

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

Tod Hall  
Wednesday, December 18, 2013

Pursuant to notice duly given, a regular meeting (the three hundred twenty-second) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Wednesday, December 18, 2013, in the Board Room in Tod Hall.

Ten trustees were present at the meeting, to-wit: Dr. Sudershan K. Garg, chairperson of the board, who presided, Dr. John R. Jakubek, Mr. Harry Meshel, Mrs. Carole S. Weimer, Mr. Leonard D. Schiavone, Mr. David C. Deibel, Mr. James B. Greene, Mr. James E. Roberts, Ms. Melissa M. Wasser and Mr. Eric A. Shehadi. Ms. Delores E. Crawford was absent.

Also present were: Dr. Randy J. Dunn, President of the university; Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs; Mr. Eugene P. Grilli, Vice President for Finance and Administration; Mr. John Fahey, Vice President for Student Affairs; Mr. R. Scott Evans, Vice President for University Advancement; Ms. Holly A. Jacobs, University General Counsel and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 20 persons, including deans, members of the faculty, students, administrators, and members of the news media.

ITEM I – PROOF OF NOTICE OF MEETING.

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

ITEM II – DISPOSITION OF MINUTES FOR MEETINGS HELD SEPTEMBER 25, 2013 AND OCTOBER 9, 2013

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held September 25, 2013 (#320) and special meeting held October 9, 2013 (#321) to each trustee, the student trustees and the president. There being no additions, corrections, or revisions thereto, the minutes of the said meetings were approved as provided.

ITEM III – REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Dunn provided a report on people, programs and policies related to the university. Dr. Dunn reported that former YSU President Neil D. Humphrey had made gifts to the Veterans Center campaign in honor of Mr. Harry Meshel and Mr. Carl Nunziato. Dr. Dunn introduced Mr. Gary D. Swegan, recently-appointed Associate Vice President for Enrollment Planning

and Management. Dr. Dunn reported that the YSU women cross country team had captured the Horizon League championship and that the team's coach, Brian Gorby, had been named Coach of the Year. Dr. Dunn reported that more than 600 students received degrees at the fall commencement exercise, which honored Mr. Simeon Booker.

Dr. Dunn stated that the YSU Police Department hosted a tabletop exercise with the Cleveland office of the Federal Bureau of Investigation. Dr. Dunn provided a brief status overview of Ohio capital funding process and noted that he was optimistic that upcoming capital funding would at least maintain, and perhaps modestly exceed, the last round.

#### ITEM IV – REPORTS OF THE COMMITTEES OF THE BOARD.

The chairperson stated that in the absence of objection, the resolutions recommended for adoption by the committees of the board would be approved by unanimous consent. The board considered the following committee reports and recommendations:

1. Academic Quality and Student Success Committee

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

Resolution to Authorize  
Conferral of Honorary Degree - Mr. Simeon Booker

**YR 2014-23**

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

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Resolution to Support  
Letter of Intent to Develop a  
Bachelor of Respiratory Care Degree Completion Program

**YR 2014-24**

WHEREAS, the Health Professions Program at Youngstown State University intends to develop a Bachelor of Respiratory Care degree completion program; and

WHEREAS, this online degree program is intended to be offered to licensed, practicing respiratory therapists who currently hold two-year degrees; and

WHEREAS, according to the 2012 Report from the Commission on Accreditation for Respiratory Care (CoARC), Youngstown State University is one of only 49 accredited baccalaureate-level respiratory care programs in the U.S.; and

WHEREAS, the vast majority of respiratory care education programs (n=382) provide graduates only at the associate-degree level; and

WHEREAS, this request is to provide an opportunity for graduates of associate-degree level respiratory care programs in Ohio and across the nation to obtain their Bachelor of Science in Respiratory Care (BSRC) degree through YSU's proposed completion program via online delivery; and

WHEREAS, this request is also consistent with the mission of the Bitonte College of Health and Human Services to *extend the frontiers of knowledge through research, public service, and instruction that addresses community, regional, and national and international needs*; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby support the Letter of Intent to the Ohio Board of Regents for the Health Professions Program to develop a Bachelor of Respiratory Care degree completion program.

2. Institutional Engagement Committee.

Mr. Evans provided a staff report on advancement division's work to build awareness, build relationships and build resources for Youngstown State University. Mr. Evans provided updates on activities underway in the four departments of the division: WYSU-FM, Alumni & Events, Marketing Communications and Development and introduced the directors of those departments in the audience. Upon conclusion of Mr. Evans' report, the chairperson noted that the Institutional Engagement 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 2014-25**

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

WHEREAS, the President has reported that the gifts as listed in Exhibit A 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 a report on the 2020 Strategic Plan's Accountability and Sustainability cornerstone. A copy of Mr. Grilli's presentation is attached to these minutes. The chairperson noted that the Finance and Facilities Committee was recommending five resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following two resolutions adopted by general consent:

Resolution to Modify  
Selection of Design Professionals for University Capital Projects Policy, 4007.01

**YR 2014-26**

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 Selection of Architects/Engineers for University Capital Projects, policy number 4007.01 of the *University Guidebook*, to be retitled as Selection of Design Professionals for University Capital Projects, shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Approve  
An Increase in the College Fee for the College of Sciences,  
Technology, Engineering and Mathematics (STEM), Effective Spring Semester 2014

**YR 2014-27**

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, the STEM College fee represents a fee unique for students with an academic standing of junior and above who are enrolled in the College; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the STEM College fee rate of \$25.00 per semester credit hour, effective Spring semester 2014.

As objection was raised to their adoption by unanimous consent, the following two resolutions recommended for adoption were voted upon by roll call.

Resolution to Approve  
A New Technology and Laboratory Materials Fee Level, Effective Fall Semester 2014

**YR 2014-28**

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, Technology and Laboratory Materials Fees are assessed for certain courses to recognize the differential costs of academic coursework; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve a new Technology & Laboratory Materials Fee level of \$100.00 per course, effective Fall semester 2014.

At the request of the chairperson the secretary to the board conducted a roll call vote of the trustees on the adoption of the resolution, the results of which are as follows (YES being a vote in favor of adoption of the resolution, NO being a vote opposed to its adoption):

Dr. Jakubek	YES	Dr. Garg	YES
Mr. Meshel	NO	Mrs. Weimer	YES
Mr. Schiavone	YES	Mr. Deibel	YES
Mr. Greene	YES	Mr. Roberts	YES

The vote being 7 trustees in favor of adopting the resolution and 1 trustee opposed, the chairperson declared the resolution adopted by the board of trustees.

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Resolution to Approve  
Room Rental Rates at the University Courtyard Apartment, Effective Fall Semester 2014

**YR 2014-29**

WHEREAS, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

WHEREAS, the University Courtyard Apartments were acquired by the University in 2011; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in Exhibit C, effective Fall semester 2014.

At the request of the chairperson the secretary to the board conducted a roll call vote of the trustees on the adoption of the resolution, the results of which are as follows (YES being a vote in favor of adoption of the resolution, NO being a vote opposed to its adoption):

Dr. Jakubek	YES	Dr. Garg	YES
Mr. Meshel	NO	Mrs. Weimer	YES
Mr. Schiavone	YES	Mr. Deibel	YES
Mr. Greene	YES	Mr. Roberts	YES

The vote being 7 trustees in favor of adopting the resolution and 1 trustee opposed, the chairperson declared the resolution adopted by the board of trustees.

There being no objection thereto, the chairperson declared the following resolution adopted by general consent:

Resolution to Approve Interfund Transfers

**YR 2014-30**

WHEREAS, Policy Number 3010.01, Budget Transfers, of the *University Guidebook*, requires Board of Trustees approval for interfund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project and for capital improvements or construction projects of \$500,000 or more;

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 D.

Mr. Schiavone reported that the Audit Subcommittee met earlier in the month and received reports from the Crowe Horwath accounting firm, the university's external auditor and from the Packer Thomas firm, the university's internal auditor. Mr. Schiavone reported that the external auditor's examination of the university's FY 2013 Financial Statements resulted an unqualified "clean" audit opinion.

Mrs. Weimer reported that the Investment Subcommittee also met earlier in the month and received reports the university's investment advisors regarding the university's endowment and non-endowment investments. Mrs. Weimer stated that the subcommittee approved an

asset allocation adjustment to the non-endowment investment portfolio slightly increasing the portfolio's investment allocation to equities.

4. University Affairs Committee.

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

Resolution to Modify  
Outside Consulting Services - Faculty Policy, 7004.01

**YR 2014-31**

WHEREAS, the Institutional Policies are being reviewed and updated 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 Consulting Services, policy number 7004.01 of the *University Guidebook*, to be retitled as Outside Consulting Services – Faculty, shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Outside Consulting Services – Exempt  
Professional/Administrative Staff, Including Deans and Chairs Policy, 7015.08

**YR 2014-32**

WHEREAS, the Institutional Policies are being reviewed and updated 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 Fringe Benefits – Provision for Consulting Services of Exempt Professional/Administrative Staff, policy number 7015.08 of the *University Guidebook*, to be retitled as Outside Consulting Services of Exempt Professional/Administrative Staff, Including Deans and Chairs, shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Approve  
The Creation and Recruitment of  
Associate Director of Information Technology Services (ITS) - Operations

**YR 2014-33**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to recruit an Associate Director of Information Technology Services (ITS) - Operations.

