the public (excluding bond houses, brokers and other intermediaries) and at which price or prices a substantial amount of each maturity of the Bonds was sold to the public (other than to bond houses, brokers and other intermediaries).

"Nonpurpose Investments" shall have the meaning ascribed to such term in Section 148 of the Code and shall mean any investment other than a Purpose Investment (which is an investment acquired in order to carry out the governmental purpose of the Bonds).

"Original Proceeds" means Sales Proceeds and Investment Proceeds.

"Original Purchaser" means RBC Capital Markets Corporation, as purchaser of the Bonds.

"Proceeds" means any Original Proceeds and any Transferred Proceeds of the Bonds.

"Purpose Investment" means an investment acquired in order to carry out the governmental purpose of the Bonds, which is to provide funding for the acquisition of the Project, and any necessary related improvements thereto, and to pay a portion of the costs associated with such issuance.

"Rebate Amount" means the amount of Excess Earnings (excluding any amount earned on a Bona Fide Debt Service Fund) computed as of the most recent prior Computation Date in accordance with the requirements of Section 148(f) of the Code.

"Sales Proceeds" means the portion of the Issue Price received by the University upon the sale of the Bonds (including any underwriter's discount withheld from the Issue Price).

"Securities Depository" means initially The Depository Trust Company (a limited purpose trust company), New York, New York.

"Series 2011 Resolution" or "this Resolution" means this Resolution authorizing the issuance and sale of the Bonds.

"Special Record Date" means the date established by the Trustee in connection with the payment of any overdue interest on any Bond pursuant to Section 4(e)(ii) of this Resolution.

"Tax-Exempt Bond" means any obligation, or issue of obligations, the interest on which is, or is intended to be, excluded from gross income for federal income tax purposes within the meaning of Section 150 of the Code, and includes any investment treated as a "tax-exempt bond" for the applicable purpose of Section 148 of the Code.

"Transferred Proceeds" means any proceeds of a prior issue that become Proceeds of the Bonds within the meaning of Treasury Regulations 1.148-9.

"Trustee" means U.S. Bank, National Association, as successor trustee under the Restated Trust Indenture, and its successors and assigns.

"Yield" has the meaning assigned to it for purposes of Section 148 of the Code, and means that discount rate that, when used in computing the present value of all payments of principal and interest to be paid on an obligation, computed on the basis of a 360 day year and semiannual compounding, produces an amount equal to (i) the Issue Price in the case of the Series 2011 Bonds, or (ii) the purchase price for Yield purposes in the case of Investment Property. The Yield on Investment Property in which Proceeds of the Bonds are invested is computed on a basis consistent with the computation of Yield on the Bonds.

The terms "state or local bonds, governmental unit," "loan," "private business use," "net proceeds" and other terms relating to Code provisions used but not defined herein shall have the meanings given to them for purposes of Sections 103, 141, 148 and 150 of the Code unless the context indicates another meaning. References in this section to Sections are, unless otherwise indicated, references to Code sections.

Unless the context shall otherwise indicate, words importing the singular number shall include the plural number, and vice versa, and the terms "hereof," "herein," "hereby," "hereto," "hereunder," and similar terms, mean this

Resolution, the Second Supplemental Trust Indenture and any other indentures supplemental to the Restated Trust Indenture as it now exists or as it may be amended. References to sections, unless otherwise stated, are to sections of this Resolution.

Section 2. Authority. This Resolution is adopted pursuant to the General Bond Resolution, the Restated Trust Indenture and any successor indentures thereto and the Act.

Section 3. Authorization, Designation and Purpose of Bonds. It is hereby declared to be necessary to, and the University shall, issue, sell and deliver, as provided and authorized by this Resolution, General Receipts Bonds of the University, which shall be designated "Youngstown State University General Receipts Bonds" or such other designation as set forth in the Certificate of Award in the maximum original aggregate principal amount of not to exceed \$20,500,000 (the actual original aggregate principal amount of each series to be as provided by the Certificate of Award), for the purpose of paying the costs to acquire the University Facilities that comprise the Project. For that purpose, the proceeds from the sale of the Bonds shall be allocated and deposited as provided in Section 6 of this Resolution.

Section 4. Terms and Provisions Applicable to the Series 2011 Bonds.

(a) Form and Numbering. The Bonds shall be issued, unless otherwise subsequently provided in any supplemental indentures entered into pursuant to the Restated Trust Indenture, only in the form of fully registered Bonds, substantially in the form set forth in Exhibit C to the Second Supplemental Trust Indenture, with such changes as may be necessary to reflect the terms of the Bonds set forth in the Certificate of Award. The Bonds shall be fully registered and numbered as determined by the Fiscal Officer in such manner as to distinguish each Bond from each other Bond, and if necessary, any series from any other series.

The Bonds shall be initially issued only to a Securities Depository to be held in a book entry system and: (i) the Bonds shall be registered in the name of the Securities Depository or its nominee, as registered owner, and immobilized in the custody of the Securities Depository; and (ii) the Bonds as such shall be transferable or exchangeable in accordance with Section 2.06 of the Restated Trust Indenture, provided, however that so long as a book entry system is used for the Bonds, they may only be transferred to another Securities Depository or to another nominee of a Securities Depository. Notwithstanding Section 2.06 of the Restated Trust Indenture, the University may, and may require the Trustee to, transfer the Bonds from one Securities Depository to another Securities Depository at any time.

(b) Terms.

(i) Denomination and Dates. The Bonds shall be issued in the denomination of \$5,000 and any integral multiple of \$5,000, and shall be dated as may be provided in the Certificate of Award. Each Bond shall have only one principal maturity date, except for interim certificates or receipts which may be issued pending preparation of definitive Bonds.

(ii) Interest. The Bonds shall bear interest on the unpaid principal amount thereof from the later of (i) their date or (ii) the most recent date to which interest has been paid or provided for, payable on the Interest Payment Dates at the respective rates per annum set forth in the Certificate of Award. Such rate or rates shall in no event produce a net interest cost payable over the life of the Bonds in excess of 7%.

(iii) Maturities. The Bonds shall mature on the dates and in the principal amounts as provided in the Certificate of Award, but not later than February 1, 2033.

(iv) Prior Redemption.

(A) The Bonds may be subject to redemption at the option of the University prior to their stated maturities, under the conditions, in the denominations and at the price as provided in the Certificate of Award, provided that at no time shall the redemption price, exclusive of accrued interest, exceed 103% of the principal amount thereof.

(B) The Bonds of one or more maturities may be subject to mandatory redemption pursuant to Mandatory Sinking Fund Requirements by the University at a redemption price equal to 100% of the principal amount redeemed, plus accrued interest to the date of redemption, in the years and in the principal amounts provided in the Certificate of Award.

(c) Maturities: Bond Service Charges. The first maturity or mandatory sinking fund payment of the Bonds and the final maturity of the Bonds shall be as provided in the Certificate of Award, but not later than February 1, 2033. Principal shall be payable in each year from the first maturity or mandatory sinking fund payment year to the final maturity year either at stated maturity or pursuant to Mandatory Sinking Fund Requirements as set forth in the Certificate of Award.

(d) Redemption Prior to Maturity.

(i) If fewer than all of the outstanding Bonds are called for optional or mandatory redemption at one time, the Bonds to be called shall

be designated by the Fiscal Officer in his sole discretion and the maturities of the Bonds to be called for optional redemption shall be designated by the Fiscal Officer without regard to the order of their maturities. If fewer than all of the outstanding Bonds of one maturity are to be called for redemption, the selection of the Bonds, or portions of those Bonds (in integral multiples of \$5,000), of that maturity to be called for redemption shall be made by lot in the manner provided in the Restated Trust Indenture. If optional redemption of the Bonds at a redemption price above 100% of the principal amount to be redeemed is to take place on any applicable mandatory sinking fund redemption date, the selection of the Bonds to be optionally redeemed shall be selected prior to the selection of the Bonds to be redeemed by mandatory sinking fund redemption.

(ii) Notice of call for redemption of Bonds, setting forth the information provided for in Section 3(d) of the General Bond Resolution, shall be given by the Trustee on behalf of the University. Failure to receive notice by mailing, or any defect in that notice, as to any Bond shall not affect the validity of the proceedings for the redemption of any other Bond.

(e) Places and Manner of Payment and Paying Agents.

(i) The principal of and any redemption premium on Bonds shall be payable when due only to the registered owners, upon presentation and surrender of the Bonds at the designated corporate trust office of the Trustee.

(ii) Interest on any Bond due on each Interest Payment Date shall be payable by check or draft, which the Trustee shall cause to be mailed on the Interest Payment Date to the person who is the registered owner of the Bond (or one or more predecessor Bonds) at the close of business on the Regular Record Date applicable to that Interest Payment Date, at the address then appearing on the Register. If and to any extent, however, that the University shall make neither payment nor provision for payment of interest on any Bond on any Interest Payment Date, that interest shall cease to be payable to the person who was the registered owner of that Bond (or of one or more predecessor Bonds) as of the applicable Regular Record Date; when moneys become available for payment of that interest the Trustee shall, subject to Section 6.06(d) of the Restated Trust Indenture, establish a Special Record Date for the payment of that interest which shall be not more than 15 or fewer than 10 days prior to the date of the proposed payment, and the Trustee shall cause notice of the proposed payment and of the Special Record Date to be mailed to the person who is the registered owner of that Bond on a date not fewer than 10 days prior to the Special Record Date, at the address as then appears on

the Register, and thereafter that interest shall be payable to the person who is the registered owner of that Bond (or a predecessor Bond) at the close of business on the Special Record Date.

(iii) Notwithstanding any other provision of this Resolution or any provision of the General Bond Resolution, the Restated Trust Indenture, the Second Supplemental Trust Indenture, any supplemental indentures or any Bond to the contrary, with the written approval of the University, the Trustee may enter into an agreement with a Securities Depository, or the nominee of a Securities Depository that is the registered owner of a Bond in the custody of that Securities Depository providing for making all payments to that registered owner of principal of and interest and any premium on that Bond or any portion of that Bond (other than any payment of its entire unpaid principal amount) at a place and in a manner (including wire transfer of federal funds) other than as provided above in this Resolution, without prior presentation or surrender of the Bond, upon any conditions which shall be satisfactory to the Trustee and the University. That payment in any event shall be made to the person who is the registered owner of that Bond on the date that principal and premium is due, or, with respect to the payment of interest, as of the applicable Regular Record Date or Special Record Date or other date agreed upon, as the case may be. The Trustee will furnish a copy of each of those agreements, certified to be correct by an officer of the Trustee, to other authenticating agents and paying agents for Bonds, if any, and to the University. Any payment of principal, premium, or interest pursuant to such an agreement shall constitute payment thereof pursuant to, and for all purposes of, this Resolution and the Agreement.

(iv) Alternate Paying Agents may be designated in the Certificate of Award.

(f) Execution and Authentication. The Bonds shall be executed and authenticated in the manner provided in the Restated Trust Indenture. Alternate Authenticating Agents may be designated by the Fiscal Officer in the Certificate of Award.

Section 5. Sale of the Bonds and Acquisition of the Project.

(a) General. Consistent with the provisions of this Resolution, the Fiscal Officer is authorized to determine and to set forth in a Certificate of Award for each series of Bonds issued pursuant to this Resolution:

(i) that the Bonds shall be issued;

(ii) the Principal Amount of Bonds to be issued, provided that such amount shall not exceed, in the aggregate, \$20,500,000;

- (iii) the interest rates on the Bonds;
- (iv) the amount of any original issue discount and/or premium on the Bonds;
- (v) the maturities of the Bonds;
- (vi) the optional and mandatory redemption dates, if any, and redemption prices for the Bonds; and
- (vii) the purchase price for the Bonds.

The Bonds shall be sold by the Fiscal Officer to the Original Purchaser on such terms not inconsistent with this Resolution as are provided in the Certificate of Award and the Bond Purchase Agreement.

The Fiscal Officer is authorized and directed to execute the Certificate of Award and the Bond Purchase Agreement, in order to provide for the definitive terms and terms of sale of the Bonds as provided in this Resolution, and to award and provide for sale of the Bonds to the Original Purchaser. The Bond Purchase Agreement shall have such terms as shall be consistent with this Resolution and not materially adverse to the University, as shall be approved by the Fiscal Officer, and his execution of the Bond Purchase Agreement shall constitute conclusive approval of any such changes on behalf of the University and that such changes are not materially adverse to the University. The Certificate of Award shall be incorporated in and form a part of the Second Supplemental Trust Indenture and any supplemental indentures authorized under this Resolution.

(b) Official Statement. The Fiscal Officer is authorized and directed, on behalf of the University, and in his official capacity, to prepare or cause to be prepared, a preliminary official statement relating to the original issuance of the Bonds; to determine, and to certify or otherwise represent, when such preliminary official statement is "deemed final" for purposes of Securities and Exchange Commission Rule 15c2-12(b)(1); and to use and distribute, or authorize the use and distribution of such preliminary official statements in connection with the original issuance of each series of Bonds until an official statement is prepared. All actions previously taken by the Fiscal Officer in this regard relating to a preliminary official statement are hereby approved, ratified and confirmed.

The Fiscal Officer is further authorized and directed, on behalf of the University, and in his official capacity, to prepare or cause to be prepared an official statement, and any necessary supplements thereto, relating to the original issuance of each series of Bonds; to determine, and to certify or otherwise represent, when such official statement is a final official statement for purposes of Securities and Exchange Commission Rule 15c2-12(b)(3) and (4); to use and distribute, or authorize the use and distribution of such official statement, and any

supplements thereto, in connection with the sale of each series of Bonds; and to sign and deliver the official statements.

The Fiscal Officer is further authorized and directed, on behalf of the University, and in his official capacity, to sign and deliver such certificates in connection with the accuracy of the preliminary official and the final official statements and any supplements thereto as may, in his judgment, be necessary or appropriate.

(c) Acquisition of the Project. The Fiscal Officer is authorized to execute, on behalf of the University, a purchase agreement for the acquisition of the Project.

Section 6. Allocation of Proceeds of the Bonds.

(a) Allocation. All of the proceeds from the sale of the shall be received and receipted for by the Fiscal Officer or by his authorized representative for that purpose, and shall be allocated, deposited and credited as follows:

(i) To the Bond Service Account in the Bond Service Fund, any portion of the proceeds representing accrued interest and premium, if any;

(ii) To the 2011 University Facilities Project Fund (the "2011 Project Fund"), hereby established, the balance of the proceeds, to be applied to the acquisition of the Project at a price determined by the Fiscal Officer, but not to exceed \$20,500,000, and to any necessary related improvements to the Project and to pay the costs of the issuance of the Bonds, as determined by the Fiscal Officer.

(b) 2011 Project Fund.

(i) The 2011 Project Fund shall be held by the University in a separate deposit account or accounts (except when invested as provided below) set up in a bank or banks that are members of the Federal Deposit Insurance Corporation, and used to pay costs of acquiring the Project and any necessary related improvements thereto that constitute "costs of education facilities" or "costs of auxiliary facilities" as defined in the Act (the "Project Costs"), including costs of issuance of the Bonds.

(ii) The Fiscal Officer shall apply the 2011 Project Fund pursuant to the provisions of this Section 6 to the payment of the Project Costs.

(iii) Moneys to the credit of the 2011 Project Fund, pending their application as above set forth, shall be subject to a lien and charge in

favor of the holders of the Bonds, and the University covenants that it will not cause or permit to be paid from the 2011 Project Fund any moneys except in compliance with the provisions of this Resolution, the Restated Trust Indenture, the Second Supplemental Trust Indenture and any other supplemental indentures relating to the Bonds.

(iv) Moneys on deposit in the 2011 Project Fund may be invested by or at the direction of the Fiscal Officer in Eligible Investments maturing or redeemable at the option of the holder prior to the time needed for the purposes thereof. The investments and the proceeds of their sale shall constitute part of the 2011 Project Fund, and earnings from any of those investments shall be credited to the 2011 Project Fund. The investments may be sold, exchanged or collected from time to time by or at the direction of the Fiscal Officer.

(v) Any balance remaining in the 2011 Project Fund after the Fiscal Officer has certified to the Trustee that payment of Project Costs has been accomplished or provided for to the satisfaction of the University shall be deposited in the Bond Service Account and used for payment of principal on the, or expended for costs of University Facilities with the approval of the Board if that payment or expenditure shall not, in the opinion of Bond Counsel to the University, adversely affect the exclusion of interest on the Bonds from gross income for federal income tax purposes.

Section 7. Tax Covenants; Rebate Fund.

(a) Covenants. The University hereby covenants that:

(i) It will restrict the use of the proceeds of the Bonds in such manner and to such extent, if any, as may be necessary so that the Bonds will not constitute arbitrage bonds under Section 148 of the Code. The Fiscal Officer, or any other officer of the University having responsibility for the issuance of the Series 2011 Bonds, alone or in conjunction with any other officer or employee of or any consultant to the University, shall give an appropriate certificate of the University, for inclusion in the transcript of proceedings for the Bonds, setting forth the reasonable expectations of the University regarding the amount and use of all the proceeds of the Bonds, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the interest on the Bonds.

(ii) It (a) will take or cause to be taken such actions that may be required of it for the interest on the Bonds to be and remain excluded from gross income for federal income tax purposes, and (b) will not take or authorize to be taken any actions that would adversely affect that

exclusion, and that it, or persons acting for it, will, among other acts of compliance, (1) apply the proceeds of the Bonds to the governmental purpose of the borrowing, (2) restrict the yield on investment property acquired with those proceeds, (3) make timely rebate payments to the federal government, (4) maintain books and records and make calculations and reports, and (5) refrain from certain uses of those proceeds, all in such manner and to the extent necessary to assure such exclusion of that interest under the Code. The Fiscal Officer and other appropriate officers are authorized and directed to take any and all actions, make calculations and rebate payments to the federal government, and make or give reports and certifications, as may be appropriate to assure such exclusion of that interest.

(b) Rebate Fund. There is hereby created the Series 2011 Bonds Rebate Fund (the "Rebate Fund"), to be in the custody of the Trustee, which shall be continuously invested in Eligible Investments by the Trustee at the oral direction (confirmed in writing) of the Fiscal Officer. The Rebate Fund shall be held, administered and disposed of in accordance with the provisions of the Second Supplemental Trust Indenture and any other supplemental indentures relating to the Bonds. Amounts credited to the Rebate Fund are not General Receipts and shall be free and clear of any lien under the Second Supplemental Trust Indenture, any supplemental indentures or under the Restated Trust Indenture.

Section 8. Insurance; Other Agreements and Certificates. If the Fiscal Officer determines it is in the best interest of the University in order to achieve maximum cost savings on the Bonds, the Fiscal Officer may make application for a policy of municipal insurance from the Insurer to insure all or any portion of the Bonds.

The Fiscal Officer is authorized to enter into such agreements and to make such changes to the Second Supplemental Trust Indenture and any other supplemental indentures relating to the Bonds and the Bond form as may be required by the Insurer in order to issue said policy.

The Fiscal Officer is further authorized to enter into such agreements, including a Continuing Disclosure Agreement and a purchase agreement setting forth the purchase price and terms of sale of the Project, and execute such certificates as may be required in connection with the issuance, sale and delivery of the Bonds.

The Fiscal Officer or Secretary of the Board shall furnish to the Original Purchaser a true and certified transcript of all proceedings taken with reference to the authorization and issuance of the Bonds along with other information as is necessary or proper with respect to the Bonds.

Section 9. Second Supplemental Trust Indenture. The Chairman of the Board or the President of the University, and the Fiscal Officer, or any one or more of them, are authorized and directed to execute and deliver to the Trustee, in the name of and on behalf of the University, and the Secretary to the Board is authorized and directed to attest, supplemental indentures pursuant to the Restated Trust Indenture and in connection with the issuance of the Bonds.

Resolution to Terminate
Certain Designated Funds and to Transfer the Associated Fund Balances

YR 2011-109

WHEREAS, action by the Youngstown State University Board of Trustees is required to internally restrict funds for designated purposes; and

WHEREAS, the number of designated funds so authorized by the Board of Trustees has grown to approximately forty over a period of years; and

WHEREAS, the University's internal auditors recommended a thorough review of such designated funds; and

WHEREAS, University administrators have completed their review of such funds; and

WHEREAS, Exhibit I summarizes the designated funds to be terminated and fund balances to be transferred;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the June 30, 2011, transfers and fund terminations summarized in Exhibit I.

Resolution to Approve Interfund Transfers

YR 2011-110

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 J.

Resolution to Modify
Asset Allocation and Other Investment Guidelines –
Investment of Non-Endowment University Funds

YR 2011-111

WHEREAS, guidelines are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Asset Allocation and Other Investment Guidelines, Investment of Non-Endowment University Funds, which are the guidelines for policy number 3007.01, Investment of the University's Non-Endowment and Endowment Funds, of the *University Guidebook*, shown as Exhibit K, attached hereto, and does hereby rescind the former guidelines. A copy of the guidelines indicating changes to be made is also attached.

Dr. Garg reported that the Audit Subcommittee met on June 7, 2011, and received reports from the Packer Thomas firm, the university's internal auditors.

Mr. Schiavone reported that the Investment Subcommittee met on June 7, 2011, and received reports from Hartland & Co., the university's investment advisors. Mr. Schiavone reported that the subcommittee reviewed and recommended to the Finance and Facilities Committee and Board of Trustees the resolution just adopted regarding modification of asset allocation and investment guidelines.

4. Internal Affairs Committee.

The chairperson noted that the following the Internal Affairs Committee meeting it was determined that a supporting exhibit to the "Resolution to Modify Solicitation and Distribution of Materials, Employees Policy" contained a material error, and that the resolution had been withdrawn from the Board's agenda. The chairperson stated that the Internal Affairs Committee was recommending five resolutions for adoption by the board. There being no objec-

tion thereto, the chairperson declared the following resolutions recommended by the Internal Affairs Committee adopted by general consent:

Resolution to Approve
Background Check for Potential Employees Policy

YR 2011-112

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 Background Check for Potential Employees, policy number 7021.05 of the *University Guidebook*, shown as Exhibit L attached hereto.

Resolution to Modify
Search Waivers for Strategic Hiring Policy

YR 2011-113

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 Search Waivers for Strategic Hiring, policy number 2004.01 of the *University Guidebook*, shown as Exhibit M attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Ratify
Faculty/Staff Appointments

YR 2011-114

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 18, 2011, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2010-2011 Budget and with the University policy on Equal Employment Opportunity;

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

Resolution to Authorize
Conferral of Emeritus Status

YR 2011-115

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 O attached hereto are hereby granted the emeritus title designated thereon.

Resolution to Authorize the
Execution of a Mutual Aid Agreement between
Youngstown State University Police and
Other Law Enforcement Agencies within Mahoning and Trumbull Counties

YR 2011-116

WHEREAS, a Mahoning/Trumbull County Local Government Mutual Aid Agreement for Law Enforcement is in the process of being executed by local governments and law enforcement agencies within Mahoning and Trumbull Counties, attached hereto as Exhibit P; and

WHEREAS, state law, as set forth in Section 3345.041 of the Ohio Revised Code, authorizes public universities to participate in such Mutual Aid Agreements; and

WHEREAS, the University has benefited from its past Mutual Aid Agreements for Law Enforcement with other local governments and law enforcement agencies; and

WHEREAS, the Mutual Aid Agreement attached hereto as Exhibit P with law enforcement agencies throughout Mahoning and Trumbull Counties offers benefits to the University and would enable the University to offer appropriate and timely assistance to other jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the participation of the Youngstown State University Police Department in the Mahoning/Trumbull County Local Government Mutual Aid Agreement for Law Enforcement and authorizes the Administration to execute a four-year agreement with same for such purpose. made is also attached.

5. Trusteeship Committee.

A. Resolution to Amend the Bylaws of the Board of Trustees of Youngstown State University. The chairperson stated that at the Board's last regular meeting held March 18, 2011, the Trusteeship Committee recommended to the Board that the Board's *Bylaws* be amended as set forth in the proposed resolution. Thereafter, the motion made through a committee recommendation was approved by unanimous vote of the trustees and the chairperson declared the following resolution adopted:

Resolution to Amend the
Bylaws of the Board of Trustees of Youngstown State University

YR 2011-117

WHEREAS, the Board of Trustees of Youngstown State University is a self-governing body established under Chapter 3356 of the *Ohio Revised Code*; and

WHEREAS, the Board of Trustees has adopted *Bylaws* regarding its governance and policies regarding its procedures; and

WHEREAS, the Board of Trustees has recently undertaken a review of its *Bylaws* and has determined that the *Bylaws* should be amended to include updated language;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend its *Bylaws* as reflected in the redlined version of the *Bylaws* attached hereto as Exhibit Q; and

BE IT FURTHER RESOLVED, that to the extent that they are inconsistent with the attached Exhibit Q, previous actions of the Board of Trustee are rescinded; and

BE IT FURTHER RESOLVED, that University administration is authorized and directed to take such actions as are necessary and appropriate to effect the amendment of the Board's *Bylaws*, including the republication of the *Bylaws* booklet.

ITEM V – COMMUNICATIONS AND MEMORIALS

The chairperson asked for a moment of silence in memory of Mrs. Helen Stambaugh.

ITEM VI – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII – NEW BUSINESS

The chairperson provided the following remarks:

As an alumnus, it has been the honor of my life to be appointed to serve as a trustee of Youngstown State University, but more importantly to have been selected by my peers as their chairperson for the past three years. I am grateful for their confidence in my leadership and for their unwavering support during my tenure. As I thought about this final time that I will preside as chair, I was reminded of both the beginning and the end of that great Charles Dickens' novel, "A Tale of Two Cities." While we surely haven't been embroiled in a revolution, the opening line, "it was the best of times, it was the worst of times," caused me to reflect upon the many issues this board has had to face these past few years. Mostly, it has been the "best of times," and I think my colleagues will agree that even the few "worst times" are outshined by the "best of times," as the university embarked on several major transitions.

I am proud of the work of Board of Trustees over the past three years. Their dedication inspires me each day. Few appreciate the significance of the American model of higher education and citizen trusteeship that has guided our system for centuries. I have been witness to the countless hours spent behind the scenes as trustees pour over agendas and reading material to be well informed and engaged members of this body. Moreover, few recognize that they do this, without pay, on a volunteer basis for nine years each. Our students do the same during their two year terms, sacrificing their free time in addition to their studies. I thank each of

the trustees present today and those who have served this board during my tenure.

Together with the administration during this time, we developed several new baccalaureate and graduate programs; responded to the Ohio Strategic Plan for Higher Education creating four centers of excellence and designating YSU as an urban research institution; completed the Centennial Celebration and capital campaign: issued bonds to fund the campus master plan watching both the new Williamson College of Business and WATTS Center be built along with numerous visual campus improvements; and successfully completed Higher Learning Commission reaccreditation. On a less glamorous front, but nonetheless equally important, we near completion of a total overhaul of the entire University Guidebook and Policies of the Board of Trustees, totaling several hundred. Today, we adopt an updated set of board bylaws and committee structure. The board, in spite of five new members joining us during this time, has become a very cohesive body committed to the best interests of Youngstown State University, and has made every effort to improve and enhance its own governance by adopting and employing recommended practices of the Association of Governing Boards.

However, the work of which I am most proud is the board's successful oversight of the presidential search process, the successful on-boarding of a new presidency and the adoption of a new institutional strategic plan which will guide YSU for several years into the future.

I'd now like to recognize several individuals:

On behalf of the Board of Trustees, congratulations to President Anderson as you complete a very successful first year in office. You have fostered an excellent partnership and transparent relationship with the board of trustees and we thank you for your commitment to YSU. Special mention must be made for two key people, Cindy Bell and Marilyn Butler, assistants in the President's office who manage board matters and communications on a daily basis. You'll never fully know how much you are appreciated. And for Marilyn, who has supported the board and the at least three presidential searches, this will be her last meeting as she retires at the end of the month. Thank you again, Marilyn.

I am so proud of the progress and success made by Youngstown State University, and that is the direct result of one factor—the people of YSU—our students, faculty, staff, administration, and alumni who give their all each and every day on behalf of the University. You are "the body, mind and spirit" of YSU and our most important asset. We thank you for your tireless efforts.

I wish to thank my family and friends who have supported me these past three years and for my employer Butler Wick & Co. and Butler Wick Trust Company, now known as Fanners Trust Company, for their generosity with my time to allow me to be "on loan" as board chair.

I also wish to thank Reid Schmutz, President of the YSU Foundation, for the excellent working relationship our trustees have developed with the foundation trustees and for the foundation's magnanimous support of student scholarships and

other endeavors. We don't say it often enough, but please accept our sincere gratitude for all that you do.

And I would be remiss if I did not thank one special person who keeps the YSU Board of Trustees the "well-oiled machine" that it is, board secretary Franklin S. Bennett, Jr., who has assisted countless trustees and board chairs in his 21 years of service to this board. Frank has been a friend, mentor and confidant, and I could not have succeeded in this position without his sound judgment, historical memory, even temper, and good humor. Thank you, Frank.

I extend my sincere congratulations to incoming board chair, Trustee Sudershan Garg, and incoming Vice Chair, Trustee John Jakubek. The days ahead will indeed be very challenging and we will need everyone to do their part, but the board and the university are in capable and gentle hands as we move the institution to the next level of success.

"A Tale of Two Cities" ends with a line that defines how I felt at the beginning and now at the end of my chairmanship:

"It is a far, far better thing that I do, than I have ever done; it is a far, far better rest that I go to than I have ever known."

But not for long.... The agenda is full and there is much work to be done. I look forward to chairing the finance and audit committees next year and to my remaining time as a trustee.

Thank you again and may God bless each and every one of you and Youngstown State University.

