


MEMO TO: MR. THOMAS ATWOOD, Interim Director - Maag Library
DR. NANCY WHITE, President, YSU-OEA
MR. BRIAN K. BRENNAN, President, YSU-ACE
MS. SALLY KENNEY, Acting President, YSU-APAS
MS. LORI A. FACTOR, Exec. Director, YSU Alumni Assoc.
ATTY. SANDRA L. DENMAN, University Legal Counsel

FROM: FRANKLIN S. BENNETT, JR. 
Secretary to the Board of Trustees

DATE: June 26, 1998

RE: Minutes of Regular Meeting of Board of Trustees of March 13, 1998.

Enclosed are copies of the official Minutes of the Board of Trustees of Youngstown State University for the above-described meetings, with Exhibits and Attachments.

xc: Dr. Leslie H. Cochran, President
Dr. James J. Scanlon, Provost

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

Tod Administration Building
Friday, March 13, 1998

Pursuant to notice duly given, a regular meeting (the one hundred and ninetieth) of the Board of Trustees of Youngstown State University convened at 3:00 P.M., Friday, March 13, 1998, in the Board Room in Tod Administration Building.

All nine trustees were present at the meeting, to-wit: Dr. Y. T. Chiu, Chairperson of the Board, who presided, Mr. Martin J. O'Connell, Mr. Mark E. Lyden, Mr. Bruce R. Beeghly, Mrs. Ruth Z. Wilkes, Mrs. Eugenia C. Atkinson, Mr. Joseph S. Nohra, Dr. Chander M. Kohli, and Mr. Larry E. Esterly. Also present was Student Trustee AnneMarie McCollum. Absent was Student Trustee David N. Myhal.

Also present were: Dr. Leslie H. Cochran, President; Dr. James J. Scanlon, Provost; Dr. G. L. Mears, Executive Vice President; Dr. Cynthia A. Anderson, Vice President - Student Affairs; Mr. C. Vernon Snyder, Vice President for Development and Community Affairs; Dr. Charles A. McBriarty, Special Assistant to the President, and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 45 persons, including deans, members of the faculty, students, administrators and members of the news media.

The Chairperson called the meeting to order.

ITEM I - PROOF OF NOTICE OF MEETING.

Evidence was available to establish that pursuant to Article II, Section 1, of the Board's ByLaws, written notice of today's regular meeting was timely provided to each of the nine Trustees, the Student Trustees, and to the President.

ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD DECEMBER 15, 1997, AND SPECIAL MEETING HELD JANUARY 14, 1998.

Prior to the meeting, the Secretary had mailed draft copies of the minutes of the Board's regular meeting held on September 17, 1997, and special meeting held January 14, 1998 to each Trustee, the Student Trustees, and to the President. There being no additions, corrections, or revisions to the minutes, they were approved as mailed.

ITEM III - EXECUTIVE SESSION.

The Chairperson recognized Mr. Lyden, who made the following motion: "I move that the Board of Trustees of Youngstown State University vote by roll call to hold an executive session for the purposes of considering the employment and/or compensation of one or more university employees." The motion was seconded by Mrs. Wilkes. The Chairperson asked the Secretary to the Board to conduct a roll call vote on the motion the results of which are as follows (YES being a vote in favor of holding an executive session for the purposes stated):

| | | | |
|---------------|-----|---------------|-----|
| Mr. Lyden | YES | Mrs. Atkinson | YES |
| Mr. O'Connell | YES | Mr. Nohra | YES |
| Dr. Chiu | YES | Dr. Kohli | YES |
| Mr. Beeghly | YES | Mr. Esterly | YES |
| Mrs. Wilkes | YES | | |

The vote on the motion being unanimous, the Chairperson declared the motion carried, and the Board entered executive session at 3:07 P.M. in the Manchester Room. Present in executive session were all nine trustees, student trustee McCollum, and the Secretary to the Board. While in executive session, the Board considered matters pertaining to the employment and compensation of the President.

The Board returned to the Board Room and public session at 3:30 P.M.

ITEM IV - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Cochran provided the following informational reports:

1. Electronic Campus Update. Dr. Cochran distributed a document entitled, "Investment of Funds on Electronic Campus Projects from July, 1994 through September, 1998," a copy of which is attached to the minutes. Dr. Cochran stated that in the past four years, \$16.5 million had been invested in the Electronic Campus. Dr. Cochran stated that the Electronic Campus represents an investment in the enhancement of long-term teaching and learning opportunities to YSU's faculty and students. Dr. Gordon Mapley, Assistant Provost for Academic Administration and Information Services, and Mr. Thomas Doctor, Director of Network Services, described the functions of the components of the Electronic Campus computer network, and the status of installation.

2. Resolution to Support Passage of Issue Two on May 5, 1998, Ballot. Dr. Cochran stated that the presidents of Ohio's state-supported colleges and universities are rallying to assist their K-12 colleagues in support of the passage of state ballot Issue Two regarding the funding of K-12 education. Dr. Cochran requested the Board to adopt the resolution included with

the agenda materials supporting the passage of Issue Two. Following discussion, and upon motion made by Mr. O'Connell, seconded by Mrs. Wilkes, the Board unanimously adopted the following resolution:

Resolution to Support
Passage of Issue Two on May 5, 1998, Ballot

YR 1998-19

WHEREAS, the Ohio Supreme Court, in March 1997, ruled that Ohio's current public school funding mechanism was unconstitutional because of too much reliance on real estate property taxes; and

WHEREAS, the Ohio General Assembly has enacted legislation to place a one-cent sales tax increase on the May 5, 1998 ballot of which half will be earmarked for new revenue to support local public schools and half will provide property tax relief; and

WHEREAS, the proposal significantly responds to school funding issues cited by the Ohio Supreme Court, and represents the most that can be accomplished at the current time; and

WHEREAS, in the absence of new tax revenues, Ohio's state-assisted colleges and universities are vulnerable to significant budget cuts to generate additional funding for kindergarten through twelfth grade public schools; and

WHEREAS, higher education, an essential part of Ohio's educational system, is supportive of strong and adequately financed kindergarten through twelfth grade public schools; and

WHEREAS, higher education has a significant positive impact on the economy of the entire state and upon the quality of life of its residents;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University encourages students, faculty, staff, alumni, and friends to join them in supporting the passage of this statewide sales tax issue, to provide property tax relief and the additional funding of public schools; and

BE IT ALSO RESOLVED, that the members of the Board encourage individuals and organizations to commit their talents and resources to assure a sustained investment in higher education by promoting additional funding for education at all levels in the state of Ohio.

3. Resolution Concerning University Leadership Merit Award. Dr. Cochran commended Mr. C. Vernon Snyder, Vice President for Development and Community Affairs, for his outstanding efforts in the successful Capital Campaign, and stated his recommendation that Mr. Snyder receive the University Leadership Merit Award for his exemplary service. Following discussion, and upon motion made by Mrs. Atkinson, seconded by Dr. Kohli, the Board unanimously adopted the following resolution:

Resolution Concerning
University Leadership Merit Award

YR 1998-20

WHEREAS, it is appropriate for the Board of Trustees of Youngstown State University to recognize exemplary leadership efforts made on behalf of the University; and

WHEREAS, in recent years the diverse interests of the Youngstown State University Foundation, the Youngstown State University Alumni Association, the Penguin Club, WYSU-FM, and the McDonough Museum of Art have been functioning in a mutually beneficial and coordinated manner through the Development Council; and

WHEREAS, the Annual Fund has grown from \$40,000 in 1993 to more than \$650,000 in 1997; and

WHEREAS, for the first time, Youngstown State University has successfully completed a Capital Campaign two years ahead of schedule and \$1.6 million over the \$22 million target; and

WHEREAS, raising \$23.6 million was a significant accomplishment, the importance of such resources can be demonstrated through the creation of seventeen new endowments, increased amounts in scholarships, expansion of the Electronic Campus, and implementation of Campus 2000; and

WHEREAS, the Capital Campaign made possible the addition of significant new facilities such as the Beecher Center for Technology in the Arts, Beeghly Hall, Cafaro House, the DeBartolo Stadium Club, the Stadium addition, and Veterans' Plaza; and

WHEREAS, the Capital Campaign not only exceeded expectations, but also engaged a broad array of individuals in the University community and in the broader community in the process of coming together for the greater good of Youngstown State University; and

WHEREAS, these successes were undertaken while building and nurturing an entirely new development staff while also being increasingly engaged in other administrative management challenges;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby acknowledge the leadership of the Vice President for Development and Community Affairs, C. Vernon Snyder, in bringing the successes described above to reality; and

BE IT ALSO RESOLVED, that the Board of Trustees does hereby direct that Vice President Snyder be awarded the sum of \$3,000 as the 1998 recipient of the University Leadership Merit Award.

4. Resolution Concerning Women's Basketball Team.
Dr. Cochran distributed a proposed resolution recognizing and congratulating the 1997-98 YSU Women's Basketball for their most successful season. At the Chairperson's request, the Secretary to the Board read the following resolution:

Resolution of Appreciation

YR 1998-21

WHEREAS, the Department of Intercollegiate Athletics and Coach Ed DiGregorio have been responsible for the development of an outstanding program of Lady Penguin basketball at Youngstown State University; and

WHEREAS, the team recorded a University record of twenty-seven wins with only two losses during the season to capture its fourth con-

secutive Mid-Continent Conference Championship; and

WHEREAS, the Lady Penguins, from a field of eight teams, were again victorious by taking the title of Mid-Continent Conference Tournament Champions for the second time in three years to earn their second appearance at the NCAA Women's Basketball Tournament; and

WHEREAS, the team was one of only sixty-four teams nationwide invited to participate in the NCAA Division I basketball championship tournament; and

WHEREAS, they have performed as a team in the truest sense of the word and tied YSU's school record of most consecutive wins at sixteen; and

WHEREAS, the YSU Lady Penguins basketball team enjoyed the strong support of the Penguin Club, the cheerleaders, the band, their loyal fans, and a President and his wife sporting a red fedora and red hat throughout the season; and

WHEREAS, YSU head coach Ed DiGregorio has guided the Lady Penguin basketball program to three consecutive winning seasons and a mark of 248-166 in his fifteenth season at YSU; and

WHEREAS, Shannon Beach and Anne Marie Martin were named first team All-Conference and Colleen Cook and Caroline McCombs were named second team All-Conference; and

WHEREAS, Anne Marie Martin and Caroline McCombs were named to the All-Tournament Team and Brianne Kenneally was named to the Mid-Continent All-Newcomer Team bringing great pride to the University; and

WHEREAS, Shannon Beach was named Mid-Continent Player of the Year and Caroline McCombs was named Mid-Continent Player of the Month for December; and

WHEREAS, Teresita Jones had an astonishing season to earn the rank of seventeen on Youngstown State University's top scoring list.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates the entire Lady Penguin basketball team and coaches on their success; and

BE IT ALSO RESOLVED, that individual copies of the Resolution be presented to Head Coach Ed DiGregorio, Assistant Coaches Bob Geletka, Carol Nee and Dianne McFadden, and the players.

Mr. Lyden moved, and Mr. O'Connell seconded, the adoption of the resolution as read by the Secretary, with the stipulation that the administration be authorized to modify the resolution in its discretion pending completion of the 1998 NCAA Women's Basketball Tournament. Thereupon, having received the affirmative vote of all trustees present, the Chairperson declared the motion carried and the resolution adopted.

ITEM V - REPORTS OF THE COMMITTEES OF THE BOARD.

The Board considered the following committee reports and recommendations:

1. Academic Affairs Committee

Dr. Scanlon discussed recent achievements of the YSU faculty in the areas of education quality and outside support. Dr. Scanlon stated that grant funding for the first three quarters of this fiscal year has already surpassed the total of grants for the entire preceding fiscal year. Dr. Scanlon explained that a modest Academic Computing Fee of \$15 per student per quarter is proposed to address costs associated with maintaining and upgrading the University's computer system and software.

