



Youngstown State University / One University Plaza / Youngstown, Ohio 44555-0001

Secretary to the Board of Trustees

(330) 742-3101


FAX (330) 742-7169

ERRATUM

December 10, 1999

Regular Meeting of the Board of Trustees of Youngstown State University

Please substitute the attached pages 2 and 3 for those pages in the Velo-bound (clear front cover) photocopies of the above-described minutes of the Board of Trustees of Youngstown State University. The original executed minutes filed in the Office of the President are correct as filed.

Franklin S. Bennett, Jr. 
Secretary to the Board of Trustees

ITEM IV - REPORTS OF THE COMMITTEES OF THE BOARD.

The board considered the following committee reports and recommendations:

1. Academic Affairs Committee

Dr. Scanlon reported on program development at the associate and graduate degree levels. Dr. Scanlon described the associate degree level Tech Program noting that three basic career pathway clusters have been defined: Computing, Engineering Tech, and Health. Computing will be further developed into Information Technology, Interactive Media, and Business Technology (e-commerce). The Tech Prep program assists high school students who have demonstrated potential by preparing them for the associate degree programs. Dr. Scanlon reported that associate degree programs are being developed in Computer Engineering Technology and Digital Telecommunications Technology, and that an associate degree program in nursing is under discussion. Dr. Scanlon reported that an associate degree track is being implemented in Instrumentation and Process Technology.

Dr. Scanlon stated that YSU recently learned that it has been awarded \$820,000 in Technology Initiative Fund Award grants. YSU was awarded \$363,902 for "Ohio Project TALENT - Teaching and Learning Educational Networked Technology," and \$455,792 for the collaborative "Fine Arts Distance Learning Project." The Fine Arts project grant was the largest award made among the 24 grants funded. YSU finished third behind Ohio State University and the University of Cincinnati in total grant monies awarded.

Following Dr. Scanlon's report, the chairperson recognized Mr. Cushwa, chairperson of the Academic Affairs Committee, who stated that the committee had three resolutions for consideration by the board. On behalf of the committee, he then moved the adoption of the following resolution:

Resolution to Approve
Objectivity in Research
Avoidance of Conflicts of Interest

YR 2000-29

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Objectivity in Research - Avoidance of Conflicts of Interest and Personal Gain in Sponsored Research, policy number 1017.01 of the *University Guidebook*, and does hereby rescind the former corresponding Board Resolution YR 1996-09, both shown as Exhibit B 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. Cushwa then moved the adoption of the following resolution:

Resolution to Approve
Integrity in Research
Use and Care of Animals Policy

YR 2000-30

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Integrity in Research - Use and Care of Animals, policy number 1015.01 of the *University Guidebook*, shown as Exhibit A 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. Cushwa then moved the adoption of the following resolution:

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

Tod Administration Building
Friday, December 10, 1999

Pursuant to notice duly given, a regular meeting (the two hundredth) of the Board of Trustees of Youngstown State University convened at 2:00 p.m., Friday, December 10, 1999, in the Board Room in Tod Administration Building. The meeting was convened an hour earlier than usual to allow members of the Presidential Search Advisory Committee time to travel to Cleveland for weekend candidate interviews.

Eight trustees were present at the meeting, to-wit: Mr. Bruce R. Beeghly, chairperson of the board, who presided, Mrs. Ruth Z. Wilkes, Mrs. Eugenia C. Atkinson, Mr. Joseph S. Nohra, Dr. Chander M. Kohli, Mr. Larry E. Esterly, Mr. Charles B. Cushwa III, and Mr. F. W. Knecht III. Also present was student trustee Ms. Carrie A. Wilson. Absent was Dr. Y. T. Chiu.

Also present were: Dr. Leslie H. Cochran, President; Dr. James J. Scanlon, Provost; Dr. G. L. Mears, Executive Vice President; 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 trustee, and to the president.

ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD SEPTEMBER 10, 1999.

Prior to the meeting, the secretary had mailed draft copies of the minutes of the board's regular meeting held on September 10, 1999 to each trustee, the student trustee, and to the president. There being no additions, corrections, or revisions to the minutes, the minutes were approved as mailed.