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Resolution to Approve  
The Recruitment of Provost/Vice President for Academic Affairs

**YR 2014-34**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to contract with a national search firm and recruit a Provost/Vice President for Academic Affairs.

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Resolution to Ratify Appointments

**YR 2014-35**

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 September 10, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2013-2014 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 G attached hereto.

Dr. Jakubek reported that the Collective Bargaining and Negotiations Subcommittee met in December and received a brief update on the status of upcoming collective bargaining negotiations with the YSU-OEA and YSU-ACE employee bargaining units.

Mr. Deibel reported that the Intercollegiate Athletics Subcommittee met in December and received reports regarding educational outcomes of student-athletes, academic progress rate data, average cumulative grade point averages by term, and numbers of athletes by academic major.

#### ITEM V – COMMUNICATIONS AND MEMORIALS

The board considered no communications or memorials.

#### ITEM VI – UNFINISHED BUSINESS

The board considered no unfinished business.

#### ITEM VII – NEW BUSINESS

The board considered no new business.

#### ITEM VIII– CHAIRPERSON’S REMARKS

Dr. Garg welcomed all in attendance to the winter meeting of the board noting that this is a festive time of year all over the world. Dr. Garg stated that the Board of Trustees continues to work with Dr. Dunn and administration in an effort to close the university’s \$6.6 million budget gap. Dr. Garg described a number of recent university successes and closed stating, “We know we are good. Our challenge is finding ways to let others know how good we are.”

#### ITEM IX – TIME AND PLACE OF UPCOMING REGULAR MEETINGS

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

3:00 p.m., Wednesday, March 12, 2014  
3:00 p.m., Wednesday, June 18, 2014  
3:00 p.m., Wednesday, September 24, 2014

ITEM X – 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 4:00 p.m.

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Chairperson

ATTEST:

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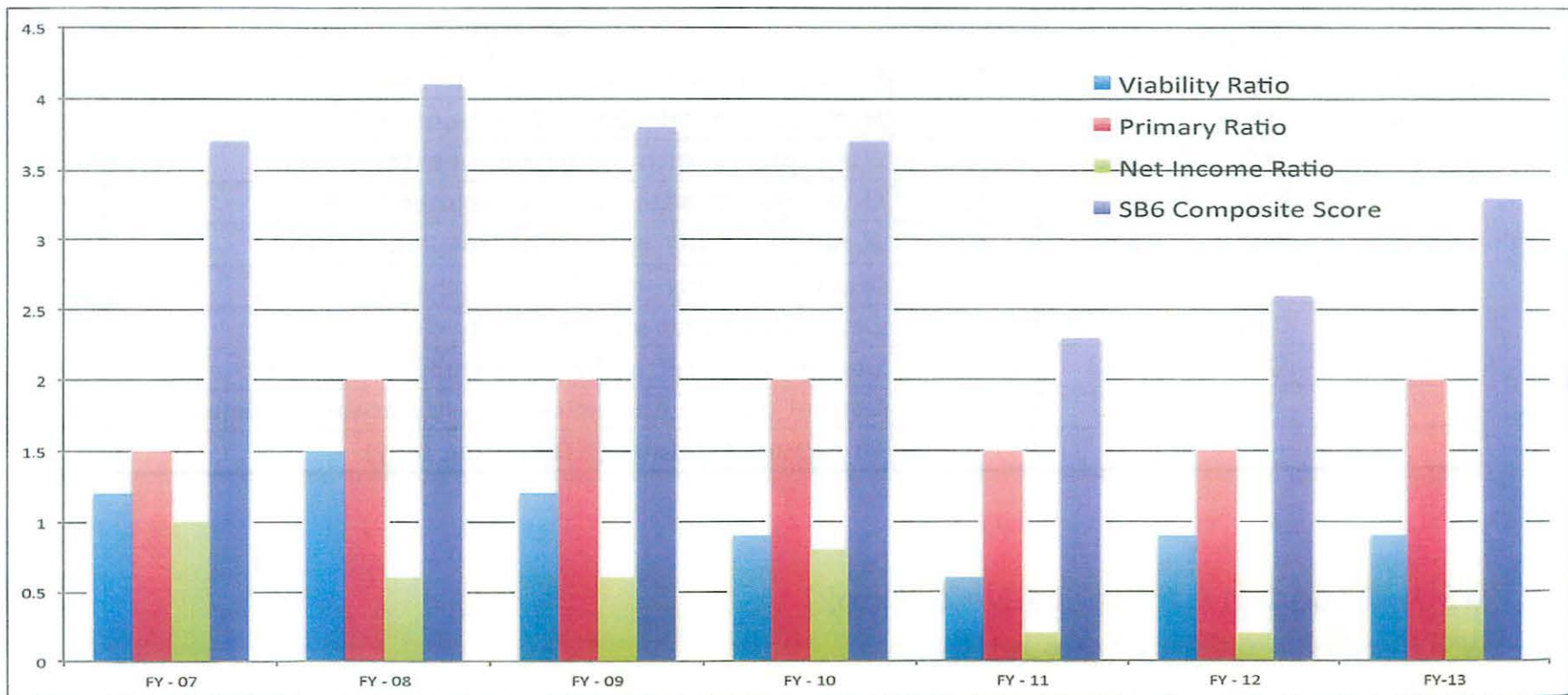
Secretary to the Board of Trustees

Youngstown State University  
Board of Trustees' Meeting  
Finance and Facilities Committee  
December 18, 2013

**2020 Strategic Plan Update**  
**Accountability and Sustainability**

Presented by: Eugene Grilli  
Vice President for Finance and Administration

## **THEME 1: Fiscal Health – SB-6 Ratios**



Maximum composite score is 5.0; Fiscal Watch begins at 1.7

**THEME 1: Fiscal Health – S&P; Moody's**

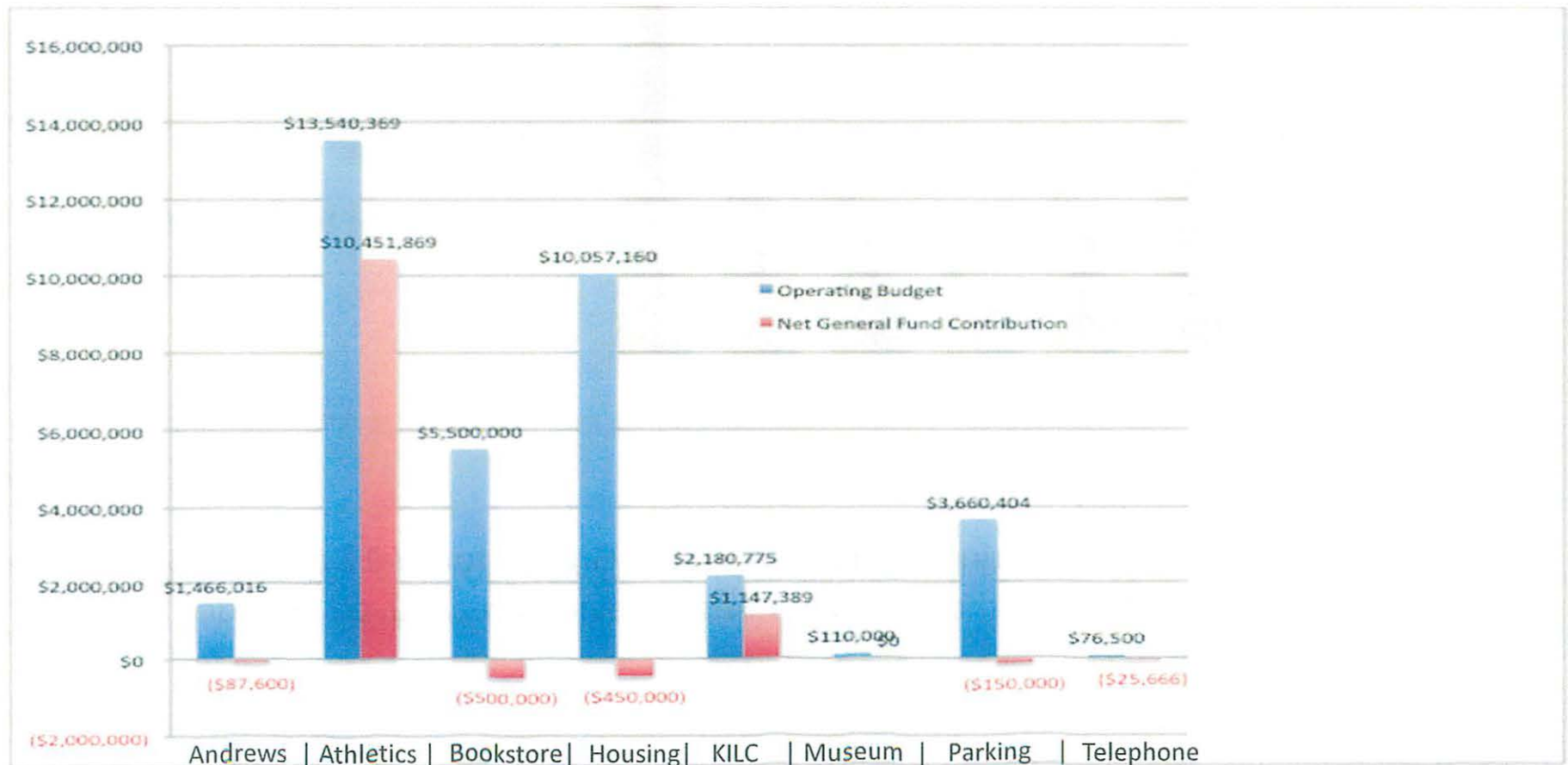
Long-Term Bonds				
Moody's			S & P	Description
Aaa1	Aaa2	Aaa3	AAA	Best quality with little or no investment risk.
Aa1	Aa2	Aa3	AA	High quality with low investment risk.
A1	A2	A3	A	High quality with moderate investment risk.
Baa1	Baa2	Baa3	BBB	Good quality with some investment risk.
Ba1	Ba2	Ba3	BB	Medium quality with some investment risk.
B1	B2	B3	B	Medium quality with higher investment risk.
Caa1	Caa2	Caa3	CCC	Low quality and susceptible to default
Ca1	Ca2	Ca3	CC	Low quality and highly vulnerable to default.
C1	C2	C3	C	Lowest quality and extremely vulnerable to default.
-	-	-	D	In payment default (S&P rating only).