ITEM VIII – ELECTION OF BOARD OFFICERS

The chairperson stated that in accordance with the board's *Bylaws*, at its regular meeting held March 18, 2011 the Trusteeship Committee reported its nominations for board officers for the year 2011-2012. The trusteeship committee's nominations are:

Chairperson	Dr. Sudershan K. Garg
Vice Chairperson	Dr. John R. Jakubek
Secretary	Mr. Franklin S. Bennett, Jr.

There being no additional nominations for board chairperson, the trustees unanimously voted to elect Dr. Sudershan K. Garg as board chairperson for the year 2011-2012. There being no additional nominations, the trustees unanimously voted to elect Dr. John R. Jakubek as board vice chairperson for the year 2011-2012. There being no additional nominations, the trustees unanimously voted to elect Mr. Franklin S. Bennett, Jr. as secretary to the board for the year 2011-2012.

ITEM IX – COMMITTEE APPOINTMENTS – 2011-2012

The chairperson stated that in accordance with the board's *Bylaws*, committee appointments for the 2011-2012 board year had been included with today's agenda materials and requested board approval of the committee appointments. Upon motion made by Mr. Schiavone, seconded by Mrs. Weimer, 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., Tuesday, September 27, 2011
3:00 p.m., Wednesday, December 14, 2011
3:00 p.m., Wednesday, March 14, 2012

ITEM XI – ADJOURNMENT

There being no further business to before the board of trustees, and upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 3:56 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

ARTICLE IX. ACADEMIC PROCEDURES

Section A. Academic Dishonesty

Academic honesty is essential to the educational process and serves to protect the integrity of the University community. Therefore, all members of the University community have a responsibility of maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of University conduct regulations.

Students who engage in dishonesty in any form on examinations, papers, and course assignments, or who illegally possess examinations shall be charged with academic dishonesty. Furthermore, students shall not submit the work of someone else as their own or utilize ideas taken from other sources without properly citing the source. In addition, work completed in one course that is submitted in another course may constitute academic dishonesty. Students should consult with the faculty member if they are not sure what may constitute academic dishonesty.

Students suspected of academic dishonesty shall be charged with a violation of University conduct regulations under Article IV, Section A.1. Cases of alleged academic dishonesty shall be resolved in the following manner:

1. Conference
 - a. The faculty member should discuss the matter with the student as soon as possible following the alleged act of academic dishonesty that the student is suspected of committing.
 - b. Following the initial discussion, the student shall be informed in writing of the allegations by the faculty member and requested to attend a conference with the faculty member and appropriate department chair.
 - c. During the conference, the faculty member should discuss the allegations with the student and determine whether the student is responsible for the allegations. If the student is found to be responsible, the faculty member shall determine the sanction to be imposed. If the student is found not responsible, no further action is warranted.
 - d. Prior to imposing the sanction, the faculty member shall communicate with the Student Conduct Administrator to determine if the student has been involved in any previous academic dishonesty violations.
 - e. The faculty member may impose one or more of the following sanctions:
 - (1) Warn the student;

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

- (2) Submit an "F" grade on the exam or paper;
 - (3) Submit an "F" grade for the course; and/or
 - (4) Request additional action from the Student Academic Grievance Subcommittee.
- f. The faculty member must file a Report of Academic Dishonesty if options 2 through 4 are imposed. The Student Conduct Administrator will then notify the student in writing of the decision as well as create a student conduct file which shall be kept confidential to the extent allowed by law.
 - g. In cases where a student is found responsible for an incident of academic dishonesty that is serious, flagrant, or repeated, the student may also be referred to the Student Academic Grievance Subcommittee for consideration of additional action, including suspension and expulsion.
 - h. Following the conference, the accused student has the right to file a grievance and request that the case be reviewed by the Student Academic Grievance Subcommittee.
2. Hearing
- a. Cases of academic dishonesty that are referred for a hearing shall be heard by the Student Academic Grievance Subcommittee. The Student Academic Grievance Subcommittee shall consist of two faculty members, two students, and one administrator who will chair the hearing.
 - b. Hearings for academic dishonesty before the Student Academic Grievance Subcommittee shall follow the procedures outlined in Article VII, Section D.2.
 - c. The Student Academic Grievance Subcommittee may impose any of the sanctions outlined in Article VII, Section E.
 - d. A decision of the Student Academic Grievance Subcommittee may be appealed following the procedures outlined in Article IX, Section B.3.

Section B. Undergraduate Student Academic Grievance Procedure

1. Introduction
- a. This section applies to students taking courses in pursuit of an associate's or bachelor's degree, and other students taking courses for undergraduate credit.
 - b. Grievances filed concerning academic matters must conform to the process described in this section.

- c. The Student Academic Grievance Subcommittee, an appointed chartered subcommittee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. The Student Academic Affairs Committee, an appointed chartered committee of the Academic Senate, is the sole appeals body for decisions made by a Grievance Hearing Panel of the Student Academic Grievance Subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.
- d. This procedure is not intended, nor should it be used, as a means of modifying, changing, or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University.

2. Academic Matters That May Be Grieved

- a. Academic matters that may be grieved are the following:
 - (1) Sanctions imposed by faculty regarding academic dishonesty. See Section A, Academic Honesty, above.
 - (2) Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.
 - (3) Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Collective Bargaining Agreement, to the detriment of the individual student or the entire class.
- b. Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department Chair of the faculty member's department or the Dean of the college housing the faculty member's department for further advisement in these situations.

3. Parties Directly Involved In the Grievance Procedure

- a. The parties directly involved in the grievance procedure are as follows:
 - (1) Student. The student who files the grievance.
 - (2) Faculty member. The faculty member against whom the grievance is filed.
 - (3) Associate Provost for Academic Administration, or designee.
 - (4) Department chair. The Chairperson of the department in which the faculty member resides.
 - (5) Dean. The Dean of the college in which the faculty member's department is housed.

- (6) Student Academic Grievance Subcommittee. An appointed chartered subcommittee of the Academic Senate charged with adjudicating undergraduate student academic grievances. The Subcommittee is composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each undergraduate college of the University; and the Associate Provost for Academic Administration, or designee, who serves as Judicial Chair.
 - (7) Grievance Hearing Panel. Conducts the formal hearing and renders a decision about the grievance. The Panel is drawn from the membership of the Student Academic Grievance Subcommittee and consists of a minimum of two faculty members, two undergraduate students, and the Judicial Chair.
 - (8) Student Academic Affairs Committee. An appointed chartered committee of the Academic Senate charged with making policy recommendations related to the academic sector of student affairs. In the context of this section, the Committee may hear an appeal of the Grievance Hearing Panel's decision.
 - (9) Appeal Panel. Considers appeals of decisions rendered by a Grievance Hearing Panel. The Panel is drawn from the membership of the Student Academic Affairs Committee and consists of a minimum of two faculty members, two undergraduate students, and the Chair of the Student Academic Affairs Committee.
- b. Further descriptions of the duties and functions of some of the parties listed above are given later in this section.
 - c. In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the University community.
4. Overview of the Grievance Process
- a. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.
 - b. The three phases are:
 - (1) Pre-Grievance hearing activities
 - (2) Grievance hearing
 - (3) Appeal
 - c. Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.
5. Phase One: Pre-Grievance hearing activities

- a. Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.
 - b. If the matter is not resolved from any such student/faculty member discussion, the student must then initiate discussion with the department chair.
 - c. If the matter is not resolved from the student/chair discussion, the student must then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in item d. immediately below.
 - d. If the matter is not settled following these discussions, the student must submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident. Specifically, the Grievance Form for incidents occurring in Fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent Spring semester; the Grievance Form for incidents occurring in Spring or Summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent Fall semester.
 - e. The Associate Provost for Academic Administration will assess the validity of the complaint within fifteen University working days of receipt of the Grievance Form, the seventh Friday of the semester.
 - (1) If the complaint is assessed as non-grievable, the student is informed in writing by the Associate Provost for Academic Administration and the matter is closed.
 - (2) If the complaint is assessed as grievable, the Associate Provost for Academic Administration initiates Phase Two of the grievance process.
6. Phase Two: Grievance Hearing
- a. Within five University working days of initiating Phase Two of the grievance process, the Office of the Provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure, an outline of each party's rights and obligations, and an Acknowledgment/Response Form to the faculty member, department chair, and dean.
 - b. Within six University working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party's rights and responsibilities, the faculty member, department chair, and dean must return the Acknowledgment / Response Form to the Office of the Provost. All these documents together constitute the Grievance Packet.

- c. The Office of the Provost shall submit the entire Grievance Packet to the Chair of the Student Academic Grievance Subcommittee within two University working days of receipt of all Acknowledgment/Response Forms.
- d. Upon receipt of the completed Grievance Packet, the Chair of the Student Academic Grievance Subcommittee will form a Grievance Hearing Panel to consider the complaint.
- e. A hearing date, time, and place will be established by the Chair of the Student Academic Grievance Subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. If a faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.
- f. Grievance hearing principles and procedures
 - (1) No member of a Grievance Hearing Panel will hear a case directly affecting him/her.
 - (2) Prior to the hearing, the Grievance Hearing Panel members shall review all written materials in the Grievance Packet submitted by the affected parties.
 - (3) The Grievance Hearing Panel shall consider only the information contained in the Grievance Packet.
 - (4) During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented. Accompanying advisors may not speak or present testimony.
 - (5) After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.
 - (6) Both parties shall be informed of the Grievance Hearing Panel's decision at the conclusion of the Panel's deliberations.
- g. Documentation of Grievance Hearing Panel's decision
 - (1) A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Panel's chair.
 - (2) This written statement of the Grievance Hearing Panel's decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel's decision.

- (3) The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.
 - (4) A file of all pertinent documents of all grievances shall be kept by the Office of the Provost.
- h. At the discretion of the Chair of the Student Academic Grievance Subcommittee, the time lines stated under 6. a. through g. may be extended.

7. Phase Three: Appeal

- a. There are three bases upon which a written appeal of the Grievance Hearing Panel's decision may be based:
 - (1) New information. Information not available at the time of the original hearing is found by the student or faculty member.
 - (2) Insufficient evidence. The student or faculty member believes that evidence presented was not sufficient to justify the decision.
 - (3) Procedural violations. The student or faculty member alleges one or more violations of the procedure leading up to and including the Grievance Hearing.
- b. Either the student or the faculty member may file a written appeal of the Grievance Hearing Panel's decision. Such an appeal shall be filed at the Office of the Provost within six University working days of receipt of the written notification of the Grievance Hearing Panel's decision.
- c. The Office of the Provost shall forward the written appeal to the Chair of the Student Academic Affairs Committee within two University working days.
- d. If the basis of the appeal is new information or insufficient evidence as noted in item a. above, the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee within twelve University working days of receipt by the Chair of the Student Academic Affairs Committee of the written appeal forwarded from the Office of the Provost. Such appeals are not heard as original cases and may be concluded by the Student Academic Affairs Committee on the basis of the written information provided.
- e. If the basis of the appeal is alleged procedural violations as noted in item a. above, within twelve University working days of receipt of the written appeal forwarded from the Office of the Provost, the Chair of the Student Academic Affairs Committee shall convene an Appeal Panel to consider the appeal. This panel shall rule only on whether procedural violations occurred.
 - (1) If the Appeal Panel rules that no procedural violations occurred, the decision of the Grievance Hearing Panel is upheld and the matter is closed.

- (2) If the Appeal Panel rules that procedural violations occurred, the case will be remanded to the full Student Academic Affairs Committee for further deliberation. Within twelve University working days of the Appeal Panel's finding of procedural violations, a quorum of the full Student Academic Affairs Committee shall undertake a full examination of the case. The decision reached by the Student Academic Affairs Committee is final and may not be appealed.
- f. The Chair of the Student Academic Affairs Committee shall communicate decisions rendered on appeals cases within three University working days to the Office of the Provost.
- g. At the discretion of the Chair of the Student Academic Affairs Committee, the time lines under b. through f. above may be extended.

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 - a. The faculty member should discuss the matter with the student as soon as possible following the alleged act of academic dishonesty that the student is suspected of committing.
 - b. Following the initial discussion, the student shall be informed in writing of the allegations by the faculty member and requested to attend a conference with the faculty member and appropriate department chair.
 - c. During the conference, the faculty member should discuss the allegations with the student and determine whether the student is responsible for the allegations. If the student is found to be responsible, the faculty member shall determine the sanction to be imposed. If the student is found not responsible, no further action is warranted.
 - d. Prior to imposing the sanction, the faculty member shall communicate with the Student Conduct Administrator to determine if the student has been involved in any previous academic dishonesty violations.
 - e. The faculty member may impose one or more of the following sanctions:
 - (1) Warn the student;

- (2) Submit an "F" grade on the exam or paper;
 - (3) Submit an "F" grade for the course; and/or
 - (4) Request additional action from the Student Academic Grievance Subcommittee.
- f. The faculty member must file a Report of Academic Dishonesty if options 2 through 4 are imposed. The Student Conduct Administrator will then notify the student in writing of the decision as well as create a student conduct file which shall be kept confidential to the extent allowed by law.
 - g. In cases where a student is found responsible for an incident of academic dishonesty that is serious, flagrant, or repeated, the student may also be referred to the Student Academic Grievance Subcommittee for consideration of additional action, including suspension and expulsion.
 - h. Following the conference, the accused student has the right to file a grievance and request that the case be reviewed by the Student Academic Grievance Subcommittee.

2. Hearing

- a. Cases of academic dishonesty that are referred for a hearing shall be heard by the Student Academic Grievance Subcommittee. The Student Academic Grievance Subcommittee shall consist of two faculty members, two students, and one administrator who will chair the hearing.
- b. Hearings for academic dishonesty before the Student Academic Grievance Subcommittee shall follow the procedures outlined in Article VII, Section D.2.
- c. The Student Academic Grievance Subcommittee may impose any of the sanctions outlined in Article VII, Section E.
- d. A decision of the Student Academic Grievance Subcommittee may be appealed following the procedures outlined in Article IX, Section B.3.

Section B. Undergraduate Student Academic Grievance Procedure

1. Introduction

- a. This section applies to students taking courses in pursuit of an associate's or bachelor's degree, and other students taking courses for undergraduate credit.
- b. Grievances filed concerning academic matters must conform to the process described in this section.

- c. The Student Academic Grievance Subcommittee, an appointed chartered subcommittee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. The Student Academic Affairs Committee, an appointed chartered committee of the Academic Senate, is the sole appeals body for decisions made by a Grievance Hearing Panel of the Student Academic Grievance Subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.
 - d. This procedure is not intended, nor should it be used, as a means of modifying, changing, or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University.
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- a. Academic matters that may be grieved are the following:
 - (1) Sanctions imposed by faculty regarding academic dishonesty. See Section A, Academic Honesty, above.
 - (2) Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.
 - (3) Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Collective Bargaining Agreement, to the detriment of the individual student or the entire class.
 - b. Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department Chair of the faculty member's department or the Dean of the college housing the faculty member's department for further advisement in these situations.
3. Parties Directly Involved In the Grievance Procedure
- a. The parties directly involved in the grievance procedure are as follows:
 - (1) Student. The student who files the grievance.
 - (2) Faculty member. The faculty member against whom the grievance is filed.
 - (3) Associate Provost for Academic Administration, or designee.
 - (4) Department chair. The Chairperson of the department in which the faculty member resides.
 - (5) Dean. The Dean of the college in which the faculty member's department is housed.

- (6) Student Academic Grievance Subcommittee. An appointed chartered subcommittee of the Academic Senate charged with adjudicating undergraduate student academic grievances. The Subcommittee is composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each undergraduate college of the University; and the Associate Provost for Academic Administration, or designee, who serves as Judicial Chair.
 - (7) Grievance Hearing Panel. Conducts the formal hearing and renders a decision about the grievance. The Panel is drawn from the membership of the Student Academic Grievance Subcommittee and consists of a minimum of two faculty members, two undergraduate students, and the Judicial Chair.
 - (8) Student Academic Affairs Committee. An appointed chartered committee of the Academic Senate charged with making policy recommendations related to the academic sector of student affairs. In the context of this section, the Committee may hear an appeal of the Grievance Hearing Panel's decision.
 - (9) Appeal Panel. Considers appeals of decisions rendered by a Grievance Hearing Panel. The Panel is drawn from the membership of the Student Academic Affairs Committee and consists of a minimum of two faculty members, two undergraduate students, and the Chair of the Student Academic Affairs Committee.
- b. Further descriptions of the duties and functions of some of the parties listed above are given later in this section.
 - c. In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the University community.
4. Overview of the Grievance Process
- a. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.
 - b. The three phases are:
 - (1) Pre-Grievance hearing activities
 - (2) Grievance hearing
 - (3) Appeal
 - c. Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.
5. Phase One: Pre-Grievance hearing activities

- a. Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.
 - b. If the matter is not resolved from any such student/faculty member discussion, the student must then initiate discussion with the department chair.
 - c. If the matter is not resolved from the student/chair discussion, the student must then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in item d. immediately below.
 - d. If the matter is not settled following these discussions, the student must submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident. Specifically, the Grievance Form for incidents occurring in Fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent Spring semester; the Grievance Form for incidents occurring in Spring or Summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent Fall semester.
 - e. The Associate Provost for Academic Administration will assess the validity of the complaint within fifteen University working days of receipt of the Grievance Form, the seventh Friday of the semester.
 - (1) If the complaint is assessed as non-grievable, the student is informed in writing by the Associate Provost for Academic Administration and the matter is closed.
 - (2) If the complaint is assessed as grievable, the Associate Provost for Academic Administration initiates Phase Two of the grievance process.
6. Phase Two: Grievance Hearing
- a. Within five University working days of initiating Phase Two of the grievance process, the Office of the Provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure, an outline of each party's rights and obligations, and an Acknowledgment/Response Form to the faculty member, department chair, and dean.
 - b. Within six University working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party's rights and responsibilities, the faculty member, department chair, and dean must return the Acknowledgment / Response Form to the Office of the Provost. All these documents together constitute the Grievance Packet.

- c. The Office of the Provost shall submit the entire Grievance Packet to the Chair of the Student Academic Grievance Subcommittee within two University working days of receipt of all Acknowledgment/Response Forms.
- d. Upon receipt of the completed Grievance Packet, the Chair of the Student Academic Grievance Subcommittee will form a Grievance Hearing Panel to consider the complaint.
- e. A hearing date, time, and place will be established by the Chair of the Student Academic Grievance Subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. If a faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.
- f. Grievance hearing principles and procedures
 - (1) No member of a Grievance Hearing Panel will hear a case directly affecting him/her.
 - (2) Prior to the hearing, the Grievance Hearing Panel members shall review all written materials in the Grievance Packet submitted by the affected parties.
 - (3) The Grievance Hearing Panel shall consider only the information contained in the Grievance Packet.
 - (4) During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented. Accompanying advisors may not speak or present testimony.
 - (5) After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.
 - (6) Both parties shall be informed of the Grievance Hearing Panel's decision at the conclusion of the Panel's deliberations.
- g. Documentation of Grievance Hearing Panel's decision
 - (1) A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Panel's chair.
 - (2) This written statement of the Grievance Hearing Panel's decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel's decision.

- (3) The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.
 - (4) A file of all pertinent documents of all grievances shall be kept by the Office of the Provost.
- h. At the discretion of the Chair of the Student Academic Grievance Subcommittee, the time lines stated under 6. a. through g. may be extended.**

7. Phase Three: Appeal

- a. There are three bases upon which a written appeal of the Grievance Hearing Panel's decision may be based:
 - (1) New information. Information not available at the time of the original hearing is found by the student or faculty member.
 - (2) Insufficient evidence. The student or faculty member believes that evidence presented was not sufficient to justify the decision.
 - (3) Procedural violations. The student or faculty member alleges one or more violations of the procedure leading up to and including the Grievance Hearing.
- b. Either the student or the faculty member may file a written appeal of the Grievance Hearing Panel's decision. Such an appeal shall be filed at the Office of the Provost within six University working days of receipt of the written notification of the Grievance Hearing Panel's decision.
- c. The Office of the Provost shall forward the written appeal to the Chair of the Student Academic Affairs Committee within two University working days.
- d. If the basis of the appeal is new information or insufficient evidence as noted in item a. above, the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee within twelve University working days of receipt by the Chair of the Student Academic Affairs Committee of the written appeal forwarded from the Office of the Provost. Such appeals are not heard as original cases and may be concluded by the Student Academic Affairs Committee on the basis of the written information provided.
- e. If the basis of the appeal is alleged procedural violations as noted in item a. above, within twelve University working days of receipt of the written appeal forwarded from the Office of the Provost, the Chair of the Student Academic Affairs Committee shall convene an Appeal Panel to consider the appeal. This panel shall rule only on whether procedural violations occurred.
 - (1) If the Appeal Panel rules that no procedural violations occurred, the decision of the Grievance Hearing Panel is upheld and the matter is closed.

- (2) If the Appeal Panel rules that procedural violations occurred, the case will be remanded to the full Student Academic Affairs Committee for further deliberation. Within twelve University working days of the Appeal Panel's finding of procedural violations, a quorum of the full Student Academic Affairs Committee shall undertake a full examination of the case. The decision reached by the Student Academic Affairs Committee is final and may not be appealed.
- f. The Chair of the Student Academic Affairs Committee shall communicate decisions rendered on appeals cases within three University working days to the Office of the Provost.
- g. At the discretion of the Chair of the Student Academic Affairs Committee, the time lines under b. through f. above may be extended.

UNIVERSITY GUIDEBOOK**Title of Policy: Honorary Degrees**

Responsible Division: Academic Affairs

Approving Officer: Provost/Vice President for Academic Affairs

Revision History: October 1997; July 2009; June 2011

Resolution Number(s): YR 1998-22; YR 2010-08; YR 2011-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE:

Next review: 2014

Policy: The Board of Trustees shall grant honorary degrees in recognition of a significant impact on the University; on the community, state, or nation; or on society. Such degrees will be conferred at commencements or at special convocations.

Procedures:

1. Criteria for nomination of individuals to receive an honorary degree are determined by the Provost/Vice President for Academic Affairs.
2. Faculty, staff, Board of Trustees members, and/or anyone associated with the University may submit nominations for honorary-degree candidates to the Academic Events Committee of the Academic Senate or directly to the Provost/Vice President for Academic Affairs. When nominations are made directly to the Provost, the Provost will forward the nominations to the Academic Events Committee if time permits.
3. The Academic Events Committee of the Academic Senate “shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, [and] inaugural ceremonies, and recommend candidates for honorary degrees to the University’s President” [from the Academic Senate Bylaws: Bylaw 6-Section 2(k) found at <http://www.yzu.edu/acad-senate/bylaws.htm>].
4. Through a credential-review process, which includes review of all recommendations, including those submitted by the Academic Events Committee, the Provost/Vice President for Academic Affairs and the President will identify a list of six to ten candidates for approval by the Academic and Student Affairs Committee of the Board of Trustees at its March meeting. It is the expectation that candidates for honorary degrees for the next academic year will be selected from this list.
5. The recommendation(s) of the Academic and Student Affairs Committee will be forwarded to the Board of Trustees for action.

UNIVERSITY GUIDEBOOK

Name-Title of Policy: Honorary Degrees

Responsible Division: Academic Affairs

Approving Officer: Provost/Vice President for Academic Affairs

Revision History: October 1997; July 2009; June 2011

Resolution Number(s): YR 1998-22; YR 2010-08; YR 2011-

Board Committee: Academic and Student Affairs

EFFECTIVE DATE: September 25, 2009

Next review: 2013

Policy: The Board of Trustees shall grant honorary degrees in recognition of a significant ~~contribution to the welfare of~~ impact on the University, ~~;~~ on the community, state, or nation; or humanity on society. Such degrees will be conferred at commencements or at special convocations.

Procedures:

1. Criteria for nomination of individuals to receive an honorary degree are determined by the Provost/Vice President for Academic Affairs.
2. Faculty, staff, Board of Trustees members, and/or anyone associated with the University may submit nominations for honorary-degree candidates to the Academic Events Committee of the Academic Senate or directly to the Provost/Vice President for Academic Affairs. When nominations are made directly to the Provost, the Provost will forward the nominations to the Academic Events Committee if time permits.
3. The Academic Events Committee of the Academic Senate “shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, [and] inaugural ceremonies, and recommend candidates for honorary degrees to the University’s President” [from the Academic Senate Bylaws: Bylaw 6-Section 2(k) found at <http://www.yzu.edu/acad-senate/bylaws.htm>].
4. Through a ~~credential~~ credential-review process, which includes review of all recommendations, including those submitted by the Academic Events Committee, the

Provost/Vice President for Academic Affairs and the President will identify candidates for honorary degrees a list of six to ten candidates for approval by the Academic and Student Affairs Committee of the Board of Trustees at its March meeting. It is the expectation that candidates for honorary degrees for the next academic year will be selected from this list. ~~The Academic Events Committee of the Academic Senate “shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, [and] inaugural ceremonies, and recommend candidates for honorary degrees to the University’s President” [from the Academic Senate Bylaws: Bylaw 6 Section 2(k) found at <http://www.yzu.edu/acad-senate/bylaws.htm>].~~

~~3. Names of honorary degree candidates are presented to the Academic and Student Affairs Committee of the Board of Trustees at a scheduled meeting prior to the commencements or convocations where the degrees are to be granted.~~

5. ~~4.~~ The recommendation(s) of the Academic and Student Affairs Committee will be forwarded to the Board of Trustees for action.

UNIVERSITY GUIDEBOOK

Title of Policy: Agreements, Educational Partnerships, and Related Arrangements

Responsible Division/Office: Academic Affairs
Approving Officer: Provost & Vice President for Academic Affairs
Revision History: March 1997; March 2007; June 2011
Resolution Number(s): YR 1997-29; YR 2007-27; YR 2011-
Board Committee: Academic and Student Affairs
EFFECTIVE DATE:
Next review: 2013

Policy: The President is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the University.

Purpose: In striving to fulfill its teaching/learning, research/scholarship, and public service goals, the University actively becomes involved in the establishment of mutually beneficial partnerships or similar arrangements with a broad range of public and private entities.

Procedures:

1. The chairperson of a department, council, committee, or task force; or an individual member of the University community; may—through the appropriate dean or executive director—submit to the Provost/Vice President for Academic Affairs or to an executive officer or designee appointed by the President proposals to establish partnerships or related arrangements between the University and private or public entities.

2. Proposals will include:
 - Statement of need.
 - Description of partnership and manner in which the arrangement will meet the stated need.
 - Identification of personnel/departments to be involved.
 - Delineation of responsibilities of the University and other involved parties.
 - Estimation of needs for fiscal resources, space, and equipment.
 - A description of how these needs will be met.
 - A description of where administrative responsibility is housed and the lines of responsibility.

Proposals related to public service agreements will include:

- Statement of need.
 - Description of partnership and manner in which the arrangement will meet the stated need.
 - Statement of the relationship between outside entity(ies) and the University as outlined in the agreement.
 - Needed facilities and equipment, if any, and their availability.
 - Delineation of responsibilities of the University and other involved parties.
 - Identification of costs and/or expenses associated with the agreement.
 - A description of how these funding needs will be met.
 - A description of where administrative responsibility is housed and the lines of responsibility.
 - Delineation of impact of the agreement on the image of the University.
3. Proposals will be circulated to all entities or individuals that might be involved, for review and feedback prior to submission to the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President.
 4. The Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President will determine whether review of the statement of partnership by the Office of the General Counsel is required. When the proposal involves research and/or sponsored programs, the Office of Grants and Sponsored Programs must be contacted, and review by the Associate Provost for Research and Dean of Graduate Studies and Research is required, including written recommendation/determination about whether the proposed agreement/partnership is allowable under grants policies.
 5. Upon the completion of this consultative process, the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President may authorize implementation of the partnership.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: Title of Policy: **Agreements, Educational Partnerships, and Related Arrangements**

Responsible Division/Office: ~~School of Graduate Studies and Research~~ **Academic Affairs**

Approving Officer: ~~Provost & Vice President for Academic Affairs~~

Revision History: ~~March 1997; March 2007; month February~~ **June 2010**

Resolution Number(s): ~~YR 1997-29; YR 2007-27; YR 2011-~~

Board Committee: ~~Academic and Student Affairs~~

EFFECTIVE DATE:

Next review: ~~2013~~

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

Title: ~~Dean~~ Title: ~~Provost~~

~~School of Graduate Studies~~

Approved: ~~March, 1997~~

Revised: ~~March 16, 2007~~ EFFECTIVE: ~~March 16, 2007~~

Policy: The President is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the University.

RESOLUTION NUMBERS: ~~YR 1997-29; YR 2007-27~~

Purpose: In striving to fulfill its teaching/learning, research/scholarship, and public service goals, the University actively becomes involved in the establishment of mutually beneficial partnerships or similar arrangements with a broad range of public and private entities.

Procedures:

1. The chairperson of a department, council, committee, or task force; or an individual member of the University community; may—through the appropriate dean or executive director—submit to the Provost/Vice President for Academic Affairs or to an executive officer or designee appointed by the President ~~Proposals to establish partnerships or related arrangements between the University and private or public entities may be forwarded to the Provost/Vice President for Academic Affairs or~~

~~executive officer or designee appointed by the President through the appropriate dean or executive director by the chairperson of a department, council, committee, or task force; or by an individual member of the University community.~~

NUMBER
5005.01

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2. Proposals will include:

- Statement of need.
- Description of partnership and manner in which the arrangement will meet the stated need.
- Identification of personnel/departments to be involved.
- Delineation of responsibilities of the University and other involved parties.
- Estimation of needs for fiscal resources, space, and equipment.
- A description of how these needs will be met.
- A description of where administrative responsibility is housed and the lines of responsibility.