ITEM III - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Cochran provided the following informational reports:

1. Beecher Center for Technology in the Arts.

Dr. Cochran introduced Mr. Mike Graham, Associate Director - Video Services, who narrated a multimedia presentation of the newly-completed Beecher Center for Technology in the Arts. Mr. Graham described the technological features and capabilities of the new Center. Dr. Cochran reported that a formal dedication ceremony of Beecher Center will be held on January 14, 2000.

2. Peace Officers Training Academy.

Dr. Cochran introduced Dr. John Yemma, Dean of the College of Health and Human Services, who described the Peace Officers Training Academy. The Academy is an academic class offered to individuals seeking Ohio certification as a peace officer. The Academy meets from 8:00 a.m. to 5:00 p.m., Monday through Friday, for eight consecutive weeks. Enrollment in the Academy will require the payment of normal tuition in addition to a \$1,500 fee for materials and supplies used in the course.

3. Student Benefits from the Microsoft Agreement.

Dr. McBriarty distributed a document entitled, "Student Benefits from the YSU-Microsoft Agreement," a copy of which is attached to these minutes. Dr. McBriarty explained that 15 Ohio Inter-University Council institutions have entered into a three-year agreement with Microsoft which will allow students, faculty, and staff at each state-supported university to purchase a suite of Microsoft products at a fraction of the retail price of the products. The suite of products include: Microsoft Office, Operating System Upgrades, Visual Studio, FrontPage, and BackOffice Client Access.

4. Commitment to Diversity Update.

Dr. Cochran reported that copies of YSU's diversity brochure have been sent to the member institutions of the American Association of State Colleges and Universities. The first meeting of the Community-University Diversity Council will take place at 7:30 a.m., December 14, 1999, to be followed by a press conference. The first meeting of the University Diversity Council will occur on December 15, 2000. Dr. Cochran reported that thirty-six applications have been received for the diversity coordinator position, and that the screening committee has narrowed the pool of applicants to five.

ITEM IV - REPORTS OF THE COMMITTEES OF THE BOARD.

The board considered the following committee reports and recommendations:

1. Academic Affairs Committee

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Dr. Scanlon stated that YSU recently learned that it has been awarded \$820,000 in Technology Initiative Fund Award grants. YSU was awarded \$363,902 for "Ohio Project TALENT - Teaching and Learning Educational Networked Technology," and \$455,792 for the collaborative "Fine Arts Distance Learning Project." The Fine Arts project grant was the largest award made among the 24 grants funded. YSU finished third behind Ohio State University and the University of Cincinnati in total grant monies awarded.

Following Dr. Scanlon's report, the chairperson recognized Mr. Cushwa, chairperson of the Academic Affairs Committee, who stated that the committee had three resolutions for consideration by the board. On behalf of the committee, he then moved the adoption of the following resolution:

Resolution to Approve
Objectivity in Research
Avoidance of Conflicts of Interest

YR 2000-29

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Integrity in Research - Use and Care of Animals, policy number 1015.01 of the *University Guidebook*, shown as Exhibit A 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. Cushwa then moved the adoption of the following resolution:

Resolution to Approve
Integrity in Research
Use and Care of Animals Policy

YR 2000-30

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Objectivity in Research - Avoidance of Conflicts of Interest and Personal Gain in Sponsored Research, policy number 1017.01 of the *University Guidebook*, and does hereby rescind the former corresponding Board Resolution YR 1996-09, both shown as Exhibit B 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. Cushwa then moved the adoption of the following resolution:

Resolution to Approve
Intellectual Property Rights Policy

YR 2000-31

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Intellectual Property Rights, policy number 1018.01 of the *University Guidebook*, shown as Exhibit C attached hereto.