YSU – Moody's – A2 (negative outlook)

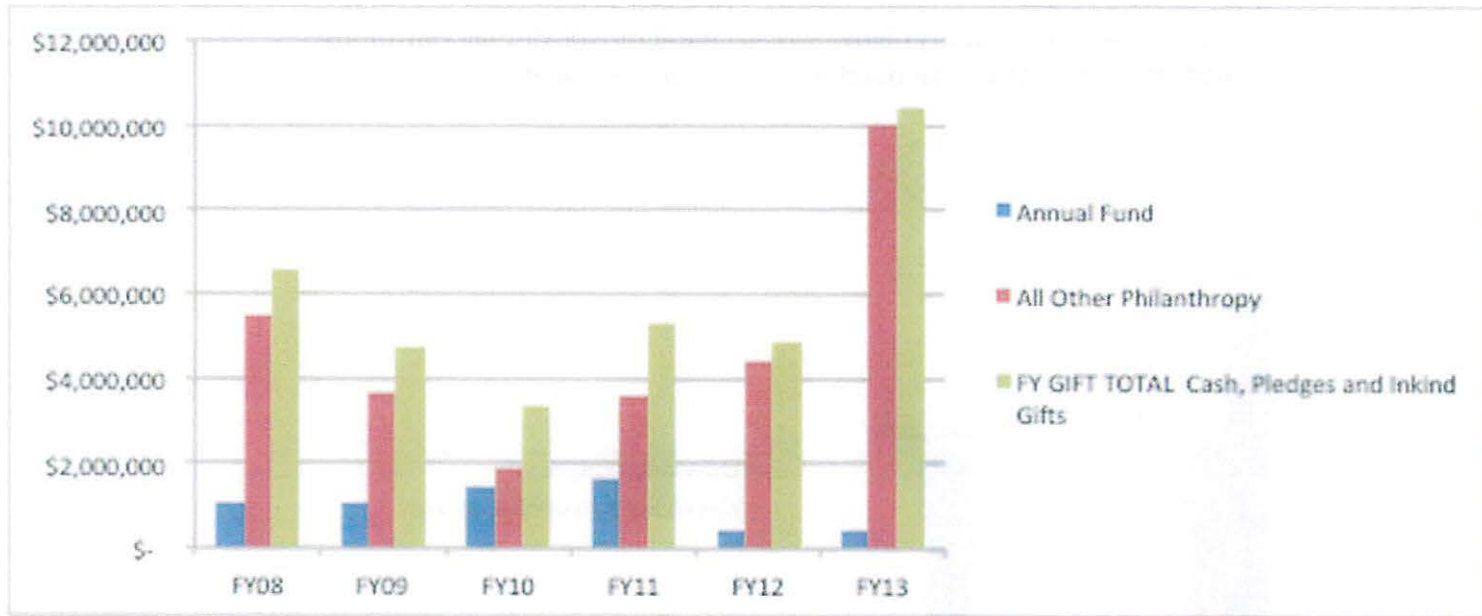
YSU – S&P – A+ (negative outlook)

## **THEME 1: Fiscal Health – Auxiliaries**

Net general fund support below \$0 is a characteristic of fully self-funded auxiliary units that pay an overhead fee to the University.



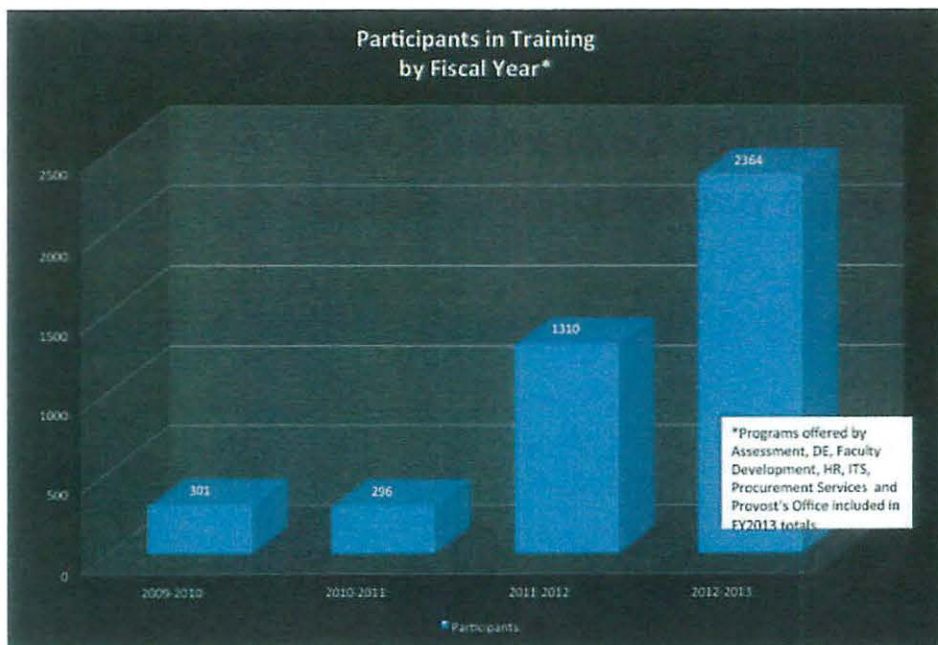
## **THEME 1: Fiscal Health – Development Goals**



Note: Method for counting changed in FY 13. Graphs for FY 12 and FY 13 represent the same methods for counting. Previous years used an older methodology.

## **THEME 2: HR Health – Employee Training**

### Participants



### Sessions





Accountability and Sustainability

*Meet strategic goals and maintain institutional vitality.*

**THEME 2: HR Health – Diverse Learning Environment Survey**

Survey to be coordinated with Employee Satisfaction Survey and to be administered every three years beginning in 2012-2013.