Following Dr. Scanlon's report, the Chairperson recognized Mrs. Atkinson, chairperson of the Academic Affairs Committee, who stated that the committee was recommending two resolutions for adoption by the Board. On behalf of the committee, she then moved the adoption of the following resolution:

Resolution to Approve Policy Modification and Recision

YR 1998-22

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing Policies, the creation of

new ones, or the deletion of Policies no longer needed; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policies governing:

1003.01 Affiliated Scholars
as shown on the attached pages of the *University Guidebook*, Exhibit A;

1004.01 Degrees and Certificates
as shown on the attached page of the *University Guidebook*, Exhibit B;

1005.01 Honorary Degrees
as shown on the attached page of the *University Guidebook*, Exhibit C;

1006.01 Admission, Retention, and Graduation Standards
as shown on the attached page of the *University Guidebook*, Exhibit D; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the former corresponding *Policies of the Board of Trustees of Youngstown State University*:

Article III, Section 6
Article VI, Section 14
Article VI, Section 3
Article VIII, Section 1

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Commend the Academic Senate and
Accept the Statement of Ethical Principles

YR 1998-23

WHEREAS, the Youngstown State University Academic Senate developed a Statement of Ethical Principles and on June 4, 1997 voted to approve the statement; and

WHEREAS, this statement identifies principles of integrity, competence, respect, and responsibility as the fundamental values of the University community; and

WHEREAS, this statement will be included in the new *University Guidebook* which codifies University policies and procedures;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby accept the attached Statement of Ethical Principles, Exhibit E; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University commends the members of the Academic Senate for the initiative and persistence they demonstrated in the development and approval of the Statement of Ethical Principles.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

2. Affirmative Action Committee

The Chairperson recognized Mr. O'Connell, chairperson of the Affirmative Action Committee, who stated that the committee had no matters for consideration or action by the Board.

3. Budget and Finance Committee

Dr. Mears introduced Dr. Debra L. Pomponio, Associate to the Executive Vice President & Director of the Budget, who described the resolutions recommended by the Budget and Finance Committee.

Following Dr. Pomponio's report, the Chairperson recognized Mr. Nohra, chairperson of the Budget and Finance Committee, who stated that the committee was recommending two resolutions for adoption by the Board. On behalf of the committee, he then moved the adoption of the following resolution:

Resolution Concerning Student
Special Purpose Fees, Service Charges, and Fines

YR 1998-24

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; and

WHEREAS, the Ohio Revised Code also provides that each Board may establish special purpose fees, service charges, and fines; and

WHEREAS, it is desirable to provide sufficient notice to students of fees, charges, and fines to permit planning for the next academic year;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Youngstown State University does hereby approve the schedule of Special Purpose Fees, Service Charges, and Fines as shown on the attached Exhibit F.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Nohra then moved the adoption of the following resolution:

Resolution to Approve Policy Creation

YR 1998-25

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of the Institutional Policy governing 3002.01 Reduction/Refund of Tuition and Fees as shown on the attached pages of the *University Guidebook*, Exhibit 6.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

4. Building and Property Committee

Mr. Hyden provided a status report on three current projects: (1) the general contractor on the Beeghly Hall project has requested an additional 49 days to complete the project. The University has granted an additional 5 days; (2) the joint project with The Butler Institute of American Art is progressing with completion anticipated near year-end; (3) the Bliss Hall renovations bid specifications are being recalculated in order to bring the project within budget parameters. The project will go out to bid in mid- to late April.

Following the report, the Chairperson recognized Mr. Esterly, chairperson of the Building and Property Committee, who stated that the committee had no matters for action by the Board

5. Development Committee

Dr. Cochran stated that Mr. Snyder, Vice President for Development and Community Affairs, was in North Carolina with the YSU Women's Basketball team for the 1998 NCAA Women's Basketball Tournament. Dr. Cochran stated that the Phonathon recently ended having received \$60,000 in pledges compared to \$48,000 in pledges received the previous year. This year's Phonathon exceeded its goal by \$10,000. Dr. Cochran stated that the Capital Campaign received \$23,655,835 in pledges, exceeding its goal by more than \$1,600,000. Following discussion, the Chairperson recognized Mr. Lyden, chairperson of the Development Committee, who stated that the committee was recommending five resolutions for adoption by the Board. On behalf of the committee, he then moved for adoption of the following Resolution:

Resolution of Appreciation

YR 1998-26

WHEREAS, Youngstown State University implemented its first-ever comprehensive capital campaign in the history of the institution; and

WHEREAS, the University established a goal of \$22 million to fund four priorities: Electronic Campus, Campus 2000, Endowments and the Stambaugh Stadium Addition; and

WHEREAS, the University has provided campus enhancements including the fiber-optic network

for the Electronic Campus, Beeghly College of Education, Bresnahan Suite, Cafaro House, Campus Lights, Christman Campus Green, DeBartolo Stadium Club, Deibel Athletics Suite, James M. McKay Auditorium, Rose Melnick Medical Museum, Penguin "Walk of Pride," Physical Therapy Facility, Pollock Foundation Center for Teaching & Learning, Schuler Classroom of the Future, Schwebel Reception Center, Smith Executive Suite and Gallery, Stambaugh Stadium Addition, Sweeney Welcome Center, Veterans' Plaza, Watson Sports Media Center, and the Williamson Media Archives, and campus expansion projects including Metro College sites and Pete and Penny Shops at the Austintown Plaza, Eastwood Mall, Southern Park Mall and Southwoods Commons; and

WHEREAS, the Campaign has established seventeen endowments for student scholarship assistance and programmatic support to include the Academic Academy, American Studies Endowment, Miladore Athletic Scholarship Endowment, Center for Historic Preservation, Center for Islamic Studies. College of Fine & Performing Arts Endowment, Cushwa Center for Small Business Development, James Dale Ethics Center, Department of Physics & Astronomy Endowment, General Scholarship Endowment, India Community Scholarship Endowment, Minority Scholarship Endowment, Gratia Murphy Fund, Nursing Scholarship Endowment, Poetry Center Endowment "Muses Fund," Paula and Anthony Rich Center for the Study & Treatment of Autism, and the University Scholars Program; and

WHEREAS, the hard work and dedication of many volunteers created the foundation for the success of the Campaign by effectively telling the YSU story and securing truly outstanding levels of contributions to this important project; and

WHEREAS, the Campaign has created a high level of enthusiasm and excitement throughout the University and community and has created numerous significant partnerships between the University and many community organizations; and

WHEREAS, through the generous gifts of 5,196 donors, the University raised \$23.6 million,

surpassing its goal by \$1.6 million, two years ahead of schedule; and

WHEREAS, through the combined support of alumni, friends, corporations and foundations, the University is positioned to meet the challenges of the twenty-first century and to better serve our students and the region.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University extends its deepest appreciation to President Les Cochran; Campaign General Chair Warren P. "Bud" Williamson; Campaign Vice Chairs Clarence R. Smith, Jr., F. Wilson Knecht, William J. Bresnahan; Vice President for Development and Community Affairs Vern Snyder, and the staff of the Office of University Development for their exemplary leadership in guiding the University to the successful completion of the **Campaign for Youngstown State University**; and

BE IT ALSO RESOLVED, that individual copies of this Resolution be presented to President Cochran, Mr. Williamson, Mr. Smith, Mr. Knecht, Mr. Bresnahan, Mr. Snyder and the staff of the Office of University Development.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted. Mr. F. W. Knecht and Mr. William Bresnahan thanked the Board for its expression of appreciation, noting the efforts of Mr. Snyder and the University staff in the success of the Capital Campaign.

On behalf of the committee, Mr. Lyden then moved the adoption of the following resolution:

Resolution to Approve
Policy Creation, Modification, and Recision

YR 1998-27

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policies governing:

5002.01 Advertising Procedures

as shown on the attached pages of the *University Guidebook*, Exhibit H;

5003.01 YSU Foundation

as shown on the attached page of the *University Guidebook*, Exhibit I;

and the creation of Institutional Policies governing:

5003.02 Penguin Club

as shown on the attached page of the *University Guidebook*, Exhibit J;

5004.01 Fund Raising

as shown on the attached pages of the *University Guidebook*, Exhibit K; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the former corresponding *Policies of the Board of Trustees of Youngstown State University*:

Article VII, Section 2

Article VII, Section 4

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Lyden then moved the adoption of the following resolution:

Resolution to Accept Development Gifts

YR 1998-28

WHEREAS, Resolution YR 1980-34 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 L attached hereto

are being held pending acceptance and he recommends their acceptance;

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

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Lyden then moved the adoption of the following resolution:

Resolution to Accept Capital Campaign Gifts

YR 1998-29

WHEREAS, Resolution YR 1980-34 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 M attached hereto are being held pending acceptance and he recommends their acceptance;

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

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Lyden then moved the adoption of the following resolution:

Resolution to Accept Naming of Facilities

YR 1998-30

WHEREAS, the Capital Campaign presented the opportunity for donors to name facilities which would serve as lasting recognition of the level of support received by Youngstown State University; and

WHEREAS, the President has reported that the official naming of the facilities as listed in Exhibit N attached hereto are being held pending acceptance and he recommends their acceptance;

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

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

6. Intercollegiate Athletics Committee

Dr. Cochran displayed the large self-study document recently submitted to the NCAA as part of the certification process. Dr. Cochran stated that the same level of rigor exists in the NCAA certification process as in the academic certification process.

The Chairperson recognized Dr. Chander M. Kohli, chairperson of the Intercollegiate Athletics Committee, who stated that the committee was recommending one resolution for adoption by the Board. On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Accept Minority Plan

YR 1998-31

WHEREAS, the Policies of the Board of Trustees contain a policy statement on Intercollegiate Athletics; and

WHEREAS, the policy statement does not have in place a formal plan to promote minority opportunities in Intercollegiate Athletics; and

WHEREAS, the Administration wishes to implement a formal process to assure compliance with Federal and State laws and regulations; as well as actively address improving the opportunities of minority student athletes;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the Minority Opportunity Plan for Intercollegiate Athletics shown in the attached Exhibit O, to be effective immediately.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

7. Personnel Relations Committee.

Dr. Mears introduced Ms. Jean Wainio, Interim Executive Director - Human Resources. Dr. Mears described the resolutions recommended by the Personnel Relations Committee for adoption by the Board.

The Chairperson recognized Mr. Beeghly, chairperson of the Personnel Relations Committee, who stated that the committee was recommending two resolutions for adoption by the Board. On behalf of the committee, he then moved for adoption of the following Resolution:

Resolution to Ratify Faculty/Staff Appointments

YR 1998-32

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

WHEREAS, new appointments have been made subsequent to the December 15, 1997, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1997-98 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 P attached hereto.

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

On behalf of the committee, Mr. Beeghly then moved the adoption of the following resolution:

Resolution to Approve Policy
Creation, Modification, and Recision

YR 1998-33

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policies governing:

7002.02 leave of Absence, Extended Child-Care Insurance Benefits
as shown on the attached pages of the *University Guidebook*, Exhibit Q;

7003.01 Emeritus Status
as shown on the attached pages of the *University Guidebook*, Exhibit R;
and the creation of Institutional Policy governing:

7005.01 Solicitation and Distribution of Materials, Employees
as shown on the attached pages of the *University Guidebook*, Exhibit S;

9001.01 Selection of Administrative and Executive Officers of the University
as shown on the attached pages of the *University Guidebook*, Exhibit T;

9002.01 Annual Evaluation of Administrative and Executive Officers of the University

as shown on the attached pages of the *University Guidebook*, Exhibit U; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the former corresponding **Policies of the Board of Trustees of Youngstown State University:**

Article III, Section 27

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

8. Student Affairs Committee

Dr. Anderson discussed the recommended resolution pertaining to modifications in *The Code of Student Rights, Responsibilities, and Conduct*. Dr. Anderson stated that *The Code* is the most important document within the realm of Student Affairs, requiring that students conduct themselves in a manner compatible with the University's mission. Dr. Anderson stated that *The Code* is constantly evolving, and that additional modifications will be brought to the Board in the future.