Proposals related to public service agreements will also include:

- Statement of need.
- Description of partnership and manner in which the arrangement will meet the stated need.
- Statement of the relationship between the agreement outside entity(ies) and the University as outlined in the agreement.
- Statement of how the activity generated by the agreement relates to the mission of the University.
- Investigation of the availability of needed facilities and equipment, if any, and their availability.
- Delineation of responsibilities of the University and other involved parties.
- Identification of costs and/or expenses associated with the agreement.
- A description of how these funding needs will be met.
- A description of where administrative responsibility is housed and the lines of responsibility.
- Delineation of impact of the agreement on the image of the University.

3. Proposals will be circulated to all entities or individuals that might be involved, for review and feedback prior to submission to the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President.
4. The Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President will determine whether review of the statement of

partnership by the Office of the General Counsel is required. When the proposal involves research and/or sponsored programs, the Office of Grants and Sponsored Programs must be contacted, and ~~approval of review by~~ the Associate Provost for Research and Dean of Graduate Studies and Research is required, including written recommendation/determination about whether the proposed agreement/partnership is allowable under grants policies.

5. Upon the completion of this consultative process, the Provost/Vice President for Academic Affairs or- executive officer or designee appointed by the President may authorize ~~the~~ implementation of the partnership.

UNIVERSITY GUIDEBOOK

RESCIND – to be combined with 5005.01

Subject: Agreements, Public Service

Developed by: Executive Director Public Service Institute	Authorized by: Provost
Approved: March, 1997	
Revised: March 16, 2007	EFFECTIVE: March 16, 2007

Policy: The President is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the University.

RESOLUTION NUMBERS: YR 1997 – 29; YR 2007-27

Purpose: In striving to fulfill its public service goal, the University actively becomes involved in the establishment of mutually beneficial partnerships or similar arrangements with a broad range of public and private entities.

Procedures:

1. Proposals to establish public service partnerships or related arrangements between the University and private or public entities may be forwarded to the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President through the appropriate dean or executive director by the chairperson of a department, council, committee, or task force; or by an individual member of the University community.
2. Proposals will include:
 - Statement of the relationship between the agreement and the University.
 - Statement of how the activity generated by the agreement relates to the Mission of the University.
 - Investigation of the availability of needed facilities and equipment.
 - Identification of costs and/or expenses associated with the agreement.
 - Delineation of the impact of the agreement on the image of the University.
3. Proposals will be circulated to all entities or individuals that might be involved, for review and feedback prior to submission to the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President..

4. The Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President will determine whether review of the statement of partnership by the Office of the General Counsel is required. When the proposal involves research and/or sponsored programs, the Office of Grants and Sponsored Programs must be contacted and approval of the Dean of Graduate Studies and Research is required.
5. Upon the completion of this consultative process, the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President may authorize the implementation of the partnership.

FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 17, 2011)

NAME	TITLE	YEARS OF SERVICE	STATUS
Joseph Antenucci	Professor Accounting and Finance	18	Faculty Emeritus
Christopher Bache	Professor Philosophy and Religious Studies	33	Faculty Emeritus
Thomas Bodnovich	Chair/Associate Professor Computer Science and Information Systems	28	Faculty Emeritus
Phillip Chan	Professor Art	19	Faculty Emeritus
Virginia Draa	Assistant Professor Human Ecology	13	Faculty Emeritus
Steve Ellyson	Professor Psychology	25	Faculty Emeritus
Kathryn Lynn Feld	Professor Health Professions	35	Faculty Emeritus
Dorcas Fitzgerald	Professor Nursing	25	Faculty Emeritus
Darla Funk	Professor Dana School of Music	36	Faculty Emeritus
Patricia Gilmartin	Professor Sociology, Anthropology and Gerontology	27	Faculty Emeritus
Philip Ginnetti	Dean/Professor College of Education	22	Faculty Emeritus

FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 17, 2011)

Page 2 of 3

NAME	TITLE	YEARS OF SERVICE	STATUS
Margaret Gittis	Professor Psychology	35	Faculty Emeritus
Alice Guerra	Professor Health Professions	31	Faculty Emeritus
Carol Hawkins	Associate Professor Human Ecology	11	Faculty Emeritus
Lyn Hemminger	Assistant Professor Human Performance and Exercise Science	31	Faculty Emeritus
Dennis Henneman	Professor Theater and Dance	30	Faculty Emeritus
Robert Hogue	Associate Professor Computer Science and Information Systems	23	Faculty Emeritus
Patricia McCarthy	Professor Nursing	35	Faculty Emeritus
Diane McDougal	Professor Nursing	29	Faculty Emeritus
Anne McMahan	Professor Management	27	Faculty Emeritus
Carolyn Mikanowicz	Professor Health Professions	20	Faculty Emeritus
Charles Nelson	Professor English	27	Faculty Emeritus

FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 17, 2011)

Page 3 of 3

NAME	TITLE	YEARS OF SERVICE	STATUS
Gail Okawa	Professor English	17	Faculty Emeritus
C. Allen Pierce	Professor Criminal Justice and Forensic Sciences	35	Faculty Emeritus
Roman Rudnytsky	Associate Professor Dana School of Music	39	Faculty Emeritus
Richard Shale	Professor English	32	Faculty Emeritus
Lee Slivinske	Professor Social Work	29	Faculty Emeritus
Jerome Small	Professor Psychology	35	Faculty Emeritus
Ronald Volpe	Professor Accounting and Finance	35	Faculty Emeritus
Nancy White	Professor Psychology	26	Faculty Emeritus
Louis Zona	Professor Art	40	Faculty Emeritus

Youngstown STATE UNIVERSITY

UNIVERSITY GIFTS EXECUTIVE SUMMARY JANUARY-MARCH 2011

Gifts Received	Number of Gifts	Amount
Alumni Relations	193	\$ 13,023
University Development	1014	\$ 680,297
WYSU-FM	710	\$ 61,597
Total University Gifts	1,917	\$ 754,917
YSU Foundation	430	\$ 377,626

Agenda Item E.2.a.
Exhibit E

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	161	\$ 5,180
Cash-Four Year Single & Joint Members	23	2,115
Cash-Single & Joint Life Members	6	2,000
\$1,000 - \$9,999	2	3,000
\$500 - \$999	1	728
Total Cash	193	\$ 13,023
Total Alumni Relations	193	\$ 13,023
UNIVERSITY DEVELOPMENT		
Major Gifts Campaign	23	\$ 209,198
Total Major Gifts Campaign Pledged Cash	23	\$ 209,198
Non-Cash	0	-
Total Major Gifts Campaign	23	\$ 209,198
Annual Fund		
\$100,000 & Above	1	\$ 150,000
\$50,000-\$99,000	0	\$ -
\$10,000 - \$49,999	3	88,000
\$1,000 - \$9,999	55	121,784
\$500 - \$999	38	20,517
Below \$500	884	63,010
Total Annual Fund Pledged Cash	981	\$ 443,311
Non-Cash	5	12,689
Total Annual Fund	986	\$ 456,000
Underwriting	5	15,100
Total Underwriting Pledge Cash	5	\$ 15,100
Non-Cash	0	-
Total Underwriting	5	\$ 15,100
Total University Development	1014	\$ 680,297
WYSU-FM		
\$1,000 - \$9,999	1	\$ 1,000
\$500 - \$999	7	4,000
Below \$500	702	56,597
Total Pledged Cash	710	\$ 61,597
Total WYSU-FM	710	\$ 61,597
TOTAL GIFTS		
Grand Total Gifts	1917	\$ 754,917

Youngstown STATE UNIVERSITY

ALUMNI RELATIONS CASH CONTRIBUTIONS BY RANK Fiscal Year 2010-2011 Third Quarter January 1, 2011-March 31, 2011

One Year Single and Joint Members

Robert & Marilyn Abramski	Thomas Downey
Pat & Catherine Agresta	John Drennen
Samuel Agresti	Heather Dull
Dale Alexander	Victor Dunn
Deborah Alexander	Thomas Dzur
James Aller	Allen Ehas
Mary Allgood	Linda Evans
John Allsopp	Cynthia Fammartino-Fark
William Ambert	Robert & Kathy Fedorchak
Robert & Linda Bacha	Christine Filip
Joseph Baich	Alyssa Finamore
Joseph & Joann Barak	Aurora Fortunato
Sandra Barba	Patricia Gailey
Gerald Barnes	Anthony Gioppo
Sally Barnes	Anthony Gorant
Edward & Deborah Basista	Francis Gottron
Richard Bednar	Michael Grieb
Kenneth Blazina	Lynn Griffith
John Borecki	Judith Gross
Constance Burke	Jack & Dorothy Gruber
Frank Burke	Richard & Mary Hanuschak
Susan Burns & Kevin Clements	Theresa Hickey
William Campf	Elizabeth Hickson
Kenneth & Linda Carano	Richard & Marlene Hill
John & Donna Carden	Joseph Houser
Msgr. Michael Cariglio	Edward & Barbara Howley
Linda Catterson Hall Gerken	John Janosik
Linda Causey	Edwin Kaiser
James Chlebus	Susan Kalochoritis
Jean Collins	Kathleen Kaszowski
Dennis & Mary Conway	Beth Komara
John & Judy Cragel	Stephen & Virginia Kozaraich
Dale Cunningham	Mary Kratochvil
Gregory & Nikki Cvetkovic	Robert Kreshok
Robert Davis	Michael Lacivita
Neil & Thyra DePascal	Virginia Ladig
Sara Dickson	Frank Langosh
Kristan DiIullo	Patricia LaPresta
Gary DiLisio	Matthew Leicht
Ben DiRienzo	Crystal Lewis
Douglas Dohallow	John Lewis
Cheri Donofrio	Merle Linsenbigler

Robert Lipinsky
Susan Lisko
Patrick Lorelli
Barry Mallory
Joseph & Terry Malys
James & Evelyn Mangie
David & Janet Mangun
Joyce Martin
Mary Mathews-Bebech
Daniel McNally
Joseph Meranto
Gary & Linda Miller
Mary Angela Miller
John Mills
Anne Misel
Richard Muntean
R. Murdock
Lawrence & Anita Napolitan
Sam Natale
Ashley Neumeister
Don Nolfi
Robert Norman
Reynold & Christine Notareschi
Nicholas Pallante
Colleen Flynn Paventi
Frank Pavlechko
Jane Peachey
Brian Pinkerton
Angel Ploumbis
John & Judith Poulson
Constant Prassinios
Pamela Ramsey
Karrin Raphtis
Richard Reddinger
Thomas Rice
Nathaniel Riggle
Donna Ritch
Marie Roller
Dominic Rosselli

Marian Rothenberg
Albert Scarpine
Frank & Melessa Scattino
F. William Scragg
William Scullin
Patricia Sekola
Beth Sheppard
Robert Skruck
Dane Smith
Phillip Smith
James & Donna Snovak
Francis Sole
Herman & Barbara Sostaric
Alan Stiver
George Stowe
Thomas Strauss
Paul Terlesky
Daniel Thomas
Shaheta Thomas
Joshua Thompson
Donald Thullen
Joseph Toti
Wesley & Jo Ann Traylor
Donald Turjan
Donna Vecchio
Maureen Vendemia
James & Marsha Walkama
Ge Weiging
Patrick & Patricia Whitaker
Barbara Wigle
Christine Wiseman
Thomas Wolanski
Arthur Wolfcale
Denise Yankle
Michael Yarosh
Robert Zajack
Charles Zallow
Val Zampedro

Total One Year Single and Joint Members:

\$5,180.00

Four Year Single and Joint Members

Carolyn Anderson
Michael Baca
Norma Baca
Elaine Beatty
Debra Brooks
Kathy Bruner
Robert & Cheryl Campolito
Robert Coller
Darlene Demjen
William & Christa Dennis
Kathlynn Feld
Robert Kerr

Daniel Klaas
Stephen Ley
James & Mary Martin
Edwin Maughan
David Pernice
Patrick & Cynthia Reedy
August & Maria Selak
Katherine Sheridan
Alexander Taipale
James Wayne
Nick Zerefos

Total Four Year Single and Joint Members: \$2,115.00

Single and Joint Life Members

Kiesha Castaneda & Thaddeus Smith
Judd Fritchey
James Harpster

Lawrence Jones
Robert & Ernestine Kovach
Keith Mohammed

Total Single and Joint Life Members: \$2,000.00

Cash Contributions

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

Farmers National Bank
YSU Alumni Arizona Chapter

YSU Circle - \$500-\$999

B.J. Alan Company – Phantom Fireworks

Total Cash Contributions: \$3,728.00

Youngstown

STATE UNIVERSITY

UNIVERSITY DEVELOPMENT
PLEGGED CASH CONTRIBUTIONS BY RANK
Fiscal Year 2010-2011 Third Quarter
January 1, 2011-March 31, 2011

MAJOR GIFTS

Mr. John A. Barber
Mr. & Mrs. Stephen Bartolin, Jr.
Fibus Family Foundation
Mr. Curt C. Gonya
Mr. & Mrs. Chad Hanysh
Hill Barth & King LLC
Mr. Lee R. Hively, Jr.
JC Enterprise Center, Inc.
Estate of Edward Klipec, Jr.
Mr. Christopher F. Kross
Mr. Eugene R. Lewis
Atty. & Mrs. John A McNally, III

Mr. Donald J. Mook, Jr.
Mr. Joseph A. Olbrych
Mr. & Mrs. Ronald A. Olbrych
Mr. & Mrs. Walter J. Pishkur
Mr. Scott R. Schulick
Dr. James F. Shina, Jr.
Mr. & Mrs. Robert L. Stoops
Mr. Peter J. Superak
The Raymond John Wean Foundation
Mr. Arthur D. Wolfcale, Jr.
Mr. Joshua J. Zarlenga

Total Major Gifts Campaign Pledged Cash Contributions: \$209,197.73

ANNUAL FUND

President's Council - \$100,000 & Above
Marion G. Resch Foundation

Heritage Society - \$10,000-\$49,999
JPMorgan Chase Bank
Edward W. & Alice R. Powers Trust

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

Aaron's, Inc.
Mr. Carl Alexoff
Nathalie & James Andrews Foundation
Judge Frank P. Anzellotti &
Frank P. Anzellotti, Jr. Fund
Mr. Richard A. Banish
Mr. & Mrs. Bruce J. Beard
Beta Alpha Psi
WE Bliss Foundation
Dr. Elisa Calabrese-Laszlo
Mr. Craig N. Carlozzi

Youngstown Foundation

Catholic Charities Regional Agency
Mr. John F. Diegelman
Mrs. Mary R. Dimitriou
Mr. Joseph P. Dolwick
Mr. Roy A. Dray
Dr. & Mrs. Raymond Duffett
Mr. & Mrs. Philip A. Feld
Mr. & Mrs. George A. Fregone, III
Dr. Saul S. Friedman
Dr. & Mrs. John F. Geletka
General Electric Foundation

Mr. & Mrs. Donald Graham
Mr. David S. Hinkle
Mr. Robert A. Hogue
Home Savings & Loan
Independent Energy Consultants
Mr. & Mrs. Bernard J. Kosar, Sr.
Mr. & Mrs. George E. Lancaster, Jr.
Lockheed Martin
Mahoning Law Library Association
Ronald McDonald House Charities
Ms. Marla L. Mitchell-Cichon
Parker Hannifin Corporation
Dr. James F. Quilty, Jr.
Dr. & Mrs. Nathan P. Ritchey
Frances & Lillian Schermer Charitable Trust
Mr. & Mrs. Anthony R. Schiavone
Mr. Scott R. Schulick
Mr. & Mrs. Farris C. Scott, Jr.

YSU Circle - \$500-\$999

Mr. & Mrs. Michael J. Alexander
American Humanics, Inc.
Artists of the Rust Belt
Dr. & Mrs. Servio T. Becerra
Ms. Debra N. Beronja
Mr. Raymond E. Capots
Mr. Joseph G. Carson
Dr. James T.E. Chengelis
Cohen & Company
Conoco, Inc.
Dr. & Mrs. Salim El-Hayek
First Energy Foundation
Col. Debra Franco
Mr. James W. Herr
Mrs. Maxine W. Houck
Cheryl & James Jablonski
Mr. Robert Klein
Ms. Shelly R. LaBerto
Ms. Virginia L. Long

YSU Friends - \$1-\$499

Anonymous
Ms. Loraine C. Abernathy
Ms. Gina M. Abruzzino
Mr. Alexander A. Adams
Mr. Anthony W. Adams
Ms. Nicole A. Adamson
Mr. John R. Africa

Mr. & Mrs. Jeffrey M. Simon
Mr. & Mrs. Richard S. Sokolov
Mrs. Barbara H. Tinkham
Ms. Janice Travaglini
Tyco International Matching Gifts Program
UAW Local 1112/BOC Lordstown
Assembly Company
V & M Star
Ms. Florence E. Vitullo
The Raymond John Wean Foundation
Warren P. Williamson, Jr. Fund
Veronica Willo Trust
Women Hand in Hand
Women of Excellence NWSA, Inc.
Nick & Marnetta Xides
Y2 Sports, Inc.
Youngstown Zionist District

MG & Mrs. Robert G. Lynn
Mr. John M. MacIntosh, Jr.
Mr. & Mrs. Ned Mervos
National Starch Food Innovation
Northrop Grumman Corporation
Mr. Jan F. Ornato
Dr. Louise Pavia
Ms. Melodie A. Provencher
Redex Industries, Inc.
Ms. Joyce L. Rheam
Ms. Stephanie Rosselli & Mr. Gene Grupp
Rev. & Mrs. Richard A. Schumacher
Dr. Gerald S. Sevachko
Mr. Ronald M. Sfara
Atty. Keith M. Tackett
Ms. Fran M. Wolf
Youngstown Area Jewish Federation
YSU Chapter of Ohio Education Assn.
Mr. Scott M. Zoldan

Mr. Samuel J. Agresti, Jr.
Ms. Olga C. Allen
Mr. & Mrs. Keith A. Alt
Mr. & Mrs. David F. Alter
Ms. Marguerite A. Amato
Mr. John J. Ambrozy
Mr. & Mrs. Gene J. Ameduri

Mr. Richard M. Amendolea
Dr. & Mrs. James H. Andrews
Mr. Jeffrey T. Angle
Aquadro Distributing LLC
Ms. Marie Aquadro
Ms. Andrea M. Armeni
Mr. Richard E. Arthur
Mr. & Mrs. Donald F. Arvin
Mr. Michael J. Ashley
Mr. Leslie R. Ashmore
Mr. & Mrs. John L. Asimakopoulos
AT&T
Mr. Donald J. Augenstein
Dr. & Mrs. Roberto Bacani
Ms. Beckie J. Bacie
Mr. & Mrs. John M. Bada
Mr. & Mrs. William Bagnola
Mr. & Mrs. John P. Bahmer
Ms. Marcia K. Bailey
Ms. Denise Baker
Mr. Richard J. Baker
Mr. Leroy D. Balint
Ms. Carrie A. Ball
Mr. Ryan D. Baltic
Mr. Lewis C. Bandy
Mr. Brian M. Barber
Mr. & Mrs. Charles L. Barber
Mr. & Mrs. John B. Barkett
Ms. Sally L. Barnes
Mr. Jeffrey A. Barsch
Mr. Pete T. Barta
Mr. & Mrs. Robert F. Bartoli
Mr. Richard G. Bauman
Mrs. Frances M. Baumann
Mr. David L. Bayowski
Dr. DeAnna E. Beachley
Ms. Anna M. Beagle
Becker Funeral Home
Mr. Robert R. Becki
Mr. Joseph E. Bedich
Mr. & Mrs. Gregory M. Bednarcik
Dr. & Mrs. Robert J. Beebe
Mrs. Mary T. Bellott
Connie & Jerry Beltempo
Mr. & Mrs. Harry J. Benetis
Dr. Anna F. Benson

Dr. Martin E. Berger
Mrs. Brigitt Berk
Mr. & Mrs. Jerry A. Bernard
Mr. & Mrs. Stanley L. Berry
Mr. & Mrs. Joseph Bettura
Mr. Albert P. Bezilla
Ms. Jacqueline M. Bibo
Dr. & Mrs. Mark L. Billy
Mr. & Mrs. Marc A. Bjelac
Mr. Dan T. Blice
Dr. & Mrs. Cecil D. Bloomberg
Boardman Rotary Club
Mr. Eric M. Boldan
Mr. Lawrence P. Bombara
Ms. Mollie E. Boney
Mr. & Mrs. Stanton Boney
Ms. Katelyn R. Bonn
Mr. & Mrs. Harold R. Booher
LT. COL. & Mrs. Charles L. Booth
Dr. & Mrs. Theodore R. Bosela
Mr. & Mrs. Gerald Bostocky
Mr. & Mrs. Donald L. Bostwick
Mr. & Mrs. Philip W. Bova
Mr. & Mrs. Thomas E. Bova
Mr. & Mrs. Bryan R. Bowser
Mr. Jeffrey D. Boyd
Ms. Jacquelyn W. Brauningner
Ms. Susan C. Brayer
Mr. Charles M. Brekoski
Dr. Craig J. Brenner
Mr. & Mrs. Barry J. Brocker
Ms. Patricia Broerman
Mr. Arlo B. Brookhart
Mr. & Mrs. James T. Brooks
Joyce & Loran Brooks
Dr. & Mrs. Robert P. Brophy
Ms. Deborah L. Brown
Mr. & Mrs. Thomas L. Brown
Mr. & Mrs. William E. Brown, Jr.
Mr. & Mrs. Anthony G. Bruno
Ms. Kimberly M. Bryson
Dr. & Mrs. Jeffrey M. Buchanan
Mr. Darren G. Burich
Ms. Barbara L. Burney
Mr. & Mrs. Robert E. Burns
Atty. Susan A. Burns & Mr. Kevin Clements

Mr. James D. Burrows
Mr. James R. Burtnett-Grigsby
Col. James M. Burton
Mr. & Mrs. Michael J. Butch, Jr.
Mr. & Mrs. Michael J. Butch, Sr.
Mr. & Mrs. David A. Buttar
Mr. Brandon T. Byers
Ms. Michelle M. Byers
Dr. & Mrs. Martin Cala
Ms. Martha M. Callahan &
Ms. Carol Novotny
Miss Ida M. Callan
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Youngstown

STATE UNIVERSITY

WYSU-FM
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Fiscal Year 2010-2011 Third Quarter
January 1, 2011-March 31, 2011

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\$500.00 - \$999.99

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UNIVERSITY GUIDEBOOK

Title of Policy: Cellular Services & Equipment

Responsible Division/Office: Technology Division

Approving Officer: Vice-President for Finance & Administration

Revision History: January 2005;

Resolution Number(s): YR 2005-29; YR 2011-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: 2013

Policy: Youngstown State University provides cellular capable equipment to employees who, by the nature of their work, are approved to use cellular phones and other devices to conduct University business. Technical support will only be provided for designated University issued cellular equipment.

Purpose:

This policy establishes guidelines to satisfy the need for University owned cellular capable equipment. The provisions of this policy apply to all employees of Youngstown State University including those who acquire cellular equipment and services through grants or contracts. This policy also allows the University to meet IRS regulations and its fiduciary responsibility to the taxpayers of the State of Ohio.

Procedures:

The University shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its University issued cellular equipment and services. University issued cellular equipment shall be limited to standard offerings: a standard voice phone; a standard smartphone; and a standard cellular mobile data accessory (i.e. USB modem). The current standard offering in each category shall be based on the availability of current commercial models and all standard offerings will be provided technical support through YSU Tech Desk.

Cellular equipment not conforming to the standard offerings, University owned or otherwise, does not qualify for technical support for device operation or connectivity to University systems.

Requests for a cellular capable device may be made any time during the fiscal year.

- Standard University issued cellular capable devices must be procured centrally through the Network Telecommunications office. Additional accessories for University issued equipment should be procured locally through the originating department.
- University issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with Guidebook Policy 4009.01 (Responsible Use of University Technology Resources). Employees must reimburse the University for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W2 form for non-incidental personal use will comply with IRS guidelines.
- University issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for University issued cellular equipment and/or services and for changes in equipment and/or services.
- Use of the cellular devices in any manner contrary to local, state, or federal laws will constitute misuse, and may result in the loss of use of University cellular equipment and/or other actions according to policy 4009.01 (Responsible Use of University Technology Resources).
- Use of the University issued cellular equipment must comply with Guidebook Policy 4012.01 (Sensitive Information) regarding the transmission and storage of sensitive information on the cellular equipment.
- Note that University issued cellular devices are owned by the University. Business related activity on a cellular capable device is subject to public records and other applicable laws, regulations, policies and procedures. Employees should refrain from the use of University provided cellular equipment while driving.

REDLINE VERSION
 UNIVERSITY GUIDEBOOK

<u>Subject Title of Policy:</u>	Cellular <u>Services & Equipment Usage</u>
<u>Responsible Division/Office:</u>	<u>Technology Division</u>
<u>Approving Officer:</u>	<u>Vice-President for Finance & Administration</u>
<u>Revision History:</u>	<u>January 2005;</u>
<u>Resolution Number(s):</u>	<u>YR 2005-29; YR 2011-</u>
<u>Board Committee:</u>	<u>Finance and Facilities</u>
<u>EFFECTIVE DATE:</u>	
<u>Next Review:</u>	<u>2013</u>

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

Policy: Youngstown State University provides cellular ~~capable~~ equipment to employees who, by the nature of their work, are ~~required~~ **approved** to use cellular phones and other devices to conduct University business. ~~Youngstown State University will also reimburse expenses incurred by authorized staff who opt to use personal cellular equipment to conduct University business.~~ Technical support will only be provided for designated University issued cellular equipment.

~~RESOLUTION NUMBER: YR 2005-~~

Purpose: This policy establishes guidelines ~~to satisfy the need for the procurement and appropriate use of~~ University owned cellular ~~capable~~ equipment ~~and reimbursement procedures for business use of personal cellular devices~~. The provisions of this policy apply to all employees of Youngstown State University ~~and including~~ those who acquire cellular equipment and services through grants ~~and or~~ contracts ~~awarded to the University~~. This policy also allows the University to meet IRS regulations and its fiduciary responsibility to the taxpayers of the State of Ohio.

Procedures: ~~The use of cellular equipment is an efficient and in many cases essential means to conduct University business. It also provides a communication link to employees who are required to be accessible at all times. The decision to establish a particular cellular service, however, must be evaluated by considering the cost vs. the benefits derived.~~ The University shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its University issued cellular equipment and services. University issued cellular equipment shall be limited to standard offerings: a standard voice phone; a standard smartphone; and a standard cellular mobile data accessory (i.e. USB modem). The current standard offering in each category shall be based on the availability of current commercial

models and all standard offerings will be provided technical support through YSU Tech Desk.

Cellular equipment not conforming to the standard offerings, University owned or otherwise, does not qualify for technical support for device operation or connectivity to University systems.

~~Upon the recommendation of the employee's supervisor, a request to be issued a cellular phone or other wireless device will be reviewed and approved by the employee's Executive Officer. The recommendation will include a justification for the need to provide the employee with cellular equipment and service. The criteria used to establish need includes:~~

- ~~1) — anticipated frequency of use and frequency of travel by the employee;~~
- ~~2) — need for others to be in constant communication with the employee or alternatively, the need for the employee to communicate with the University while away from the office;~~
- ~~3) — employee safety (e.g., working in isolated areas, working during evening, etc.); and/or~~
- ~~4) — need to contact the employee outside of normal business hours on a regular basis.~~

Requests for a cellular capable device may be made any time during the fiscal year.

- Standard University issued cellular capable devices must be procured centrally through the Network Telecommunications office. Additional accessories for University issued equipment should be procured locally through the originating department.

~~Cellular equipment and services are to be used primarily to conduct University business. Incidental use (i.e., 100 minutes or less of peak minutes per month; unlimited off peak minutes) is permitted. The employee is responsible for tracking personal use, and for reimbursing the University for cost in excess of incidental use at the rate established by Telephone Services. Employees should avoid the use of cellular devices while operating a motor vehicle.~~

~~Employees may be reimbursed for occasional and necessary business-related calls using a personally owned cellular phone. For reimbursement the employee must submit 1) a completed Check Request; 2) a copy of the complete vendor invoice with business-related expenses identified; and 3) a description of the business purpose of each identified expense. Requests for reimbursement must exceed \$25.00 and may cover more than one~~

~~billing period. Non-reimbursable expenses include monthly base charges, communication taxes, and calls without charges (i.e., free minutes).~~

- University issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with Guidebook Policy 4009.01 (Responsible Use of University Technology Resources). Employees must reimburse the University for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W2 form for non-incidental personal use will comply with IRS guidelines.
- University issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for University issued cellular equipment and/or services and for changes in equipment and/or services.
- Use of the cellular devices in any manner contrary to local, state, or federal laws will constitute misuse, and may result in the loss of use of University cellular equipment and/or other actions according to policy 4009.01 (Responsible Use of University Technology Resources).
- Use of the University issued cellular equipment must comply with Guidebook Policy 4012.01 (Sensitive Information) regarding the transmission and storage of sensitive information on the cellular equipment.
- Note that University issued cellular devices are owned by the University. Business related activity on a cellular capable device is subject to public records and other applicable laws, regulations, policies and procedures. Employees should refrain from the use of University provided cellular equipment while driving.