The Strategic Plan of  
Youngstown State University  
2011-2020

**YSU 2020**

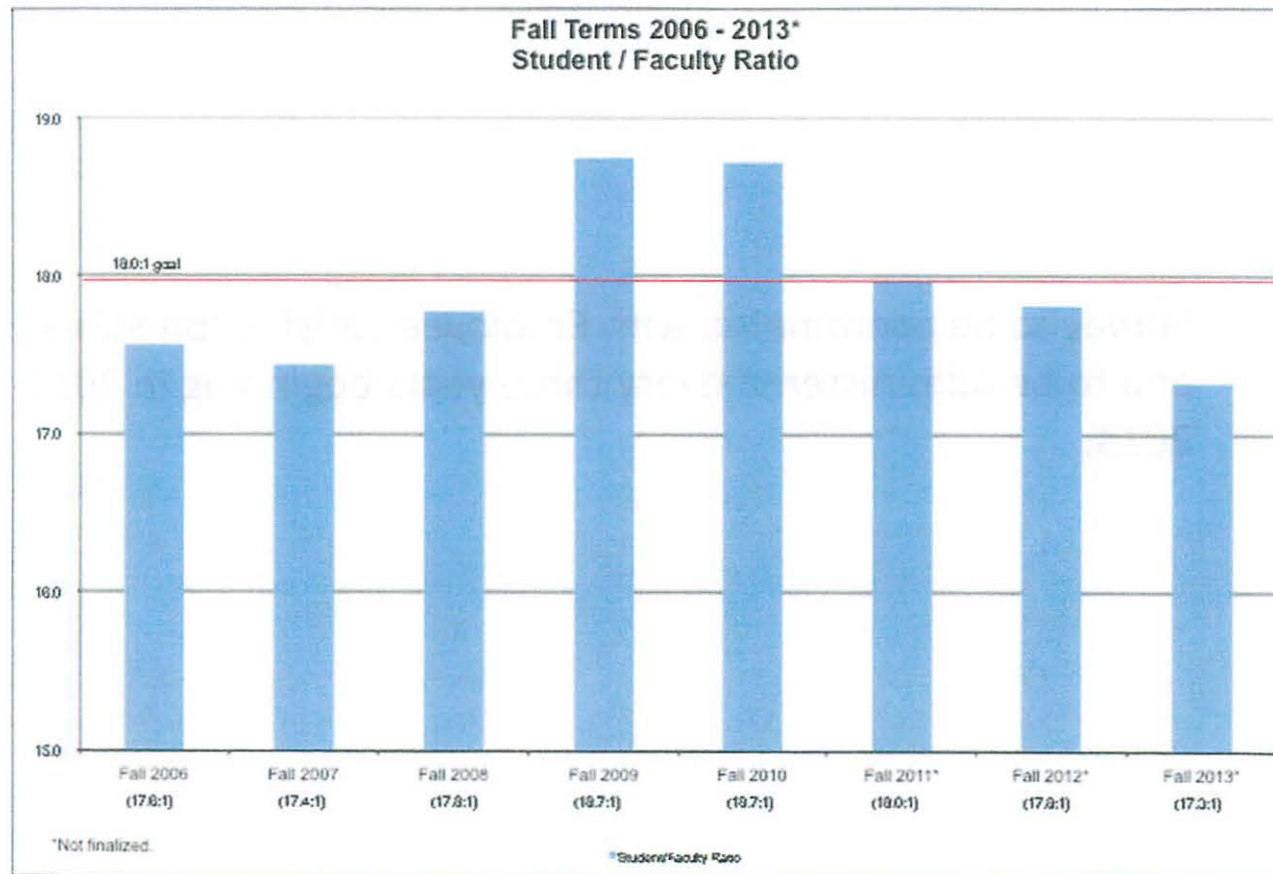
## Accountability and Sustainability

*Meet strategic goals and maintain institutional vitality.*

# **THEME 2:** *HR Health – Employee Satisfaction*

Survey to be coordinated with Employee Satisfaction Survey and to be administered every three years beginning in 2012-2013.

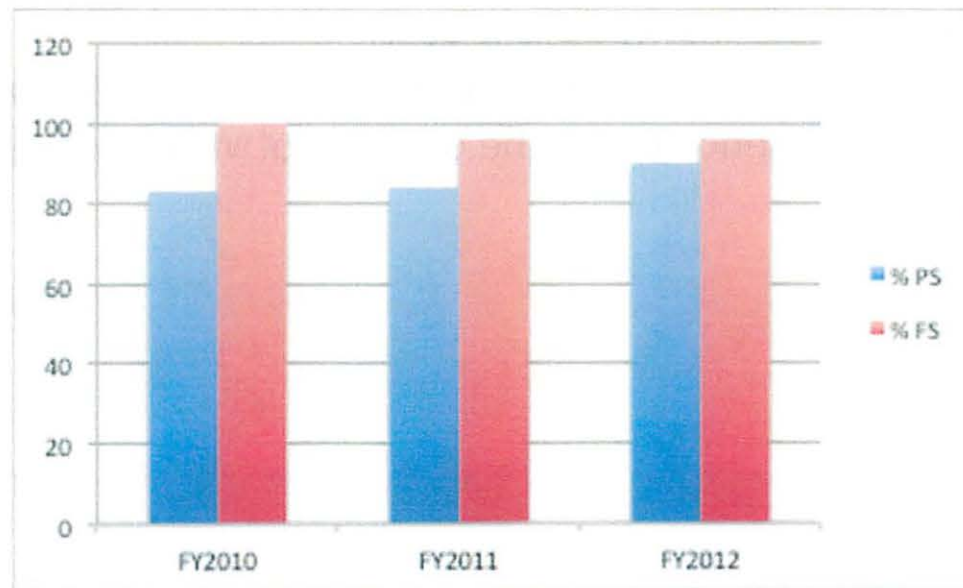
**THEME 2: HR Health – Student FTE per Full Time Faculty FTE**



**THEME 3: Facilities Health** – *Percentage of Buildings in Satisfactory Condition*

- Blue is the percentage of buildings in **physically satisfactory** condition
- Red is the percentage of buildings in **functionally satisfactory** condition

Data are as reported to OBOR. Not included in reporting are buildings which are not currently in use, or are under construction.



**THEME 3: *Facilities Health*** – *Percentage Buildings over 25 years old*

- The data are for years reported to the State.
- Currently (2012), 60% of the University's space is over 25 years old.
- Average of peer institutions is 55%.
- Last year (2011), the respective numbers were 85% and 55%, the difference being the opening of Williamson Hall.

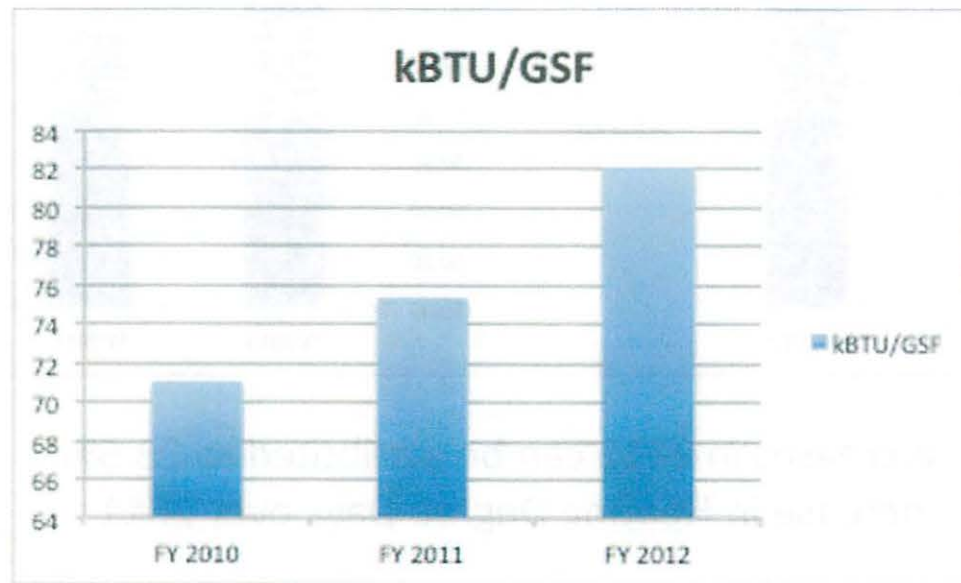
**THEME 3: Facilities Health – Utilities cost per gross sq.ft.**



- Increases in 2012 can be attributed to 23.5%
- Increase in Heating Degree Days over 2011

## **THEME 3: Facilities Health – Energy Consumption**

Expressed as Kilo-BTUs per Gross Square Feet of space

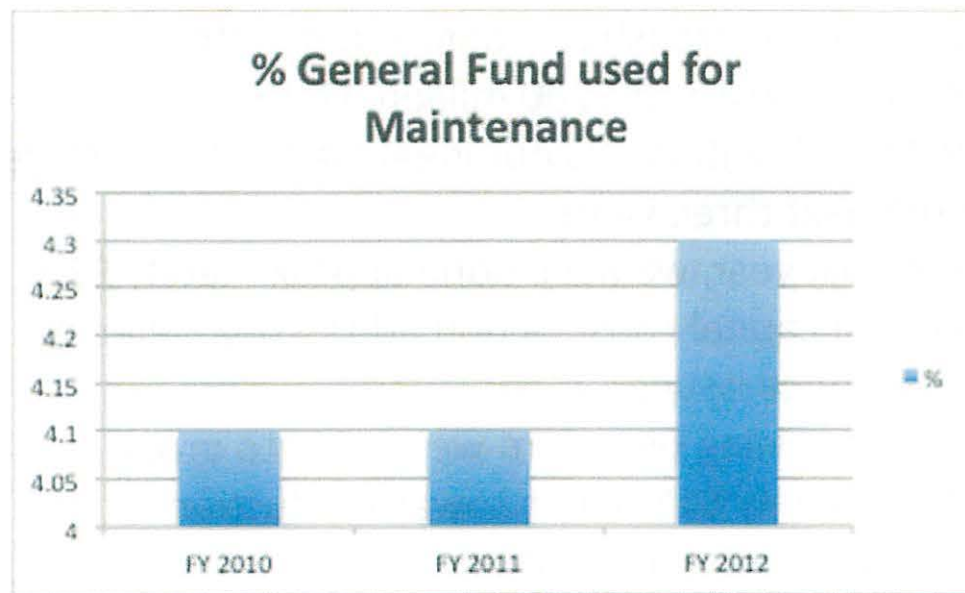


Increases in 2012 can be attributed to 23.5% increase in Heating Degree Days over 2011

Accountability and Sustainability

Meet strategic goals and maintain institutional vitality.