Following Dr. Anderson's report, the Chairperson recognized Mrs. Wilkes, chairperson of the Student Affairs Committee, who stated that the committee was recommending one resolution for adoption by the Board. On behalf of the committee, she then moved for adoption of the following Resolution:

Resolution to Approve Policy Creation, Modification, and Recision

YR 1998-34

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University

does hereby approve the modification of Institutional Policy governing:

8001.01 **The Code of Student Rights, Responsibilities, and Conduct** as shown on the attached pages of the *University Guidebook*, Exhibit V; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the former corresponding *Policies of the Board of Trustees of Youngstown State University*:

Article V, Section 2

Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

9. Executive Committee

YR 1998-35

The Chairperson reported that the Executive Committee has met and recommended modifications to the President's contract of employment. On behalf of the committee, Dr. Chiu moved that the Board modify President Cochran's employment contract so as to increase his annual salary to \$175,000, effective July 1, 1998. Following discussion, the Board unanimously approved the committee's recommendation. The Chairperson declared the motion carried and the resolution adopted. Dr. Cochran expressed his appreciation of the Board's confidence and support.

10. Nominating Committee

The Chairperson requested Mr. Lyden to report on the recommendations of the Nominating Committee. Mr. Lyden stated that the Board's *By-Laws* provide that the Nominating Committee shall report its recommendations at the time of the March regular meeting, and that election of Board officers shall take place at the time of the June regular meeting. Mr. Lyden reported that the Nominating Committee, composed of Dr. Chiu, Mr. Beeghly, and Mr. Lyden, had met and was recommending the following slate of Board officers for the year 1998-99:

| | |
|------------------|--------------------------|
| Chairperson | Mr. Bruce R. Beeghly |
| Vice Chairperson | Mrs. Ruth Z. Wilkes |
| Secretary | Franklin S. Bennett, Jr. |

ITEM VI - COMMUNICATIONS, MEMORIALS

There were no communications or memorials considered by the Board.

ITEM VII - UNFINISHED BUSINESS

There was no unfinished business considered by the Board.

ITEM VIII - NEW BUSINESS

At the request of the Chairperson, the Secretary to the Board read the following resolution:

Resolution of Appreciation

YR 1998-36

WHEREAS, in June of 1989, Mark E. Lyden was appointed to the Board of Trustees of Youngstown State University by Ohio Governor Richard F. Celeste; and

WHEREAS, for nine years Mr. Lyden served faithfully as a Trustee of Youngstown State University, and generously devoted his time, talents, skills and efforts to the best interests of the University, its students, faculty and staff; and

WHEREAS, Mr. Lyden became Chairman of the Board of Trustees during one of the most difficult periods in the history of Youngstown State University, and devoted hundreds of hours of his time to working with its new President and his staff; and

WHEREAS, the position of stability and respect enjoyed today by Youngstown State University is due in large measure to Mr. Lyden's leadership and service on its Board of Trustees; and

WHEREAS, Mr. Lyden served with distinction on the Academic Affairs, Intercollegiate Athletics, Budget and Finance, Building and Property, Development, Executive, Public Services, Student Services, and Personnel Relations Committees, and as Vice Chairman and Chairman of the Board of Trustees of Youngstown State University; and

WHEREAS, Mr. Lyden's commitment to the University is clearly evidenced by his nine-year record of attendance at 212 of a possible 215 meetings of the Board and the Committees on which he served; and

WHEREAS, Mr. Lyden's commitment to the academic and public service missions of this University will serve as an example for Trustees for many years to come.

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

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

Thereafter, Mr. Beeghly moved, and Mrs. Wilkes seconded, a motion to adopt the resolution as read by the Secretary. After receiving the affirmative vote of all Trustees present, Mr. Lyden abstaining, and the Chairperson declared the motion carried and the resolution adopted.

ITEM IX - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

YR 1998-37

Upon motion made by Mr. Nohra, seconded by Dr. Kohli, which received the affirmative vote of all trustees present, the trustees resolved to set the following dates and times for the next regular meeting of the Board:

3:00 P.M., on Friday, June 26, 1998

ITEM X - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at approximately 4:45 P.M.

Chairperson

ATTEST:

Secretary to the Board of Trustees



UNIVERSITY GUIDEBOOK

Subject: **Affiliated Scholars**

| | |
|------------------------------------|-------------------|
| Developed by: Shirley A. Carpenter | Authorized by: |
| Title: Chairperson | Title: |
| Policies & Procedures Task Force | Date: |
| Date: October, 1997 | EFFECTIVE: |

Policy: The University encourages the affiliation of non-University individuals engaged in appropriate scholarly activity.

RESOLUTION NUMBER: YR

Definition: Affiliated Scholars are individuals with a record of ongoing scholarship or research, who are not full-time faculty.

Procedures:

1. The Dean of the School of Graduate Studies or designee, in cooperation with the University Research Council, is responsible for the identification and selection of Affiliated Scholars.
2. Affiliated Scholars are expected to hold the appropriate terminal degree and be engaged in ongoing scholarly activity.
3. Affiliated Scholars will credit Youngstown State University in publications stemming from scholarly activity conducted while affiliated with the University. Copies of publications will be provided to the Dean of the School of Graduate Studies.
4. Affiliated Scholars have access to University facilities and services, as defined by the appropriate Dean.
5. Usual and customary charges for the use of University facilities and services are the responsibility of the Affiliated Scholar.
6. When applying for external funding and invoking the University affiliation, Affiliated Scholars will follow University procedures and will assign to Youngstown State University indirect cost reimbursement awarded by the grantor.

NUMBER

1003.01

PAGE 2 of 2

7. The University administers any grant monies awarded to the Affiliated Scholar whose grant application names Youngstown State University as the institutional affiliation.



UNIVERSITY GUIDEBOOK

NUMBER

1004.01

PAGE 1 of 1

Subject: Degrees and Certificates

| | | | |
|---------------|----------------------------------|----------------|--|
| Developed by: | Shirley A. Carpenter | Authorized by: | |
| Title: | Chairperson | Title: | |
| | Policies & Procedures Task Force | Date: | |
| Date: | October, 1997 | EFFECTIVE: | |

Policy: The Board of Trustees awards certificates and degrees to students who are recommended by the respective dean as having fulfilled the requirements established by the faculty.

RESOLUTION NUMBER: YR

Parameters:

- Official diplomas are signed by the Chairperson and Secretary of the Board of Trustees and by the President and Provost of the University.
- The Seal of the University is affixed to all diplomas.
- The Office of Records is responsible for the development of the listing of graduates appearing in the Commencement Program and for ordering the diplomas awarded.

Procedures:

1. Students shall complete all appropriate materials in the quarter in which they plan to graduate.
2. The Office of University Scholars and Honors forwards to the Office of Records the names of the candidates for Scholars and Honors diplomas.
3. Degree completion requirements are verified by the appropriate department chairpersons and deans, and the information is then forwarded to the Office of Records.
4. Only diplomas and certificates of candidates who have met all of the academic requirements and financial obligations are forwarded to the appropriate dean for presentation to the graduates.

Agenda Item F.1.b.
Exhibit B

**UNIVERSITY GUIDEBOOK****Subject: Honorary Degrees**

| | | | |
|---------------|----------------------------------|-------------------|--|
| Developed by: | Shirley A. Carpenter | Authorized by: | |
| Title: | Chairperson | Title: | |
| | Policies & Procedures Task Force | Date: | |
| Date: | October, 1997 | EFFECTIVE: | |

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

RESOLUTION NUMBER: YR.

Procedures:

1. Criteria for nomination of individuals to receive an honorary degree are determined by the Provost.
2. Through a credential review process, the Provost and the President identify candidates for honorary degrees.
3. Names of honorary degree candidates are presented to the Academic Affairs Committee of the Board of Trustees at a regularly scheduled meeting prior to the commencement or convocation where the degree is to be granted.



UNIVERSITY GUIDEBOOK

Subject: Admission, Retention, and Graduation Standards

| | | | |
|---------------|----------------------------------|----------------|--|
| Developed by: | Shirley A. Carpenter | Authorized by: | |
| Title: | Chairperson | Title: | |
| | Policies & Procedures Task Force | Date: | |
| Date: | October, 1997 | EFFECTIVE: | |

Policy: The University shall establish appropriate rules and regulations governing the requirements for admission to, retention in, and graduation from the University.

RESOLUTION NUMBER: YR

Procedures:

1. Undergraduate standards for admission, retention, and graduation are made by the Academic Senate in accordance with its Charter and Bylaws.
2. Graduate student admission, retention, and graduation standards are made by the Graduate Council in accordance with its Charter and Bylaws.
3. Schools and departments may recommend requirements for admission to, retention in, and graduation from specific curricula which may be more selective than University requirements. Such recommendations are subject to review and approval by the appropriate dean, Provost, and President.
4. Changes in standards for admission, retention, and graduation are reported to the Academic Affairs Committee of the Board of Trustees.
5. Academic standards can be found in the current edition of the *Undergraduate Bulletin* and the *Graduate Bulletin*.

Youngstown State University

Statement of Ethical Principles

Preamble

We, the faculty and administrative members of the Youngstown State University community, strive to create an environment that fosters excellence in teaching, learning, scholarship, university and public service. The *YSU Statement of Ethical Principles* is intended to guide faculty and administrators as we work together to fulfill this mission. These core principles describe appropriate relations among members of the university community, the constituencies we serve, and the larger society in which we work.

This statement serves as a guide of conduct through articulating the principles that underlie our behavior. This statement assists individuals in resolving ethical dilemmas by describing some of the rights, responsibilities, freedoms and constraints upon our actions. As a community, we recognize the difficulty in discerning the resolution of these dilemmas and their ensuing conflicts. For example, freedom of expression and academic freedom, carry with them the responsibility to respect the worth and dignity of each human being. Likewise, the unfettered search for and dissemination of knowledge requires honesty both in its pursuit and communication.

Moreover, professional autonomy, a hallmark of higher education, is preserved when it is exercised within the context of the principles this statement supports.

Although interpretation of the Statement's principles is mediated by personal values, culture and experiences, the University community affirms the fundamental values of *integrity, competence,*

respect and responsibility that this Statement articulates. Achieving a community which practices these ideals requires not only the expression of these ideals but also a personal commitment to a lifelong effort to act ethically.

Integrity

We, the faculty and administrative members of the YSU community, uphold our commitment to cultivate integrity in all areas of university life. In so doing, we (faculty and administrators) adhere to the *principle of moral inclusion*. That is, rules of morality, honesty, and fair play are applied to all regardless of age, race, gender, ethnicity, national origin, religion, sexual orientation, disability, language or socioeconomic status.

Furthermore, as members of the university community we *become aware of our own moral perspectives* as we engage in the process of values clarification. We do so in order to eliminate biases that would hinder the application of the principle of moral inclusion. Members of the university community *foster integrity through educational efforts* in campus newspapers, seminars, lectures and other programs.

There are three key areas in which integrity plays a major role. First, *the performance of duties and job responsibilities* requires integrity insofar as these encompass the resolution of conflicts of interests among students and employees of the university. Next, *interactions within the YSU community* require integrity insofar as these interactions encompass the proper use of power. Power is not to be used in an abusive manner. Thirdly, in *the distribution*

of resources within our community, integrity is present insofar as distributions are equitable and fair.