YOUNGSTOWN STATE UNIVERSITY
Summary of Bulk-Rate Mandatory Costs to Attend¹
(See Schedules 2, 3 and 4 for detail)

	FY 2011 Actual	FY 2012	
		Proposal	Change
UNDERGRADUATE (per semester)			
Resident	\$3,599.64	\$3,725.64	\$126.00
Non-resident:			
Regional	\$4,945.92	\$5,139.24	\$193.32
Non-regional	\$6,435.96	\$6,704.04	\$268.08
Western PA Advantage	\$3,699.72	\$3,830.76	\$131.04
GRADUATE² (per semester)			
Resident	\$4,787.52	\$4,954.92	\$167.40
Non-resident	\$4,887.60	\$5,060.04	\$172.44

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.

YOUNGSTOWN STATE UNIVERSITY
Resident Undergraduate Tuition & Fees

Schedule 2

Fee Description	FY 2011	FY 2012	
	Actual	Proposal	Change
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-16 credit hours)	\$2,901.36	\$3,003.36	\$102.00
General Fee (per semester, 12-16 credit hours)	\$583.80	\$607.80	\$24.00
Information Services Fee (per semester, 12-16 credit hours)	\$114.48	\$114.48	\$0.00
Full-time tuition & mandatory fees	\$3,599.64	\$3,725.64	\$126.00
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour, 1-11 hours)	\$241.78	\$250.28	\$8.50
Credits in excess of bulk-rate per semester (per credit)	\$241.78	\$250.28	\$8.50
General Fee (per credit hour, 1-11 hours)	\$48.65	\$50.65	\$2.00
General Fee (per credit hour, over 16 hours)	\$44.51	\$46.51	\$2.00
Information Services Fee (per credit hour)	\$9.54	\$9.54	\$0.00
COLLEGE FEES			
Beeghly College of Education			
Undergrad with Junior Standing and Above (per credit hour)	N/A	\$6.00	N/A
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	N/A	\$72.00	N/A
Bitonte College of Health & Human Services			
Undergrad with Junior Standing and Above (per credit hour)	\$6.50	\$6.75	\$0.25
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$78.00	\$81.00	\$3.00
College of Science, Technology, Engineering & Mathematics			
Undergrad with Junior Standing and Above (per credit hour)	\$17.00	\$17.00	\$0.00
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$204.00	\$204.00	\$0.00
College of Liberal Arts & Social Sciences			
Undergrad with Junior Standing and Above (per credit hour)	\$5.00	\$5.25	\$0.25
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$60.00	\$63.00	\$3.00
College of Fine & Performing Arts			
Undergraduates, per credit hour	N/A	\$7.00	N/A
Undergraduates, bulk rate, 12-16 hours	N/A	\$84.00	N/A
Williamson College of Business Administration			
Undergrad with Junior Standing and Above (per credit hour)	N/A	\$12.00	N/A
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	N/A	\$144.00	N/A

YOUNGSTOWN STATE UNIVERSITY
Resident Graduate Tuition & Fees

Schedule 3

Fee Description	FY 2011 Actual	FY 2012	
		Proposal	Change
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-16 credit hours)	\$4,089.24	\$4,232.64	\$143.40
General Fee (per semester, 12-16 credit hours)	\$583.80	\$607.80	\$24.00
Information Services Fee (per semester, 12-16 credit hours)	\$114.48	\$114.48	\$0.00
Full-time tuition & mandatory fees	\$4,787.52	\$4,954.92	\$167.40
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour, 1-11 hours)	\$340.77	\$352.72	\$11.95
Credits in excess of bulk-rate per semester (per credit)	\$340.77	\$352.72	\$11.95
General Fee (per credit hour, 1-11 hours)	\$48.65	\$50.65	\$2.00
General Fee (per credit hour, over 16 hours)	\$44.51	\$46.51	\$2.00
Information Services Fee (per credit hour)	\$9.54	\$9.54	\$0.00
ADDITIONAL GRADUATE FEES			
Master of Public Health¹ (per credit hour)	\$515.00	\$530.00	\$15.00
Master of Fine Arts¹ (per credit hour)	\$488.00	\$504.00	\$16.00
Nurse Anesthetist Program Fee² (per semester)	\$2,314.29	\$2,385.71	\$71.42
Graduate Workshops			
Resident (per credit hour)	\$129.32	\$133.85	\$4.53
Non-Resident (per credit hour)	\$137.66	\$142.61	\$4.95

1. The MPH and MFA fees are set by consortia of several Ohio public universities of which YSU is a member.
2. Nurse Anesthetist fee is set by the St. Elizabeth Health Center School for Nurse Anesthetists.

YOUNGSTOWN STATE UNIVERSITY
Non-Resident Tuition Surcharge

	FY 2011 Actual	FY 2012	
		Proposal	Change
UNDERGRADUATE			
Regional			
Part-time (per credit, 1-11 credits)	\$112.19	\$117.80	\$5.61
Full-time (per semester, within bulk)	\$1,346.28	\$1,413.60	\$67.32
Credits in excess of bulk (per credit)	\$112.19	\$117.80	\$5.61
Non-Regional			
Part-time (per credit, 1-11 credits)	\$236.36	\$248.20	\$11.84
Full-time (per semester, within bulk)	\$2,836.32	\$2,978.40	\$142.08
Credits in excess of bulk (per credit)	\$236.36	\$248.20	\$11.84
Western Pennsylvania Advantage			
Part-time (per credit, 1-11 credits)	\$8.34	\$8.76	\$0.42
Full-time (per semester, within bulk)	\$100.08	\$105.12	\$5.04
Credits in excess of bulk (per credit)	\$8.34	\$8.76	\$0.42
GRADUATE^{1,2}			
Below bulk-rate (per credit, 1-11 credits)	\$8.34	\$8.76	\$0.42
Within bulk-rate (per semester)	\$100.08	\$105.12	\$5.04
Credits in excess of bulk (per credit)	\$8.34	\$8.76	\$0.42

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

Schedule 5

Fee Description	FY 2011 Actual	FY 2012	
		Proposed	Change
Room & Board (per academic year)	\$7,600	\$7,900	\$300.00
Residence Hall Security Deposit (academic year and/or summer)	\$200	\$200	\$0.00
Single Room Surcharge	\$865	\$870	\$5.00
Weller House Apartments (per Academic Year-room only)	\$6,200	\$6,450	\$250.00
Student Housing During Academic Breaks			
1 - 3 days (no meals, per day)	\$24	\$24	\$0.00
Per week (7 meals per week)	\$190	\$190	\$0.00
Summer			
Room and Board (10 meals per week)	\$230	\$235	\$5.00
Apartments (room only, per person, per week)	\$195	\$195	\$0.00

YOUNGSTOWN STATE UNIVERSITY

Schedule 6

Other Fees, Charges and Fines

(proposed changes to take effect fall term 2011)

<u>Fee Description</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Proposal</u>	<u>Change</u>
ACT Test Fee	\$40.00	\$40.00	\$0.00
Bookstore Textbook Rental Fees:			
Late Return Fee	\$35.00	\$35.00	\$0.00
Replacement Fee	Retail price less rental fees paid		\$0.00
Check Replacement Fee	\$25.00	\$25.00	\$0.00
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00
Community Counseling Clinic Client Fees (per client)			
Level 1	\$1.00	\$1.00	\$0.00
Level 2	\$5.00	\$5.00	\$0.00
Level 3	\$10.00	\$10.00	\$0.00
Computer-based Placement Re-Test Fee (per test)	\$15.00	\$20.00	\$5.00
Counseling Prep Comprehensive Exam	\$40.00	\$40.00	\$0.00
Course Fees (per course)			
Lab & Materials Fee Level 1	\$35.00	\$35.00	\$0.00
Lab & Materials Fee Level 2	\$50.00	\$50.00	\$0.00
Lab & Materials Fee Level 3	\$65.00	\$65.00	\$0.00
Lab & Materials Fee Level 4 (gross anatomy)	\$187.00	\$187.00	\$0.00
Lab & Materials Fee Level 7	\$20.00	\$20.00	\$0.00
Lab & Materials Fee Level 8	\$85.00	\$85.00	\$0.00
Lab & Materials Fee Level 9	\$25.00	\$25.00	\$0.00
Lab & Materials Fee Level 10 (nursing clinical)	N/A	\$200.00	New
Music Equipment Replacement Fee	Market value	Market value	\$0.00
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00
Federal Background Check	\$28.00	\$28.00	\$0.00
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00
Graduate Student Application Fee	\$30.00	\$30.00	\$0.00
Graduation Fee	N/A	\$65.00	New
HPE Equipment Replacement Fee	Market value	Market value	\$0.00
Installment Plan Fee (maximum)	\$45.00	\$45.00	\$0.00
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00
International Student Credential Evaluation Fee-Undergrad.	\$75.00	\$75.00	\$0.00
Intramural Team Fee (per team)	\$10.00	\$10.00	\$0.00
Intramural Team Protest Fee (per team)	\$5.00	\$5.00	\$0.00
Late Class Add Fee (per course)	\$27.50	\$50.00	\$22.50
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00
Late Payment Fee	\$30.00	\$30.00	\$0.00
Late Registration Fee	\$55.00	\$75.00	\$20.00
Library Fines:			
Replacement Processing Fee	\$10.00	\$10.00	\$0.00
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00
Overdue Textbook (\$0.55 per day, maximum fine \$100)	\$0.55	\$0.55	\$0.00
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00
Overdue Reserve Material (per day)	\$0.55	\$0.55	\$0.00
Overdue Closed Reserve Material (per hour)	\$0.55	\$0.55	\$0.00
Library Material Replacement Fee	Market Value	Market Value	\$0.00
OhioLINK Material Replacement Fee	\$110.00	\$110.00	\$0.00
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00
MAT Test Fee	\$75.00	\$75.00	\$0.00

YOUNGSTOWN STATE UNIVERSITY

Schedule 6

Other Fees, Charges and Fines

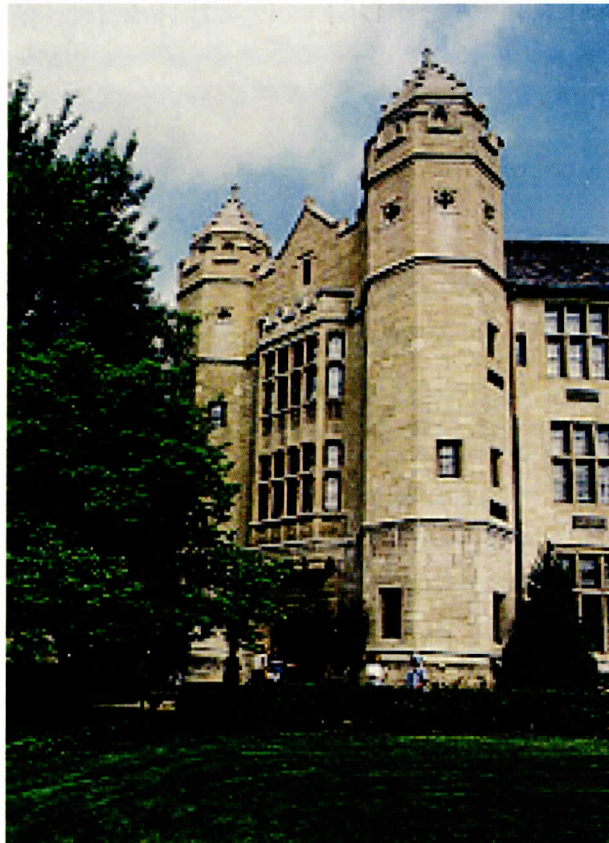
(proposed changes to take effect fall term 2011)

<u>Fee Description</u>	<u>FY 2011 Actual</u>	<u>FY 2012 Proposal</u>	<u>Change</u>
Processing/Matriculation Fee (per semester)	\$75.00	\$80.00	\$5.00
Parking Charges			
Control Card Replacement	\$5.00	\$5.00	\$0.00
Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00
Permit (students, per semester, Fall & Spring)	\$78.00	\$100.00	\$22.00
Permit (students, Summer term)	\$35.00	\$51.00	\$16.00
Permit (employees, per semester)	\$85.00	\$85.00	\$0.00
Permit (weekly, per week)	\$18.00	\$18.00	\$0.00
Permit (MPH program, per semester)	\$25.00	\$51.00	\$26.00
Permit (Contract employees, per semester, Fall & Spring)	\$78.00	\$100.00	\$22.00
Permit (Contract employees, Summer term)	\$35.00	\$51.00	\$16.00
Parking Violations:			
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00
Class II (major violations)	\$100.00	\$100.00	\$0.00
Class III (legal violations)	\$150.00	\$150.00	\$0.00
PC Data Recovery Service Fee	N/A	\$100.00	New
PC Remediation Service Fee	N/A	\$75.00	New
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00
Performance Music Fee (per credit, plus tuition)	\$75.00	\$75.00	\$0.00
Photo I.D. Replacement Charge	\$20.00	\$25.00	\$5.00
Physical Therapy Doctoral Acceptance Deposit	\$250.00	\$500.00	\$250.00
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
Quantity Foods Luncheon	\$8.50	\$8.50	\$0.00
Quantity Foods Dinner	\$10.00	\$10.00	\$0.00
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00
Student Locker Rental (per year)	\$20.00	\$20.00	\$0.00
Study Abroad Fee:			
Level 1 (YSU faculty-led short-term field study)	\$45.00	\$45.00	\$0.00
Level 2 (College Consortium in International Studies)	\$75.00	\$75.00	\$0.00
Level 3 (YSU direct agreement or exchange program)	\$150.00	\$150.00	\$0.00
Thesis Binding Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	N/A	\$6.00	New
Transcript Rush Fee (same-day processing)	\$10.00	\$12.00	\$2.00
Transcript Rush Fee (overnight express)	\$25.00	\$35.00	\$10.00
Transfer Processing/Matriculation Fee	\$25.00	\$25.00	\$0.00
Undergraduate Application Fee (first time applicant)	\$30.00	\$30.00	\$0.00
Youngstown Early College (per credit hour)	\$96.00	\$99.36	\$3.36
Youngstown Early College (full-time bulk rate, 12-16 hours)	\$1,152.00	\$1,192.32	\$40.32

Youngstown

STATE UNIVERSITY

Fiscal Year 2012 Operating Budget General Fund & Auxiliaries



Agenda Item E.3.d.
Exhibit H

YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2012 Operating Budget
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YOUNGSTOWN STATE UNIVERSITY

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Ryan Meditz, Student Trustee

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Academic Affairs

Eugene Grilli
Vice President for Finance
and Administration

YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2012 Operating Budget

Budget Summary

The Fiscal Year 2012 operating budget of \$178,687,477 is just 0.3% higher than the FY 2011 operating budget. The General Fund budget decreased by \$100,000 or 0.1% while the Auxiliary budgets increased by \$644,745 or 3.3%.

Table 1
Operating Budget Summary

	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>Percent Change</u>
<i>General Fund</i>	\$158,800,000	\$158,700,000	-0.1%
<i>Auxiliaries (net of Gen. Fund support)</i>	\$19,342,732	\$19,987,477	3.3%
Total Operating Budget	\$178,142,732	\$178,687,477	0.3%

Budget Planning Process

A divisional planning process was used to produce a balanced FY 2012 budget. Planning occurred under a scenario that included the assumptions presented below.

Revenue Assumptions:

1. Projected enrollment growth of 1.0% above actual FY 2011 enrollment levels.
2. An increase in undergraduate tuition of 3.5%, the maximum percentage increase permitted by pending state budget legislation.
3. An increase in graduate tuition of 3.5%.
4. An increase in all non-resident surcharges of 5.0%.
5. A 15.2% reduction in State Share of Instruction operating appropriations resulting from the loss of approximately \$7 million in federal stimulus dollars in FY 2012.

Expense Assumptions:

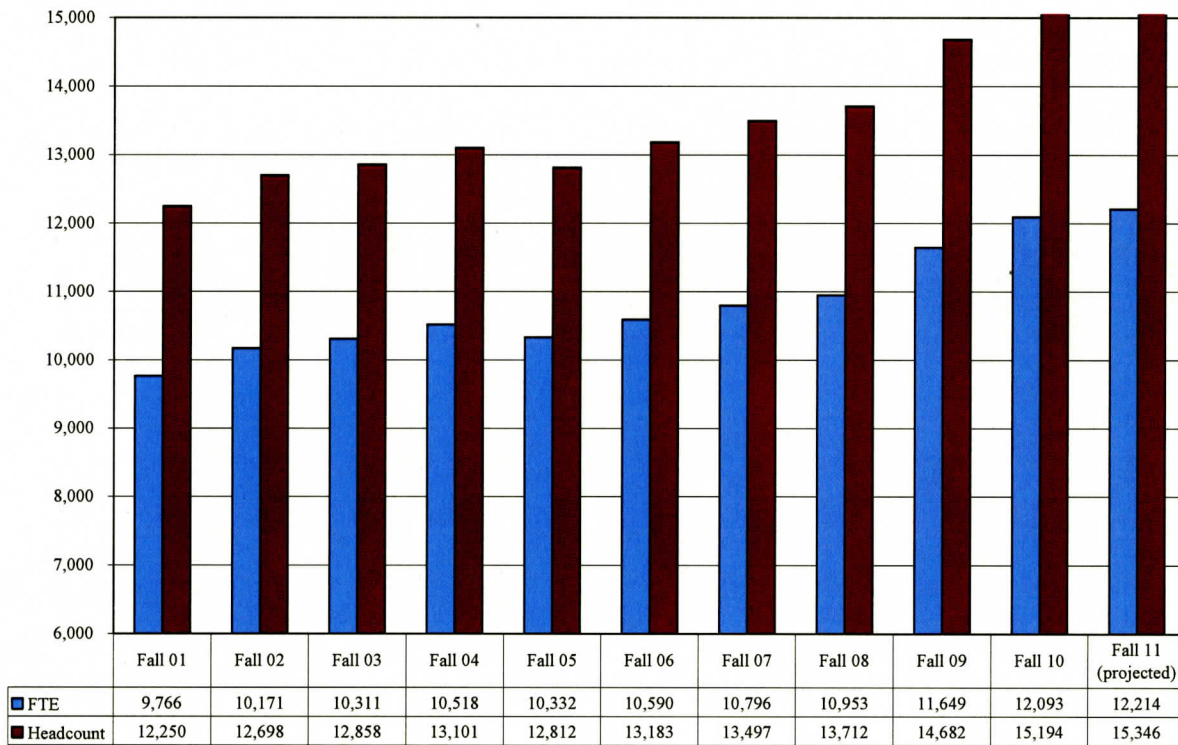
1. Continuation of faculty and staff wages at FY 2011 levels with contractual adjustments as they become effective.
2. Base reductions in operating expenses totaling approximately \$3 million.
3. One-time reductions in personnel expenses totaling \$555,000 in vacancy savings for 13 vacant staff positions.
4. A further reduction in expenses of \$1.7 million that is budgeted centrally as a deficit, which is required to ensure that budgeted expenses do not exceed budgeted revenues.

Enrollment Levels

YSU’s enrollments continued an upward trend during the 2010-2011 academic year. Actual 14th day full-time equivalent (FTE) enrollments during fall term 2010 totaled 12,093 or 3.8% above fall term 2009, while headcount enrollments grew by 3.5% to 15,194 students. In addition, as shown in Chart 1 below, enrollment levels are projected to moderately grow by 1.0% next year, and YSU’s FY 2012 budgeted revenues are therefore based on a 1.0% increase in FTE enrollments.

Basing the budget on a projected increase in enrollments is a notable departure from the University’s past practice of conservatively budgeting enrollments. However, the Administration believes that it would be fiscally irresponsible to ignore clear and proven indicators of enrollment growth evident in application and acceptance data from the YSU Admissions Office.

Chart 1: Fall Term Enrollment Trends



General Fund Revenues

FY 2012 budgeted General Fund revenues total \$158.7 million or \$100,000 less than the FY 2011 budget. Table 2 below provides a comparative summary of General Fund revenue; Appendix A (page 13) provides greater detail.

**Table 2
General Fund Revenue
Fiscal Years 2011 and 2012**

<u>Source</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>Percent Change</u>
<i>Tuition, Fees & Other Student Charges</i>			
Instructional & Mandatory Fees	\$99,949,786	\$105,781,731	5.8%
Other Tuition, Fees & Student Charges	7,829,842	9,021,196	15.2%
Total Tuition, Fees & Other Charges	\$107,779,628	\$114,802,926	6.5%
<i>State Appropriations</i>			
State Share of Instruction	\$46,955,744	\$39,801,707	-15.2%
Total State Appropriations	\$46,955,744	\$39,801,707	-15.2%
<i>Other Sources</i>			
	\$4,064,628	\$4,095,367	0.8%
Total General Fund Revenue	\$158,800,000	\$158,700,000	-0.1%

Tuition and Fees

YSU's FY 2012 budgeted revenues are based on 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 153, the state budget bill for the FY 2012 - FY 2013 biennium. Because state funding has been unstable and in decline in recent years, tuition revenue is essential if the University is to fulfill its commitments, begin to incrementally fund components of YSU's 2020 Strategic Plan, and successfully transition to an urban research institution as called for in the Chancellor's *Strategic Plan for Higher Education*.

Raising tuition is further justified by the political nature of tuition caps. Recent history 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 2012 tuition and fee rates are projected to be \$1,600 below the statewide average, and more than \$2,100 lower than both of the two nearest public universities, Kent State University and the University of Akron. The only universities with tuition lower than YSU—Central State and Shawnee State—both receive special state supplemental funding that is purposed to keep these institutions' tuition rates comparatively low.

Table 3
Ohio Public Universities Tuition, FY 2012 Projections

	Tuition, sorted highest to lowest	Tuition Compared to YSU
Miami University	\$13,097	\$5,646
University of Cincinnati	\$10,417	\$2,966
Bowling Green State University	\$10,044	\$2,592
Ohio University	\$9,939	\$2,488
Ohio State University	\$9,750	\$2,298
University of Akron	\$9,571	\$2,120
Kent State University*	\$9,346	\$1,895
Statewide Average	\$9,045	\$1,594
University of Toledo	\$8,931	\$1,480
Cleveland State University	\$8,814	\$1,363
Wright State University	\$7,781	\$330
Youngstown State University	\$7,451	\$0
Shawnee State University	\$6,775	(\$676)
Central State University	\$5,672	(\$1,779)

NOTE: FY 2012 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.

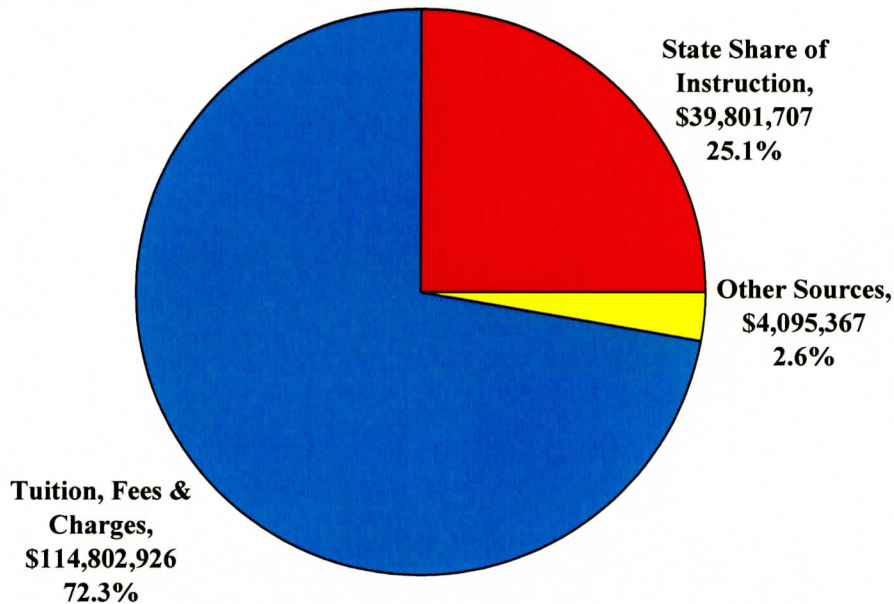
* Kent State's FY 2012 tuition projection includes a new \$24 per credit fee related to a pending debt issuance; this special fee is subject to the approval of the Chancellor and the state Controlling Board.

State Appropriations

Based on the most recent estimate provided by the Ohio Board of Regents, YSU's FY 2012 budget reflects a significant and expected reduction in State Share of Instruction (SSI) funding. This reduction in state funding is principally the result of the depletion of the state of Ohio's share of federal stimulus funds from the 2009 American Recovery and Reinvestment Act (ARRA). Statewide, ARRA funds represented approximately \$600 million in higher education funding, which the Ohio Board of Regents allocated to campuses through the SSI formula on a one-time basis during the past two fiscal years. For YSU, the depletion of ARRA funds represents a reduction in SSI funding of about \$7 million in FY 2012, which is reflected in the 15.2% reduction in state appropriations shown in Table 2 on page 4.

Chart 2 below shows that tuition, fees and charges make up more than 72% of total General Fund revenues, while SSI appropriations and other sources make up less than one-third of revenues.

Chart 2
FY 2012 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. Additional detail is provided in the narrative below.

Table 4
General Fund Expenses by Natural Classification
Fiscal Years 2011 and 2012

	FY 2011 Budget	FY 2012 Budget	Percent Change
Personnel			
Faculty	\$44,651,190	\$44,177,275	-1.1%
Staff	36,382,494	37,295,529	2.5%
Students	3,555,944	3,501,724	-1.5%
Fringe Benefits	27,966,014	28,924,907	3.4%
Total Personnel	\$112,555,642	\$113,899,435	1.2%
Operating Expenses			
Supplies	\$2,043,758	\$2,061,192	0.9%
Travel and Related Expenses	1,104,140	1,076,807	-2.5%
Information & Communication	1,650,060	1,647,684	-0.1%
Maintenance/Repairs/Utilities	7,740,575	7,678,500	-0.8%
Scholarships, Aid & Awards	4,448,448	4,748,448	6.7%
Equipment & Library Acquisitions	1,610,587	1,403,212	-12.9%
Miscellaneous	4,977,523	4,800,273	-3.6%
Total Operating Expenses	\$23,575,091	\$23,416,116	-0.7%
Other			
Transfers (see Appendix B)	\$19,552,009	\$22,340,609	14.3%
Position Vacancy Savings	(857,880)	(555,155)	-35.3%
Expense Reduction	0	(1,671,896)	
Area Contingency Accounts	3,975,138	1,270,891	-68.0%
Total Other	\$22,669,267	\$21,384,449	-5.7%
Total General Fund Expenses	\$158,800,000	\$158,700,000	-0.1%

Personnel

Personnel costs increased by 1.2%, primarily due to negotiated salary increases for the APAS and FOP bargaining units whose labor agreements run through FY 2012. Personnel costs for faculty declined by about 1% as a result of a severance incentive plan for which there are 29 faculty participants. Labor negotiations are presently ongoing with both the OEA Faculty and ACE bargaining units and, consequently, salaries for these groups are reflected at current FY 2011 levels.

The fringe benefit budget for FY 2012 increased by nearly \$1 million, which is the result of having increased the University's chargeback rate (as a percentage of wages) from 33% to 34% (for non-student employees). This adjustment was made to realign fringe benefit budgets with

actual costs during the preceding year, and also to hedge against an anticipated increase in healthcare insurance costs.

While it is too soon to know the costs and savings associated with the OPERS early retirement incentive program (ERIP) that up to 105 eligible YSU employees may participate in between April 1, 2011 and March 31, 2012, the costs will be closely tracked and recorded in a designated fund (outside of the general fund budget). Future base savings resulting from this ERIP will be unambiguously presented in the budget document and/or otherwise reported to the Board of Trustees.

Operating and Other Expenses

As depicted on Table 4, most operating expense categories decreased in the FY 2012 budget, except for scholarships, which increased by \$300,000 as a result of enrollment growth. There is also a 14.3% change in transfers that reflects the use of \$2.7 million in one-time funds that were transferred into the general fund to support the FY 2011 budget. Additionally, included as part of the \$22.3 million in FY 2012 transfers is 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 the 2009 and 2010 debt issuances for capital construction and improvements on campus. The source of this \$1.4 million is the residual base savings from the ERIP offered to eligible YSU employees between 2006 and 2008.

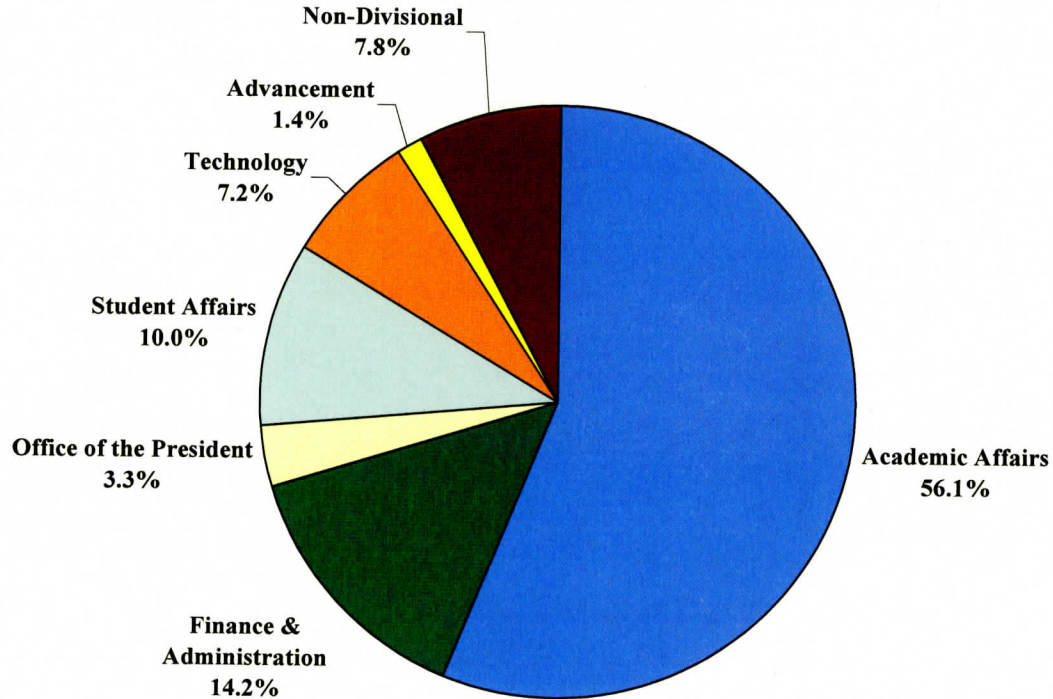
As shown on Table 4, further reductions in operating expenses totaling roughly \$1.7 million are required and will need to be implemented during FY 2012 to ensure a balanced budget.