**THEME 3: Facilities Health** — *Percentage of General Fund used for Maintenance*

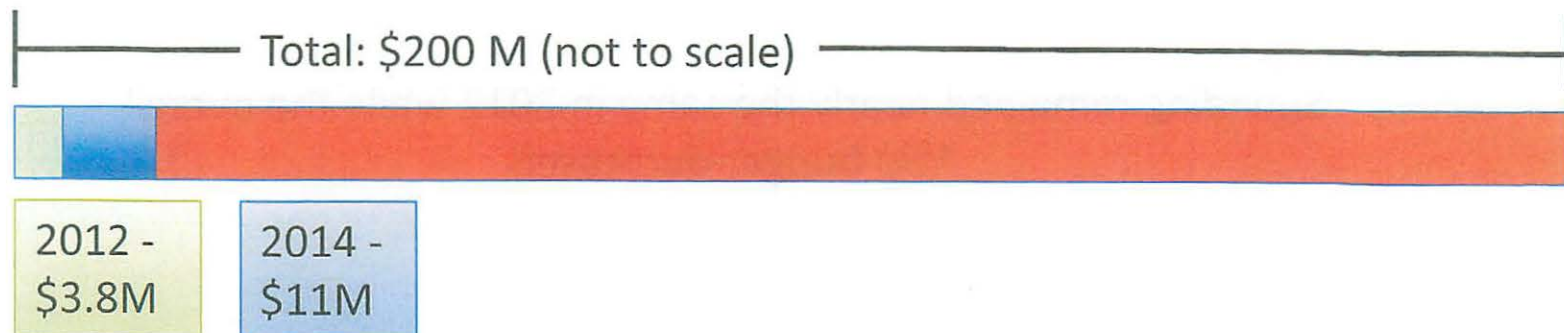


Spending remained nearly the same in 2012 while the overall YSU budget decreased.



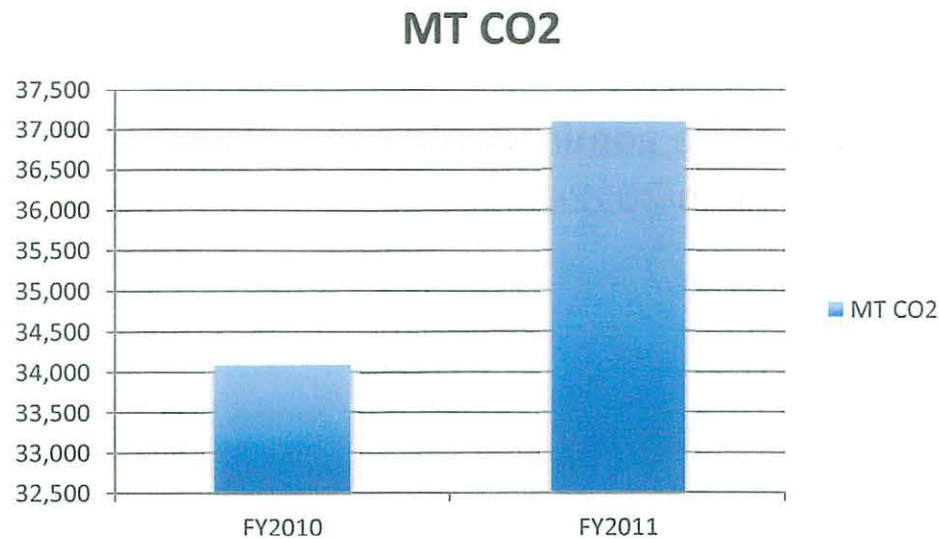
## **THEME 3:** *Facilities Health – Deferred Maintenance*

- In 2012, we established a deferred maintenance backlog in excess of \$200 million. Of that amount, \$79.4 was identified as our ideal maintenance target for the next three years.
- In the past year, we have done approximately \$3.8 million of capital construction addressing deferred maintenance issues.
- In the upcoming biennium we expect to invest approximately \$11million toward reduction of deferred maintenance issues.



**THEME 3: Facilities Health – Environmental Footprint Index**

Measured in Metric Tons of CO2 (MT CO2)



**Accountability and Sustainability**

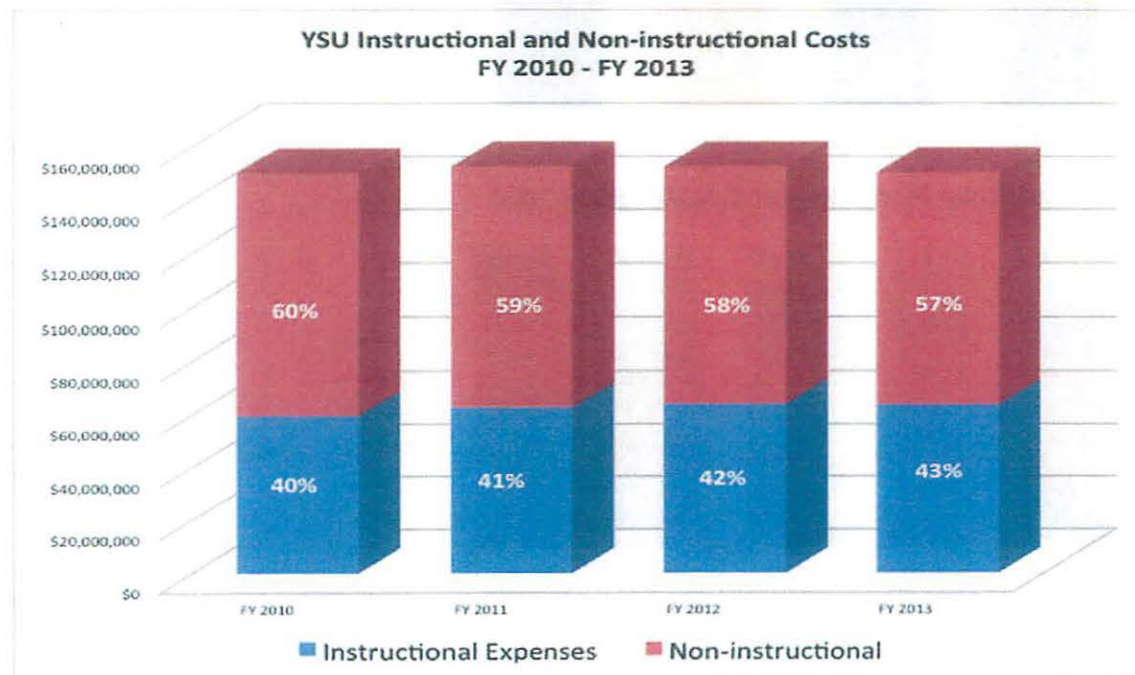
*Meet strategic goals and maintain institutional vitality.*

**THEME 4: Shared Responsibility – Employee Satisfaction**

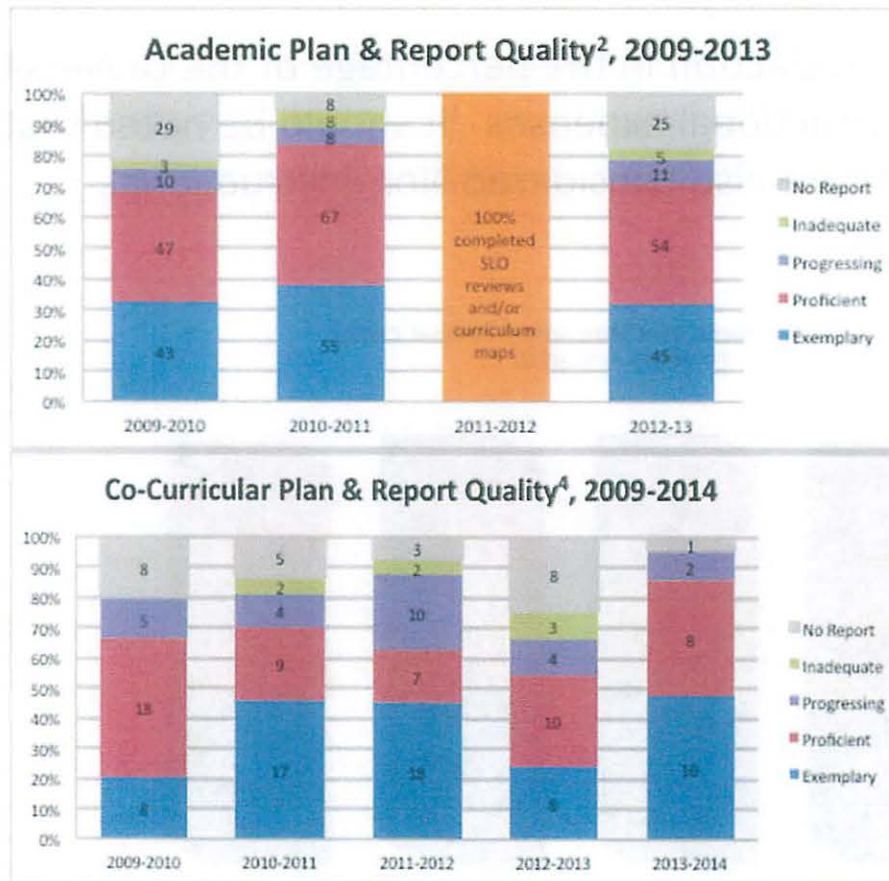
Survey to be administered every three years  
beginning in 2012-2013.