Furthermore, a commitment to integrity requires that *publication credit accurately reflect the relative and proportional professional contributions of the individuals involved*. When major contributions of a professional character are made by several persons to a common project, these are recognized by joint authorship. In valuing integrity, we also recognize a student's authorship of his or her written work, and that a student is usually listed as the principal author of any multiple-authored article that is substantially based on his or her dissertation or thesis.

Competence

We, the faculty and administrative members of the YSU community, uphold our commitment to maintain competence and expertise in our chosen fields. In so doing, we *engage in professional activities* that will both increase and maintain our awareness of current information and our maintenance of performance standards. Furthermore, we recognize our limitations and seek appropriate guidance and education to broaden them. In recognizing the need to further our competence, we actively pursue excellence in our areas of expertise and their related fields.

Furthermore, we recognize that we are to *maintain a level of education, training, and research*. In so doing, we further our goals of effective teaching, supervision and participation in the activities required of us in our individual academic environments.

Finally, we recognize that a commitment to competence requires *an obligation to be accountable for our individual actions and judgments*. We uphold professional standards of conduct. If our performance or conduct is impaired and our expected duties cannot be fulfilled, then reasonable steps must be taken to prevent harm to those we encounter.

Respect

We, the faculty and administrative members of the YSU community, adhere to a universal, comprehensive respect for persons. Implicit in such respect is a valuing of what it is to be human so as to preserve and encourage the rights of all individuals. Although we possess certain rights, our rights do not exist in a vacuum; they are activated in a web of relationships such that there is a reciprocity between rights and the conditions that make them possible. This reciprocity leaves us necessarily respectful of one another.

Through a respect for persons, we guarantee some basic rights and equal access to these rights as the respective benefits of the many facets of our environment. *We all have a right to be heard*. Included in this right is the requirement to work towards an environment that not only allows people to be heard but also empowers them to the point of making themselves heard. This includes the duty of not silencing others through discriminatory or prejudicial behavior, as well as the duty of seeking to eradicate that behavior which drowns out the voices that are typically heard less often. *We all have a right to be safe*. Included in this right is the freedom from exploitative power relationships. Within any community there are power differentials, but when such distinctions are enacted with an underlying respect for persons and

their role in the community, destructive effects are minimized. Finally, *we all have a right to be valued*. Included in this right is the requirement to value others, such that we respect their privacy and confidentiality.

Inevitable in a framework of rights are the ensuing conflicts that arise within any community when desires are at cross purposes. Yet, when such conflicts arise against the backdrop of a commitment to respect, these conflicts are resolved in such a manner as to allow for a positive and productive future after conflict. As members of the YSU community, we support this future, a future based on mutual respect.

Responsibility

As educational leaders, faculty and administrative members of our university community must demonstrate responsibility to our students, colleagues, institution, discipline, and community.

Within the YSU community, we recognize the responsibility to *value all students*. In order to contribute to the ongoing development of students, we will value their opinions, time, and academic contributions. Within this framework of responsibility, classroom performance will be assessed in ways that are valid, open, fair and consistent. As members of the YSU community, we recognize the responsibility of demonstrating that we value *the dignity of our colleagues* in such a way as to preserve their academic, professional, and personal reputation. Members of our community are to work cooperatively with colleagues to foster professional development.

Members of the institution are to be aware of and *value the educational goals, policies, and standards of the institution*. Members

agree to work for the good of the institution as a whole and will endeavor to abide by stated university policies and regulations that pertain to its well-being. Neither outside commitments nor personal gain will be allowed to come into conflict with this responsibility.

Members of the YSU community shall maintain a high regard for and *a continued involvement in the discipline in which he or she is involved*. This requires gaining and maintaining a high level of valid knowledge that ensures that professional expertise is accurate, current, representative, appropriate and without personal bias. Furthermore, we will take steps to *understand alternative ways of presenting knowledge and skills*. Finally, we shall take steps to foster an environment that develops these practices.

As members of the YSU community, we will *represent the university to the community for the mutual enrichment of both*. We recognize that we have the responsibility to share knowledge and skills and to provide important leadership and enlightenment to the communities in which we live. This responsibility will manifest itself in terms of community and public service often reflecting, but not limited to, our areas of expertise.

Conclusion

We, the faculty and administrative members of the YSU community, make this commitment to the values of *integrity, competence, respect and responsibility*. In so doing, we recognize this is a fundamental, though not an exhaustive list of ethical principles that can serve as a framework for our relationships to one another within the context of continuous moral development.

STUDENT FEES AND CHARGES 1998-1999

SPECIAL PURPOSE FEES, SERVICE CHARGES AND FINES

| | Fiscal Year 1997-98 | Fiscal Year 1998-99 | Change |
|---|---------------------|-------------------------|--------|
| Academic Computing Fee | \$0 | \$15 per quarter Note 1 | \$15 |
| Computer Assisted Course Fee | \$25 per course | \$25 per course | \$0 |
| Computer Intensive Course Fee | \$35 per course | \$35 per course | \$0 |
| Credit by Examination Fee | \$10 per credit | \$10 per credit | \$0 |
| Graduate Student Application Fee | \$30 | \$30 | \$0 |
| I.D. Replacement Charge | \$15 | \$15 | \$0 |
| Inoculation fee: | | | |
| Hepatitis series | \$125 | | \$0 |
| Measles, Mumps, Rubella | \$30 | | \$0 |
| Tetanus | \$5 | | \$0 |
| International Student Credential Evaluation Fee | \$45 | | \$0 |
| Intramural Team Participation Fee | \$10 | | \$0 |
| Materials Fee | \$20 per course | | \$0 |
| Level 1 | | \$20 per course Note 2 | \$20 |
| Level 2 | | \$30 per course Note 2 | \$30 |
| Level 3 | | \$40 per course Note 2 | \$40 |
| Late Application for Graduation (after 3rd wk. of qtr.) | | | |
| Late Payment Fee | \$25 | | \$0 |
| Late Registration Fee | \$25 | | \$0 |
| Library Fines/Curriculum Center Fines: | | | |
| (1) Overdue book: \$.10 per day to maximum of \$11, plus cost of book replacement including a \$10 processing charge. | | | |
| (2) Overdue reserve book: \$.55 per day to a maximum of \$11, plus cost of book replacement including a \$10 processing charge. | | | |
| (3) Unauthorized removal of closed reserve book: \$.55 per day to a maximum of \$11, plus cost of book replacement, including a \$10 processing charge, plus \$5. | | | |
| Multiservice Fee | \$10 | \$16 Note 4 | \$6 |
| Part-Time (1 - 11 credits) | \$20 | \$26 Note 4 | \$6 |
| Full-Time (12 or more credits) | \$25 | \$25 Note 5 | \$0 |
| Orientation Fee | | | |

SPECIAL PURPOSE FEES, SERVICE CHARGES AND FINES

| | Fiscal Year 1997-98 | Fiscal Year 1998-99 | Change |
|--|------------------------|------------------------|--------|
| Parking Permit Charge: | | | |
| Employees | \$45 per quarter | \$50 per quarter | \$5 |
| Students | \$38 per quarter | \$38 per quarter | \$0 |
| Per day without permit | \$3 | \$3 | \$0 |
| Special Events | \$3 | \$3 | \$0 |
| Performance Music Fee (plus tuition) | \$35 per credit | \$35 per credit | \$0 |
| Professional Practice Participation Fee | \$55 per course | \$55 per course | \$0 |
| Proficiency Examination Fee | \$30 per course | \$30 per course | \$0 |
| Returned Check or Credit Card Fee | \$35 | \$35 | \$0 |
| Student Locker Rental | \$15 per academic year | \$15 per academic year | \$0 |
| Thesis Binding Charge | \$25 per copy | \$25 per copy | \$0 |
| Tuition Installment late payment fee | \$14 | \$14 | \$0 |
| Tuition Installment Payment Plan application fee | \$25 per use | \$25 per use | \$0 |
| Tuition Loan late payment fee | \$10 per month | \$10 per month | \$0 |
| Parking Violations Fines: | | | |
| Class I - All violations except those in Class II | \$10 | \$10 | \$0 |
| Class II - Parking in a Handicap Zone without proper permit. | | | |
| Parking at a Tow Away Zone, Loading Zone, Official Use Only sign, Fire Lane, or in the Campus Core area. | \$35 | \$35 | \$0 |
| Undergraduate Application Fee (first enrollment) | \$25 | \$25 | \$0 |
| University Housing | | | |
| Room and Board per academic year: | \$4,350 | \$4,560 | \$210 |
| payable \$1,520 per quarter, except that an extra \$200 is collected the first quarter of residency and the Spring Quarter is reduced by \$200. (If a resident does not stay through the Spring Quarter the \$200 is forfeited.) | | | |
| Residence Hall Security Deposit (paid first quarter) | \$100 | \$100 | \$0 |
| Single Room Surcharge (subject to availability) | \$300 per quarter | \$300 per quarter | \$0 |
| Residence Hall Summer Session | | | |
| Room, per five-week session | \$385 | \$400 | \$15 |
| Single Room Surcharge, per five-week session | \$150 | \$150 | \$0 |
| Security Deposit | \$100 | \$100 | \$0 |
| University Apartments (room only, per person per academic year) | \$2,730 | \$2,880 | \$150 |
| Summer (room only - five weeks) | \$425 | \$400 | (\$25) |
| Voluntary Board Plan (Students not rooming in University housing) | | | |
| Nineteen-meal Plan - per week | \$635 per quarter | \$655 per quarter | \$20 |
| Fifteen-meal Plan - per week | \$540 per quarter | \$560 per quarter | \$20 |
| Ten-meal Plan - per week | \$435 per quarter | \$450 per quarter | \$15 |
| Five-meal Plan - per week | \$240 per quarter | \$225 per quarter | (\$15) |
| Break Housing | | | |
| Winter break | \$50 | \$50 | \$0 |
| Other break | \$25 | \$25 | \$0 |
| | | | 100.00 |

OTHER FEES AND CHARGES:

| | Fiscal Year 1997-98 | Fiscal Year 1998-99 | Change |
|---|---------------------|---------------------|--------|
| Career Planning Program Test Fee | \$30 per use | \$30 per use | \$0 |
| Child Development Laboratory Charge | \$25 per quarter | \$25 per quarter | \$0 |
| Early Childhood Practicum Charge | \$25 per quarter | \$25 per quarter | \$0 |
| Elementary Education Reading Specialist Charge | \$25 per quarter | \$25 per quarter | \$0 |
| Maag Library Carrel | \$25 annual charge | \$0 annual charge | (\$25) |
| Nonstudent Library Card. Issued only to members of the YSU Alumni Association or "Friends of the Maag Library Association." | \$0 | \$0 | \$0 |

NOTES:

- Note 1. The Academic Computing Fee will be charged to all students and will provide increased on-campus access to the Internet, establish and maintain an open lab in Maag Library, provide increased lab reliability and technical assistance, and provide infrastructure support (network services and electronics maintenance) for technology.
- Note 2. Materials Fees will be assessed in courses where consumable materials are used. The amount charged will be based on the value of materials usage.
- Note 3. A \$25 Late Registration Fee will be charged to all current students who register on or after late & final registration as stated in the current schedule of classes. The fee is assessed after the last day of registration for current students. The fee will not apply to new students or former students who have not been registered for the most recent two quarters, including Summer terms. Exceptions to the fee will be at the discretion of the Registrar with the expectation that few will be granted.
- Note 4. Multiservice Fee replaced nine former service charges.
- Note 5. The Orientation Fee will be for all new students invited to either SOAR or Early Advising and Registration. No portion of the fee is applicable to tuition and the fee is nonrefundable.