Area contingency accounts decreased by \$3 million as a result of divisional budget reductions. Area contingency accounts are essentially reserve accounts that are not specifically designated and may be transferred by financial managers to support general operating costs that may arise during the fiscal year. Because these funds are not designated for specific uses, they are often the first accounts to be reduced when budget reductions become necessary.

Table 5
General Fund Expenses by Division
Fiscal Years 2011 and 2012

Division	FY 2011 Budget	FY 2012 Budget	FY 2012 % of Total	Percent Change
Academic Affairs	\$87,954,888	\$89,035,228	56.1%	1.2%
Finance & Administration	\$23,164,021	\$22,473,428	14.2%	-3.0%
Office of the President	\$5,159,322	\$5,254,578	3.3%	1.8%
Student Affairs	\$15,566,847	\$15,934,100	10.0%	2.4%
Technology	\$12,015,121	\$11,425,471	7.2%	-4.9%
Advancement	\$1,987,366	\$2,163,914	1.4%	8.9%
Non-Divisional (see Appendix C)	\$12,952,435	\$12,413,281	7.8%	-4.2%
Total General Fund	\$158,800,000	\$158,700,000	100.0%	-0.1%

Chart 3
FY 2012 General Fund Expenses by Division



Auxiliaries

Auxiliary budgets for Fiscal Year 2012 total just over \$31.5 million, which includes \$11.5 million in General Fund support and nearly \$20 million in earned income.

Table 6
Auxiliary Budgets
Fiscal Years 2011 and 2012

<u>Auxiliary</u>	<u>FY 2011 Budget</u>	<u>FY 2012 Budget</u>	<u>Percent Change</u>
Intercollegiate Athletics	\$11,901,715	\$11,706,670	-1.64%
Housing Services	6,472,560	6,879,550	6.29%
Bookstore	6,300,000	6,300,000	0.00%
Parking Services	2,331,250	2,704,300	16.00%
Kilcawley Center	2,326,704	2,281,129	-1.96%
Labor & Industry Steel Museum	57,350	61,200	6.71%
Telephone Service-Residence Hall	142,600	76,500	-46.35%
Andrews Recreation and Wellness Center	1,455,309	1,491,128	2.46%
Total Auxiliary Budgets	\$30,987,488	\$31,500,477	1.66%
Less: Support from General Fund	(11,644,756)	(11,513,000)	-1.13%
Total Earned Income	\$19,342,732	\$19,987,477	3.33%

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 2012**

Employee Classification	Rate
<i>Part-Time Faculty (per semester hour workload)</i>	
With Baccalaureate	\$ 650
With Masters or J.D.	\$ 800
With Doctorate	\$ 1,050
<i>Doctoral Fellowships (includes remittance of tuition and non-resident surcharge)</i>	\$10,000
<i>Ph.D. Assistantships Stipends (sciences and engineering)</i>	\$23,500-\$30,000
<i>Graduate Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 7,500
<i>Graduate Teaching Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 8,750
<i>Student Employee Hourly Wage Rates*</i>	
Research Assistants	\$8.90
Student Assistants	\$7.40
Student Exception Rates <i>(as approved by the Executive Director of Student Life)</i>	\$7.75 - \$12.25

*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 2010 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

	FY 2011 Budget	FY 2012 Budget	Percent Change	Dollar Change
Revenues				
Noncredit Tuition	\$1,360,000	\$1,552,960	14.2%	\$192,960
Private Grants/Contracts Foundation	138,200	175,840	27.2%	\$37,640
Cash Gifts	157,000	172,000	9.6%	\$15,000
Misc. Income	58,890	85,970	46.0%	\$27,080
Total Revenues	\$1,714,090	\$1,986,770	15.9%	\$272,680
Expenses				
<i>Personnel</i>				
Full- and Part-time Staff	\$1,015,113	\$1,094,389	7.8%	\$79,276
Temporary Staff	103,980	56,000	-46.1%	(\$47,980)
Fringe Benefits	347,150	368,503	6.2%	\$21,353
Total Personnel	\$1,466,243	\$1,518,892	3.6%	\$52,649
<i>Operating Expenses</i>				
Supplies	\$58,665	\$46,384	-20.9%	(\$12,281)
Travel and Related Expenses	7,097	13,208	86.1%	\$6,111
Information & Communication	10,870	10,300	-5.2%	(\$570)
Facility Rental/Maintenance/Repairs	20,305	2,720	-86.6%	(\$17,585)
Fees & Services	125,700	80,682	-35.8%	(\$45,018)
Miscellaneous	25,210	19,700	-21.9%	(\$5,510)
Total Operating Expenses	\$247,847	\$172,994	-30.2%	(\$74,853)
Total Rich Center Expenses	\$1,714,090	\$1,691,886	-1.3%	(\$22,204)

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APPENDICES

YOUNGSTOWN STATE UNIVERSITY

General Fund Revenue
FY 2011 and FY 2012

	FY 2011 BUDGET	FY 2012 BUDGET	CHANGE	PERCENT CHANGE	PERCENT of TOTAL
TUITION, FEES & OTHER CHARGES					
MANDATORY FEES					
Instructional Fee	\$81,051,208	\$85,864,218	\$4,813,010	5.9%	54.10%
General Fee	15,793,577	\$16,748,804	955,227	6.0%	10.55%
Technology Fee	3,105,001	\$3,168,709	63,708	2.1%	2.00%
Subtotal - Mandatory Fees	\$99,949,786	\$105,781,731	\$5,831,945	5.8%	66.66%
OTHER TUITION & FEES					
Non-resident Tuition Surcharge	\$2,317,353	\$2,462,207	\$144,854	6.3%	1.55%
Laboratory/Materials Fee	2,725,000	2,900,000	175,000	6.4%	1.83%
College Fees	675,000	1,256,000	581,000	86.1%	0.79%
Non-credit Instructional Fees	241,653	241,653	0	0.0%	0.15%
Miscellaneous Fees	182,450	282,450	100,000	54.8%	0.18%
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%
Subtotal - Other Tuition & Fees	\$6,387,656	\$7,388,510	\$1,000,854	15.7%	4.66%
STUDENT CHARGES					
Fines & Penalty Assessments	\$551,500	\$618,000	\$66,500	12.1%	0.39%
Service Charges	890,686	1,014,686	124,000	13.9%	0.64%
Subtotal - Student Charges	\$1,442,186	\$1,632,686	\$190,500	13.2%	1.03%
Total - Tuition, Fees & Other Student Chrgs.	\$107,779,628	\$114,802,926	\$7,023,298	6.5%	72.34%
STATE APPROPRIATIONS					
State Share of Instruction	\$46,955,744	\$39,801,707	(\$7,154,037)	-15.2%	25.08%
Subtotal - State Appropriations	\$46,955,744	\$39,801,707	(\$7,154,037)	-15.2%	25.08%
OTHER SOURCES					
Operating Funds Investment Income	\$1,614,324	\$1,600,063	(\$14,261)	-0.9%	1.01%
Administrative Charge - Bookstore	600,000	600,000	0	0.0%	0.38%
Administrative Charge - Other Auxiliaries	631,748	661,748	30,000	4.7%	0.42%
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	80,000	(15,000)	-15.8%	0.05%
Other-Miscellaneous	887,756	917,756	30,000	3.4%	0.58%
Subtotal - Other Sources	\$4,064,628	\$4,095,367	\$30,739	0.8%	2.58%
TOTAL GENERAL FUND REVENUE	\$158,800,000	\$158,700,000	(\$100,000)	-0.1%	100.00%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenses by Natural Classification (continued)
FY 2011 and FY 2012

	FY 2011		FY 2012		CHANGE	PERCENT CHANGE
	BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
OPERATING EXPENSES						
Supplies	\$2,043,758	1.3%	\$2,061,192	1.3%	\$17,434	0.9%
Travel & Related Expenses	1,104,140	0.7%	1,076,807	0.7%	(27,333)	-2.5%
Information & Communication	1,650,060	1.0%	1,647,684	1.0%	(2,376)	-0.1%
Maintenance/Repairs/Utilities	7,740,575	4.9%	7,678,500	4.8%	(62,075)	-0.8%
Library Acquisitions	1,049,445	0.7%	966,445	0.6%	(83,000)	-7.9%
Equipment	561,142	0.4%	436,767	0.3%	(124,375)	-22.2%
TOTAL OPERATING	\$14,149,120	8.9%	\$13,867,395	8.7%	(\$281,725)	-2.0%
MISCELLANEOUS						
Student Scholarships, Aid & Awards	\$4,448,448	2.8%	\$4,748,448	3.0%	\$300,000	6.7%
General Insurance	487,359	0.3%	487,359	0.3%	0	0.0%
Professional Fees & Services	2,121,373	1.3%	2,046,532	1.3%	(74,841)	-3.5%
Bad Debt/Collections	990,959	0.6%	959,905	0.6%	(31,054)	-3.1%
Rentals - Non-Facilities	433,561	0.3%	422,287	0.3%	(11,274)	-2.6%
Other	944,271	0.6%	884,190	0.6%	(60,081)	-6.4%
TOTAL MISCELLANEOUS	\$9,425,971	5.9%	\$9,548,721	6.0%	\$122,750	1.3%
OTHER						
Transfers						
Centers of Excellence	\$500,000	0.3%	\$425,000	0.3%	(\$75,000)	-15.0%
Intercollegiate Athletics	\$8,977,129	5.7%	\$8,799,129	5.5%	(\$178,000)	-2.0%
Athletic Facilities Funds	\$110,000	0.1%	\$25,000	0.0%	(\$85,000)	-77.3%
Laboratory/Materials Fee	2,725,000	1.7%	2,900,000	1.8%	\$175,000	6.4%
Beeghly College of Education Fee	0	0.0%	121,000	0.1%	\$121,000	
Bitonte HHS College Fee	200,000	0.1%	230,000	0.1%	\$30,000	15.0%
Fine & Performing Arts College Fee	0	0.0%	165,000	0.1%	\$165,000	
STEM College Fee	400,000	0.3%	450,000	0.3%	\$50,000	12.5%
CLASS College Fee	75,000	0.0%	90,000	0.1%	\$15,000	20.0%
WCBA College Fee	0	0.0%	200,000	0.1%	\$200,000	
Kilcawley Center	1,263,318	0.8%	1,273,743	0.8%	\$10,425	0.8%
Debt Services & Debt Service Reserve	1,414,000	0.9%	1,414,000	0.9%	\$0	0.0%
Marketing Campaign*	286,500	0.2%	0	0.0%	(\$286,500)	-100.0%
Andrews Recreation/Wellness Center	1,404,309	0.9%	1,440,128	0.9%	\$35,819	2.6%
Technology Initiative	3,111,074	2.0%	3,168,706	2.0%	\$57,632	1.9%
Transfer in from Other Funds	(706,883)	-0.4%	(1,696,239)	-1.1%	(\$989,356)	140.0%
Short-Term Budget Stabilization Fund	(2,700,000)	-1.7%	0	0.0%	\$2,700,000	-100.0%
Capital Lease, Energy Conservation Project	1,179,666	0.7%	1,179,666	0.7%	\$0	0.0%
Transfer to 5% Operating Reserve	0	0.0%	0	0.0%	\$0	
Employee Wellness Program	400,000	0	62,742	0.0%	(337,258)	-84.3%
Base ERIP Savings (2011-12 ERIP)	0	0	300,966	0.2%	300,966	
Faculty Severance Plan	0	0	909,109	0.6%	909,109	
Other	912,896	0.6%	882,659	0.6%	(30,237)	-3.3%
Subtotal - Transfers	\$19,552,009	12.3%	\$22,340,609	14.1%	\$2,788,600	14.3%
Miscellaneous Other						
Area Contingency Accounts	\$3,975,138	2.5%	\$1,270,891	0.8%	(\$2,704,247)	-68.0%
Position Vacancy Savings	(857,880)	-0.5%	(555,155)	-0.3%	302,725	-35.3%
Expense Reduction	0	0.0%	(1,671,896)	-1.1%	(1,671,896)	
Subtotal - Miscellaneous Other	\$3,117,258	2.0%	(\$956,160)	-0.6%	(\$4,073,418)	-130.7%
TOTAL OTHER	\$22,669,267	14.3%	\$21,384,449	13.5%	(\$1,284,818)	-5.7%
TOTAL GENERAL FUND	\$158,800,000	100.0%	\$158,700,000	100.0%	(\$100,000)	-0.1%

*Beginning in FY 2012, Marketing Campaign funds are budgeted in the General Fund and are no longer transferred to a designated fund.

YOUNGSTOWN STATE UNIVERSITY
General Fund Expenses by Division
FY 2011 and FY 2012

DIVISION	FY 2011 BUDGET	FY 2012 BUDGET	CHANGE	PERCENT CHANGE	PERCENT OF TOTAL
ACADEMIC AFFAIRS					
Academic Support and Temporary Faculty	\$18,346,743	\$18,333,352	(\$13,391)	-0.1%	11.6%
Vacancy Reserve (Searches in Progress)	849,270	1,724,921	875,651	103.1%	1.1%
College of Liberal Arts & Social Sciences	14,233,186	13,392,734	(\$840,452)	-5.9%	8.4%
Williamson College of Business Administration	7,004,288	7,268,599	264,311	3.8%	4.6%
Beeghly College of Education	6,321,348	6,572,508	251,160	4.0%	4.1%
College of Science, Technology, Engineering & Math	16,343,192	16,451,177	107,985	0.7%	10.4%
College of Fine & Performing Arts	8,319,784	8,368,396	48,612	0.6%	5.3%
Bitonte College of Health & Human Services	11,418,111	10,796,997	(\$621,114)	-5.4%	6.8%
School of Graduate Studies & Research	1,893,966	1,892,435	(\$1,531)	-0.1%	1.2%
Centers of Excellence (transfer)	500,000	425,000	(\$75,000)	-15.0%	0.3%
Laboratory/Materials Fee (transfer)	2,725,000	2,900,000	175,000	6.4%	1.8%
Faculty Severance Plan Costs (transfer)	0	909,109	909,109		0.6%
Total - Academic Affairs	\$87,954,888	\$89,035,228	\$1,080,340	1.2%	56.1%
FINANCE & ADMINISTRATION					
Administrative Services	\$8,373,041	\$8,392,550	\$19,509	0.2%	5.3%
Financial Services & Budget	4,580,491	4,307,524	(\$272,967)	-6.0%	2.7%
Human Resources	1,506,836	1,620,831	113,995	7.6%	1.0%
Other Administration	661,417	550,345	(\$111,072)	-16.8%	0.3%
Subtotal - Administration	\$15,121,785	\$14,871,250	(\$250,535)	-1.7%	9.4%
Institution-Wide	8,042,236	7,602,178	(\$440,058)	-5.5%	4.8%
Total - Finance & Administration	\$23,164,021	\$22,473,428	(\$690,593)	-3.0%	14.2%
OFFICE OF THE PRESIDENT					
Office of the President	\$1,767,330	\$1,799,806	\$32,476	1.8%	1.1%
Institution-Wide	3,391,992	3,454,772	62,780	1.9%	2.2%
Total - Office of the President	\$5,159,322	\$5,254,578	\$95,256	1.8%	3.3%
STUDENT AFFAIRS					
Enrollment Services	\$4,566,582	\$4,612,468	\$45,886	1.0%	2.9%
Student Life	3,355,955	3,344,701	(\$11,254)	-0.3%	2.1%
Other Student Affairs	3,440,601	3,473,222	32,621	0.9%	2.2%
Subtotal - Student Affairs	\$11,363,138	\$11,430,391	\$67,253	0.6%	7.2%
Institution-Wide	4,203,709	4,503,709	300,000	7.1%	2.8%
Total - Student Affairs	\$15,566,847	\$15,934,100	\$367,253	2.4%	10.0%
TECHNOLOGY					
Technology	\$8,904,047	\$8,256,765	(\$647,282)	-7.3%	5.2%
Technology Master Plan Transfer	3,111,074	3,168,706	57,632	1.9%	2.0%
Total - Technology	\$12,015,121	\$11,425,471	(\$589,650)	-4.9%	7.2%
ADVANCEMENT	\$1,987,366	\$2,163,914	\$176,548	8.9%	1.4%
NON-DIVISIONAL					
Central Contingency Reserve	\$300,000	\$154,503	(\$145,497)	-48.5%	0.1%
Expense Reduction	0	(1,671,896)	(1,671,896)		-1.1%
Transfers & Athletics	12,652,435	13,930,674	1,278,239	10.1%	8.8%
Total - Non-Divisional	\$12,952,435	\$12,413,281	(\$539,154)	-4.2%	7.8%
Total General Fund	\$158,800,000	\$158,700,000	(\$100,000)	-0.1%	100.0%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2011 and FY 2012

<u>INTERCOLLEGIATE ATHLETICS</u>				
	<u>FY 2011</u>	<u>FY 2012</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Football Tickets	\$430,000	\$350,000	(\$80,000)	-18.6%
Basketball Tickets	135,000	110,000	(25,000)	-18.5%
Guarantees	615,000	760,000	145,000	23.6%
Program Sales	5,500	6,000	500	9.1%
Campus Vending Concessions	100,000	100,000	0	0.0%
Concession Commission	55,000	20,000	(35,000)	N/A
Royalty Commission	35,000	30,000	(5,000)	-14.3%
NCAA Revenue Sharing	525,000	575,000	50,000	9.5%
Program Ad. Sales/Recognition	150,000	125,000	(25,000)	-16.7%
Radio/Television Income	50,000	50,000	0	0.0%
Pouring Rights & Miscellaneous	169,086	146,541	(22,545)	-13.3%
Football Tailgate	75,000	75,000	0	0.0%
Scoreboard Advertising				
Football	115,000	100,000	(15,000)	-13.0%
Basketball	45,000	40,000	(5,000)	-11.1%
Stadium Loge Rentals	420,000	420,000	0	0.0%
Total Earned Income	\$2,924,586	\$2,907,541	(\$17,045)	-0.6%
OTHER RESOURCES				
General Fund Allocation	\$8,977,129	\$8,799,129	(\$178,000)	-2.0%
Total Other Sources	\$8,977,129	\$8,799,129	(\$178,000)	-2.0%
TOTAL RESOURCES	\$11,901,715	\$11,706,670	(\$195,045)	-1.6%
EXPENSES				
Permanent Staff	\$3,681,913	\$3,772,903	\$90,990	2.5%
Temporary Staff	91,139	275,300	184,161	202.1%
Fringe Benefits	1,279,962	1,307,292	27,330	2.1%
Debt Service (transfer)	152,777	149,984	(2,793)	-1.8%
Scholarships	3,861,426	3,928,287	66,861	1.7%
Operating	2,834,498	2,272,904	(561,594)	-19.8%
TOTAL EXPENSES	\$11,901,715	\$11,706,670	(\$195,045)	-1.6%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2011 and FY 2012

<u>MUSEUM OF LABOR & INDUSTRY (STEEL MUSEUM)</u>				
	<u>FY 2011</u>	<u>FY 2012</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
State Appropriations	\$50,000	\$50,000	\$0	0.00%
Miscellaneous Sales and Service	2,000	700	(\$1,300)	-65.00%
Ticket Sales	3,350	8,000	\$4,650	138.81%
Facility Rental	2,000	2,500	\$500	25.00%
TOTAL RESOURCES	<u>\$57,350</u>	<u>\$61,200</u>	<u>\$3,850</u>	<u>6.71%</u>
EXPENDITURES				
Temporary Staff	\$6,667	\$6,667	\$0	0.00%
Fringe Benefits	333	333	0	0.00%
Operating	50,350	54,200	3,850	7.65%
TOTAL EXPENDITURES	<u>\$57,350</u>	<u>\$61,200</u>	<u>\$3,850</u>	<u>6.71%</u>

<u>HOUSING SERVICES</u>				
	<u>FY 2011</u>	<u>FY 2012</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Room Rentals and Board	\$6,155,560	\$6,546,550	\$390,990	6.35%
Meal Plans	112,000	150,000	38,000	33.93%
Vending Machine Commissions	20,000	8,000	(12,000)	-60.00%
Rentals-Guests and Special Groups	185,000	175,000	(10,000)	-5.41%
Total Earned Income	<u>\$6,472,560</u>	<u>\$6,879,550</u>	<u>406,990</u>	<u>6.29%</u>
TOTAL RESOURCES	<u>\$6,472,560</u>	<u>\$6,879,550</u>	<u>406,990</u>	<u>6.29%</u>
EXPENDITURES				
Permanent Staff	\$600,198	\$612,893	12,695	2.12%
Temporary Staff	337,821	340,160	2,339	0.69%
Fringe Benefits	236,076	276,713	40,637	17.21%
Debt Service	1,219,711	1,229,141	9,430	0.77%
Administrative Charge	245,000	275,000	30,000	12.24%
Operating	3,833,754	4,145,643	311,889	8.14%
TOTAL EXPENDITURES	<u>\$6,472,560</u>	<u>\$6,879,550</u>	<u>406,990</u>	<u>6.29%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2011 and FY 2012

<u>BOOKSTORE</u>				
	<u>FY 2011</u>	<u>FY 2012</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Register Sales	\$6,300,000	\$6,300,000	\$0	0.00%
TOTAL RESOURCES	<u>\$6,300,000</u>	<u>\$6,300,000</u>	<u>\$0</u>	<u>0.00%</u>
EXPENSES				
Permanent Staff	\$534,361	\$544,576	\$10,215	1.91%
Temporary Staff	220,000	220,000	0	0.00%
Fringe Benefits	199,939	209,206	9,267	4.63%
Administrative Charge	600,000	600,000	0	0.00%
Operating	4,745,700	4,726,218	(19,482)	-0.41%
TOTAL EXPENSES	<u>\$6,300,000</u>	<u>\$6,300,000</u>	<u>\$0</u>	<u>0.00%</u>

<u>PARKING SERVICES</u>				
	<u>FY 2011</u>	<u>FY 2012</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Parking Permits-Faculty & Staff	\$515,000	\$505,000	(\$10,000)	-1.94%
Parking Permits-Students	1,500,000	1,890,000	390,000	26.00%
Parking Fines	120,000	100,000	(20,000)	-16.67%
Parking Fees-Special Events	80,000	100,000	20,000	25.00%
Daily Parking Fees	60,000	60,000	0	0.00%
Parking Meters	13,000	13,000	0	0.00%
Parking Permits-Contracted Service	25,000	18,000	(7,000)	-28.00%
Control Card Replacement	250	300	50	20.00%
Weekly Permits	18,000	18,000	0	0.00%
Total Earned Income	<u>\$2,331,250</u>	<u>\$2,704,300</u>	<u>\$373,050</u>	<u>16.00%</u>
TOTAL RESOURCES	<u>\$2,331,250</u>	<u>\$2,704,300</u>	<u>\$373,050</u>	<u>16.00%</u>
EXPENDITURES				
Permanent Staff	\$590,222	\$532,975	(\$57,247)	-9.70%
Temporary Staff	379,400	404,400	25,000	6.59%
Fringe Benefits	245,775	241,858	(3,917)	-1.59%
Administrative Charge	148,000	148,000	0	0.00%
Operating	967,853	1,377,067	409,214	42.28%
TOTAL EXPENDITURES	<u>\$2,128,000</u>	<u>\$2,704,300</u>	<u>\$576,300</u>	<u>27.08%</u>

YOUNGSTOWN STATE UNIVERSITY

**Auxiliary Detail
FY 2011 and FY 2012**

<u>KILCAWLEY CENTER</u>				
	<u>FY 2011</u>	<u>FY 2012</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Food Services Commissions	\$327,000	\$340,000	\$13,000	3.98%
Candy Desk	65,000	64,000	(1,000)	-1.54%
Duplication Services	540,000	480,000	(60,000)	-11.11%
Graphic Center	55,000	55,000	0	0.00%
Recreation Room	8,000	6,000	(2,000)	-25.00%
Room Rental	30,000	25,000	(5,000)	-16.67%
Vending and Misc. Sales & Service	38,386	37,386	(1,000)	-2.61%
Total Earned Income	<u>\$1,063,386</u>	<u>\$1,007,386</u>	<u>(\$56,000)</u>	<u>-5.27%</u>
OTHER RESOURCES				
General Fund Allocation	\$1,263,318	\$1,273,743	\$10,425	0.83%
TOTAL RESOURCES	<u>\$2,326,704</u>	<u>\$2,281,129</u>	<u>(\$45,575)</u>	<u>-1.96%</u>
EXPENSES				
Permanent Staff	\$591,124	\$586,932	(\$4,192)	-0.71%
Temporary Staff	175,527	175,527	0	0.00%
Fringe Benefits	203,847	208,333	4,486	2.20%
Administrative Charge	126,000	126,000	0	0.00%
Operating	1,230,206	1,184,337	(45,869)	-3.73%
TOTAL EXPENSES	<u>\$2,326,704</u>	<u>\$2,281,129</u>	<u>(\$45,575)</u>	<u>-1.96%</u>

<u>TELEPHONE SERVICE-RESIDENCE HALL</u>				
	<u>FY 2011</u>	<u>FY 2012</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Local Service	\$142,000	\$75,000	(\$67,000)	-47.18%
Long Distance Service	600	0	(600)	-100.00%
Air Time Lease	0	1,500		
TOTAL RESOURCES	<u>\$142,600</u>	<u>\$76,500</u>	<u>(\$66,100)</u>	<u>-46.35%</u>
EXPENDITURES				
Permanent Staff	\$12,636	\$12,636	\$0	0.00%
Temporary Staff	20,000	20,000	0	0.00%
Fringe Benefits	5,275	5,296	21	0.40%
Administrative Charge	10,666	10,666	0	0.00%
Operating	94,023	27,902	(66,121)	-70.32%
TOTAL EXPENDITURES	<u>\$142,600</u>	<u>\$76,500</u>	<u>(\$66,100)</u>	<u>-46.35%</u>

YOUNGSTOWN STATE UNIVERSITY

**Auxiliary Detail
FY 2011 and FY 2012**

<u>ANDREWS RECREATION AND WELLNESS CENTER</u>				
	<u>FY 2011</u>	<u>FY 2012</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Faculty & Staff Memberships	\$23,000	\$23,000	\$0	0.00%
Guest Passes	8,000	8,000	0	0.00%
Program Fees	20,000	20,000	0	0.00%
Total Earned Income	<u>\$51,000</u>	<u>\$51,000</u>	<u>\$0</u>	<u>0.00%</u>
OTHER RESOURCES				
General Fund Allocation	\$1,404,309	\$1,440,128	\$35,819	2.55%
Total Other Resources	<u>\$1,404,309</u>	<u>\$1,440,128</u>	<u>\$35,819</u>	<u>2.55%</u>
TOTAL RESOURCES	<u><u>\$1,455,309</u></u>	<u><u>\$1,491,128</u></u>	<u><u>\$35,819</u></u>	<u><u>2.46%</u></u>
EXPENSES				
Permanent Staff	\$301,705	\$316,456	\$14,751	4.89%
Temporary Staff	421,100	421,100	0	0.00%
Fringe Benefits	134,618	159,350	24,732	18.37%
Administrative Charge	87,600	87,600	0	0.00%
Operating	510,286	506,622	(3,664)	-0.72%
TOTAL EXPENSES	<u><u>\$1,455,309</u></u>	<u><u>\$1,491,128</u></u>	<u><u>\$35,819</u></u>	<u><u>2.46%</u></u>

YOUNGSTOWN STATE UNIVERSITY
Scholarship Summary
FY 2012

	Foundation FY 2012	University FY 2012	Total FY 2012	% Change in Total	\$ Change in Total
<u>Restricted Scholarship Programs:</u>					
DONOR RESTRICTED	\$808,125		\$808,125	-2.1%	(\$17,475)
SPECIAL TALENT	86,000		86,000	0.0%	0
SPECIAL PURPOSE	133,000	67,000	200,000	-63.7%	(350,500)
ATHLETIC	122,525	3,928,287	4,050,812	6.6%	251,117
Total Restricted Scholarship Programs	\$1,149,650	\$3,995,287	\$5,144,937	-2.2%	(\$116,858)
<u>Goal Based Scholarship Programs:</u>					
NEED BASED					
<i>To maximize access to YSU by awarding scholarships on the basis of financial need</i>					
Martin Luther King Achievement	\$200,000	\$325,000	\$525,000	0.0%	\$0
PHEAA Grant Match	150,000	105,000	255,000	-15.0%	(45,000)
Housing Grants		250,000	250,000	-16.7%	(50,000)
Total Need Based	\$350,000	\$680,000	\$1,030,000	-8.4%	(\$95,000)
SCHOLARSHIPS FOR EXCELLENCE					
<i>To attract high quality students on the basis of academic excellence:</i>					
University Scholars	\$2,738,975	\$245,721	\$2,984,696	21.3%	\$524,619
Trustee, President, Deans, and Transfer Scholarships for Excellence		1,668,128	1,668,128	21.3%	293,128
Youngstown Early College		200,000	200,000	300.0%	150,000
Red and White Scholarship		1,241,460	1,241,460	-7.8%	(105,574)
<i>To support retention efforts by awarding scholarships to current and continuing students in recognition of academic achievement:</i>					
Academic Achievement		280,000	280,000	-20.3%	(71,167)
Total Scholarships for Excellence	\$2,738,975	\$3,635,309	\$6,374,284	14.2%	\$791,006
OTHER					
<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	0.0%	\$0
Tri-C, Lorain, Stark, Jefferson, and Kent associate degree		4,400	4,400	0.0%	\$0
Total Other		\$81,400	\$81,400	0.0%	\$0
Total Goal Based Scholarship Programs	\$3,088,975	\$4,396,709	\$7,485,684	10.3%	\$696,006
GRAND TOTAL	\$4,238,625	\$8,391,996	\$12,630,621	4.8%	\$579,148

YOUNGSTOWN STATE UNIVERSITY
Designated Funds to Terminate at June 30, 2011
(includes recommended transfers)

Fund#	Fund Title	Balance as of 3/31/11*	Recommended Action
121005	Prior Service Claims	\$214,729	Close and transfer balance to Legal Contingency 121006.
121014	Vacancy Savings Reserve	\$25,045	Close and transfer balance to Inst. Enhancement 121013.
122006	Parker Hannifin Research	\$0	Close.
122007	Academic Challenge	\$0	Close.
122008	Centennial Capital Campaign	\$2,164	Close and transfer balance to ERIP fund 121009.
122009	SCT Banner	\$2,485,319	Close and transfer balance to Tech Master Plan 122005.
122011	Marketing/Recruitment & Ad.	\$65,052	Close and transfer balance to Inst. Enhancement 121013. Future funding will be in General Fund.
122013	Research/UG/Chem Match	\$3,944	Close and transfer balance to Inst. Enhancement 121013.
122015	Wick Pollock	\$0	Close. Funds already transferred to plant fund budget to support construction costs for Wick Pollock House.
122016	Telephone Services Projects	\$27,457	Close and transfer funds to Telephone Services Plant Reserve 912008.
122017	Community College Initiative	\$3,754	Close and transfer balance to ERIP fund 121009.
122018	Covelli Centre Event Support	\$4,255	Close and transfer balance to Inst. Enhancement 121013.
122020	IT Master Plan Initiative Adv.	\$125,000	Close and transfer balance to Tech Master Plan 122005.
122022	Academic Affairs Projects	\$105,314	Close and transfer balance to Inst. Enhancement 121013.
123002	Recruitment/Promotion	\$62,119	Close and transfer to ERIP fund 121009. Budget annual \$20,000 allocation in general fund instead of transfer.
123004	CISCO	\$0	Close.
123008	Centennial Celebration	\$0	Close.
123010	Internat'l Student Initiative	\$10,403	Close and transfer balance to scholarship reserve 121101.
123012	Institute-Applied Topology	\$1,261	Close and transfer balance to appropriate org within URC grant fund 122104.
124001	Access Challenge	\$0	Close.
124002	Jobs Challenge	\$0	Close.
124003	Success Challenge	\$0	Close.