## **THEME 4: Shared Responsibility – Savings from Efficiencies**

We define “efficiency” as the reduction in the percentage of the University’s budget consumed by non-instructional expenses. It should be noted that academic “support” expenses are also considered Non-instructional.



**THEME 4: Shared Responsibility – Assessment Success**



**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
Fiscal Year 2013-2014  
July 1, 2013-September 30, 2013**

Gifts Received	Number of Gifts	Amount
University Development	1,548	\$ 1,556,997
<b>Total University Gifts</b>	<b>1,548</b>	<b>\$ 1,556,997</b>
Alumni Relations	196	\$ 10,690
WYSU-FM	335	\$ 34,494
		<b>Agenda Item E.2.b</b>
		<b>Exhibit A</b>



**UNIVERSITY GUIDEBOOK**

**Title of Policy: Selection of Design Professionals for University Capital Projects**

Responsible Division/Office: Finance and Administration

Approving Officer: Vice President for Finance and Administration

Revision History: June 2002; June 2008; December 2013

Resolution Number(s): YR 1999-20; YR 2002-52; YR 2008-50; YR 2014-

Board Committee: Finance and Facilities

**EFFECTIVE DATE:** December 18, 2013

Next Review: 2018

**Policy:** Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for State administered projects may include the Ohio Facilities Construction Commission (OFCC). In all cases, the selection process will conform to ORC 153. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy. In selected cases, State authorized alternative project delivery methods may be utilized.

**Parameters:**

- All projects subject to this policy will be publicly advertised according to institutional or state requirements.
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.

**Agenda Item E.3.b  
Exhibit B**



- The Executive Director of Facilities and Support Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department. A member of the Board of Trustees may be included on the Project Team.

**Procedures:**

There are four general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Associate Director of Planning and Construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of Facilities and Support Services for determination of the procedures to be followed.

**Classification One (1). Capital Projects Designed by University Staff**

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.

**Classification Two (2). Capital Projects Locally Administered and Designed by External Architects/Engineers**

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.

3. The Project Team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the Request for Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms may be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the Executive Director of Facilities and Support Services for approval.
6. The selected firm, for informational purposes, will be reported to the Board of Trustees.

**Classification Three (3). Capital Projects Administered by the State and Designed by External Architects/Engineers**

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
2. The Project Team and representative(s) of the OFCC will follow the procedures established by the OFCC to select the architect/engineer for the project.
3. The selected firm, for informational purposes, will be reported to the Board of Trustees.

**Classification Four (4). Alternative Project Delivery Methods**

1. On a case-by-case basis, the administration may designate a capital project for construction using State approved alternative delivery methods such as “design-build or construction manager.” The University administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the Board of Trustees at their next regularly scheduled meeting.
2. The University will follow the guidelines for this alternative delivery method as established by the OFCC.

*REDLINE VERSION*  
**UNIVERSITY GUIDEBOOK**

**Subject:** ~~Selection of Architects/Engineers for University Capital Projects~~

Developed by: ~~Eugene Grilli~~ Authorized by: ~~Eugene Grilli~~  
Title: ~~Vice President for Finance~~ Title: ~~Vice President for Finance~~  
~~and Administration~~ ~~and Administration~~  
Approved: ~~June 20, 2008~~ **EFFECTIVE: June 20, 2008**  
Revised: ~~June 28, 2002~~  
~~June 20, 2008~~

**Title of Policy:** **Selection of Architects/Engineers Design Professionals for University Capital Projects**

Responsible Division/Office: Finance and Administration

Approving Officer: Vice President for Finance and Administration

Revision History: June 2002; June 2008; December 2013

Resolution Number(s): YR 1999-20; YR 2002-52; YR 2008-50; YR 2014-

Board Committee: Finance and Facilities

**EFFECTIVE DATE:** December 18, 2013

Next Review: 2018

**Policy:** Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects, ~~less than \$500k~~, may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for ~~State administered projects over \$500,000 will involve the Finance and Facilities Committee of the Board of Trustees, and~~ may include the ~~Office of the State Architect Ohio Facilities Construction Commission (OFCC)~~. In all cases, the selection process will conform to ORC 153. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy. ~~In selected cases, State authorized alternative project delivery methods may be utilized.~~

~~RESOLUTION NUMBER: YR 1999-20; YR 2002-52; YR 2008-50~~

**Parameters:**

- All projects subject to this policy will be publicly advertised according to institutional or state requirements. ~~At a minimum, all projects subject to this policy will be advertised in *The Vindicator*.~~
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.
- The Executive Director of Facilities and Support Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department. **A member of the Board of Trustees may be included on the Project Team.**

**Procedures:**

There are ~~three~~ **four** general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Associate Director of Planning and Construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of Facilities and Support Services for determination of the procedures to be followed.

**Classification One (1). Capital Projects Designed by University Staff ~~or by External Architects/Engineers (\$500,000 or less)~~**

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.

3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
- ~~4. If it is determined that University personnel have the time and capability to complete the project, it will be designed and managed internally and will not be advertised to external firms.~~
- ~~5. If the Project Team or the Executive Director of Facilities and Support Services determines that an external architect/engineer is required to design and manage a project, the committee will comply with DAS/OSA procedures to select an Associate. The Team will recommend a firm to the Executive Director of Facilities and Support Services for approval.~~

**Classification Two (2). Capital Projects Locally Administered and Designed by External Architects/Engineers ~~(over \$500,000)~~**

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more “users” of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Project Team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the Request for Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms ~~will~~ **may** be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the Executive Director of Facilities and Support Services **for approval**.
- ~~6. The Team’s ranked list and recommendations will be shared with the Vice President for consideration and counsel with the President.~~

- ~~7. The President will submit to the Finance and Facilities Committee an unranked list of three to five top scoring firms, along with the rationale (pros and cons) provided by the Project Team.~~
- ~~8. A copy of the RFP and the Responses to the Request for Proposals provided by the firms recommended for interviews will be provided to the Finance and Facilities Committee. The order in which firms are interviewed will be determined by a draw.~~
- ~~9. Firms will be afforded a maximum of one hour for the presentation to the Committee. The presentation will be followed by a question and answer period.~~
- ~~10. The Finance and Facilities Committee, provided a quorum, and after full discussion, will vote by roll call to select the proposal to be adopted. The adopted proposal must receive a majority vote. If no proposal receives a majority vote, the Committee will continue the discussion and will vote until such time as a majority vote is achieved. If necessary, the Committee may adopt a tiebreaker procedure. Failing adoption of a proposal, the Committee may request a resubmission of proposals.~~
- 11.6. The ~~Committee~~ selected firm, for informational purposes, will ~~be reported the selection~~ to the Board of Trustees.

**Classification Three (3). Capital Projects Administered by the State and Designed by External Architects/Engineers**

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
- ~~2. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will interview the firms recommended for consideration. In addition to the President and Executive Vice President, the Committee may invite others to participate in the process.~~
3. The ~~Finance and Facilities Committee~~ Project Team and representative(s) of the ~~Office of the State Architect~~ OFCC will follow the procedures established by the ~~Office of the State Architect~~ OFCC to select the architect/engineer for the project.
4. The ~~Committee~~ selected firm, for informational purposes, will ~~be reported the selection~~ to the Board of Trustees.

**Classification Four (4). Alternative Project Delivery Methods**

1. On a case-by-case basis, the administration may designate a capital project for construction using State approved alternative delivery methods such as “design-build or construction manager.” The University administration will select the design-build firm or construction manager following procedures established by the OFCC and will inform the Board of Trustees at their next regularly scheduled meeting.
2. The University will follow the guidelines for this alternative delivery method as established by the OFCC.

**University Courtyard Apartments  
Monthly Room Rental Rates**

<u>Unit Type</u>	<u>Proposed FY 2015</u>	<u>Actual FY 2014</u>	<u>Percent Increase</u>	<u>Dollar Increase</u>
1 Bed / 1 Bath	\$757.00	\$735.00	3.0%	\$22.00
2 Bed / 2 Bath	\$639.00	\$620.00	3.1%	\$19.00
4 Bed / 2 Bath	\$551.00	\$535.00	3.0%	\$16.00





**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for Second Quarter 2014**

<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>REASON</b>
Technology Master Plan (Designated Fund)	General Fund	\$750,000	Transfer as part of FY2014 budget contingency plan.

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Outside Consulting Services – Faculty</b>
Responsible Division/Office:	Finance and Administration/Human Resources
Approving Officer:	Vice President for Finance & Administration; Provost
Revision History:	April 1999; December 2013
Resolution Number(s):	YR 1999-106; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	December 18, 2013
Next Review:	2018

**Policy:** The University supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the University. Students, the University, and the State of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and University. Therefore, faculty may provide professional consulting services to entities or individuals outside the University and receive compensation for such services as long as the services do not create a conflict of commitment with the performance of their University duties, conflict with applicable University policy, or violate any state or federal statute or applicable research or grant funding guidelines.