UNIVERSITY GUIDEBOOK

Subject: Tuition and Fees, Reduction/Refund of

| | | | |
|---------------|---|----------------|--|
| Developed by: | Shirley A. Carpenter | Authorized by: | |
| Title: | Chairperson Policies & Procedures Task Force | Title: | |
| Date: | August 7, 1997 | Date: | |
| | | EFFECTIVE: | |

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

RESOLUTION NUMBER: YR

Parameters:

- A full reduction of the instructional, general, performance music, and laboratory materials fees, and the nonresident surcharge will be provided for all withdrawals which take place during a specified period of time outlined in the current University *Undergraduate* and *Graduate Bulletins*, or as modified by action of the Board of Trustees.
- Students suspended or dismissed from the University for non-academic reasons are not entitled to any reduction of fees.

Procedures:

1. To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
2. Students who withdraw or reduce hours **after** the specified refund period, and who do so for reasons beyond their control (physician's request, induction into military service, change in work shifts or transfer of employment, or other special circumstances), may request to have their fees reviewed in accordance with the Fees and Charges Appeal Board process. If approved, the fees may be revised on a prorated basis.

3. Students withdrawing from all classes as a result of being called to active military service are eligible for a full reduction of fees. Students must officially withdraw and must provide the Fees and Charges Appeals Board with supporting documentation validating the withdrawal.

4. Individuals seeking additional information on the reduction/refund of fees and charges should refer to the current Youngstown State University *Undergraduate Bulletin*, *Graduate Bulletin*, and the *Schedule of Classes*.



UNIVERSITY GUIDEBOOK

Subject: Advertising Procedures

| | |
|--------------------------------|-------------------|
| Developed by: Linda Lewis | Authorized by: |
| Title: Director | Title: |
| Public Relations and Marketing | Date: |
| Date: September, 1997 | EFFECTIVE: |

Policy: Institutional publications, statements, and advertisements shall be truthful, informative, and constructive and avoid misleading or exaggerated impressions with respect to the University.

RESOLUTION NUMBER: YR

Purpose: The success and public acceptance for any advertising campaign is dependent upon a long-term strategy built upon credibility and consistency, and it must be based on a well-planned and executed program of action. The Office of University Relations has major responsibility for meeting these objectives. (NOTE: The following procedures do not apply to advertisements for employment. Please refer to the Procedures on Employee Recruitment.)

Procedures:

1. University personnel wishing to advertise, in any medium (e.g., newspaper, radio, magazines, television), should complete an "Advertisement Request Form." (These forms are available in the Office of University Relations and in other offices throughout the University.)
2. Completed forms should be forwarded to the Office of University Relations at least three weeks in advance of the advertisement copy deadline date.
3. Upon receipt of the form, a meeting will be scheduled between the individual requesting the ad and a representative from the Office of University Relations.
4. Based upon this consultation, the Office of University Relations, in conjunction with members of the Advertising Committee, will develop a concept appropriate to the ad and design the artwork for review and final approval by the requester.

5. University Relations will also provide the requester with costs and production specifications for each vendor.

6. Once the ad is approved by the requester, the Office of University Relations will produce the ad in the appropriate format and, upon request, will forward the ad to the designated vendor. A copy of the ad will also be generated for the requester's files.



UNIVERSITY GUIDEBOOK

Subject: YSU Foundation

| | | | |
|---------------|----------------------------------|----------------|--|
| Developed by: | Shirley A. Carpenter | Authorized by: | |
| Title: | Chairperson | Title: | |
| | Policies & Procedures Task Force | Date: | |
| Date: | November, 1997 | EFFECTIVE: | |

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

RESOLUTION NUMBER: YR

- The Youngstown State University Foundation (YSUF) is a separately chartered charitable organization.
- YSUF was founded to assist the University by providing support for educational, literary, charitable, and scientific activities and projects.
- Requests for such assistance shall be made only by the President or Provost of the University to the President of YSUF.
- The Vice President for Development and Community Affairs serves as the primary University contact on regular and routine matters with the YSU Foundation.
- YSUF shall serve as an investment manager for the University. In this capacity, YSUF may encourage and administer a planned giving program on behalf of the University.



UNIVERSITY GUIDEBOOK

Subject: Penguin Club

| | | | |
|---------------|----------------------------------|-------------------|--|
| Developed by: | Shirley A. Carpenter | Authorized by: | |
| Title: | Chairperson | Title: | |
| | Policies & Procedures Task Force | Date: | |
| Date: | November, 1997 | EFFECTIVE: | |

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

RESOLUTION NUMBER: YR

- The Penguin Club is a separately chartered 501(c)(3) charitable organization. The Penguin Club, subject to the terms and conditions of its Charter, is organized to provide funds for the support of intercollegiate athletics at Youngstown State University.
- The Executive Director of Intercollegiate Athletics serves as the liaison to the Penguin Club.
- All funds raised in support of intercollegiate athletics are to be used in a manner consistent with the Charter of the Penguin Club.



UNIVERSITY GUIDEBOOK

Subject: Fund Raising

| | | | |
|---------------|----------------------------------|----------------|--|
| Developed by: | Shirley A. Carpenter | Authorized by: | |
| Title: | Chairperson | Title: | |
| | Policies & Procedures Task Force | Date: | |
| Date: | November, 1997 | EFFECTIVE: | |

Policy: Solicitation of gifts made by anyone for the benefit of the University, or any agency thereof, shall require prior approval of the Development Council.

RESOLUTION NUMBER: YR

Parameters:

- The Development Council is designed to ensure that the planning and implementation of fund-raising strategies are carried out in an organized and coordinated manner.
- The Development Council consists of representatives of the Department of Intercollegiate Athletics, the McDonough Museum of Art and the College of Fine and Performing Arts, the Office of University Development, the Penguin Club, WYSU-FM, the Youngstown State University Alumni Association, and the Youngstown State University Foundation. Other individuals may be appointed by the Vice President for Development and Community Affairs.
- The Development Council has a dual purpose: (1) to create an awareness within the private sector of the financial needs of the University; and (2) to implement a coordinated plan for meeting those needs through private support.

Procedures:

1. The Office of University Development is responsible, in consultation with the Development Council, for designing, planning, and implementing fund-raising strategies which increase the level of private support to the institution.

2. All requests to undertake fund-raising projects or to solicit contributions from individuals or any other entity must be in writing and must have been reviewed and supported by the chairperson of the appropriate department or unit and the dean or executive director prior to submission to the Development Council.
3. Any request involving the planning, construction, or expansion of a facility must first be reviewed by the appropriate dean or executive director and supported by the Executive Vice President.
4. Activities to be coordinated through the Office of University Development include:
 - Fund-raising campaigns through direct mail, telemarketing, and personal solicitation.
 - Establishment of "associates," "friends," "membership," or other program designed to solicit financial support.
 - Special fund-raising efforts appealing to various University constituencies regarding scholarships, memorial funds, fellowships, aid programs, professorships, endowed chairs, etc.
 - Fund-raising for construction, expansion, or renovation of University facilities, regardless of other sources of funding.
 - Request to private sources for the funding of new or existing programs.
 - All other programs to raise funds in the private sector.
5. The Office of University Development is responsible for officially recording and acknowledging receipt of all gifts to the University including cash pledges, securities, trusts, insurance policies, real estate, and other gifts-in-kind.
6. All gifts and donations must be processed through the Office of University Development before being deposited in any University account.
7. A complete and accurate record of every donor to the University shall be maintained by the Office of University Development. Donor anonymity shall be protected whenever possible.
8. More detailed information regarding fund raising can be found in "Fund-Raising Guidelines" available in the Office of University Development.



EXECUTIVE SUMMARY
GIFTS
FOR THE PERIOD OCTOBER 1 - DECEMBER 31, 1997

UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1):

| | NUMBER RECEIVED | TOTAL |
|--------------|-----------------|----------------------------|
| CASH | 1,049 | \$193,831.95 |
| NON-CASH | 5 | 2,865.59 |
| TOTAL | 1,054 | <u>\$196,697.54</u> |

WYSU-FM (SEE ATTACHMENT 2):

| | NUMBER RECEIVED | TOTAL |
|--------------|-----------------|---------------------------|
| CASH | 823 | <u>\$53,116.00</u> |
| TOTAL | 823 | <u>\$53,116.00</u> |



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
UNIVERSITY DEVELOPMENT GIFT LIST
FOR THE PERIOD OF OCTOBER 1 - DECEMBER 31, 1997**

| DESCRIPTION | NUMBER OF GIFTS | TOTAL |
|--------------|-----------------|---------------------|
| Cash | 1,049 | \$193,831.95 |
| Non-cash | <u>5</u> | <u>2,865.59</u> |
| Total | 1,054 | \$196,697.54 |

RANKING OF CASH GIFTS:

| | <u>NUMBER RECEIVED</u> | <u>TOTAL</u> |
|-------------------|------------------------|---------------------|
| \$5,000+ | 5 | \$ 50,500.00 |
| \$1,000 - \$4,999 | 33 | 39,220.00 |
| \$500 - \$999 | 38 | 20,609.00 |
| Below \$500 | <u>973</u> | <u>83,502.95</u> |
| Total | 1,049 | \$193,831.95 |

CASH CONTRIBUTIONS BY RANK

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Total Cash Contributions \$193,831.95

NON-CASH CONTRIBUTIONS

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| Doeberling Physical Therapy, Inc | \$ 292.00 | Books for Physical Therapy Program |
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| David E. Sanders | 500.00 | Youngstown City Lot #3939 |
| Cheryl M. Staib | 50.00 | Pizzas for Columbus-Pittsburgh Alumni Tailgate Event |

Total Non-Cash Contributions \$2,865.59



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 FOR THE PERIOD OF OCTOBER 1 - DECEMBER 31, 1997

| <u>DESCRIPTION</u> | <u>NUMBER OF GIFTS</u> | <u>TOTAL</u> |
|--------------------|------------------------|--------------------|
| Cash | 823 | \$53,116.00 |
| Total | 823 | \$53,116.00 |

RANKING OF CASH GIFTS:

| | <u>NUMBER RECEIVED</u> | <u>TOTAL</u> |
|---------------|------------------------|--------------------|
| \$500 - \$999 | 1 | 360.00 |
| Below \$500 | <u>822</u> | <u>\$52,756.00</u> |
| Total | 823 | \$53,116.00 |

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| DESCRIPTION | NUMBER OF GIFTS | TOTAL |
|----------------------------|-----------------|---------------------|
| Total Contributions | 5,196 | \$23,655,835 |

RANKING OF CASH GIFTS:

| | | <u>NUMBER RECEIVED</u> |
|---------------------|---------------------|------------------------|
| President's Council | \$100,000+ | 54 |
| Pacesetting Gifts | \$10,000 - \$99,999 | 64 |
| Major Donors | \$101 - \$9,999 | 725 |
| Brick Donors | \$100 and Below | <u>4,353</u> |
| Total | | 5,196 |

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Edward J. DeBartolo Corporation
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Disabled American Veterans Chapter 2
Disabled American Veterans Chapter 11
Disabled American Veterans Chapter 122

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Michael Donofrio
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John C. Gibson
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Eileen Greaf
James B. Greene
John F. Greenman & Mary Alice Budge
Joe L. Gregory
Dr. Elaine M. Greifenstein
John L. Grim
Laura Gross
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Dr. Stanley D. Guzell
Mr. & Mrs. William Habay
Dr. Madeleine Haggerty
Douglas Hagy
Atty. Dennis Haines
Gary E. Halstead
William H. Hamill
Lori Hamrock
William J. Hanlon Jr.
Roberta Marsteller Hannay
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Dr. Stephen & Brigitta Hanzely
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Florence Harshman
Atty. & Mrs. Michael S. Harshman
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Theresa Trucksis Hickey
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Helen Hart Hurlbert Foundation
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Michele Huston
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Thomas Huzjak