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

2. Budget and Finance Committee

Dr. Mears distributed a revised schedule of student fees to be substituted for the second page of Schedule D (the revised page is attached to Schedule D appended to these minutes). Dr. Mears reported on the process used to arrive at the proposed fee structure. Following the report, the chairperson recognized Mrs. Wilkes, chairperson of the Budget and Finance Committee, who stated that the committee was recommending four resolutions for adoption by the board. On behalf of the committee, she then moved the adoption of the following resolution:

Resolution to Approve Changes to
Student Fees, Charges, and Fines, Fiscal Year 2001

YR 2000-32

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, that the Board of Trustees of Youngstown State University does hereby approve the changes to Student Fees, Charges, and Fines as shown on the attached Exhibit D.

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, she then moved the adoption of the following resolution:

Resolution to Approve Change in
Master of Public Health Fee Structure, Fiscal Year 2000

YR 2000-33

WHEREAS, Youngstown State University is a consortium partner with the Northeastern Ohio Public Universities College of Medicine, Kent State University, The University of Akron, and Cleveland State University to jointly provide a Master of Public Health degree program; and

WHEREAS, the consortium partners agreed on a special uniform tuition charge for all courses offered by all participating institutions; and

WHEREAS, Youngstown State University is the only member of the consortium operating on a quarterly schedule; and

WHEREAS, it is necessary to convert the semester tuition rate to a quarterly rate;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve a tuition rate of \$184 per quarter credit hour for students enrolled in the Master of Public Health program.

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, she then moved the adoption of the following resolution:

Resolution to Authorize the Peace Officer
Training Academy Fee and to Approve the
Peace Officer Training Academy Budget, Fiscal Year 2000

YR 2000-34

WHEREAS, Youngstown State University has determined that there is both a need and sufficient interest by local residents for the University to operate a Peace Officer Training Academy; and

WHEREAS, the prevailing practice is to charge a fee to persons enrolled in the Academy that approximates the cost of operating the Academy; and

WHEREAS, an appropriate fee has been proposed and reviewed by the cognizant University staff; and

WHEREAS, a budget for Fiscal Year 2000 has been developed and reviewed by the appropriate University staff;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize a fee of \$1,500 per student for those persons enrolled in the Peace Officer Training Academy for Fiscal Year 2000; and

BE IT ALSO RESOLVED, that the Fiscal Year 2000 budget for the Peace Officer Training Academy as shown on the attached Exhibit E is approved.

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, she then moved the adoption of the following resolution:

Resolution to Approve Travel Reimbursement -
Off-Campus Instruction at Distant Sites Policy

YR 2000-35

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Travel Reimbursement - Off-Campus Instruction at Distant Sites, policy number 3004.02 of the *University Guidebook*, to replace the 1997-98 Memorandum of Understanding, both shown as Exhibit F attached hereto.

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

3. Building and Property Committee

Dr. Cochran reported that the Campus Village concept plan has been relocated to the southwest quarter of campus along Belmont Avenue. Property acquisition on the former northwest site proved extremely difficult. Mr. Hyden presented a brief review of current capital projects. McKay Court is substantially complete and has been dedicated. All contracts are in place for the Melnick Hall renovations, with completion scheduled for mid-April, 2000. It is hoped that work will begin on Bliss Hall Phase Four renovations during the summer of 2000. The FAME building has been razed. Closing has been completed on the acquisition of Vaccar Tower. It is hoped that demolition will occur in January, 2000. Following Mr. Hyden's report, the chairperson recognized Mr. Nohra, chairperson of the Building and Property 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 to Authorize Purchase of Properties

YR 2000-36

WHEREAS, Youngstown State University has identified an area surrounding the campus within which it seeks to acquire property needed for the benefit of the

University; and

WHEREAS, several properties located on the north side of Rayen Avenue and the east side of Belmont Avenue north to Lincoln Avenue known as Youngstown City Lot Nos. 653-654, 1490-1492, 1849 (western portion), 1916 and 3985 (YACAC property, owned by Rolland Kannal [trustee] and Christine Kannal [trustee]) are needed for campus improvement; and

WHEREAS, City Lot No. 1915 located on the east side of Belmont Avenue, owned by the City of Youngstown; and

WHEREAS, City Lot Nos. 653, 1491, 1915, 1916 and 3985 front on Belmont Avenue; and City Lot Nos. 654, 1490 and 1492 front on Rayen Avenue within 200 feet east of Belmont Avenue; and

WHEREAS, it is the intent of the University, as specified in Board of Trustees Policy Number 4005.01, to leave 200 feet east of Belmont Avenue for commercial development by others;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the purchase of the properties as described; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does authorize the acquisition of the Belmont Avenue frontage as an exception to acquisition boundaries as specified in Board of Trustees Policy Number 4005.01.