**Purpose:** The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their University duties and in their areas of general professional expertise. This policy does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers.

**Definition:** In general, consulting is defined as professional activity related to the person’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

**Procedures:**

1. This policy does not apply to Professional/Administrative staff, including Deans and Chairs.

2. Generally, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week. Acceptance of a faculty appointment at the University requires that the faculty member make a commitment to the University consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the University.
3. Prior to the commencement of any consulting activity, faculty must fully complete and receive approval of an Outside Consulting Form (Form). In order to insure that a consulting arrangement is in compliance with this policy, the Form must be completed on an annual basis for each new and on-going consulting arrangement and shall be submitted for approval/disapproval to the Department Chair and College Dean prior to the commencement of any consulting activity. The Form shall be retained in the Office of Human Resources.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost. Faculty shall not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Under Ohio law, the University owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the University. Approval for the use of University resources does not negate the University's rights to and interest in discoveries, inventions or patents pursuant to Ohio law.
6. Consulting services may not be offered for activities provided by the University as part of its usual operation. Faculty may not enter into consulting arrangements that compete with the interests and work of the University.
7. Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by Section 9.86 of the Ohio Revised Code does not apply to consulting activities.
8. Faculty providing consulting services should also refer to University Guidebook Policies 7001.01, - Conflict of Interest, and 5013.01, - Licensing of University Names and Marks.

REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

<b>Subject: <del>Consulting Services</del></b>	
<b>Title of Policy:</b>	<b>Outside Consulting Services – Faculty</b>
Responsible Division/Office:	Finance and Administration/Human Resources
Approving Officer:	Vice President for Finance & Administration; Provost
Revision History:	April 1999; December 2013
Resolution Number(s):	YR 1999-106; YR 2014-
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	December 18, 2013
Next Review:	2018

Developed by: <del>G. L. Mears</del>	Authorized by: <del>Leslie H. Cochran</del>
Title: <del>Executive Vice President</del>	Title: <del>President</del>
Date: <del>April, 1999</del>	<b>EFFECTIVE: June 11, 1999</b>

**Policy:** The University supports faculty participation in activities in the government, industry, and other private institutions that generally serve the academic interest of the University. Students, the University, and the State of Ohio generally benefit from experiences faculty bring to the classroom and the recognition that such experiences bring to the faculty and University. Therefore, faculty may provide professional consulting services ~~University employees are permitted to offer professional consulting services~~ to entities or individuals outside the University and receive compensation for such services as long as the services do not ~~interfere with the performance of University duties, violate any statutes, or involve a conflict of interest~~ create a conflict of commitment with the performance of their University duties, conflict with applicable University policy, or violate any state or federal statute or applicable research or grant funding guidelines.

~~RESOLUTION NUMBER: YR 1999-106~~

**Purpose:** ~~Consulting services not only benefit the entities or individuals receiving such services, they help to broaden the experience base of the person offering the service, they enhance the professional stature of that person in their chosen field of study, and they expand and enrich the reputation of the University.~~ The purpose of this policy is to establish guidelines under which faculty may engage in outside paid consulting services and the reporting requirements which arise when faculty engage in such services outside of their University duties and in their areas of general professional expertise. This policy

does not apply to external professional activities that are expected of faculty in their professional roles, such as work on peer review panels and advisory bodies for other universities or publishers.

**Definition:** In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

**Procedures:**

1. This policy does not apply to Professional/Administrative staff, including Deans and Chairs.
2. Generally, the proportion of a faculty member's professional effort devoted to consulting should not exceed one business day per week. Acceptance of a faculty appointment at the University requires that the faculty member make a commitment to the University consistent with the faculty appointment and academic rank. Outside consulting should not conflict with the overriding commitment made to the University.
3. Prior to the commencement of any consulting activity, faculty must fully complete and receive approval of an Outside Consulting Form (Form). In order to insure that a consulting arrangement is in compliance with this policy, the Form must be completed on an annual basis for each new and on-going consulting arrangement and shall be submitted for approval/disapproval to the Department Chair and College Dean prior to the commencement of any consulting activity. The Form shall be retained in the Office of Human Resources.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services ~~as long as advanced arrangements including full reimbursement have been made with the appropriate~~ without appropriate compensation and prior written approval of the Vice President for Finance and Administration ~~or~~ and the Provost. Faculty shall not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Under Ohio law, the University owns any intellectual property that results from research or investigation conducted by employees within the scope of their employment or with funding, equipment, or infrastructure provided by or through the University. Approval for the use of University resources does not negate the University's rights to and interest in discoveries, inventions or patents pursuant to Ohio law.

6. Consulting services may not be offered for activities provided by the University as part of its usual operation. Faculty may not enter into consulting arrangements that compete with the interests and work of the University.
7. ~~Under certain circumstances, compensation for consulting services provided by University officials may conflict with existing statutes. University employees are encouraged to obtain outside advice when stipend/honorarium is received that exceeds normal expense reimbursement.~~ Faculty are responsible for any damages or claims for damages which may arise in connection with their outside consulting activities. The limited immunity conferred by Section 9.86 of the Ohio Revised Code does not apply to consulting activities.
8. ~~Employees~~ Faculty providing consulting services should also refer to University Guidebook Policies 7001.01, - Conflict of Interest, and 5013.01, - Licensing of University Names and Marks, ~~and those covered by collective bargaining agreements should refer to the appropriate agreement. Exempt professional/administrative staff should also refer to 7015.08 Fringe Benefits Provision for Consulting Services of Exempt Professional/Administrative Staff.~~

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Outside Consulting Services – Exempt Professional/Administrative Staff, Including Deans and Chairs</b>
Responsible Division/Office:	Finance and Administration/Human Resources
Approving Officer:	Vice President for Finance & Administration; Provost
Revision History:	April 1999; December 2013
Resolution Number(s):	YR 1999-109; YR 2014-
Board Committee:	University Affairs
EFFECTIVE DATE:	December 18, 2013
Next Review:	2018

**Policy:** University staff are expected to primarily devote their work activities to their assigned University work responsibilities. They may, however, engage in consulting services with outside entities or individuals and receive compensation for such services provided that the services do not interfere with the performance of their assigned University responsibilities, create a conflict of interest, or violate University policy or Ohio Ethics Laws. Such consulting services benefit the entities or individuals receiving such services and also help to broaden the experience base and enhance the professional stature of the person offering the service, and expand and enrich the reputation of the University.

**Purpose:** The purpose of this policy is to establish guidelines which allow staff to engage in consulting activities with outside entities or individuals while continuing to fulfill their work responsibilities and commitment to the University.

**Definition:** In general, consulting is defined as professional activity related to the person’s field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

**Parameter:** Exempt professional/administrative staff who earn leave may use vacation or personal leave for the purpose of providing off-campus consulting services appropriate to their University position, professional expertise, or academic discipline. Exempt professional/administrative staff may use off-duty periods to perform consulting, however, all applicable forms and approval requirements under this policy remain in effect.

**Procedures:**

1. Exempt professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments and the anticipated time commitment and length of service. If there is agreement that the service may be pursued, the staff member must fully complete the Professional/Administrative Staff Outside Consulting Form (Form) and submit the form to his/her supervisor for approval/disapproval. Generally, the Form should be submitted to the supervisor at least 30 days prior to the time when consulting services are to begin.
2. If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the Provost or appropriate Vice President. The Form shall be retained in the Office of Human Resources.
3. Final approval for authorization is the Provost or appropriate Vice President.
4. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as “resources”) may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost or appropriate Vice President. A staff member may not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.
5. Exempt professional/administrative staff providing consulting services should refer to University Guidebook Policies 7001.01, - Conflict of Interest, 7004.01, - Consulting Services, and 5013.01, - Licensing of University Names and Marks.



REDLINE VERSION  
**UNIVERSITY GUIDEBOOK**

**Subject: Title of Policy:** ~~Fringe Benefits – Provision for~~  
**Outside Consulting Services of – Exempt**  
**Professional/Administrative Staff, Including**  
**Deans and Chairs**

Responsible Division/Office: Finance and Administration/Human Resources

Approving Officer: Vice President for Finance & Administration; Provost

Revision History: April 1999; December 2013

Resolution Number(s): YR 1999-109; YR 2014-

Board Committee: University Affairs

EFFECTIVE DATE: December 18, 2013

Next Review: 2018

Developed by: ~~G. L. Mears~~ Authorized by: ~~Leslie H. Cochran~~  
Title: ~~Executive Vice President~~ Title: ~~President~~  
Date: ~~April, 1999~~ **EFFECTIVE: June 11, 1999**

**Policy:** ~~The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living. University staff are expected to primarily devote their work activities to their assigned University work responsibilities. They may, however, engage in consulting services with outside entities or individuals and receive compensation for such services provided that the services do not interfere with the performance of their assigned University responsibilities, create a conflict of interest, or violate University policy or Ohio Ethics Laws. Such consulting services benefit the entities or individuals receiving such services and also help to broaden the experience base and enhance the professional stature of the person offering the service, and expand and enrich the reputation of the University.~~

~~RESOLUTION NUMBER: YR 1999-109~~

**Purpose:** ~~Consulting services not only benefit the entities or individuals receiving such services, they help to broaden the experience base of the person offering the service, they enhance the professional stature of that person in their chosen field of study, and they expand and enrich the reputation of the University. The purpose of this policy is to establish guidelines which allow staff to engage in consulting activities with outside entities or individuals while continuing to fulfill their work responsibilities and commitment to the University.~~

**Definition:** In general, consulting is defined as professional activity related to the person's field or discipline, where a fee-for-service or equivalent relationship with a third party exists.