*Note: Amounts to be transferred will be balances as of 6/30/11, which in some cases may differ from the 3/31/11 balances shown above.



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

FROM	TO	AMOUNT	REASON
General Fund	Faculty ESP Plan (Designated Fund)	\$262,556	Transfer FY11 faculty salary savings for Group 1 participants of Employee Severance Plan.
SCT Banner (Designated Fund)	General Fund	\$123,606	Transfer to fund remainder of Technology Division's mid-year budget reductions.

Agenda Item E.3.h.
Exhibit J

YOUNGSTOWN STATE UNIVERSITY
Asset Allocation and Other Investment Guidelines
Investment of Non-Endowment University Funds

ASSET ALLOCATION GUIDELINES

The Assets of the University are to be allocated between short-term assets and long-term assets. The Asset Allocation section of the Policy is specifically intended to address short-term assets and long-term assets as two distinct asset pools of the University's balance sheet assets. The University's endowment assets managed by the YSUF are primarily invested in equities in accordance with the YSUF investment policy, a copy of which is attached to the contract entered into between the University and the YSUF.

The objectives that the University has established in conjunction with a comprehensive review of the current and projected financial requirements are as follows:

1. The strict adherence to the Ohio Revised Code and the authority granted under Ohio Revised Code §3345.05. Specifically:
 - a. ORC 3345.05 (C)(1): A minimum of 25% of the average amount of the University's investment portfolio over the course of the previous fiscal year must be invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
 - b. ORC 3345.05 (C)(2): Eligible funds above those that meet the conditions described in ORC 3345.05 (C)(1) may be pooled with other institutional funds and invested in accordance with section 1715.52 of the Revised Code.

The Operating and Short Term Pool will be comprised of cash and short-term assets required for working capital, liquidity purposes, and other short-term needs. It is understood that assets classified as short-term are to be maintained primarily in cash and cash equivalents, and may also invest partially in short term fixed income (guidelines defined within), in order to meet the daily liquidity needs of the University. The asset allocation guidelines of the Operating and Short Term Pool are outlined in the table below.

The Long Term / Reserves Pool are investments with a time horizon in excess of one year. It is assumed that financial needs of the University ranging from one to five years

will be maintained in fixed income investments. It is further assumed that any equity investments will have a time horizon greater than five years. As shown in the table below, short-term and intermediate-term fixed income and equity are classified as long-term assets.

Based on the investment objectives and risk tolerances stated in these guidelines, the following asset allocation strategy is considered appropriate for the University's investment Assets:

<u>Operating & Short Term Pool</u>			
Asset Class/Investment Strategy	pool target	Allocation	
		pool range	total range
Operating Assets	n/a	60-100%	
Short Term Assets	n/a	0-40%	
		100%	25 - 50%
<u>Long Term/Reserves Pool</u>			
Asset Class/Investment Strategy	pool target	Allocation	
		% - pool	% - total
Total Domestic Equity	20%	0 - 25%	
Total International Equity	5%	0 - 10%	
Total Equity	25%	0-35%	
Total ST Fixed Income	45%	35-55%	
Total Int. Fixed Income	30%	20 - 40%	
Cash	0%	0 - 5%	
	100%	100%	50 - 75%

According to the University's Policy, the operating and short term funds of the non-endowment funds are allocated to the Operating and Short Term Pool of the asset allocation guidelines. Adequate balance of 60 to 100% of the pool will be invested in cash and cash equivalents in order to provide the University with liquidity to meet its operational needs. The pool may also invest 0-40% in 1-3 year average maturity U.S. Government fixed income investments. The Operating and Short Term Pool should represent no less than 25% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, levels in excess of 50% or below 25% will result in rebalancing the Investments to target levels. The Sub-committee will review the pool level allocations on a quarterly basis.

According to the University's Policy, funds with a longer time horizon are allocated to the Long Term / Reserves Pool. This pool will be comprised of short term fixed income, intermediate term fixed income and equity.

Short-term fixed income should normally represent 45% of the total market value of the pool. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 55% or below 35% will result in rebalancing the short-term fixed income component of the pool to its target level. The Sub-committee will review the short-term fixed income allocation on a quarterly basis.

Intermediate-term fixed income should normally represent 30% of the total market value of the pool. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 40% or below 20% will result in rebalancing the intermediate-term fixed income component of the pool to its fixed income target level. The Sub-committee will review the intermediate-term fixed income allocation on a quarterly basis.

The equity component should normally represent 25% of the total market value of the long-term pool, excluding the endowment assets managed for the University by the YSUF. Although the actual percentage of equities will vary with market conditions, equity levels in excess of 35% will result in rebalancing the equity component of the fund to its equity target level. The Sub-committee will review the equity allocation on a quarterly basis.

Depending upon market conditions, the percentage allocation to each asset class may fluctuate within the above policy ranges. Such strategic allocations should be reviewed and approved by the Investment Subcommittee on an ongoing basis. In the event that the allocation to a certain investment Pool, and asset class falls above or below the above established ranges, the Advisor should make a recommendation to the Investment Subcommittee to rebalance the portfolio as quickly as practical, typically within 30 days.

Investment objectives and guidelines will be established for each separate investment manager. Mutual funds are not subject to the Guidelines set forth below. As it relates to the selection and retention decisions regarding mutual funds, the stated Guidelines should be used as references.

CASH AND CASH EQUIVALENTS GUIDELINES

Such investments should be prudently diversified and would include:

- any instrument issued by, guaranteed by, or insured by the U.S. Government, agencies, or other full faith instruments;
- commercial paper issued by domestic corporations which is rated both "P-1" and "A-1" by Moody's and Standard & Poor's, respectively;

- certificates of deposit, bankers acceptances, or other such irrevocable primary obligations from a list of approved banks provided by the managers; and
- commingled, short-term cash reserve funds managed generally in accordance with the principles set forth above.

FIXED INCOME GUIDELINES

The objective of the fixed-income portion of the Assets shall be both to provide a secure, above-average stream of income (i.e., income in excess of U.S. Treasury Bill rates) and to provide a relatively stable market value base. The following directions are intended to apply to all fixed-income investment managers:

- Within the Operating and Short Term Pool, non-cash investments are limited to U.S. government only fixed income securities with a 1 to 3 year average maturity and duration +/- 20% of the stated benchmark.
- Fixed-income investments may include U.S. and Non-U.S. issues of Government and Agency obligations, marketable corporate bonds, mortgage or asset-backed bonds, and preferred stocks with sinking funds as deemed prudent by the investment managers.
- Fixed income investments are to be prudently diversified by security type, with an emphasis toward avoiding concentrated positions in any one fixed income sector or security type.
- Fixed-income portfolio maturity, as measured by portfolio duration, should be in the range of 80% to 120% of the applicable benchmark.
- Fixed-income investments shall be rated "BAA" (investment grade) or better by Moody's and BBB (investment grade) or better by Standard & Poor's with emphasis toward "A" or better issues. Regarding below investment grade holdings, YSU will target the use of investment managers that, as a part of their investment process, strategy and risk controls, do not initially purchase bonds that are below investment grade. However, it is understood that, from time to time, individual bonds or holdings may fall below investment grade. It is expected that investment managers will handle these instances consistent with their stated investment process, strategy and risk controls. Therefore, it is accepted that from time to time, a nominal amount of the non-endowment assets may be held in a below investment grade bond.
- No more than 5% of the fixed income investments, at market, shall be invested in securities of any one issuer, except Government and Agency obligations, without the Sub-committee's prior approval.
- Cash equivalent investments (maturities less than one year) are permitted, up to 10% of the total market value of the account, when the managers' investment policies discourage longer-term commitments. However, the Sub-committee must be

consulted in the event that the manager chooses to increase its cash equivalent position beyond 10% of the assets under its supervision.

- Investment assets allocated to fixed income investment management firms and institutions shall be properly diversified so as to avoid over concentration with any one investment manager or institution.

EQUITY GUIDELINES

The objective of the equity portion of the Assets shall be to provide for potential growth of principal with a long term time horizon. The use of both passively managed equity index strategies and actively managed separate accounts and comingle funds is permitted. The following acceptable sub asset classes will serve as a guideline for equity investments:

- A. Large Cap Domestic - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ) and readily marketable with market capitalization generally exceeding \$5 billion. Non-marketable securities may not be purchased or held without prior approval from the Subcommittee. As used herein, “generally exceeding \$5 billion” means that greater than 67% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$5 billion.
- B. Small/Mid Cap Domestic - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ) and readily marketable with market capitalization generally exceeding \$500 million. Non-marketable securities may not be purchased or held without prior approval from the Committee. As used herein, “generally exceeding \$500 million” means that greater than 67% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$500 million.
- C. International - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ, FTSE, NIKKEI, DAX) and readily marketable with market capitalization generally exceeding \$1 billion. Non-marketable securities may not be purchased or held without prior approval from the Committee. As used herein, “generally exceeding \$1 billion” means that greater than 50% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$1 billion.

Equity Diversification

Each investment manager should diversify the portfolio in an attempt to minimize the impact of substantial losses in any specific industry or issue. Therefore, each equity account:

- May not invest more than approximately 5% of the account valued at cost in a given issuer
- May not invest more than approximately 10% of the account valued at market in a given issuer
- Large Cap, Mid Cap and Small Cap Domestic - Shall be broadly diversified by industry or sector groups and not represent over concentration relative to the mandate's relevant benchmark. Additionally, domestic equity managers shall limit international-domiciled securities to 10% of their portfolio value, absent Subcommittee approval.
- International – Shall be broadly diversified by county, industry or sector groups and not represent over concentration relative to the mandate's relevant benchmark; and limit emerging market exposure to 25% of total international exposure.

PROHIBITED INVESTMENTS

The following categories of securities and strategies are not considered appropriate at the present time:

- Private Placements
- Unregistered or Restricted Stock
- Margin Trading/Short Sales
- Commodities, Commodity Contracts, Precious Metals or Gems
- Real Estate Property (excluding REITs)
- Guaranteed Insurance Contracts
- Securities Lending; pledging or hypothecating securities

RESPONSIBILITIES OF THE INVESTMENT MANAGERS FOR SEPARATELY MANAGED ACCOUNTS

The guidelines below are applicable to all investment managers that manage money for the University on a separate account basis, including the YSUF. However, any mutual or commingled fund retained by the University will not be expected to adhere to these responsibilities.

Adherence to Policy Guidelines

The Assets are to be managed in accordance with the Policy guidelines herein or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this Policy document must be authorized by the Sub-committee and will be communicated through the University's Vice President for Finance and Administration or the investment consultant.

Discretionary Authority

The investment managers are expected to exercise complete investment discretion within the boundaries of the restrictions outlined in these guidelines. Such discretion includes decisions to buy, hold, or sell equity or fixed-income securities (including cash equivalents) in amounts and proportions reflective of each manager's current investment strategy.

Communication

The Sub-committee encourages, and the investment managers are responsible for, frequent and open communication with the Sub-committee and the investment consultant on all significant matters pertaining to the investment of the Assets. These communications would generally be addressed to the University's Vice President for Finance and Administration or investment consultant. In this manner, the Sub-committee expects to be advised of any major changes in investment outlook, investment strategy, asset allocation, portfolio structure, market value of the Assets, and other substantive matters affecting the Assets. The Sub-committee also expects to be informed of any significant changes in ownership, organizational structure, financial condition, and/or senior personnel staffing of the investment management organizations.

All investment managers will be required to meet with the University's Investment Sub-committee at the discretion of the Sub-committee.

The Sub-committee recognizes that the Policy requires periodic re-examination and, perhaps, revision if it is to continue to serve as a working document to encourage effective investment management. Whenever an investment manager believes that the Policy should be altered, it is the responsibility of the manager to initiate written communication with the Sub-committee.

Reporting

The Sub-committee expects each investment manager to forward, on a timely basis, quarterly reports containing portfolio activity, valuations at market, and quarterly strategy updates.

Compliance with Prudence and Diversification Measures

As fiduciaries, the investment managers are expected to diversify the portfolio to minimize the risk of large losses. The managers are expected to invest the Assets with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with such aims. Furthermore, the investment managers are expected to acknowledge in writing their intentions to comply with the Policy as it currently exists or as modified by the Sub-committee from time to time.

RESPONSIBILITIES OF THE INVESTMENT CONSULTANT

The investment consultant is responsible for providing information and analysis to assist the University with the following:

- reviewing asset allocation and investment strategy on an annual basis to determine if the current strategy meets the cash flow needs of the University and is maximizing the long-term total return of the Assets;
- reviewing all separately managed accounts to ensure that each investment manager is adhering to the issued Policy guidelines;
- communicating with all investment management organizations on a quarterly basis to determine portfolio composition and to ascertain information concerning organizational change. (Each portfolio is to be reviewed for style drift through portfolio holdings and returns-based style analysis. Additionally, each portfolio is to be reviewed for prohibited investments on an ongoing basis);
- providing a quarterly performance evaluation report and assessment of the University's Assets;
- monitoring the equity holdings of the total portfolio to determine if any one holding represents a percentage weighting that exceeds 10% of the total portfolio and alerting the Sub-committee when the portfolio violates this Policy, except with regard to University endowment funds managed by the YSUF;
- reviewing asset allocation on a quarterly basis to determine if the current levels are consistent with the asset allocation guidelines stated in this document;
- monitoring the performance of each investment manager retained by the University to determine if the investment product is out-performing the appropriate benchmark over a rolling 3-year time period; and
- monitoring the performance of the total portfolio of the University Assets to determine if the collective investment strategy is out-performing the appropriate benchmarks over a rolling 3-year time period.

EVALUATION AND REVIEW

The objective of the evaluation and review process is to monitor the progress of the Assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Sub-committee and their consultants. Particular attention will be directed toward:

- determining whether the total funds are achieving their stated objectives;

- determining whether the investment managers are performing satisfactorily in relation to both the objectives set forth in this Policy, as a primary consideration, and to other investment organizations managing similar pools of capital and the recognized market indices;
- determining whether the investment managers are adhering to the guidelines set forth herein;
- the relative total portfolio return and volatility versus established benchmarks and peers;
- any issue involving the management of the investment assets;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- reviewing benchmarks at least annually to determine appropriateness;
- determining whether the investment managers are adhering to their stated philosophy and style; and
- determining whether the overall policies and objectives continue to be appropriate, reasonable, and achievable.

REVIEW OF INVESTMENT RESULTS

On a regular basis, but not less than once annually, the Sub-committee will review actual progress of the funds versus the investment environment. The regular review will include:

- absolute market and total portfolio returns;
- relative total portfolio return and volatility versus established benchmarks and peers;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- adherence to guidelines;
- individual manager performance versus established benchmarks and peers;
- the continuing appropriateness of this Policy; and
- any issue involving the management of the funds' assets.

The performance of each individual investment manager will be reviewed on a quarterly basis with appropriate benchmarks as agreed upon from time to time by the Investment Sub-committee. In addition, each separate account investment manager will make a presentation to the Investment Sub-committee at least once a year on a rotational basis.

Total fund, Pool level and asset class returns will be measured as follows:

Total Fund: Weighted average benchmark based on the asset allocation targets identified with these guidelines using the below referenced market indices.

Pool level: Weighted average benchmark based on the asset allocation targets identified with these guidelines using the below referenced market indices.

<u>Asset Class</u>	<u>Benchmark</u>
Operating / Short Term Pool	
Cash	91 Day T-Bill
Short Term Fixed Income	Barclay's Capital 1-3 Year Government Index
Long Term / Reserves Pool	
Domestic Equity	Russell 3000 Index
International Equity	MSCI EAFE Index
Intermediate Fixed Income	Barclay's Capital Intermediate Govt. / Credit Index
Short Term Fixed Income	Barclay's Capital 1-5 Year Govt. / Credit Index and Merrill Lynch 1-3 Year Govt./ Credit Index

YOUNGSTOWN STATE UNIVERSITY
Asset Allocation and Other Investment Guidelines
Investment of Non-Endowment University Funds

ASSET ALLOCATION GUIDELINES

The Assets of the University are to be allocated between short-term assets and long-term assets. The Asset Allocation section of the Policy is specifically intended to address short-term assets and long-term assets as two distinct asset pools of the University's balance sheet assets. The University's endowment assets managed by the YSUF are primarily invested in equities in accordance with the YSUF investment policy, a copy of which is attached to the contract entered into between the University and the YSUF.

The objectives that the University has established in conjunction with a comprehensive review of the current and projected financial requirements are as follows:

1. The strict adherence to the Ohio Revised Code and the authority granted under Ohio Revised Code ~~§3354.10(B)3345.05~~, ~~whereby eligible District funds may be invested according to the provision of Ohio Revised Code §3345.05~~. Specifically:

- a. ~~Cash Equivalents & Fixed Income~~ ORC 3345.05 (C)(1): A minimum of 25% of the average amount of the ~~College's~~ University's investment portfolio over the course of the previous fiscal year must be invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
- b. ~~Longer Term Investments~~ ORC 3345.05 (C)(2): ~~A maximum of 75% of the average amount of the College's investment portfolio over the course of the previous fiscal year may be invested as detailed in ORC §3345.05 (C) (2). Eligible funds above those that meet the conditions described in ORC 3345.05 (C)(1) may be pooled with other institutional funds and invested in accordance with section 1715.52 of the Revised Code.~~

~~As set forth by Ohio Revised Code, the University will maintain, at a minimum, 25% of its total portfolio in Cash Equivalents and Fixed Income instruments as defined above. The remaining portion may be invested into a Long Term Pool.~~

The Operating and Short Term Pool will be comprised of cash and short-term assets required for working capital, liquidity purposes, and other short-term needs. It is understood that assets classified as short-term are to be maintained primarily in cash and cash equivalents, and may also invest partially in short term fixed income (guidelines defined within), in order to meet the daily liquidity needs of the University. The asset allocation guidelines of the Operating and Short Term Pool are outlined in the table below.

The Long Term / Reserves Pool are investments with a time horizon in excess of one year. It is assumed that financial needs of the University ranging from one to five years will be maintained in fixed income investments. It is further assumed that any equity investments will have a time horizon greater than five years. As shown in the table below, short-term and intermediate-term fixed income and equity are classified as long-term assets.

Based on the investment objectives and risk tolerances stated in these guidelines, the following asset allocation strategy is considered appropriate for the University's investment Assets:

<u>Operating & Short Term Pool</u>			
Asset Class/Investment Strategy	pool target	Allocation	
		pool range	total range
Operating Assets	n/a	60-100%	
Short Term Assets	n/a	0-40%	
		100%	25 - 50%
<u>Long Term/Reserves Pool</u>			
Asset Class/Investment Strategy	pool target	Allocation	
		% - pool	% - total
Total Domestic Equity	20%	0 - 25%	
Total International Equity	5%	0 - 10%	
Total Equity	25%	0-35%	
Total ST Fixed Income	45%	35-55%	
Total Int. Fixed Income	30%	20 - 40%	
Cash	0%	0 - 5%	
	100%	100%	50 - 75%

According to the University's Policy, the operating and short term funds of the non-endowment funds are allocated to the Operating and Short Term Pool of the asset allocation guidelines. Adequate balance of 60 to 100% of the pool will be invested in cash and cash equivalents in order to provide the University with liquidity to meet its operational needs. The pool may also invest 0-40% in 1-3 year average maturity U.S. Government fixed income investments. The Operating and Short Term Pool should represent no less than 25% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, levels in excess of 50% or below 25% will result in rebalancing the Investments to target levels. The Sub-committee will review the pool level allocations on a quarterly basis.

According to the University's Policy, funds with a longer time horizon are allocated to the Long Term / Reserves Pool. This pool will be comprised of short term fixed income, intermediate term fixed income and equity.

Short-term fixed income should normally represent 45% of the total market value of the pool. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 55% or below 35% will result in rebalancing the short-term fixed income component of the pool to its target level. The Sub-committee will review the short-term fixed income allocation on a quarterly basis.

Intermediate-term fixed income should normally represent 30% of the total market value of the pool. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 40% or below 20% will result in rebalancing the intermediate-term fixed income component of the pool to its fixed income target level. The Sub-committee will review the intermediate-term fixed income allocation on a quarterly basis.

The equity component should normally represent 25% of the total market value of the long-term pool, excluding the endowment assets managed for the University by the YSUF. Although the actual percentage of equities will vary with market conditions, equity levels in excess of 35% will result in rebalancing the equity component of the fund to its equity target level. The Sub-committee will review the equity allocation on a quarterly basis.

Depending upon market conditions, the percentage allocation to each asset class may fluctuate within the above policy ranges. Such strategic allocations should be reviewed and approved by the Investment Subcommittee on an ongoing basis. In the event that the allocation to a certain investment Pool, and asset class falls above or below the above established ranges, the Advisor should make a recommendation to the Investment Subcommittee to rebalance the portfolio as quickly as practical, typically within 30 days.

Investment objectives and guidelines will be established for each separate investment manager. Mutual funds are not subject to the Guidelines set forth below. As it relates to the selection and retention decisions regarding mutual funds, the stated Guidelines should be used as references.

CASH AND CASH EQUIVALENTS GUIDELINES

Such investments should be prudently diversified and would include:

- any instrument issued by, guaranteed by, or insured by the U.S. Government, agencies, or other full faith instruments;
- commercial paper issued by domestic corporations which is rated both "P-1" and "A-1" by Moody's and Standard & Poor's, respectively;
- certificates of deposit, bankers acceptances, or other such irrevocable primary obligations from a list of approved banks provided by the managers; and
- commingled, short-term cash reserve funds managed generally in accordance with the principles set forth above.

FIXED INCOME GUIDELINES

The objective of the fixed-income portion of the Assets shall be both to provide a secure, above-average stream of income (i.e., income in excess of U.S. Treasury Bill rates) and to provide a relatively stable market value base. The following directions are intended to apply to all fixed-income investment managers:

- Within the Operating and Short Term Pool, non-cash investments are limited to U.S. government only fixed income securities with a 1 to 3 year average maturity and duration +/- 20% of the stated benchmark.
- Fixed-income investments may include U.S. and Non-U.S. issues of Government and Agency obligations, marketable corporate bonds, mortgage or asset-backed bonds, and preferred stocks with sinking funds as deemed prudent by the investment managers.
- Fixed income investments are to be prudently diversified by security type, with an emphasis toward avoiding concentrated positions in any one fixed income sector or security type.
- Fixed-income portfolio maturity, as measured by portfolio duration, should be in the range of 80% to 120% of the applicable benchmark.
- Fixed-income investments shall be rated "BAA" (investment grade) or better by Moody's and BBB (investment grade) or better by Standard & Poor's with emphasis toward "A" or better issues. Regarding below investment grade holdings, YSU will target the use of investment managers that, as a part of their investment process, strategy and risk controls, do not initially purchase bonds that are below investment grade. However, it is understood that, from time to time, individual bonds or holdings may fall below investment grade. It is expected that investment managers will handle these instances consistent with their stated investment process, strategy

and risk controls. Therefore, it is accepted that from time to time, a nominal amount of the non-endowment assets may be held in a below investment grade bond.

- No more than 5% of the fixed income investments, at market, shall be invested in securities of any one issuer, except Government and Agency obligations, without the Sub-committee's prior approval.
- Cash equivalent investments (maturities less than one year) are permitted, up to 10% of the total market value of the account, when the managers' investment policies discourage longer-term commitments. However, the Sub-committee must be consulted in the event that the manager chooses to increase its cash equivalent position beyond 10% of the assets under its supervision.
- Investment assets allocated to fixed income investment management firms and institutions shall be properly diversified so as to avoid over concentration with any one investment manager or institution.

EQUITY GUIDELINES

The objective of the equity portion of the Assets shall be to provide for potential growth of principal with a long term time horizon. The use of both passively managed equity index strategies and actively managed separate accounts and comingle funds is permitted. The following acceptable sub asset classes will serve as a guideline for equity investments:

- A. Large Cap Domestic - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ) and readily marketable with market capitalization generally exceeding \$5 billion. Non-marketable securities may not be purchased or held without prior approval from the Subcommittee. As used herein, "generally exceeding \$5 billion" means that greater than 67% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$5 billion.
- B. Small/Mid Cap Domestic - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ) and readily marketable with market capitalization generally exceeding \$500 million. Non-marketable securities may not be purchased or held without prior approval from the Committee. As used herein, "generally exceeding \$500 million" means that greater than 67% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$500 million.
- C. International - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ, FTSE, NIKKEI, DAX) and

readily marketable with market capitalization generally exceeding \$1 billion. Non-marketable securities may not be purchased or held without prior approval from the Committee. As used herein, “generally exceeding \$1 billion” means that greater than 50% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$1 billion.

Equity Diversification

Each investment manager should diversify the portfolio in an attempt to minimize the impact of substantial losses in any specific industry or issue. Therefore, each equity account ~~may not~~:

- ~~May not~~ invest more than approximately 5% of the account valued at cost in a given issuer
- ~~May not~~ hold more than approximately 10% of the account valued at market in a given issuer
- Large Cap, Mid Cap and Small Cap Domestic - ~~Allow any one sector to exceed 30 percentage points or 2 times the sector weighting of the relative benchmark whichever is greater, absent Subcommittee approval. Shall be broadly diversified by industry or sector groups and not represent over concentration relative to the mandate’s relevant benchmark.~~ Additionally, domestic equity managers shall limit international-domiciled securities to 10% of their portfolio value, absent Subcommittee approval.
- International – ~~Shall be broadly diversified by country, industry or sector groups and not represent over concentration relative to the mandate’s relevant benchmark; Allow any country weighting in a portfolio to be more than 15 percentage points above the country weighting within the MSCI EAFE Index, and limited~~ emerging market exposure to 25% of total international exposure.

PROHIBITED INVESTMENTS

The following categories of securities and strategies are not considered appropriate at the present time:

- Private Placements
- Unregistered or Restricted Stock
- Margin Trading/Short Sales
- Commodities, Commodity Contracts, Precious Metals or Gems
- Real Estate Property (excluding REITs)
- Guaranteed Insurance Contracts
- Securities Lending; pledging or hypothecating securities

RESPONSIBILITIES OF THE INVESTMENT MANAGERS FOR SEPARATELY MANAGED ACCOUNTS

The guidelines below are applicable to all investment managers that manage money for the University on a separate account basis, including the YSUF. However, any mutual or commingled fund retained by the University will not be expected to adhere to these responsibilities.

Adherence to Policy Guidelines

The Assets are to be managed in accordance with the Policy guidelines herein or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this Policy document must be authorized by the Sub-committee and will be communicated through the University's Vice President for Finance and Administration or the investment consultant.