Hynes-Finnegan Foundation
IBEW Local Union #64
India Community Center & Temple
ITAM Post 3
ITAM Post 3 Bingo Committee
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Ronald A. James
Raymond Jaminet
Ron Jaworski
Jenkins Sign Company
Dr. William D. Jenkins
Dr. Clara M. Jennings
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Tom & Carol Jochman
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Legion of Romanian American Volunteers
Anthony Leonelli Jr.
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LTV Steel Corporation/Tubular Products
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The Lyden Company
Mary Jane Lyons
Scott MacDonald
Mr. & Mrs. Francis C. MacGregor
Gary Maggs
Mahoning Chapter 42 Reserve
Officers Association

Mahoning County Council V.F.W.
 Mahoning National Bank
 Mahoning Paint Corporation
 Mahoning Valley BASHA
 Mahoning Valley Vietnam Veterans Chapter
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 Allan J. Maniccia
 Dr. Gordon Mapley
 Atty. Joseph W. Marin
 Marine Corps League Shenango Valley
 Detachment #632
 Mariners of Pennsylvania & Western
 Reserve Chapter of AMMV
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 Carolyn Martindale
 John Massie
 Atty. John Masternick
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 Jack Mayo
 Dr. & Mrs. Charles A. McBriarty
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 Ellen McQuade
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 Mr. & Mrs. William J. Meola
 Mercer County Committee American Legion
 Alida V. Merlo
 Sherry Merritt
 Judy Meshel
 Genevieve V. Meshot
 James L. Metcalf
 Drs. Michael & Dianne Miladore
 Military Order of the Purple Heart
 Chapter 606
 Mary Ann Miller
 Laurie Miraglia
 Thomas S. Mirante III
 Audrey Mislav
 Joan Dascenzo Mock
 Mary Ellen Monroe
 Daniel P. Moore
 Karen Sue Moore
 Susan Moorer
 Anne L. Moran
 Mr. & Mrs. Nicholas Morgione
 Vincent Morgione
 Atty. Mike Morley
 Mr. & Mrs. James W. Morrison
 Kelly J. Morrison
 Joseph V. Moyer
 ms consultants
 Angela Mudrak
 Lt. Col. John V. Muntean
 George J. Murphy Jr.
 MaryLou Musitano
 Mr. & Mrs. George E. Myers
 Wilbur E. Myers
 Dr. Robert F. Naples
 Mr. & Mrs. A. J. Napoli
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 National Italian American
 Sports Hall of Fame
 Bert J. Newman
 Irene R. Nicola
 Richard Noel
 Mr. & Mrs. Joseph S. Nohra
 Amy K. Nolan
 North Star Steel Ohio
 Northwestern Mutual Life Foundation
 Carl & Clara A. Nunziato
 Donald D. Nyalka
 Mr. & Mrs. Patrick O'Brien
 Thomas J. O'Donnell
 Barbara A. O'Hara
 Ohio Edison

Ohio VFW 8th District
William A. O'Horo
Robert A. O'Leary
James Olive
Herb A. Olmi
James L. Olsavsky
Leonard A. Olson
Ordine Figli D'Italia in America
Our Lady of Mt. Carmel Church
Beatrice Totoru Pachuta
Tom & Pam Palumbo
John Pannunzio
Benjamin Pantalone
Rudy Parella
Ron Parise
Lucile Patrick
Atty. W. Terry Patrick
Dr. Marie A. Pavlicko
John A. Payiavlas
Atty. James L. Pazol
Pearl Harbor Survivors Association
Penguin Club
Pennsylvania School of Culinary Arts
Atty. Paul G. Perantinides
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Katherine W. Perry
Leonard A. Perry
Robert Pesa
Dr. Gilbert A. Peterson
Mr. & Mrs. R. R. Peterson
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Michael J. Petrucci
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Donald P. Pipino
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Plumbing, Heating & Cooling Contractors
Plumbers & Steamfitters Local 87
Ruth C. Pogacnik
Polish Legion American Veterans
Wm. B., III & Kathryn C. Pollock Fdn.
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Roth Brothers
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Susan Russo
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Dr. Robert Sacherian
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Jim & Lauren Scanlon
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Anthony R. Schiavone
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C. Reid & Judith Schmutz
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Scott R. Schulick
Mr. & Mrs. Richard C. Schuster
Schwebel Family Foundation
Score/ACE Chapter 112
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Second National Bank
Security Dollar Bank
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Shirley M. Shields
Marion G. Shillings
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Jack E. Somerlad
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Lawrence A. Teaberry
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Daniel J. Terreri
Donna J. Terzak
Dr. Linda J. Tessier
Dr. Julie E. Thomas
Joanne Thompson
James E. Thornton
Sara Throop
Daniel Tidrick
Barbara Tinkham
Diane Tirak
David Tod
The Honorable James Traficant
Ray Travaglini
Travelers Foundation
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James Tressel
Dr. Gloria D. Tribble
Tri-State Detachment #494
Marine Corps League
John J. & Pauline Truhan
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The Trustmark Foundation
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Jeanne Tyler
U.A.W. Local 1112 Veterans Committee
U.A.W. Local 1714
Victor Ugran
Dr. John D. Usis
Mr. & Mrs. Frank Valicenti
Ted VanFleet
Thomas G. VanWert
Margaret A. Varley
Jonathan Vasko
Mr. & Mrs. William G. Vendemia
Helen M. Verdream
V.F.W. Post 93
V.F.W. Post 419
V.F.W. Post 892
V.F.W. Post 1055
V.F.W. Post 1090
V.F.W. Post 1338
V.F.W. Post 1423

V.F.W. Post 3332
V.F.W. Post 3521
V.F.W. Post 3535
V.F.W. Post 3538
V.F.W. Post 3767
V.F.W. Post 4111
V.F.W. Post 4192
V.F.W. Post 4237
V.F.W. Post 4579
V.F.W. Post 5532
V.F.W. Post 6233
V.F.W. Post 6488
V.F.W. Post 7200
V.F.W. Post 7597
V.F.W. Post 9054
V.F.W. Post 9278
V.F.W. Post 9947
V.F.W. Triangle 2799
Dr. Allen L. Viehmeyer
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Jane Vigorito
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YSU Foundation
Pamela A. Yurko
Stanley Zitello
Richard J. Zitto
Gerald R. Zoccali
T. Zogakis
Michael E. Zordich
James C. Zupanic

Total Contributions: \$23,655,835.00

* Deceased



NAMED GIFTS AND MEMORIALS

Named Gift Register

Beeghly College of Education
Bresnahan Suite
Christman Campus Green
James Dale Ethics Center
DeBartolo Stadium Club
Jerome P. Deibel Intercollegiate Athletics Suite
James M. McKay Auditorium
Melnick Hall (ITT Building)
Rose Melnick Medical Museum
Drs. Dianne & Michael Miladore Penguin Club Loge
Penguin "Walk of Pride"
William B. & Kathryn Challis Pollock Foundation Center for Teaching & Learning
Paula & Anthony Rich Center for the Study & Treatment of Autism
Catherine M. & Herbert F. Schuler Classroom of the Future
Schwebel Reception Center
Clarence R. & Rose Marie Smith Executive Suite
Rose Marie Smith Gallery
Sweeney Welcome Center
Watson Sports Media Center
Williamson Media Archives

Memorial Gifts Register

Gratia Murphy
Ralph W. Skerratt
Mae Turner

analysis. Implementation of the Plan, however, is the shared responsibility of the Department of Intercollegiate Athletics and everyone in the University community.

Affirmative Action Statement

The Department of Intercollegiate Athletics is committed to the principles of affirmative action in accordance with state and federal laws. This commitment is to provide equality of opportunity for all individuals, and promote the full realization of this opportunity, regardless of gender, race, disability, or Vietnam-era veteran status. This commitment is declared in the University's Affirmative Action Plan.

Implementation of Affirmative Action Programs

To assure optimum communication and implementation of the EO/AA programs at all levels of supervision and to all employees, recruiting sources, agencies, contractors and vendors, and the general public, the University will:

1. Continue to operate an Office of Affirmative Action with a Director of Affirmative Action, who serves as the University's official representative in matters relating to EO/AA. The Office of Affirmative Action will:
 - A. Make available the Affirmative Action Plan in the Office of Affirmative Action and on closed reserve at the William F. Maag, Jr. Library.
 - B. Maintain and update the Plan.
 - C. Review and issue a report on the University's progress in its Affirmative Action Program. This report will be available for review by all interested parties.
 - D. Ensure that the Equal Opportunity Policy is communicated through publications, employee manuals, news releases, other University publications, and at meetings with members of the University community and the general public.
2. Empower an Affirmative Action Committee to serve as a continuing review panel on the status of minorities, women, handicapped persons, disabled veterans, and Vietnam era veterans. The President shall appoint the Committee which shall include adequate representation of faculty, professional/administrative staff, classified staff, and students. The activities of this committee may include, but are not limited to:
 - A. Conducting an annual review of the Affirmative Action Plan.
 - B. Keeping abreast of changes in federal and state laws and guidelines affecting affirmative action.
 - C. Making recommendations, through the Director of Affirmative Action, regarding implementation and improvement of the Plan.
 - D. Serving as the initial contact point for persons who believe they have not been treated fairly.
 - E. Serving as mediator for alleged discrimination complaints at the discretion of the Director of Affirmative Action.

3. Afford full and complete opportunity to minority, female, disabled veterans, Vietnam era veterans, and handicapped/disabled employees. These individuals will be encouraged to participate in all University-sponsored educational, training, recreational, and social activities and will have equal access to University facilities.
4. Notify contractors, subcontractors, and vendors providing goods and/or services to the University of the University's Equal Employment Opportunity Policy and Affirmative Action Plan. Major contractors shall reciprocate by informing YSU in writing of their Equal Employment Opportunity Policy.

Responsibility for Implementation

1. EO/AA Administrator

The Director of Affirmative Action has been appointed EO/AA Administrator for the University. In this capacity, the Director is responsible for:

- A. Developing plan statements, affirmative action programs, and both internal and external communication programs.
- B. Ensuring the consistency and completeness of Youngstown State University's Affirmative Action Plan with federal, state, and local agencies' rules and regulations.
- C. Collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.
- D. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where further action is needed.
- E. Providing feedback to operational units on their affirmative action progress.
- F. Ensuring that action is initiated to remedy areas of underutilization.
- G. Serving as a liaison between the University, government regulatory agencies, minority and women's organizations, and other community groups serving women and minorities.
- H. Ensuring that current legal information affecting affirmative action is disseminated to appropriate personnel.
- I. Ensuring that EO/AA training activities and printed materials are made available to all employees.
- J. Advocating and promoting the ideals and principles of affirmative action.

2. University

The University has the ultimate responsibility for decisions affecting progress toward achieving affirmative action. These responsibilities include:

- A. Assisting in identifying and correcting perceived and real areas of concern.
- B. Ensuring that every vacancy is communicated to the Office of Affirmative Action for circulation to appropriate sources of recruitment for qualified women, minorities, handicapped persons, disabled veterans, and Vietnam era veterans.
- C. Reviewing qualifications of applicants to ensure that minorities and women are given full opportunity.

- D. Basing all employment decisions (e.g., appointments, retention, promotion, tenure, termination, etc.) on the individual's qualifications and/or performance, to the extent legally possible and consistent with labor agreements.
- E. Taking action to prevent and eliminate harassment.
- F. Ensuring that minority and female employees are afforded full employment opportunities and participation in all University sponsored educational, training, and social activities.
- G. Ensuring that all departments fully comply with the spirit and policies of the Program.
- H. Supporting the University's EO policies and contributing toward achieving affirmative action goals.