**Parameter:** Exempt professional/administrative staff who earn leave may use ~~up to twelve~~ vacation or personal ~~days per year~~ leave for the purpose of providing off-campus consulting services appropriate to their University position, professional expertise, or academic discipline. Exempt professional/administrative staff may use off-duty periods to perform consulting, however, all applicable forms and approval requirements under this policy remain in effect. ~~These days cannot be carried forward from one year to the next.~~

### Procedures:

1. Exempt professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments and the anticipated time commitment and length of service. If there is agreement that the service may be pursued, the staff member must fully complete the Professional/Administrative Staff Outside Consulting Form (Form) and submit the form to his/her supervisor for approval/disapproval. Generally, the Form should be submitted to the supervisor at least 30 days prior to the time when consulting services are to begin.
2. ~~If there is agreement that such service may be pursued, the supervisor will alert the appropriate administrative and/or executive officer to that possibility.~~
3. ~~A written request to serve in an off-campus consultant capacity shall be submitted to the individual's supervisor in as far in advance as possible. This request should specify the duration of the service and how the University responsibilities will be addressed.~~
4. If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the Provost or appropriate Vice President. ~~The Form shall be retained in the Office of Human Resources.~~
5. Final approval for authorization is the Provost or appropriate Vice President.
6. University facilities, supplies, equipment, and resources, including letterhead, (collectively referred to as "resources") may not be utilized when providing consulting services without appropriate compensation and prior written approval of the Vice President for Finance and Administration and the Provost or appropriate

Vice President. A staff member may not use the University name or the fact that they are affiliated with the University in a manner that suggests that the University approves the product or service that is the subject of the consulting or that would suggest University involvement or approval of the consulting activity, purpose or findings.

7. Exempt professional/administrative staff providing consulting services should refer to **University Guidebook Policies** 7001.01, - Conflict of Interest, 7004.01, - Consulting Services, and 5013.01, - Licensing of University Names and Marks.

## **SUMMARY OF PERSONNEL ACTIONS**

### **Appointments – 8**

#### **New Positions - 1**

- Professional/Administrative - 1
  - Coordinator, Undergraduate Admissions

#### **Replacement Positions - 7**

- Professional/Administrative - 7

### **Separations – 5**

#### **Retirement - 1**

- Classified Civil Service - 1

#### **Resignation - 4**

- Professional/Administrative - 4

**SUMMARY OF PERSONNEL ACTIONS**  
**Externally Funded Positions**

**Appointments – 4**

**Replacement Positions - 4**

- Professional/Administrative - 4

**Separations – 4**

**Resignations - 4**

- Professional/Administrative - 4

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (APAS)  
PERSONNEL ACTIONS**

<b>APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
<b>NAME</b>	<b>GENDER/RACE*</b>	<b>POSITION NEW or REPLACEMENT (Vacated Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/ FTE</b>	<b>COMMENTS</b>
Mr. William D'Amico	M/C	New	Coordinator	Undergraduate Admissions	10/2/13	\$32,000 1.0	\$32,000 increase
Mr. James Benson	M/C	Replacement \$64,948	Systems Librarian	Maag Library	10/16/13	\$62,000 1.0	\$2,948 decrease
Ms. Rebel Mickelson	F/C	Replacement \$53,511	Costume Shop Supervisor	Theater and Dance	10/21/13	\$40,920 1.0	\$12,591 decrease
Mr. Brian Rella	M/C	Replacement \$56,100	Payroll Coordinator	Payroll	11/1/13	\$55,000 1.0	\$1,100 decrease
Mr. John Brown	M/C	Replacement \$54,455	Assistant Director of Marketing and Promotions	Athletics	11/12/13	\$50,101 1.0	\$4,354 decrease
<b>PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
<b>NAME</b>		<b>NEW SALARY</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>PREVIOUS POSITION</b>	<b>PREVIOUS SALARY</b>	<b>COMMENTS</b>
None.							
<b>TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
<b>NAME</b>			<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>		<b>COMMENTS</b>
None.							
<b>DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
<b>NAME</b>		<b>NEW SALARY</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>PREVIOUS SALARY</b>	<b>COMMENTS</b>
None.							
<b>RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
<b>NAME</b>		<b>NEW SALARY</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>EFFECTIVE DATE</b>	<b>PREVIOUS SALARY</b>	<b>COMMENTS</b>
Ms. Connie Eddy		\$30,433	Coordinator, Athletic Business Operations	Athletics	8/16/13	\$28,983	\$1,450 increase

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (APAS)  
PERSONNEL ACTIONS**

<b>SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&amp;b) (9)</b>							
NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS

None.

**SEPARATIONS**

NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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**Retirements**

None.

**Resignations**

Ms. Jacqueline Robertson	F/B		Counselor	Student One Stop	8/28/13		
Mr. Joseph Cassese	M/C		Manager of Athletic Development	Athletics	10/5/13		

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.

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (Coaches)  
PERSONNEL ACTIONS**

**APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Kevin Bruinsma	M/C	Replacement \$40,007	Assistant Men's Basketball Coach, Quality Control	Athletics	9/16/13	1.0 \$37,000	\$3,007 decrease

**PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

**TRANSFERS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

**DEMOTIONS FOR INFORMATION ONLY** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

**RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

**SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE (Coaches)  
PERSONNEL ACTIONS**

<b>SEPARATIONS</b>							
NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS

**Retirements**

None.							
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**Resignations**

Mr. Jason Pacanowski	M/C		Assistant Men's Basketball Coach, Quality Control	Athletics	8/21/13		
Mr. Mark Klysner	M/C		Head Coach, Men's Tennis	Athletics	9/3/13		

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U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY  
CLASSIFIED PERSONNEL ACTIONS**

**APPOINTMENTS FOR INFORMATION ONLY**

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

**PROMOTIONS FOR INFORMATION ONLY**

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
Mr. Jeffrey Logan	C/M	\$49,233	Network Administrator 2	Media & Academic Computing	9/8/13	\$48,277 1.0	\$956 decrease

**TRANSFERS FOR INFORMATION ONLY**

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

**DEMOTIONS FOR INFORMATION ONLY**

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

**RECLASSIFICATIONS FOR INFORMATION ONLY**

NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
Mr. Jonathan Jenyk		\$54,267	Systems Analyst 1	Student Accounts	12/16/12	\$51,189	
Ms. Megan Shargo		\$33,800	Administrative Assistant 1	YSU Police	6/30/13	\$30,722	

**YOUNGSTOWN STATE UNIVERSITY  
CLASSIFIED PERSONNEL ACTIONS**

**SALARY ADJUSTMENTS INFORMATION ONLY**

<b>NAME</b>		<b>NEW SALARY</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>PREVIOUS SALARY</b>	<b>COMMENTS</b>
Ms. Anna Leko		\$45,219	Network Services Tech. 1	Media & Academic Computing	9/22/13	\$37,482	Working out of classification

**SEPARATIONS**

<b>NAME</b>	<b>GENDER/RACE*</b>		<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SEPARATION DATE</b>		<b>COMMENTS</b>
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**Retirements**

Mr. Thomas Kollar	C/M		Purchasing Coordinator	Procurement Services	8/31/13		
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**Resignations**

None.							
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**YOUNGSTOWN STATE UNIVERSITY  
FACULTY  
PERSONNEL ACTIONS**

**APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/ FTE	COMMENTS
None.							

**PROMOTIONS FOR BOARD OF TRUSTEE APPROVAL**

NAME		SALARY INCREASE	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

**TRANSFERS FOR BOARD OF TRUSTEE APPROVAL**

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

**SEPARATIONS**

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

None.							
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**Resignations**

None.							
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**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE  
PERSONNEL ACTIONS**

**APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Mary Collier	F/C	Replacement \$54,810	Director, Undergraduate Admissions	Williamson College of Business Administration	10/13/13	\$63,000 1.0	\$8,190 increase

**PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
Ms. Becky Varian		\$67,000	Director	Center for Student Progress	11/1/13	\$44,961	\$22,039 increase

**TRANSFERS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

**DEMOTIONS FOR INFORMATION ONLY** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

**RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL** (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
Mr. Tim Stuart		\$55,719	Asst. Director Athletics	Athletics	10/1/13	\$53,065	\$2,654 increase

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL/ADMINISTRATIVE  
PERSONNEL ACTIONS**

<b>SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL</b> (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

<b>SEPARATIONS</b>							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED	COMMENTS
<b>Retirements</b>							
None.							
<b>Resignations</b>							
None.							

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