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 Authorize Option Agreement
To Purchase Carpenters' Union Hall Properties

YR 2000-37

WHEREAS, Youngstown State University has identified an area surrounding the campus within which it seeks to acquire property needed for the benefit of the University; and

WHEREAS, several properties located on the north side of Rayen Avenue known as Youngstown City Lot Nos. 655-658 and 1493-1494 (Carpenters' Union Hall) are needed for campus improvement; and

WHEREAS, City Lot Nos. 655 (western portion) and 1493 front on Rayen Avenue within 200 feet east of Belmont Avenue; and

WHEREAS, it is the intent of the University, as specified in Board of Trustees Policy Number 4005.01, to leave 200 feet east of Belmont Avenue for commercial development by others;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the administration to enter into an option agreement to purchase the properties as described, and does hereby authorize the option to be exercised if the properties are required by a proposer for the development of apartment-style student housing and if the developer reimburses the University for the purchase of the properties; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does authorize the acquisition of the Belmont Avenue frontage as an exception to acquisition boundaries as specified in Board of Trustees Policy Number 4005.01.

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

4. Development Committee

The chairperson recognized Mrs. Atkinson, chairperson of the Development 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 Accept Development Gifts

YR 2000-38

WHEREAS, Board policy provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list

accompanied by his recommendation for action by the Board; and

WHEREAS, the President has reported that the gifts as listed in Exhibit G 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.

5. Equal Opportunity Committee

The chairperson recognized Mr. Cushwa, a member of the Equal Opportunity Committee, who stated that the committee was recommending one resolution for adoption by the board. On behalf of the committee, he then moved for adoption of the following resolution:

Resolution to Approve
Equal Opportunity Complaint Procedures Policy

YR 2000-39

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Equal Opportunity Discrimination Complaint Procedures, policy number 2002.01 of the *University Guidebook*, and does hereby rescind the former corresponding policy 2001.01, both shown as Exhibit H attached hereto.

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

Ms. Pauline Saternow, Associate Executive Director - Intercollegiate Athletics, presented a statement recognizing the academic and athletic accomplishments of Youngstown State University's student-athletes. Ms. Saternow gave special recognition to YSU's women's soccer, men's cross-country, women's cross-country, women's volleyball teams. Following Ms. Saternow's remarks, the chairperson asked the secretary to board to read a proposed resolution. The secretary to the board then read the following resolution:

Resolution of Appreciation

YR 2000-40

WHEREAS, the Department of Intercollegiate Athletics and Coach Jim Tressel have been responsible for the development of an outstanding program of Penguin football at Youngstown State University; and

WHEREAS, Youngstown State University is the premier Division I-AA Program in the nation for the decade of the 1990's, achieving 102 football victories, more than any other Division I-AA team; and

WHEREAS, the preseason polls picked YSU as one of the top twenty Division I-AA teams in 1999; and

WHEREAS, the YSU football team enjoyed the strong support of the Penguin Club, the cheerleaders, the band, and their loyal fans throughout the season; and

WHEREAS, the Penguin football team represented the University six times on the road in hostile environments winning five of the six games, including impressive victories at Northern Iowa, Villanova, and Montana; and

WHEREAS, the Penguins qualified for the Division I-AA playoffs seeded number nine and won impressive victories over the Montana Grizzlies and the North Carolina A&T Aggies, and the Penguins played Florida A&M University in the semi-finals; and

WHEREAS, running back Adrian Brown, center Ian Shirey, linebacker Ian Dominelli, defensive back Dwyte Smiley,

and punter Anthony Rozzo were named to the Gateway Football Conference First Team for their outstanding performance over the season; and