3. Associate Executive Director of Athletics

The Associate Executive Director of Athletics is responsible for:

- A. Administration of departmental personnel issues.
- B. Conducting departmental employment searches and recommending hiring in accordance with the University's EO/AA plan.
- C. Receiving reports from the Office of Affirmative Action.
- D. Serving as liaison with the Office of Affirmative Action.
- E. Ensuring the department responds to identified areas of concern.
- F. Continuing to recruit full- and part-time staff through national searches using publications which include diversified pools of applicants.
- G. Ensuring continued cooperation of the department with the Office of Affirmative Action in development of materials and activities focused on affirmative action.
- H. Ensuring that all department employment recruiting sources are informed of the equal employment opportunity policy and affirmative action commitment.
- I. Ensuring that all department employment advertising includes the statement "Youngstown State University is an Equal Opportunity/Affirmative Action Employer."

4. Executive Director of Athletics

The Executive Director of Athletics is responsible for:

- A. Ensuring that departmental staff actively participate in efforts to recruit and retain minority student-athletes in proportion to the general student population of the University.
- B. Updating yearly the department's policies and procedures to meet the needs of employees and student-athletes and to reflect the evolving standards of the NCAA.
- C. Ensuring that appropriate members of the department participate in regular university meetings which are conducted at all levels of management to explain the University's equal opportunity policy and responsibility for implementation.
- D. Ensuring that all departmental employees are informed of the Intercollegiate Athletics Minority Opportunity Plan, its availability for review, and the name of the person responsible for implementation of the Plan.
- E. Ensuring that detailed data concerning the ethnic and racial composition of the student-athlete population is distributed to the Intercollegiate Athletics Committee, the Board of Trustees Intercollegiate Athletics Committee, Student-Athlete Advisory Council, and to anyone who requests such data.

Internal Audit and Reporting System

To assure that the Affirmative Action Program is fully implemented and is progressing toward accomplishing its goal, the following internal audit system has been established:

1. All employment activities are monitored including, but not limited to, the following:
 - A. Applicant flow
 - B. Selection/Hiring
 - C. Transfers/Promotions
 - D. Terminations
2. Detailed data, on the activities listed above, are compiled by the Office of Human Resources and are submitted to the Director of Affirmative Action for review.
3. Meetings are held by the Director of Affirmative Action to update the University community on affirmative action.
4. As the executive officer responsible for intercollegiate athletics, the Vice President for Development and Community Affairs reviews and approves all employment actions for the Department of Intercollegiate Athletics.
5. Key activities and accomplishments in implementing the Affirmative Action Plan are submitted to the Executive Vice President.

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF February 10, 1998

| <u>NAME</u> | <u>TITLE</u> | <u>DEPARTMENT</u> | <u>DATE OF EMPL</u> | <u>SALARY</u> | <u>CONTRACT MONTHS</u> | <u>COMMENTS</u> |
|-------------------------|--|---|-------------------------|----------------------------|----------------------------|---|
| Ms. Jayne G. Backus | Director of the Paula and Anthony Rich Center | Dean's Office--College of Education | 01/01/98 | 10,000 .50 FTE | 6 Mo. | Contract extension; externally funded: 01/01/98-06/30/98 |
| Ms. Kathleen A. Bouquet | Staff Auditor | Internal Audit | 01/01/98 | 7,467 .50 FTE | 6 Mo. | Contract extension: 01/01/98-06/30/98 |
| Mr. Michael Cervone | Fine Arts Announcer/Producer | WYSU-FM | 02/02/98 | 9,792 Base: 23,500 | 5 Mo. | New hire: 02/02/98 - 06/30/98 |
| Mr. Tobin R. Evans | Assistant Coach, Men's & Women's Cross Country & Track & Field | Intercollegiate Athletics | 02/09/97 | 2,401 .49 FTE | 4 Mo. | New Hire: 02/09/98-05/31/98 |
| Ms. Annette El-Hayek | Coordinator of the English Language Institute | Center for International Studies & Programs | 01/05/98 | 3,428 .70 FTE | 3 Mo. | Contract extension: 01/05/98-03/27/98 |
| Ms. Suzanne Fleming | Research Associate II | Center for Human Services Development | 02/02/98 | 5,417 .50 FTE | 5 Mo. | New hire; externally funded: 02/02/98-06/30/98 |
| Mr. Gerald L. Fox | Associate Bursar | Bursar's Office | 01/01/98 | 11,900 .60 FTE | 6 Mo. | New hire: 01/01/98-06/30/98 |
| Mr. Ricky S. George | Research Assistant | Center for Human Services Development | 12/01/97 | 13,483 Base: 23,113 | 7 Mo. | Contract extension; externally funded: 12/01/97-06/30/98 |
| Dr. Gary M. Gladysz | Assistant Professor | Chemical Engineering | 09/15/97 | 39,000 New Base: 41,300 | 9 Mo. | Temporary; Ph.D. earned 12/97, salary adjusted effective 01/05/98 |
| Ms. Lenora Greene | Coordinator of the English Language Institute | Center for International Studies and Programs | 01/12/98 | 6,219 .70 FTE | 6 Mo. | New hire: 01/12/98-06/12/98 |

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF February 10, 1998

| <u>NAME</u> | <u>TITLE</u> | <u>DEPARTMENT</u> | <u>DATE OF EMPL</u> | <u>SALARY</u> | <u>CONTRACT MONTHS</u> | <u>COMMENTS</u> |
|--------------------------|---|---|-------------------------|------------------------|----------------------------|--|
| Mr. Robert Kramer | Instructor | Computer Science & Information Systems | 09/15/97 | 31,833 | 9 Mo. | Temporary |
| Ms. Karla Krodel | Grants Analyst | Center for Human Services Development | 12/01/97 | 9,279 .50 FTE | 7 Mo. | Contract extension; externally funded: 12/01/97-06/30/98 |
| Mr. David G. Kurtanich | Instructor | School of Technology | 09/15/97 | 39,000 | 9 Mo. | Temporary |
| Ms. Amy Lagese | Staff Auditor | Internal Audit | 01/26/98 | 11,769 Base: 27,000 | 5 Mo. | New hire: 01/26/98-06/30/98 |
| Mr. Kenneth Layman | Assistant Athletic Trainer/Physical Therapist | Intercollegiate Athletics | 01/01/98 | 3,000 .26 FTE | 6 Mo. | New hire: 01/01/98-06/30/98 |
| Mr. Douglas Love, Jr. | Instructor | Human Ecology | 09/15/97 | 32,000 | 9 Mo. | Temporary |
| Ms. Elizabeth F. Mancini | Research Associate II/ Program Evaluator | Center for Human Services Development | 11/20/97 | 7,338 .50 FTE | 7 Mo. | New hire; externally funded: 11/20/97-06/30/98 |
| Dr. Marleen McClelland | Associate Professor | Physical Therapy | 01/05/98 | 38,012 Base: 63,900 | 6 Mo. | Probationary |
| Ms. Susanne M. Miller | Editorial Assistant | English Journal (English) | 01/05/98 | 11,846 Base: 24,000 | 6 Mo. | New hire; externally funded: 01/05/98-06/30/98 |
| Ms. Wendy Miller | Research Associate I/ Evaluator | Center for Human Services Development | 01/01/98 | 11,000 Base: 22,000 | 6 Mo. | Contract extension: 01/01/98-06/30/98 |
| Mr. Frank T. Pennel | Assistant Coach, Men's & Women's Cross Country & Track & Field | Intercollegiate Athletics | 02/09/97 | 1,055 .2449 FT | 4 Mo. | New hire: 02/09/98-05/31/98 |
| Ms. Susan Scavelli | Research Associate I/ Evaluator | Center for Human Services Development | 01/01/98 | 14,568 Base: 29,135 | 6 Mo. | Contract extension; externally funded: 01/01/98-06/30/98 |

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF February 10, 1998

| <u>NAME</u> | <u>TITLE</u> | <u>DEPARTMENT</u> | <u>DATE OF EMPL</u> | <u>SALARY</u> | <u>CONTRACT MONTHS</u> | <u>COMMENTS</u> |
|-----------------------------|---|---|-------------------------|------------------------|----------------------------|--|
| Mr. Karl Schweikert | Job Training Initiative Coordinator | Center for Urban Studies | 11/01/97 | 23,053 Base: 39,519 | 7 Mo. | New hire; externally funded: 1/01/97-06/31/98 |
| Mr. Steven D. Shandor | Housing Coordinator | Housing Services | 01/01/98 | 12,050 Base: 24,100 | 6 Mo. | Temporary to permanent status |
| Dr. Mohammed Reza Shayesteh | Assistant Professor | Human Ecology | 09/15/97 | 34,000 | 9 Mo. | Temporary |
| Mr. William Snyder | Budget Analyst | Budget | 02/02/97 | 5,007 .30 FTE | 5 Mo. | New hire: 02/02/98-06/29/98 |
| Mr. Thomas F. Stanko | Associate Director | General Accounting | 01/20/98 | 17,814 Base: 39,475 | 5 Mo. | New hire: 01/20/98-06/30/98 |
| Mr. Michael Suh | Instructor | Management | 09/15/97 | 32,000 | 9 Mo. | Temporary |
| Dr. Stephen D. Thorne | Assistant Professor | Geology | 09/15/97 | 33,000 | 9 Mo. | Temporary |
| Ms. Shannon Tirone | Coordinator | New Student Relations | 01/20/98 | 10,380 Base: 23,000 | 5 Mo. | New hire: 01/20/98-06/30/98 |
| Mr. John Valentine | Housing Coordinator | Housing Services | 01/01/98 | 12,050 Base: 24,100 | 6 Mo. | Temporary to permanent status |
| Ms. Patricia Veisz | Director, Small Business Development Sub-Center | Cushwa Center for Entrepreneurship | 11/01/97 | 32,483 Base: 48,725 | 8 Mo. | Contract extension; externally funded: 11/01/97-06/30/98 |
| Mr. Edward H. Wilson | Assistant Coach, Men's & Women's Cross Country & Track & Field | Intercollegiate Athletics | 02/09/97 | 1,477 .3429 FTE | 4 Mo. | New hire: 02/09/98-05/31/98 |
| Mr. Randall L. Ziobert | Systems Manager | Dean's Office-College of Arts & Sciences | 12/01/97 | 22,167 Base: 38,000 | 7 Mo. | New hire: 12/01/97-06/30/98 |



UNIVERSITY GUIDEBOOK

Subject: Leave of Absence, Extended Child-Care Insurance Benefits

| | | | |
|---------------|----------------------------------|-------------------|--|
| Developed by: | Charles McBriarty | Authorized by: | |
| Title: | Chairperson | Title: | |
| | Policies & Procedures Task Force | Date: | |
| Date: | January, 1998 | EFFECTIVE: | |

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

RESOLUTION NUMBER: YR 1998 - 16

Purpose: These Procedures are designed to create consistency when extending the group insurance coverage provisions.

Parameters:

- Employee's eligibility to use sick leave has been exhausted.
- Employee's eligibility to be covered by provisions of the Family and Medical Leave Act of 1993 has been exhausted (see 7002.01).

Procedures:

1. The University will maintain, at no cost to the employee, all group insurance benefits for employees on this type of leave.
2. An employee may request leave without pay for a period not to exceed six months for the purpose of child-care.
3. Vacation may be substituted for a portion of the child-care leave, but may not be used to extend the leave beyond the six-month limit.
4. An employee desiring to be on child-care leave must complete and forward to the Office of Human Resources the appropriate leave form specifying the anticipated duration of the leave.

5. For those on maternity leave, a physician's statement certifying that the employee is released to return to work should accompany the leave form.
6. Employees covered by collective bargaining should refer to their respective labor agreements.