Discretionary Authority

The investment managers are expected to exercise complete investment discretion within the boundaries of the restrictions outlined in these guidelines. Such discretion includes decisions to buy, hold, or sell equity or fixed-income securities (including cash equivalents) in amounts and proportions reflective of each manager's current investment strategy.

Communication

The Sub-committee encourages, and the investment managers are responsible for, frequent and open communication with the Sub-committee and the investment consultant on all significant matters pertaining to the investment of the Assets. These communications would generally be addressed to the University's Vice President for Finance and Administration or investment consultant. In this manner, the Sub-committee expects to be advised of any major changes in investment outlook, investment strategy, asset allocation, portfolio structure, market value of the Assets, and other substantive matters affecting the Assets. The Sub-committee also expects to be informed of any significant changes in ownership, organizational structure, financial condition, and/or senior personnel staffing of the investment management organizations.

All investment managers will be required to meet with the University's Investment Sub-committee at the discretion of the Sub-committee.

The Sub-committee recognizes that the Policy requires periodic re-examination and, perhaps, revision if it is to continue to serve as a working document to encourage effective investment management. Whenever an investment manager believes that the Policy should be altered, it is the responsibility of the manager to initiate written communication with the Sub-committee.

Reporting

The Sub-committee expects each investment manager to forward, on a timely basis, quarterly reports containing portfolio activity, valuations at market, and quarterly strategy updates.

Compliance with Prudence and Diversification Measures

As fiduciaries, the investment managers are expected to diversify the portfolio to minimize the risk of large losses. The managers are expected to invest the Assets with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with such aims. Furthermore, the investment managers are expected to acknowledge in writing their intentions to comply with the Policy as it currently exists or as modified by the Sub-committee from time to time.

RESPONSIBILITIES OF THE INVESTMENT CONSULTANT

The investment consultant is responsible for providing information and analysis to assist the University with the following:

- reviewing asset allocation and investment strategy on an annual basis to determine if the current strategy meets the cash flow needs of the University and is maximizing the long-term total return of the Assets;
- reviewing all separately managed accounts to ensure that each investment manager is adhering to the issued Policy guidelines;
- communicating with all investment management organizations on a quarterly basis to determine portfolio composition and to ascertain information concerning organizational change. (Each portfolio is to be reviewed for style drift through portfolio holdings and returns-based style analysis. Additionally, each portfolio is to be reviewed for prohibited investments on an ongoing basis);
- providing a quarterly performance evaluation report and assessment of the University's Assets;
- monitoring the equity holdings of the total portfolio to determine if any one holding represents a percentage weighting that exceeds 10% of the total portfolio and alerting the Sub-committee when the portfolio violates this Policy, except with regard to University endowment funds managed by the YSUF;
- reviewing asset allocation on a quarterly basis to determine if the current levels are consistent with the asset allocation guidelines stated in this document;
- monitoring the performance of each investment manager retained by the University to determine if the investment product is out-performing the appropriate benchmark over a rolling 3-year time period; and

- monitoring the performance of the total portfolio of the University Assets to determine if the collective investment strategy is out-performing the appropriate benchmarks over a rolling 3-year time period.

EVALUATION AND REVIEW

The objective of the evaluation and review process is to monitor the progress of the Assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Sub-committee and their consultants. Particular attention will be directed toward:

- determining whether the total funds are achieving their stated objectives;
- determining whether the investment managers are performing satisfactorily in relation to both the objectives set forth in this Policy, as a primary consideration, and to other investment organizations managing similar pools of capital and the recognized market indices;
- determining whether the investment managers are adhering to the guidelines set forth herein;
- the relative total portfolio return and volatility versus established benchmarks and peers;
- any issue involving the management of the investment assets;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- reviewing benchmarks at least annually to determine appropriateness;
- determining whether the investment managers are adhering to their stated philosophy and style; and
- determining whether the overall policies and objectives continue to be appropriate, reasonable, and achievable.

REVIEW OF INVESTMENT RESULTS

On a regular basis, but not less than once annually, the Sub-committee will review actual progress of the funds versus the investment environment. The regular review will include:

- absolute market and total portfolio returns;

- relative total portfolio return and volatility versus established benchmarks and peers;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- adherence to guidelines;
- individual manager performance versus established benchmarks and peers;
- the continuing appropriateness of this Policy; and
- any issue involving the management of the funds' assets.

The performance of each individual investment manager will be reviewed on a quarterly basis with appropriate benchmarks as agreed upon from time to time by the Investment Sub-committee. In addition, each separate account investment manager will make a presentation to the Investment Sub-committee at least once a year on a rotational basis.

Total fund, Pool level and asset class returns will be measured as follows:

Total Fund: Weighted average benchmark based on the asset allocation targets identified with these guidelines using the below referenced market indices.

Pool level: Weighted average benchmark based on the asset allocation targets identified with these guidelines using the below referenced market indices.

<u>Asset Class</u>	<u>Benchmark</u>
Operating / Short Term Pool	
Cash	91 Day T-Bill
Short Term Fixed Income	Barclay's Capital 1-3 Year Government Index
Long Term / Reserves Pool	
Domestic Equity	Russell 3000 Index
International Equity	MSCI EAFE Index
Intermediate Fixed Income	Barclay's Capital Intermediate Govt. / Credit Index
Short Term Fixed Income	Barclay's Capital 1-5 Year Govt. / Credit Index and Merrill Lynch 1-3 Year Govt./ Credit Index

UNIVERSITY GUIDEBOOK

Title of Policy:	Background Check for Potential Employees
Responsible Office/Division:	Human Resources
Approving Officer:	Chief Human Resource Officer
<i>Revision History:</i>	
Resolution number(s):	YR 2011-
EFFECTIVE DATE:	
Next Review:	2014

Policy

Youngstown State University is committed to providing a safe environment for all students, employees and visitors to our campus and associated worksites and to protecting its funds, property and other assets. Well informed hiring decisions contribute to these efforts. Effective July 1, 2011 the University will conduct background checks on persons hired for initial employment with the University. This policy will apply to all individuals (both internal and external) selected for a position with the University for full and part-time faculty, professional/administrative and classified positions. It is a condition of employment that all such individuals submit to the criminal background check procedures.

The Chief Human Resources Officer is responsible for the procedures necessary for the implementation of this policy. These procedures are available on Employment component of the Human Resources Website and are identified as Guidelines for Conducting Background Checks.

Procedures for conducting background checks for potential employees

Introduction

Applicants who considered to be finalists in a job search are required to provide a written release to authorize the criminal background investigation using a prescribed form. A State of Ohio and a federal criminal background check will be conducted for candidates who are under final consideration.

In accordance with state and federal laws, a previous criminal conviction does not automatically disqualify an applicant from consideration for employment with the University. A candidate's eligibility will depend on a variety of factors, such as, the nature of, and circumstances surrounding, any crime(s); the time elapsed since conviction and rehabilitation record; the actions and activities of the individual since the crime(s), including the individuals subsequent work history; the truthfulness and completeness of the candidate's disclosure of the conviction(s), and any other relevant information. A conviction includes any unlawful offense other than a minor traffic violation.

Guidelines for Background checks

Candidates may be excluded from consideration for employment for the following criminal convictions:

- 1) Any felony offense;
- 2) A sex offense as defined in Chapter 2907 of the Ohio Revised Code;
- 3) An offense of violence as defined in Section 2901.01(a)(9)(a) of the Ohio Revised Code;
- 4) A theft offense, as defined in Section 2913.01(K)(1) of the Ohio Revised Code;
- 5) Any offense defined in Chapter 2925 of the Ohio Revised Code that involves the illegal possession, use, sale, transfer preparation, cultivation, and manufacture of a drug of abuse, dangerous drug, controlled substance or over-the-counter drug.
- 6) Any offense that is substantially similar to the above listed offenses occurring in a jurisdiction outside of the state of Ohio, or in any municipality or other jurisdiction in Ohio.

Background checks will be used to evaluate individuals for employment and will not be used to discriminate on the basis of race, color, national origin, religion, creed, sex, disability, age, veteran's status, sexual orientation or political affiliation.

Current employees who are convicted of a criminal offense (other than a minor traffic violation) may subject to a criminal background check. Therefore, employees are required to report any conviction to their immediate supervisor within 3 calendar days of the conviction. The immediate supervisor will notify the Office of Human Resources regarding the receipt of a notification from an employee so that a determination may be made regarding the necessity to initiate a background check.

Scope and types of background checks

Criminal background checks. Criminal history and sex offender checks will be conducted for the selected candidate for all positions as noted above.

Credit History checks. A credit history will be conducted for any positions with access to, or responsibility for cash receipts, cash accounts, blank checks, checking accounts or other bank accounts. Credit checks will also be required for positions that initiate accounting/financial transactions that are not reviewed or verified by others; positions that have override authority for spending; and Deans, Directors and or Department head or above. Current employees who assume these duties during the course of their employment will be subject to a credit history checks.

Motor vehicle checks. Motor vehicle checks will be conducted on the final candidate(s) for any positions that require the individual to drive a University vehicle as a regular part of their job responsibilities.

UNIVERSITY GUIDEBOOK

Title of Policy: Search Waivers for Strategic Hiring

Responsible Division/Office: Equal Opportunity and Diversity

Approving Officer:

Revision History: June 2006; June 2011

Resolution Number(s): YR 2006-55; YR 2011-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next Review: 2014

Policy: To advance institutional strategic goals by recruiting faculty and staff members, a recommendation for employment may be made without a national search, provided a waiver of search procedures is approved by the Director of Equal Opportunity and Diversity.

Purpose: Youngstown State University recognizes the importance of faculty and staff recruiting as one mechanism to address and advance institutional strategic priorities and mission.

This policy is designed to allow the University to respond in a timely fashion to advance institutional strategic goals and to guarantee that consideration of excellence in faculty and staff recruitment is not jeopardized.

Strategic Hiring Programs provide a process for requesting a search waiver and/or single or multi-year financial support for fully qualified individuals who can make a unique contribution to the University and its strategic plan.

Criteria: The following criteria for granting waiver and funding requests will be considered:

- Qualifications of the individual being recruited, including likelihood of continued success (e.g., promotion and tenure, where applicable)
- Relevance of the hire to the university's strategic priorities
- Agreement of the hiring unit for the requested appointment
- Identification of funds to support the position over time
- Rationale for waiving the normal search requirement

Procedures: Questions about search waivers should be directed to the Director of Equal Opportunity and Diversity. Candidates for employment under the search waiver must be systematically reviewed by the hiring department or academic unit. If that unit believes the individual has appropriate credentials and has skills that are compatible with the department's needs and the mission of the department and university, the unit may recommend that individual for recruitment without a search.

When any unit inquires about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the Chair/Director of his or her unit will request a copy of the potential employee's curriculum vitae and other relevant materials. The Office of Equal Opportunity and Diversity must also be contacted for information and assistance. In consultation with the relevant divisional Vice President or the President, the Director of Equal Opportunity and Diversity is authorized to grant a waiver from the requirement for a search.

The University will provide the Board of Trustees with an annual report on hiring activity under this policy.

The recruitment of administrative and executive officers of the University is not included within the scope of this policy. See Policy 9001.01 and 9002.01, respectively, for the selection of administrative and executive officers.

Cross reference: Policy 2001.02 Equal Opportunity and Affirmative Action Recruitment and Employment.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Subject: Title of Policy: Search Waivers for Strategic Hiring

Responsible Division/Office: Equal Opportunity and Diversity

Approving Officer:

Revision History: June 2006; June 2011

Resolution Number(s): YR 2006-55; YR 2011-

Board Committee: Internal Affairs

EFFECTIVE DATE:

Next Review: 2014

Developed by: ~~Jimmy Myers~~ Authorized by: ~~Robert K. Herbert and Ronald Chordas~~

Title: ~~Director of Equal Opportunity and Diversity~~ Title: ~~Provost~~

Date: ~~April 21, 2006~~ EFFECTIVE: ~~June 23, 2006~~

Policy: To advance institutional strategic goals by recruiting faculty and staff members, a recommendation for employment may be made without a national search, provided a waiver of search procedures is approved by the Director of Equal Opportunity and Diversity.

RESOLUTION NUMBER: YR 2006-55

Purpose: Youngstown State University recognizes the importance of faculty and staff recruiting as one mechanism to address and advance institutional strategic priorities and mission.

This policy is designed to allow the University to respond in a timely fashion to advance institutional strategic goals and to guarantee that consideration of excellence in faculty and staff recruitment is not jeopardized.

Strategic Hiring Programs provide a process for requesting a search waiver and/or single or multi-year financial support for fully qualified individuals who can make a unique contribution to the University and its strategic plan.

Criteria: The following criteria for granting waiver and funding requests will be considered:

- Qualifications of the individual being recruited, including likelihood of continued success (e.g., promotion and tenure, where applicable)
- Relevance of the hire to the university's strategic priorities
- Agreement of the hiring unit for the requested appointment
- Identification of funds to support the position over time
- Rationale for waiving the normal search requirement

Procedures: Questions about search waivers should be directed to the Director of Equal Opportunity and Diversity. Candidates for employment under the search waiver must be systematically reviewed by the hiring department or academic unit. If that unit believes the individual has appropriate credentials and has skills that are compatible with the department's needs and the mission of the department and university, the unit may recommend that individual for recruitment without a search.

When any unit inquires about employment opportunities for a potential faculty or staff recruit that is within the university's strategic interest, the Chair/Director of his or her unit will request a copy of the potential employee's curriculum vitae and other relevant materials. The Office of Equal Opportunity and Diversity must also be contacted for information and assistance. In consultation with the relevant divisional Vice President or the President, the Director of Equal Opportunity and Diversity is authorized to grant a waiver from the requirement for a search.

The University will provide the Board of Trustees with an annual report on hiring activity under this policy.

The recruitment of administrative and executive officers of the University is not included within the scope of this policy. See Policy 9001.01 and 9002.01, respectively, for the selection of administrative and executive officers.

Cross reference: Policy 2001.02 Equal Opportunity and Affirmative Action Recruitment and Employment.

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2011 - MARCH 31, 2011**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS

January 2011

None.							
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February 2011

None.							
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March 2011

None.							
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PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS

January 2011

None.							
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February 2011

Ms. Susan Mark-Sracic	F/A	Replacement \$38,785	Assistant Director	Center for Student Progress	2/16/2011	\$40,510 1.0	\$1,725 increase
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March 2011

Ms. Ashley Booth	F/C	Replacement \$47,295	Manager of Athletic Ticket Operations	Intercollegiate Athletics	3/1/2011	\$40,000 1.0	\$7,295 decrease
Mr. Michael McGiffin	M/C	Replacement \$40,248	Evening Operations Manager	Kilcawley Center	3/16/2011	\$35,725 1.0	\$4,523 decrease
Mr. Mauro Monz	M/C	Replacement \$74,175	Football Coach	Intercollegiate Athletics	3/21/2011	\$50,000 1.0	\$24,175 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2011 - MARCH 31, 2011**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
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January 2011

Ms. Carla Nalbach	F/C	Replacement \$41,579	Secretary	Office of Student Diversity Programs	1/3/2011	\$32,115 1.0	\$9,464 decrease
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February 2011

None.							
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March 2011

None.							
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SEPARATIONS

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
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RETIREMENTS:

Ms. Karen Cannistra	F/C	CCS	Administrative Assistant 2	Kilcawley Center	3/31/2011	\$62,566	ERIP
Ms. Dena Crissman	F/C	CCS	Administrative Assistant 1	Economics	3/31/2011	\$52,957	ERIP
Ms. Evonne Rucker	F/B	CCS	Administrative Assistant 2	Dean-Business Administration	3/31/2011	\$58,074	ERIP
Mr. Jose Rivera	M/H	CCS	Maintenance Repair Worker 2	Facilities	3/31/2011	\$43,768	Retirement
Mr. Frederick Sole	M/C	CCS	Systems Analyst 1	Network Telecommunications	3/31/2011	\$92,747	ERIP

SEPARATIONS:

Ms. Mandi Campana	F/C	P/A	Coordinator of Fitness and Wellness Programs	Campus Recreation	3/27/2011	\$40,580	Resigned
Ms. Faye Collier	F/B	CCS	Librarian Media Technical Assist. 2	Maag Library	3/3/2011	\$44,554	Deceased

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2011 - MARCH 31, 2011**

SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
SEPARATIONS:							
Ms. Lynda Dick	F/C	CCS	Purchasing Assistant 2	Bookstore	1/6/2011	\$44,595	Resigned
Ms Kelly Fusco	F/C	CCS	Parking Facility Attendant	Parking	2/10/2011	\$37,960	Resigned
Ms. Jacqueline Griffith	F/C	CCS	Administrative Assistant 1	Peace Officer Training Academy	2/7/2011	\$47,165	Deceased
Mr. Jon Heacock	M/C	P/A	Head Football Coach	Intercollegiate Athletics	2/28/2011	\$137,225	Resigned
Mr. Phil Longo	M/C	P/A	Football Coach	Intercollegiate Athletics	2/28/2011	\$74,175	Contract not renewed
Ms. Linda Lozano	F/C	CCS	Parking Facility Attendant	Parking	2/26/2011	\$28,470	Resigned
Mr. Randall Wightman	M/C	CCS	Environmental Specialist 2	Environmental Occup. Health & Safety	1/10/2011	\$69,264	Deceased

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 17, 2011)

NAME	TITLE	YEARS OF SERVICE	STATUS
Joanne Gallagher	Coordinator Career and Counseling Services	25	Administrator Emeritus
Beth Kushner	Director Grants Accounting	27	Administrator Emeritus
Martin Manning	Associate Director Student Life	20	Administrator Emeritus <i>(posthumously)</i>
Donna Wainio	Chief Technology Officer Human Resources	31	Administrator Emeritus

Agenda Item E.4.d.
Exhibit O

**MAHONING/TRUMBULL COUNTY LOCAL GOVERNMENT
MUTUAL AID AGREEMENT FOR LAW ENFORCEMENT**

THE UNDERSIGNED local governments and law enforcement agencies (hereinafter the Agency or Agencies) in Mahoning and Trumbull Counties, Ohio, have entered this mutual aid agreement pursuant to Sections 505.431, 737.041, and 3345.041 of the Revised Code and pursuant to any other applicable local government authority including home-rule. This agreement has been executed for the purpose of providing reciprocal police services across jurisdictional lines to enhance the capabilities of law enforcement to protect citizens and property throughout Mahoning and Trumbull Counties. Each undersigned local government Agency acknowledges the adoption of and shall provide a certified copy of a resolution by the appropriate legislative authority authorizing the terms of this agreement, authorizing the provision of police services to any other Agency pursuant to the terms of Section 505.431, 737.041 and 3345.041 of the Ohio Revised Code and authorizing those police department members acting outside of their jurisdiction to exercise full police authority within the jurisdiction of any other Agency who is participating in this Agreement.

The undersigned Agencies shall provide and exchange the full array of police services to and from any of the other Agencies without limitation but generally in accord with the following guidelines.

I. COOPERATIVE ENFORCEMENT WITHOUT REQUEST

The Agencies recognize related criminal activities routinely occur across jurisdictional lines and that cooperation between Agencies can increase the effectiveness of law enforcement throughout Mahoning and Trumbull County. Any Agency may proceed without request from a cooperating Agency generally according to the following guidelines:

A. In-Progress Crime Assistance Without Request

Whenever an on-duty law enforcement officer from one jurisdiction views or otherwise has probable cause to believe a criminal offense has occurred outside the

**Agenda Item E.4.e.
Exhibit P**

officer's home jurisdiction but within the jurisdiction of a cooperating Agency, the officer may make arrests according to law and take any measures necessary to preserve the crime scene. Control of any arrested person, evidence and the crime scene shall be relinquished to the first available officer from the jurisdiction within which the crime took place. The arresting officer may immediately transport or relocate any arrested persons or evidence if the officer determines that remaining at the crime scene could endanger himself or others or threaten the preservation of any evidence.

II. INVESTIGATION OUTSIDE ORIGINAL JURISDICTION

On-duty officers from one Agency may, without request or prior notice, continue to conduct investigations that originate within their home jurisdiction into the jurisdiction of any cooperating Agency. If enforcement action is anticipated, the location and nature of the investigation will be reported to the appropriate cooperating Agency. Subsequent arrests, search warrant service or similar police actions will be coordinated with the affected Agency.

III. INDEPENDENT POLICE ACTION

The police department of any cooperating Agency may provide police protection service to any other cooperating Agency. Each cooperating Agency that is a party to this contract shall provide a certified copy of a resolution adopted by the appropriate legislative authority that authorized both the provision and receipt of such services by each cooperating Agency. Such certified copies shall be kept on file with the original of this contract in a location to be agreed upon by the Agencies.

IV. OPERATION ASSISTANCE UPON REQUEST

The Agencies recognize that special public safety incidents occasionally occur that require the services of additional law enforcement personnel. Such additional services may be provided by or to any cooperating Agency, generally according to the following guidelines:

A. Dangerous Criminal Activity

Whenever one Agency reports criminal activity and that Agency is unable to provide the immediate response necessary to prevent death, serious physical harm or substantial property loss as a result of said criminal activity, that Agency may request police assistance services of any nature from any other Agency.

B. Searches for Fugitive or Wanted Persons

When one Agency is conducting a search for a fugitive person whose presence is reasonably believed to be within the Agency jurisdiction and immediate police assistance is reasonably necessary to apprehend or prevent the escape of the fugitive or to protect the safety of persons and property from imminent danger related to said fugitive, that Agency may request police assistance services from any other Agency.

C. Traffic Control Assistance

Where an incident occurs on or near a roadway creating the imminent danger of a traffic accident, assistance from a cooperating Agency may be provided upon request of the affected jurisdiction.

V. GENERAL POLICE SERVICE

A. Any incident may form the basis for the request of police protection services from one or more cooperating Agencies to another when police assistance is reasonably necessary to protect the safety of persons and property.

B. Police services assistance including routine patrol services may be requested and supplied by cooperating Agencies for special events or other circumstances over extended periods.

VI. GENERAL TERMS AND PROCEDURES

A. A request for police services assistance will be made by the commander of the law enforcement Agency, or his designee. The designee must be of a supervisory rank, or the senior shift officer, when no supervisor is present.

B. A cooperating Agency will provide police services assistance only to the extent that the personnel and equipment are not required for the adequate protection of that Agency's jurisdiction. The commander of the law enforcement Agency, or his designee, will have the sole authority to determine the amount of personnel and

equipment, if any, available for assistance. There shall be no liability, responsibility or cause of action between or among the parties if assistance is denied, delayed, inadequate, or subsequently recalled, or if furnished assistance is not needed upon arrival.

C. Whenever the law enforcement employees of one cooperating Agency are providing police services in or to another cooperating agency pursuant to the authority contained in this agreement, other legislative authority or state law, such employees will have the same power, duties, rights and immunities as if taking action within the territory of their employing Agency, subject to the terms of this agreement.

D. Whenever the law enforcement employees of one cooperating Agency are providing police services upon request to another cooperating Agency, they will be under the lawful direction and authority of the commanding law enforcement officer of the Agency to which they are rendering assistance. Officers shall be subject to the code of ethics, policies and rules and regulations of their employing Agency at all times.

E. Police services assistance can be initiated by any on-duty officer who has probable cause to believe a crime is in progress. Such police services assistance can also be initiated by any on-duty officer who becomes aware of a traffic accident, the need for traffic control, a suspected DUI, a serious traffic violation or other circumstance requiring law enforcement intervention in another cooperating Agency jurisdiction. The officer must contact his immediate supervisor to enable that supervisor to authorize and direct actions taken by the officer.

F. An on-duty officer initiating police services assistance will notify a law enforcement officer from the affected cooperating Agency as soon as possible. The assisted cooperating Agency will relieve the officer as soon as possible when appropriate.

G. All wage and disability payments, pension, worker's compensation claims, medical expenses or other employment benefits will be the responsibility of the employing Agency, unless the requesting Agency is reimbursed for such costs from any other source. Each Agency shall be responsible for the negligence of its employees to the extent specified by law. The local law enforcement Agencies which are parties to this Agreement will not indemnify and hold harmless any Agency participating in this Agreement for any damages awarded by the Court of Claims in any civil action arising

from any action or omission of any officer of any Agency participating in this Agreement pursuant to this Agreement.

H. Each cooperating Agency shall be responsible for any costs arising from the loss of or damage to the Agency's equipment or property while providing police assistance services within any other cooperating Agency.

I. The terms of this agreement shall be in effect for four (4) years from and after the date of execution for each cooperating Agency. Any Agency may revoke its future obligations hereunder only upon sixty (60) days written notice to each of the other cooperating Agencies by registered mail.

J. Personnel of the Agency acting under this agreement outside of the Agency's jurisdiction may participate in any pension or indemnity fund established by their Agency to the same extent as if they were acting within their jurisdiction, and are entitled to all rights and benefits under ORC4123.01 to O RC4123.94 the same as if they were performing police services within their jurisdiction.

VII. LIST OF COOPERATING AGENCIES

AGENCY: _____

AUTHORIZED OFFICIAL: _____

signature/date

PRINT NAME AND TITLE: _____

Bylaws of the Board of Trustees

ARTICLE I. DEFINITIONS

As used in these Bylaws:

- A. "Board" means the Board of Trustees of Youngstown State University.
- B. "University" means Youngstown State University.
- C. "Chairperson" means the Chairperson of the Board of Trustees of Youngstown State University.
- D. "Vice Chairperson" means the Vice Chairperson of the Board of Trustees of Youngstown State University.
- E. "Trustee" means a member of the Board appointed for a term of nine years, or for the remainder of such a term, by the Governor of the State of Ohio pursuant to Ohio Revised Code Section 3356.01.
- F. "Student Trustee" means a student member of the Board appointed by the Governor of the State of Ohio pursuant to Ohio Revised Code Section 3356.01.
- G. "President" means the President of Youngstown State University.
- H. "Secretary" means the Secretary to the Board of Trustees of Youngstown State University.

ARTICLE II. MEETINGS

Section 1. Regular Meetings³

- A. The Board shall meet no less than four times each year, and at such other times as may be necessary for the best interests of the University. Meetings shall be called at such times as the Board prescribes; provided, however, that meetings will usually be held in the months of September, December, March, and June. At the time of the adjournment of each meeting, the Board shall provide, by resolution, the date, time, and place for holding the Board's next regular meeting. No less than seven (7) days prior to the date of a regular meeting, the Secretary shall provide written notice of said meeting to every member of the Board. Notices may be hand-delivered or sent via facsimile, electronic mail or by first class mail to the residence or business address of a Board member.
- B. Any Board member may waive notice of a regular meeting. Attendance of a Board member at a regular meeting shall constitute a waiver of notice of the regular meeting.

Section 2. Special Meetings

- A. Special meetings of the Board may be called by written request (the "Call") signed by the Chairperson, the President, or by three Trustees, and delivered to the Secretary. The Call for a special meeting shall specify the date, time, place, and purposes thereof, although other business than that specified in the Call may be considered at any such meeting. Upon receipt of a Call for a special meeting, and no less than seventy-two (72) hours prior to the time of commencement of the special meeting, the Secretary shall provide notice of the special meeting to every member of the Board and to the President. Notice of a special meeting shall include the date, time, place, and purposes thereof, as set forth in the Call. Notice of a special meeting may be given in oral or written form, and may be given directly to the Board member by telephone or direct conversation, or by facsimile, hand delivery, electronic or certified mail (return receipt requested) first class mail sent to the Board member's residence or place of business.

**Agenda Item E.5.a.
Exhibit Q**

- B. Any Board member may waive notice of a special meeting. Attendance of a Board member at a special meeting shall constitute a waiver of notice of the special meeting.

Section 3. Emergency Meetings

- A. In the event of an emergency wherein the best interests of the University require immediate official action by the Board, the Chairperson (or in his or her absence or disability, the Vice Chairperson) or the President (or in his or her absence, the Provost of the University) may call an emergency meeting of the Board. In such event, all reasonable effort shall be made to schedule the emergency meeting in order to permit all of the members of the Board to attend the emergency meeting. In such event, all reasonable effort shall be made to notify all of the members of the Board of the date, time, place, and nature of the emergency requiring immediate official action.

Section 4. Place of Meeting

- A. All regular and special meetings of the Board shall be held on University property, ~~unless otherwise specified by prior Board action~~. The place of all Board meetings shall be specified in the notice of the meeting.
- B. Emergency meetings of the Board shall be held on University property unless, in the judgment of the person or persons making the Call, the circumstances creating the emergency render a meeting on University property either physically impractical or infeasible.

Section 5. Quorum

- A. A majority of the Trustees, when duly convened, shall constitute a quorum for the transaction of business at any meeting of the Board. Student Trustees shall not be considered in the determination of a quorum. If less than a majority of the Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting from time to time without further notice. When, upon reconvening any such adjourned meeting, a quorum is present, any business may be transacted which might have been transacted at the meeting as originally notified.
- B. At any meeting where a quorum is present, a majority vote of those present shall be required for any official action by the Board, except as otherwise permitted by law or by these Bylaws.

Section 6. Organization of Meetings

- A. At each meeting of the Board, the Chairperson, or in the Chairperson's absence, the Vice Chairperson, or in the absence of both, a chairperson pro tempore, chosen by a majority of the Trustees present, shall preside. The Secretary, or in the Secretary's absence, any person appointed by the Chairperson, shall keep the minutes of the meeting, and otherwise perform the duties of secretary of the meeting.