WHEREAS, offensive tackle Shawn Bilker and punter Anthony Rozzo were named to the GTE/CoSIDA Academic All-District First Team for their outstanding performance in competition and in the classroom; and

WHEREAS, on October 30, 1999, quarterback/wide receiver Jared Zwick was honored as the Burger King National Scholar Athlete of the Week and a scholarship was presented to YSU in Jared's name; and

WHEREAS, as the 1999 football season has yet to be concluded, the Board of Trustees requests the administration to complete this resolution as appropriate upon conclusion of the football season.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates the entire YSU football family on their success; and

BE IT FURTHER RESOLVED, that individual copies of this Resolution be presented to Head Coach Jim Tressel, his coaching staff, and the players.

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.

The chairperson recognized Dr. Kohli, 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, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Ratify
Faculty Staff Appointments

YR 2000-41

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

WHEREAS, new appointments have been made subsequent to the September 10, 1999, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1999-2000 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 I 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, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Approve Supplemental Pay
For Faculty Teaching at Distant Off-Campus Sites Policy

YR 2000-42

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Supplemental Pay for Faculty Teaching at Distant Off-Campus Sites Policy, policy number 1019.01 of the *University Guidebook*, to replace the 1997-98 Memorandum of Understanding, both shown as Exhibit J attached hereto.

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. Cynthia Anderson reported that YSU will be ready for the conversion from quarters to semesters in Fall 2000. Dr. Anderson stated that the single most important challenge to YSU's students is to realize that under semesters they must attend to many tasks earlier than under quarters. The student affairs area has given much attention and promotion to the change in dates. Following Dr. Anderson's report, the Chairperson recognized Mr. Esterly, a member of the Student Affairs Committee, who stated that the committee had no matters for consideration by the Board.

9. Executive Committee

The chairperson stated that the Executive Committee had no matters for consideration by the Board.

ITEM V - COMMUNICATIONS, MEMORIALS

There were no communications or memorials considered by the board.

ITEM VI - UNFINISHED BUSINESS

There was no unfinished business considered by the board.

ITEM VII - NEW BUSINESS

There was no new business considered by the board.

ITEM VIII - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

YR 2000-43

Upon motion made by Mrs. Wilkes, seconded by Mr. Cushwa, which received the affirmative vote of all trustees present, the trustees resolved to set the following dates and times for the next regular meetings of the board:

3:00 P.M., on Friday, March 10, 2000

3:00 P.M., on Friday, June 16, 2000

ITEM IX - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 3:30 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees



UNIVERSITY GUIDEBOOK

Subject: Integrity in Research – Use and Care of Animals

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

Policy: The University conducts research with integrity requiring the humane treatment and care of all animals utilized in such research. The University has developed and maintains procedures, which are in conformance with, but not limited to, relevant federal and state regulations to humanely, efficiently, effectively, and legally use live vertebrate animals in research.

RESOLUTION NUMBER: YR 2000-

Parameters:

- In accordance with the *Health Research Extension Act of 1985* (Public Law 99-158), the Chief Executive Officer, *i.e.*, the President, is required to annually appoint an Institutional Animal Care and Use Committee (IACUC) as specified by federal regulations. At Youngstown State University the Presidential authority to appoint the IACUC is delegated to the Dean of Graduate Studies as the “Authorized Institutional Official” of the University.
- The IACUC is charged with reviewing all research projects and programs that involve animals. This review process will be in accordance with all state and federal regulations and it will include authority to approve, require modification, disapprove, or suspend research activities involving vertebrate animals.
- The IACUC is further charged with:
 - Requiring adequate scientific justification prior to approval, including consideration of alternative or *in vitro* methods, of use of live animals, especially when any pain or suffering is a possible result.
 - Maintaining appropriate systematic continuing review and monitoring of approved protocols and a process to suspend or terminate approval of research that is not being conducted in accordance with the committee’s requirements or that has been associated with unexpected results.