UNIVERSITY GUIDEBOOK

Subject: Emeritus Status

| | | | |
|---------------|---|----------------|------------|
| Developed by: | Shirley A. Carpenter | Authorized by: | |
| Title: | Chairperson Policies & Procedures Task Force | Title: | |
| Date: | November, 1997 | Date: | EFFECTIVE: |

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

RESOLUTION NUMBER: YR

Definition: The designation Faculty Emeritus or Administrator Emeritus is an honorary title conferred upon the retirement or death of faculty or staff members in recognition of extended meritorious service.

Procedures:

1. Emeritus status is conferred upon retirement or death.
2. Names of individuals recommended for the conferral of Emeritus status are forwarded from the appropriate department or unit to the dean or executive director to the vice president or Provost.
3. Nomination of an individual to be considered for the conferral of Emeritus status should be based upon the following factors: length of service (typically totaling more than ten years); the overall quality of that service; the contribution to the University; and the service to society beyond the University community.
4. The vice president or Provost forwards names of individuals nominated to the President, who may recommend Emeritus status be conferred and presented at the spring meeting of the Board of Trustees.
5. Those retirees achieving Emeritus status are granted the following privileges: full library privileges; e-mail and related services; University Identification Card; opportunity to secure parking consistent with current University Procedures; and the same educational benefits that were available at the time of retirement.

6. Those retirees achieving Emeritus status also have the opportunity to: purchase reserved seats to intercollegiate athletic contests and performing arts events; utilize designated recreational facilities and wellness services; attend certain alumni and University events, e.g., Homecoming events, Holiday Breakfast, Commencement, and Honors Convocation, and join the YSU Retirees Association.
7. Retirees that attain emeritus status also have the opportunity to select one of two parking options. They may purchase a permit for designated lots or may choose to receive a free parking permit with the University determining the parking location based on availability.
8. In addition, when an Emeritus member is on active duty, office space and other facilities may be offered based upon availability.



UNIVERSITY GUIDEBOOK

Subject: Solicitation and Distribution of Materials, Employees

| | | | |
|---------------|---|----------------|--|
| Developed by: | Charles McBriarty | Authorized by: | |
| Title: | Chairperson Policies & Procedures Task Force | Title: | |
| Date: | January, 1998 | Date: | |
| | | EFFECTIVE: | |

Policy: The University may prohibit solicitation of students and employees and distribution of materials on campus and at other locations where University business is being conducted.

RESOLUTION NUMBER: YR 1998

Purpose: These Procedures are designed to regulate solicitation and distribution activity that interferes or disrupts the normal work activity of University employees.

Procedures:

1. Solicitation and distribution of materials, not directly related to or endorsed by the University, by one employee of another employee is prohibited during either employee's work time.
2. Solicitation and distribution of materials by non-University individuals or organizations is discouraged. Requests to solicit or distribute materials to University employees must be forwarded in writing to the Executive Director of Human Resources at least fourteen business days in advance. The written request must include the desired timeframe of the solicitation or distribution; purpose of the solicitation; methods of solicitation or distribution; a copy of materials to be distributed (if applicable); names of all individuals that might be involved with the solicitation or distribution; and name, address, and phone number of the person having accountability for the activity.
3. The Executive Director of Human Resources will review the request and respond in writing. If the request is honored, specific parameters regarding access to the campus and communication and contact with University employees will be included in the response.

Agenda Item F.7.c.

Exhibit S

4. Non-University individuals or groups are prohibited from using the internal campus mail system.
5. The use of campus mail, e-mail, fax, or telephone by University employees for the purpose of solicitation or distribution of materials not directly related to or endorsed by the University is prohibited.



UNIVERSITY GUIDEBOOK

Subject: Selection of Administrative and Executive Officers of the University

Developed by: Office of the President

Authorized by: Leslie H. Cochran

Date: February 1998

Title: President

Date: _____

EFFECTIVE DATE: _____

Policy: The Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community—students, faculty and staff—have opportunity to participate in the decision-making processes of the University. The Board further recognizes the value of input from the larger community, particularly as that input would be solicited as part of the process of presidential selection..

Principles

- Advertising to fill executive and administrative officer positions of the University will be done in a manner that will create a diverse pool of candidates reflecting a wide diversity of values, ideas, and beliefs; and racial, ethnic, and social backgrounds.
- An individual selected to serve as an executive or administrative officer will be identified from an applicant pool obtained as a result of a national search process. (Filling these positions on a temporary basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing executive and administrative officers.

RESOLUTION NUMBER: YR

Administrative Officers of the University include the College Deans, Dean of Graduate Studies, and the Executive Directors. As administrative officers, these individuals maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees.

- Each **Dean** has responsibility for one of the six Colleges or the School of Graduate Studies and reports directly to the Provost.
- An **Executive Director** is responsible for a major administrative unit within either the Division of Business and Financial Affairs, Division of Development and Community Affairs, or the Division of Student Affairs, and each reports directly to a Vice President.

Procedures for the Selection of Administrative Officers

The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a **new administrative** officer, the Provost or appropriate Vice President will **appoint a Search Advisory Committee**.
2. This Committee will include representatives of the affected University Division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of the affected University Division, other members of the University community, and others identified by the Provost or Vice President.

6. Upon the conclusion of the interview process, the Search Advisory Committee will submit to the Provost or Vice President an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
7. The Provost or Vice President, in consultation with the President, will review the list of recommended candidates to identify the person to be extended an offer.

Executive Officers of the University are the Vice President for Student Affairs, Vice President for Development and Community Affairs, Executive Vice President, Provost, and President. As executive officers, each maintains overall leadership for a particular division. The President, of course, assumes overall leadership for the institution. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors on the President's Cabinet.

- **The Vice President for Student Affairs** is the chief student personnel officer for the University and, in this capacity, provides leadership for the Division of Student Affairs and its major units, including Enrollment Services, Student Life, and Student Services. The Vice President works closely with the Provost to provide a comprehensive and integrated university experience to a diverse student body. Major responsibilities of the Vice President include student discipline; divisional budget management; personnel supervision and planning; student life research; coordination of student enrollment and retention efforts; scholarship administration; administrative liaison with Student Government, student publications, and major student organizations; and primary responsibility for the campus environment and student welfare.
- **The Vice President for Development and Community Affairs** has responsibility for the acquisition of funds from individuals, corporations and foundations for the University. Working in cooperation with the Youngstown State University Foundation, the Alumni Association, and the Penguin Club, the Vice President chairs the Development Council; coordinates the development and implementation of a University public relations program; plans and implements special programs and activities; and supervises Media Services; WYSU-FM; and the Public Service Institute. The Vice President serves as the President's designee in providing overall leadership and day-to-day management responsibility for the Department of Intercollegiate Athletics.

3. This Committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
 4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
 5. The on-campus interview process may include a broad representation of each of the Divisions of the University, students, appropriate community representatives, and others identified by the President.
 6. The President will also host a meeting with each of the final candidates and members of the Board of Trustees.
- The **President** is the chief executive officer of the University. Responsible to the Board of Trustees for the overall operation of the institution, the President executes the power and authority of the Board of Trustees in leadership, planning, and development of the institution. The President delegates to various divisions primary responsibility for academic affairs, business and financial affairs, development and community affairs, and student affairs. The President expects the faculty, through the Provost, to share the responsibility by recommending admission requirements, curriculum, teaching appointments, graduation requirements, textbooks, and other appropriate academic procedures.

The President is charged to manage the necessary financial resources, obtain personnel capable of maintaining and enhancing academic standards, maintain programs of support to the regional service area, and serve the needs of students in the University's service area.



UNIVERSITY GUIDEBOOK

Subject: Annual Evaluation of Administrative and Executive Officers of the University

Developed by: Office of the President

Authorized by: Leslie H. Cochran

Title: President

Date: February 1998

Date: _____

EFFECTIVE DATE: _____

Policy: The Board of Trustees acknowledges the need for the establishment of an ongoing process of regular evaluation of the administrative and executive officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles

- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation process typically involves merit salary considerations as part of the year-end session.

RESOLUTION NUMBER: YR

Administrative Officers of the University include the College Deans, Dean of Graduate Studies, and the Executive Directors. As administrative officers, these individuals maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees.

Procedures for the Evaluation of Administrative Officers

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the Dean and the Provost or the Executive Director and the Vice President.
3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing.
4. Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Dean and the Provost or the Executive Director and the Vice President, the degree to which these objectives has been met is determined and preliminary merit considerations are discussed.
6. All Administrative Officers' merit considerations are reviewed by the Executive Officers in a group setting to ensure consistent application from an institutional perspective.
7. The President approves final merit recommendations for the Administrative Officers and forwards them to the Personnel Relations Committee of the Board of Trustees for action.

Executive Officers of the University include the Vice President for Student Affairs, Vice President for Development and Community Affairs, Executive Vice President, Provost, and President. As executive officers, each maintains overall leadership for a particular division. The President, of course, assumes overall leadership for the institution. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors on the President's Cabinet.

Procedures for the Evaluation of Executive Officers

The procedures that follow provide an overall structure of evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process will be conducted on an annual basis.
2. The process is initiated with one-on-one session(s) between the Vice President or Provost and the President.
3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing.
4. Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Provost or Vice President and the President, the degree to which these objectives has been met is determined and preliminary merit considerations are discussed.
6. The President determines the final merit recommendations for each of the Executive Officers and forwards them to the Personnel Relations Committee of the Board of Trustees for approval.

Procedures for the Evaluation of the University President

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process will be conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the Executive Committee of the Board of Trustees and the President.
3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing.
4. Throughout the course of the year, one-on-one sessions will be initiated by either the President or the Executive Committee of the Board to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Executive Committee of Board and the President, the degree to which these objectives has been met is determined and preliminary merit considerations are discussed.
6. The Executive Committee of the Board will review the preliminary merit considerations.
7. The final merit recommendations for the President will be forwarded to the Board of Trustees for action.



UNIVERSITY GUIDEBOOK

Subject: Student Rights, Responsibilities, and Conduct (*The Code*)

| | | | |
|---------------|------------------------------------|----------------|--|
| Developed by: | Marty T. Manning | Authorized by: | |
| Title: | Associate Director Student Life | Title: | |
| Date: | February, 1998 | Date: | |
| | | EFFECTIVE: | |

Policy: The Board of Trustees delegates its authority and responsibility for student conduct to the President. Youngstown State University is committed to an educational environment which encourages the safety, fair treatment, and intellectual and social development of all students. Therefore, YSU establishes and enforces regulations regarding student rights, responsibilities, and conduct.

RESOLUTION NUMBER: YR

Parameters:

- *The Code: A Handbook of Student Rights, Responsibilities, and Conduct* is the official University document outlining student rights, responsibilities, and conduct; regulations regarding campus student organizations and student publications; due process, disciplinary, and academic grievance procedures; and procedures regarding student complaints of discrimination and sexual assault. The intent of *The Code* is to inform the University community of these rights, responsibilities, and expectations.
- The Vice President for Student Affairs is responsible for enforcing all procedures and regulations pertaining to student rights, responsibilities, and conduct as outlined in the *Code*.

Procedures:

1. *The Code* is distributed to new students during orientation and is available in the offices of the Vice President for Student Affairs and the Executive Director of Student Life.
2. Individual students and student organizations are expected to be familiar with and follow the regulations outlined in *The Code*, and will be subject to disciplinary action if one or more of the regulations are violated.

3. Complaints of student misconduct, academic dishonesty, and academic grievances may be filed at the Office of the Executive Director of Student Life.
4. *The Code* is reviewed periodically and distributed widely among the campus community at least every four years. Any member of the University community may recommend a change in *The Code* through the Vice President for Student Affairs.