Section 7. Order of Business

- A. The order of business at all regular and special meetings of the Board shall be as follows:
 - (a) Roll Call
 - (b) Proof of Notice of Meeting

- (c) Disposition of Minutes (Minutes shall be prepared and mailed to the Board as soon as practicable after each Board meeting in order that members may be prepared for discussion. Upon approval, all minutes shall be promptly recorded and open to public inspection.)
- (d) Report of the President
- (e) Report of the Committees of the Board
- (f) Communications and Memorials
- (g) Unfinished Business
- (h) New Business
- (i) Chairperson's Remarks
- (j) Election of Board Officers (as pertinent)
- (k) Time and Place of Next Regular Meeting of the Board
- (l) Adjournment

Section 8. Parliamentary Procedure

- A. Questions of parliamentary procedure shall be resolved in accordance with *Robert's Rules of Order*. The Secretary shall serve as the Board's parliamentarian.

Section 9. Procedures for Presentation of Items to be Considered

- A. Any proposed action introduced by a Board member, which would substantially affect University policy, shall be presented to the other members of the Board prior to the meeting at which the matter is to be considered by the Board. The proposed action shall be submitted in sufficient time to allow the appropriate Board committee to review such action, and to make whatever recommendations to the full Board it deems to be appropriate.
- B. The annual budget, and all other major questions of University policy recommended by the President, shall be presented to each member of the Board prior to the meeting at which the matter is to be considered by the Board. The proposed action shall be submitted in sufficient time to allow the appropriate Board committee to review such action, and to make whatever recommendations to the full Board it deems to be appropriate.
- C. Any business to be presented to the Board by other than a Board member or the President shall be submitted in writing to the Chairperson, who shall refer it to the appropriate Board committee for consideration and possible action. The Chairperson may direct that such business be placed on the agenda.

Section 10. Public Notice of Meetings

- A. Public notice of all Board meetings shall meet or exceed that required by Ohio law.
- B. Any person or news medium may ascertain the time and place of all regularly scheduled Board meetings, and the time, place, and purpose of all special Board meetings by:
 - 1. Written request mailed or delivered to the Office of the President; or
 - 2. Inquiry by telephone or in person at the Office of the President during normal business hours.
- C. Any news media representative may obtain notice of the time, place, and purpose of all special meetings of the Board by re-requesting in writing that such notices be provided and by paying an annual fee of fifteen dollars (\$15) to compensate the University for the special services required of it in providing such notice. Such notices will be

furnished to one named representative of any particular publication or radio or television station. All requests for such notification shall be addressed to the Secretary of the Board of Trustees of Youngstown State University. Each such request shall provide the name of the individual media representative to be contacted, his or her mailing address, his or her telephone facsimile number (if available), and not to exceed two telephone numbers at which such representative may be reached.

1. The Secretary shall maintain a list of all news media representatives who have requested notice of special meetings pursuant to this Paragraph C, and who have paid the service charge described above. In the event of a special meeting (which is not of an emergency nature), the Secretary shall notify each media representative on said list of such meeting by doing at least one of the following:
 - a. Mailing written notice to the representative at his or her given mailing address, which written notice must be deposited in United States first class mail no later than three calendar days prior to the day of the special meeting;
 - b. Calling the representative by telephone no later than twenty-four (24) hours prior to the special meeting. Such telephone notice shall be deemed complete if a message has been left for the representative at either of his or her given telephone numbers, or if, after reasonable effort, the Secretary has been unable to provide such telephone notice;
 - c. Sending notice addressed to the representative via telephone facsimile to the facsimile number provided by the representative;
 - d. Sending notice addressed to the representative via electronic mail to the electronic mail address provided by the representative;
 - e. Informing such representative personally no later than twenty-four (24) hours prior to the special meeting.
2. In the event of an emergency requiring immediate official action, the individual or individuals calling the meeting shall direct the Secretary to notify immediately those news media representatives appearing on the list described in the preceding paragraphs of the time, place, and purpose of the meeting.
3. In furnishing the notices required by this Section 10, the Secretary may rely upon the assistance provided by the President (or the President's designee), and any such notice shall be deemed complete if given in the manner provided in this Section 10.
4. The Secretary shall maintain a list of the names, addresses, electronic mail addresses, telephone numbers, telephone facsimile numbers, and business affiliation, if given, of all persons who have provided written request of all regular and special Board meetings, and of all news media representatives who have qualified for notices of special and emergency meetings.

ARTICLE III. OFFICERS AND ORGANIZATIONS

Section 1. Powers of the Board

- A. The Board shall have the power, not inconsistent with law or these Bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the University. No individual Trustee, Student Trustee or

committee of the Board shall have authority to commit or bind the Board or the University to any policy, action, or agreement unless specifically authorized by action of the Board.

Section 2. Officers of the Board

- A. The officers of the Board shall be the Chairperson, the Vice Chairperson, and the Secretary. The Board may appoint such other officers or employees as the interests of the University require. Such officers and employees shall have such authorities, and shall perform such duties, as may be prescribed by the Board.

Section 3. Qualifications, Election, and Term of Office

- A. The Chairperson and Vice Chairperson shall be Trustees. The qualifications of all other officers shall be determined by the Board. The officers of the Board shall be annually elected by the Trustees at the Board's last regular meeting of the University's fiscal year. Newly elected officers shall take office immediately following adjournment of the meeting at which they are elected, and shall hold their offices until their successors are elected.

Section 4. Chairperson

- A. The Chairperson, when present, shall preside at all meetings of the Board, and perform generally all duties incident to the ~~Office-office~~ of the Chairperson, and such other duties as may be assigned to the Chairperson by the Board. Unless contrary to Board policy or these Bylaws, the Chairperson may assign any of the Chairperson's duties to another Trustee.

Section 5. Vice Chairperson

- A. In the event of a temporary vacancy in the ~~Office-office~~ of the Chairperson, or at the request of the Chairperson, or in the event of temporary absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties of the Chairperson and, while so acting, shall have all the power and authority of, and be subject to the restrictions upon, the Chairperson.

Section 6. Secretary

- A. The Secretary shall prepare and maintain, in the Office of the President, minutes of all meetings and proceedings of the Board in one or more books provided for that purpose. The Secretary shall give notice of all meetings of the Board, when required by the provisions of Article II, Sections 1, 2, 3, and 10 (C) of these Bylaws. The Secretary shall serve as the Board's parliamentarian. At the last regular meeting of the University's fiscal year, the Secretary shall submit a written report of Board member attendance at Board and committee meetings for the preceding year. The Secretary shall perform such other duties as from time to time may be assigned to the Secretary by the Board or the Chairperson.

Section 7. Attorney General

- A. The Attorney General of the State of Ohio shall be the legal advisor to, and represent, the University and/or the Board in all matters civil or criminal involving the University or the Board.

Section 8. Removal of Board Officers

- A. Any officer of the Board may be removed as such officer at any time, either with or without cause, by resolution adopted by not less than six (6) Trustees at any regular meeting of the Board. Any officer may be removed as such officer, either with or without cause, by resolution adopted by not less than six (6) Trustees at any special meeting of the Board, provided that such removal action was indicated on the notices of such special meeting.

Section 9. Board Committees

- A. 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.

- B. Standing Committees³ – The Board's standing committees, and their respective duties and areas of responsibility, shall be as follows:

1. ~~Academic and Student Affairs~~ Academic Quality and Student Success Committee

- a. To consider those matters which warrant Board attention or require Board action relating to:

- academic policies which provide for and govern faculty teaching, research, and service;
- establishment of new academic programs, changes in or deletions of existing academic programs, and the issuing of certificates or the granting of degrees;
- policies which provide for and govern student recruitment, admission, financial aid, retention, and graduation, including but not limited to, diversity issues, enrollment management, and general education requirements;
- policies which provide for and govern student housing and student life; and

~~+~~ institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the ~~Academic and Student Affairs~~ Academic Quality and Student Success Committee.

- b. To assist the Board in the exercise of its oversight responsibilities relating to those academic and administrative departments within the purview of the ~~Academic and Student Affairs~~ Quality and Student Success Committee.
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.

2. ~~External Relations~~ Institutional Engagement Committee

- a. To consider those matters which warrant Board attention or require Board action relating to:

- policies which provide for and govern the external relationships established by or required of the University, excluding matters assigned to other of the Board's standing committees;

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- policies which provide for and govern University fundraising, including but not limited to, institutional advancement through the [YSU Foundation](#), the [YSU Research Foundation](#), the annual fund, capital campaigns, special projects and solicitations;
 - policies which provide for and govern continuing University relations with its graduates, including but not limited to, alumni associational activity;
 - policies which provide for and govern University operations directed toward effective public relations, marketing, and the enhancement of community goodwill;
 - policies which provide for and govern University public service in, and partnerships with, the larger community, or segments thereof, including but not limited to, those relationships which are contractual; policies which provide for and govern University intergovernmental relationships, including but not limited to, those with the City of Youngstown, Mahoning County, as well as with agencies and departments of state and federal governments; and
 - institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the [External Relations/Institutional Engagement](#) Committee.
- b. To assist the Board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the [External Relations/Institutional Engagement](#) Committee.
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.

3. **Finance and Facilities Committee**

- a. To consider those matters which warrant Board attention or require Board action relating to:
- financial and budgetary policies, including but not limited to, the annual operating budget, and the capital improvement budget;
 - policies governing investments and debt instruments issued by the University;
 - the financial and budgetary impact of major agreements, contracts, programs, plans or initiatives to be recommended to the Board by any standing, ad hoc, or special committee, including but not limited to, recommendations regarding University personnel, insurance, and donations;
 - the acquisition of real property by purchase, gift, or eminent domain; the disposition of real property; the acquisition or disposition of significant property broadly classified as technology;
 - major projects, including but not limited to, the construction, demolition, or remodeling of facilities, and, as appropriate, the selection of architects and engineers; and
 - institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the Finance and Facilities Committee.

- b. To assist the Board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the Finance and Facilities Committee, including but not limited to, the conduct, and scrutiny of the auditor's work product, of the annual audit, as well as any special audits, undertaken by (i) the University's internal auditor, (ii) external auditors, and (iii) state auditor. Auditor's work product includes findings, management letters, and all other relevant documentation.
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.
- d. The Finance and Facilities Committee will include the following two permanent subcommittees:

(1) **Audit Subcommittee**

- (a) The Audit Subcommittee, chaired by the Chairperson of the Finance and Facilities Committee, will be composed of three additional Trustees who will be appointed annually by the Chairperson of the ~~Finance and Facilities Committee~~Board. No subcommittee member so appointed may concurrently serve on the Investment Subcommittee. The Chairperson of the Board and the President will be non-voting *ex-officio* members of the subcommittee. As appropriate, when receiving and considering certain audit reports, the President may be excused from the subcommittee proceedings.
- (b) The Audit Subcommittee will meet at least once annually and perform those duties as assigned by the Finance and Facilities Committee relative to subsection B.3. at paragraph b. The subcommittee will report its findings and recommendations to the Finance and Facilities Committee.

(2) **Investment Subcommittee**

- (a) The Investment Subcommittee, chaired by the Vice Chairperson of the Finance and Facilities Committee, will be composed of three additional Trustees who will be appointed annually by the Chairperson of the ~~Finance and Facilities Committee~~Board. No subcommittee member so appointed may concurrently serve on the Audit Subcommittee. The Chairperson of the Board and the President will be non-voting *ex-officio* members of the subcommittee.
- (b) The Investment Subcommittee will meet at least once quarterly and perform those duties assigned under applicable state law, and by the Finance and Facilities Committee relative to subsection B.3. at paragraph a, bullet three. The subcommittee will report its findings and recommendations to the Finance and Facilities Committee and to the Board.

4. **~~Internal-University~~ Affairs Committee**

- a. To consider those matters which warrant Board attention or require Board action relating to:
 - policies which provide for and govern the internal administrative operations of the University, excluding matters assigned to other of the Board's standing committees;

- policies which provide for and govern University employment where collective bargaining agreements apply, including but not limited to, oversight of the collective bargaining process and review of negotiated agreements;
 - policies which provide for and govern University employment exempt from collective bargaining agreements, including but not limited to, oversight of contractual arrangements with exempt personnel;
 - policies which provide for equal opportunity standards and govern equal opportunity practices in University employment and operations, including but not limited to, implementation of affirmative action initiatives;
 - policies which provide for and govern the University's participation in intercollegiate athletics, including but not limited to, issues of diversity and gender equity;
 - policies which provide for the acquisition, development, access, and use of electronic technology; and
 - institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the [Internal-University Affairs Committee](#).
- b. To assist the Board in the exercise of its oversight responsibilities relating to those administrative departments within the purview of the [Internal-University Affairs Committee](#).
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.
- d. [The University Affairs Committee will include the following two permanent subcommittees:](#)

(1) Collective Bargaining and Negotiations Subcommittee

- (a) [The Collective Bargaining and Negotiations Subcommittee, chaired by the Chairperson of the University Affairs Committee, will be composed of three additional Trustees who will be appointed annually by the Chairperson of the Board. The Chairperson of the Board and the President will be non-voting *ex-officio* members of the subcommittee.](#)
- (b) [The Collective Bargaining and Negotiations Subcommittee will meet as needed and perform those duties as assigned by the University Affairs Committee relating to collective bargaining and labor negotiations with unions representing University employees.](#)

(2) Intercollegiate Athletics Subcommittee

- (a) [The Intercollegiate Athletics Subcommittee, chaired by the Vice Chairperson of the University Affairs Committee, will be composed of three additional Trustees who will be appointed annually by the Chairperson of the Board. The Chairperson of the Board and the President will be non-voting *ex-officio* members of the subcommittee.](#)
- (b) [The Intercollegiate Athletics Subcommittee will meet as needed and perform those duties assigned by the University Affairs Committee. The subcommittee will report its findings and recommendations to the Committee and to the Board.](#)

C. **Special Committees** – The Board’s special committees, and their respective duties and areas of responsibility, shall be as follows:

1. **Executive Committee**

a. The membership of the Executive Committee shall consist of the Chairperson (presiding), the Vice Chairperson, and the chairpersons of each Board standing committee: Academic and Student Affairs, External Relations, Finance and Facilities, and Internal Affairs. The President of the University shall be a non-voting *ex-officio* member of the Executive Committee. The Executive Committee will meet on an “as needed” basis to:

- consider matters not within the assigned purview of any Board standing, ad hoc, or special committee; the Executive Committee will report on such matters, as appropriate, to the Board for its attention or action;
- make special assignments of particular matters, not clearly within the purview of any Board committee, to one of the Board’s standing, ad hoc, or special committees; the designated committee will be instructed to report either to the Executive Committee or to the Board;
- resolve jurisdictional ambiguities between or among the Board’s standing, ad hoc, or special committees;
- consider, in its entirety, any institutional mission statement, strategic or master plans, with recommendation to the Board, as appropriate, for its attention or action;
- consider matters of presidential assessment and compensation, with recommendation to the Board, as appropriate, for its attention or action; for purposes of this consideration, the President ~~of the University~~ may be excused from the committee’s proceedings; and
- consider matters relative to the employment, assessment and compensation of the Secretary, with recommendation to the Board, as appropriate, for its attention or action; for purposes of this consideration, the Secretary may be excused from the committee’s proceedings; and
- consider other matters as appropriate to an Executive Committee, or as assigned by the Board.

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2. **Trusteeship Committee**

a. The Trusteeship Committee shall be chaired by the Chairperson, except as otherwise provided herein, and will meet on an “as needed” basis to:

- consider proposed changes in the Bylaws of the Board, with recommendation to the Board, as appropriate, for its attention or action;
- consider proposed changes in Board and committee procedures, in full or in part, not stipulated in the Bylaws, including but not limited to, scheduling, administrative staff participation or assistance, etc., with recommendation to the Board, as appropriate, for its attention or action;

- develop and schedule Board retreats, workshops, seminars, orientation programs, and other special events, with recommendation to the Board, as appropriate, for its attention or action;
- provide for periodic Board self-evaluation and assessment;
- recommend to the Board nominees for its annual election of officers; such nominations to be presented to the Board at its regularly scheduled quarterly meeting preceding its last regularly scheduled quarterly meeting of the University's fiscal year, at which time said election shall take place. When the Trusteeship Committee is engaged in the making of nominations, it shall be chaired by the Trustee whose term is expiring and is therefore not eligible to serve as an officer. When the Trusteeship Committee is engaged in the making of nominations, the President of the University shall be excused from the committee's proceedings; and
- annually survey the trustees, prior to nomination of officers, regarding their interest, willingness and qualifications to serve as Board officers in the forthcoming term. The Secretary, in consultation with the Chairperson, shall conduct the survey and submit a report to the trustee designated as committee chair for the purpose of nomination of Board officers. That trustee shall also be responsible for the development of a nomination process.
- consider other matters as appropriate to a Trusteeship Committee, or as assigned by the Executive Committee or the Board.

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D. **Ad Hoc Committees** - The Chairperson may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the University; however, an ad hoc committee shall not be appointed to consider matters which lie entirely within the purview of a standing or special committee. The Chairperson shall determine the membership of the ad hoc committee and when the work of the ad hoc committee is completed.

E. **Committee Chairperson and Vice Chairperson**⁴ - The Chairperson shall appoint the chairperson and vice chairperson of each standing committee, and members of such committees that are not otherwise composed of all of the trustees or as otherwise set forth herein, subject to the approval of the Board. Committee chairpersons and vice chairpersons shall be Trustees. The Chairperson will not be a chairperson or vice chairperson of a standing committee.

F. **Quorum and Conduct**⁵ of Committee Meetings

1. Six (6) members of a standing committee (including the President and Student Trustees) shall constitute a quorum, unless otherwise provided. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee meeting in order for the committee to conduct business: (a) the Chairperson, (b) the Vice Chairperson, (c) the committee chairperson, or (d) the committee vice chairperson.
2. A majority of the members of a special or ad hoc committee, including the President and any Student Trustees, shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.
3. The Board and University administration will mutually develop committee agendas, with the Chairperson having authority to approve all final agendas.

- G. **Rules** - Each committee may adopt rules for its own government not inconsistent with these Bylaws or any rule adopted by the Board.

Section 10. Student Trustees

- A. Ohio Revised Code Section 3356.01 provides for appointments of two students to the Board but provides that Student Trustees shall have no voting power on the Board, that Student Trustees shall not be considered as members of the Board in determination of a quorum, and that Student Trustees shall not be entitled to attend Executive Sessions of the Board.

Section 11. Permanent Vacancies

- A. In the event of a permanent vacancy in the Office of the Chairperson or Vice Chairperson, the remaining Trustees may elect a successor to fill such permanent vacancy. What constitutes a "permanent vacancy" shall be determined by the Board.

**ARTICLE IV.
ADMINISTRATION OF THE UNIVERSITY**

Section 1. President of the University, Faculty, and Staff

- A. The Board shall employ the President of the University, and shall employ, fix the compensation of, and remove employees as may be necessary. The Board shall do all things necessary for the proper maintenance and successful continuous operation of the University, and may act under such policies and bylaws as it may approve.

Section 2. Other Personnel

- A. The employment, classification, wage scales, and dismissal of all personnel, not otherwise under contract to the Board of Trustees, shall follow the policies established by the Board and the laws of the State of Ohio.

Section 3. Reports to the Board

- A. **Budget** - At the meeting next preceding the Board's last regular meeting of the University's fiscal year, the President shall present to the Board the draft budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the University's major areas of expenditure in accordance with general account classifications of the State of Ohio, and shall be accompanied by a review describing the major changes. As may be necessary, the budget may be revised from time to time by the Board. After approval by the Board, the budget shall govern financial transactions. The President shall establish procedures for the expenditure of all budgeted funds in accordance with the regulations of the Board. In administering the budget, the President may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures. Whenever income fails to meet budgeted income, the President shall direct reductions in budgeted expenditure of a corresponding amount.
- B. **Revisions of Fees and Other Charges** - From time to time, but no less than annually, the President shall recommend to the Board for its approval a continuation or revision of the instructional fees, tuition, general fees, and other uniform charges which the President may deem appropriate.

C. **Service Charges** - The President may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the President.

D. **Purchase of Insurance**

1. The President shall cause to have prepared and submitted to the Board, at or before its first regular meeting after January 1 of each year, a report that tabulates all insurance policies in force, including coverage, current premiums and premiums paid during the previous two years, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, officers and directors' liability, medical and hospitalization contracts, or any other policy for the protection of Youngstown State University's personnel and property.

2. All insurance shall be purchased through the President or his or her designee.

E. **Inventory of Real Property** - At the close of each fiscal year, the President shall cause to be prepared and submitted to the Board, at or before its first regular meeting after September 1 of each year, an inventory of all real property managed, owned, leased, rented, or under option to the University. This report shall include acreage held, an estimate of land and building values, a general statement on the condition of the physical plant, and such other details as may be directed by the Board or the President.

F. **Annual Financial Report** - At the end of each fiscal year, the President shall cause to be prepared and submitted to the Board, at its first regular meeting after the audit of the University has been released by the Auditor of State, a comprehensive Financial Report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.

Section 4. Purchasing Practice

A. All purchases by the University shall be made in accordance with the policies of the Board and the laws of the State of Ohio.

**ARTICLE V.
UNIVERSITY ORGANIZATION**

Section 1. Auxiliary Agencies

A. As recommended by the President and approved by the Board, certain University operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The President shall cause to be prepared and submitted to the Board, at or before its first regular meeting after September 1 of each year, an annual report including an itemization of income and expenditures and a résumé of the operation for the year.

B. Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other University purposes as directed by the President with the approval of the Finance and Facilities Committee.

C. The rental policies of the University as approved by the Board also apply to all auxiliary activity facilities.

**ARTICLE VI.
INSTRUCTION AND DEGREES**

Section 1. Degrees and Certificates

- A. Degrees, titles, and certificates shall be awarded by the Board upon recommendation of the University faculty and transmitted to the Board by the President. All diplomas issued to those receiving degrees and titles from the University shall be signed by the Chairperson, the President, and the Secretary. Facsimile signatures may be used.

**ARTICLE VII.
MISCELLANEOUS**

Section 1. Appearances Before Governmental Offices

- A. Subject to specific control by the Board, the preparation and presentation of requests for appropriations from the State of Ohio, and all appearances, communications, and representations made on behalf of the University with all federal, state, and local government offices, boards, and agencies, shall be under the direction of the President. Unauthorized appearances, communications, and representations before federal, state, and local government offices, boards, and agencies are hereby prohibited.

Section 2. Use of University Facilities

- A. The use of University facilities shall be governed by such rules and regulations as may be promulgated by the President.

**ARTICLE VIII.
BYLAWS, RULES, AND POLICIES
Promulgation, Amendment, and Repeal**

Section 1. Statement of Purpose

- A. These Bylaws, including additions or amendments, outline the major administrative and governing functions of the Board. Detailed rules, policies, and ordinances for the operation of the University may be enacted or amended by action of the Board or may be promulgated by the President, provided such shall not conflict with policies or bylaws of the Board.

Section 2. Rules and Policies: Promulgation, Amendment, and Repeal

- A. Detailed rules and policies for the organization, administration, and operation of the University may be promulgated, amended, and repealed by the Board, in consideration of recommendations of the President.

Section 3. Amendments to Bylaws

- A. These Bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by affirmative vote of not less than six Trustees at any regular meeting or special meeting of the Board. Any proposed alteration, amendment, repeal, or adoption of all or any part of the Bylaws shall first be announced at a meeting of the Board (regular or special). Action on the proposal may not be taken until the next meeting of the Board (regular or special).
- B. These Amendments to the Bylaws shall be effective upon adoption by an affirmative vote of not less than six (6) members of the Board.

c. All such requests shall state the subject of the matter to be addressed to Board, the identity or identities of the person(s) who will speak to the subject matter before the Board, the relationship(s) of such person(s) to the University and the matter being brought to the attention of the Board, the postal and electronic mail addresses and daytime telephone number of the person(s) requesting permission to address the Board.

d. As the standing committees of the Board are composed of all of the Board's trustees, the Board Chairperson may, in his or her discretion, refer any request to request to address the Board to such committee of the Board as the Chairperson deems appropriate.

e. Any presentation to the Board or a committee thereof contemplated under this procedure shall not be longer than five (5) minutes in total length. The Board Chairperson and/or the Chair of the Board committee before which such presentation is to be delivered may at any time, in his or her discretion, increase or decrease the number of persons addressing the Board or committee, and/or lengthen, shorten or cancel the time permitted for any address or presentation.

f. The format and substance of any address or presentation to the Board or its committees shall at all times remain within the bounds of relevance, civility and decorum as shall be determined in the sole discretion of the chairperson of the body before which the matter is addressed or presented. The chairperson of that body shall at all times possess the authority to lengthen, shorten or cancel, without notice or action of the body, the time allotted to any address or presentation.

g. No request to address the Board or any of its committees shall knowingly be permitted or permitted to proceed if the substance or purpose of such address is or may be a subject of litigation, collective bargaining, employment relations involving the University, its employees, and/or students; or any other matter which is not properly within the public interest or the interest of the University.

4. On or shortly after July 1 of each year, the newly elected Chairperson of the Board of Trustees will survey the trustees to determine the two best monthly days and times on which committee meetings might be held on a short notice basis. After reviewing the survey, the Board Chairperson will inform the committee chairpersons of the two best monthly days and times for short notice meetings. The committee chairpersons shall consider such dates and times when calling meetings on a short notice basis. Nothing in this policy shall diminish the discretion and authority of the Board's committee chairpersons to call meetings at such dates and times as the committee chairperson may deem appropriate.

5. It is in the best interests of the Board of Trustees and the University that the standing committee vice chairpersons be involved in all aspects of committee work and governance. To that end, it is advisable that the standing committee chairpersons seek to mentor and include the vice committee chairpersons and to include the vice chairpersons in the development of the committee's agendas.

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CERTIFICATE

I certify that these Bylaws were adopted by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on March 10, 1995, amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a special meeting held on July 26, 1999, further

Comment [FSB2]: The Certificate, footnotes, notes and comments will need to be conformed to any amended Bylaws.

amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 15, 2001, further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on March 18, 2005, ~~and~~ further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 23, 2006, and further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 17, 2011.

Chapter 3356. YOUNGSTOWN STATE UNIVERSITY 3356.01. Appointment of trustees - term

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(A) There is hereby created Youngstown state university. The government of Youngstown state university is vested in a board of eleven trustees, who shall be appointed by the governor, with the advice and consent of the senate. Two of the trustees shall be students at Youngstown state university, and their selection and terms shall be in accordance with division (B) of this section. Except for the terms of student members, terms of office shall be for nine years, commencing on the second day of May and ending on the first day of May. Each trustee shall hold office from the date of appointment until the end of the term for which the trustee was appointed. Any trustee appointed to fill a vacancy occurring prior to the expiration of the term for which the trustee's predecessor was appointed shall hold office for the remainder of such term. Any trustee shall continue in office subsequent to the expiration date of the trustee's term until the trustee's successor takes office, or until a period of sixty days has elapsed, whichever occurs first. No person who has served a full nine-year term or more than six years of such a term shall be eligible to reappointment until a period of four years has elapsed since the last day of the term for which the person previously served. The trustees shall receive no compensation for their services but shall be paid their reasonable necessary expenses while engaged in the discharge of their duties. A majority of the board constitutes a quorum.

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(B) The student members of the board of trustees of Youngstown state university have no voting power on the board. Student members shall not be considered as members of the board in determining whether a quorum is present. Student members shall not be entitled to attend executive sessions of the board. The student members of the board shall be appointed by the governor, with the advice and consent of the senate, from a group of five candidates selected pursuant to a procedure adopted by the university's student governments and approved by the university's board of trustees. The initial term of office of one of the student members shall commence on May 2, 1988 and shall expire on May 1, 1989, and the initial term of office of the other student member shall commence on May 2, 1988 and expire on May 1, 1990. Thereafter, terms of office of student members shall be for two years, each term ending on the same day of the same month of the year as the term it succeeds. In the event that a student member cannot fulfill a two-year term, a replacement shall be selected to fill the unexpired term in the same manner used to make the original selection.

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History. Effective Date: 07-26-1988; 03-31-2005

§ 3356.02. Election and appointment of officers of board - bond of treasurer

The board of trustees of Youngstown state university shall annually elect from their members a chairperson and a vice-chairperson; and they may also appoint a secretary of the board, a treasurer, and such other officers of the university as the interest of the university requires, who may be members of the board. The treasurer, before entering upon the discharge of official duties, shall give bond to the state or be insured for faithful performance of the treasurer's duties and the proper accounting for all moneys coming into the treasurer's care. The amount of said bond or insurance shall be determined by the board, but shall not be for a sum less than the estimated amount which may come into the treasurer's control at any time, less any reasonable deductible.

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History. Effective Date: 08-15-1967; 2008 H B562 09-22-2008

§ 3356.03. Powers and duties of board of trustees

The board of trustees of Youngstown state university shall employ, fix the compensation of, and remove the president and such number of professors, teachers, and other employees as may be deemed necessary. The board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the university. The board may accept donations of lands and moneys for the purpose of such university.

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History. Effective Date: 08.15.1967

§ 3356.04. Board of trustees to receive and hold property or funds

The board of trustees of Youngstown state university may receive and hold in trust, for the use and benefit of the university, any grant or devise of land, and any donation or bequest of money or other personal property, to be applied to the general or special use of the university, unless otherwise directed in the donation or bequest. The board of trustees of Youngstown state university may make and enter into all contracts and agreements necessary or incidental to the operation of such university.

History. Effective Date: 08-15-1967

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§ 3356.05. General assembly to support university - other sources

The general assembly shall support Youngstown state university by such sums and in such manner as it may provide, but support may also come from other sources.

History. Effective Date: 08-15-1967

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§ 3356.10. (Repealed) Conveyance of certain parcels

History. Effective Date: 01-10-2006, Repealed effective 01-10-2011

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