- Overseeing a comprehensive veterinary care program for all animal colonies, that includes diagnostic resources, preventative medicine, post-surgical care, and a mechanism for emergency care.
- Assuring a training program for both researchers and animal care technicians which includes information on the humane practice of animal care and use and training to minimize animal distress.
- Maintaining an adequate system to track, report, and maintain compliance with the Animal Welfare Act, *Guide for the Care and Use of Laboratory Animals*, the Health Research Extension Act of 1985, and applicable state and federal law.

Procedure: Persons contemplating research utilizing the use of live animals should contact the IACUC through the Office of Grants and Sponsored Programs for the proper forms and current procedures.

NOTE: Further information may be found in the *Guide to Sponsored Program Development*, Public Law 99-158, 1985, and Public Law 89-544, 1966, as amended, (P.L. 91-597, P.L. 94-279, and P.L. 99-198) 7 U.S.C. 2131 *et se*. Implementing regulations are published in the *Code of Federal Regulations (CFR)*, Title 9, Chapter 1, Subchapter A, Parts 1,2, and 3, and are administered by the U. S. Department of Agriculture.



UNIVERSITY GUIDEBOOK

**Subject: Objectivity in Research – Avoidance of Conflicts of Interest
and/or Commitment in Sponsored Research**

Developed by: Peter J. Kasvinsky
Title: Dean, School of Graduate Studies
Date: June, 1999

Authorized by: James J. Scanlon
Title: Provost
EFFECTIVE:

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

RESOLUTION NUMBER: YR 2000

Purpose:

The intent of this policy and these procedures is to ensure that the design, conduct, and reporting of research projects and other sponsored activities are neither compromised nor would reasonably appear to be affected by any *significant financial interest* of the responsible faculty and staff members.

Definitions:

- "Project" is any externally funded scholarly activity such as basic, applied, or developmental research, instructional or curricular activities, student aid, career development, or other activity conducted by faculty or staff members on behalf of the University.
- "Investigator" includes the principal investigator, co-investigators, and other persons (e.g., technicians, students, research associates) responsible, in whole or in part, for the design, conduct, or reporting of the project, and for reporting purposes, includes the investigator's spouse and dependent children.

- "Significant financial interest" is anything of monetary value including, but not limited to, salary or other payments for services such as consulting fees or honoraria; equity interests such as stocks, stock options, or other ownership interests; and intellectual property rights such as patents, copyrights and royalties from such rights. Not included in this definition are:
 - salary, royalties, promotion in rank, or other remuneration from the University;
 - income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
 - income from service on advisory committees or review panels for public or nonprofit entities;
 - financial interest arising solely by reason of investment in a business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control;
 - equity interest that when aggregated for the investigator and the investigator's spouse and dependent children does not exceed \$10,000 in value as determined by public prices or other reasonable measures of fair market values; and does not represent more than five percent ownership interest for any one enterprise or entity.
 - salaries, royalties or other payments that when aggregated for the investigator and the investigator's spouse and dependent children over the next twelve months, are not expected to exceed \$10,000.
 - The financial interest is an ownership interest in a business which is the applicant organization under Phase I of a Small Business Innovative Research (SBIR) program or Phase I of a Small Business Technology Transfer (STTR) program and the University is a subcontractor under the business' application.
- "Conflict of Interest" means an action, omission, or situation that may or may reasonably appear to affect or compromise the objectivity or integrity of an investigator's design, conduct or reporting of a project. (A potential conflict of interest may exist if the Director of Grants and Sponsored Programs determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of a project.)
- "Disclosure" is a written statement submitted by the investigator describing the nature of any significant financial interests and the relationship of such interests to the externally funded project.

Parameters:

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

Principles:

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

Procedures:

1. Prior to submitting an application to conduct an externally funded project, the investigator shall disclose to the Director of Grants and Sponsored Programs any significant financial interests, or other possible conflict situations: a) that would appear to be affected by the project for which the funding is sought; and b) in entities whose financial interests would appear to be affected by such project. A Conflict of Interest Statement form shall be included with the Proposal Authorization Form and be circulated as part of the approval process for all proposals when a significant financial interest exists.
2. During the course of an award, investigators shall update the Conflict of Interest Statement at least annually. If an investigator acquires a new reportable *significant financial interest* the investigator shall submit a revised or new Conflict of Interest Statement to the Director of Grants and Sponsored Programs, within five working days after acquisition.

3. The Director shall review the disclosure and make an initial determination whether a potential conflict of interest exists. If the disclosure is determined not to be a potential conflict of interest, the Director shall provide documentation of this determination that shall be retained with the other project records and shall so advise the investigator, the chair, the appropriate college dean and the Dean of Graduate Studies.
4. If the Director determines that a potential conflict of interest exists, the Director shall promptly notify the Dean of Graduate Studies in writing.
5. The Dean of Graduate Studies shall consult with the dean of the college and the University General Counsel. They shall review the disclosure, consult with the investigator, and seek any additional information to determine whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall determine a plan of action consisting of the conditions or restrictions that shall be required by the University to manage, reduce, or eliminate such actual or apparent conflict of interest. If all parties accept the plan, the Dean of Graduate Studies shall notify all parties and the Provost of the final determination.
6. If a mutually acceptable method for managing, reducing, or eliminating the conflict of interest cannot be agreed upon, the Dean of Graduate Studies shall refer the disclosure to the Provost who shall consult with the University General Counsel prior to appointing a Conflict of Interest Review Committee for final determination.
7. The Provost shall notify the investigator, the investigator's chairperson and dean, and the Dean of Graduate Studies of the final determination.
8. In addition to possible legal penalties, the University may take disciplinary action against individuals who fail to file or intentionally file an incomplete or misleading disclosure statement. Breaches of this policy may be referred to a Conflict of Interest Review Committee to investigate and recommend sanctions. If sanctions are necessary, they will be imposed in accordance with any applicable University policy, procedure, or collective bargaining agreement.
9. Prior to the expenditure of any funds under a federally funded project award, the University will, as required by law, report to the appropriate federal agency the existence of a conflict of interest and assure that the conflict has been managed, reduced or eliminated.

10. When the University identifies a conflict of interest subsequent to the University's initial report under the federally funded project award, the University will report the conflict of interest to the appropriate federal agency and manage, reduce or eliminate the conflict within sixty days of identifying the same.
11. The Director and the Dean of Graduate Studies shall ensure that the required records, identifiable to each award, are retained for a period of not less than three years after the termination of the award or until three years after the resolution of any action taken by the sponsor involving these records, whichever is longer. Records for proposals that are not funded by sponsoring agencies will be retained for a period of one year after the decision of the sponsoring agency.

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

EXISTING POLICY - TO BE RESCINDED

Mr. Nohra then moved for adoption of the following
Resolution:

Resolution to Adopt a Conflict of Interest Policy

YR 1996-09

WHEREAS, Youngstown State University is committed to operating legally, ethically and morally in all matters; and

WHEREAS, eligibility for receipt of certain grants and contracts requires that the University establish a Conflict of Interest Policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby adopt the Conflict of Interest Policy as listed in Exhibit D to be effective immediately.

The motion was seconded by Mr. Lyden. Following discussion, the motion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.



CONFLICT OF INTEREST POLICY

The Youngstown State University Board of Trustees authorizes the establishment of the University Conflict of Interest Procedures to ensure compliance with applicable federal and state statutes, and regulations of non governmental funding agencies. This policy applies to all faculty and staff members or other university affiliated individuals who apply for, receive, or who are currently engaged with a grant, contract, cooperative agreement, subgrant, subcontract, or subcooperative agreement to Youngstown State University which is funded in whole or part from federal, state, or non governmental sources. It also applies to subgrants or subcontracts of federal pass through funds from the University to a subcontractor.

The University Conflict of Interest Procedures shall be designed to promote objectivity in research and other sponsored activities so as to insure that the design, conduct, and reporting of the project are neither compromised nor appear to be compromised by any significant financial interest of the responsible faculty or staff member. The administration is authorized to implement and appropriately update the procedures to effectuate this Policy as may be necessary to comply with changes made by federal, state, or non-governmental agencies.

September 8, 1995

Agenda Item H.7.c.
Exhibit D

YOUNGSTOWN STATE UNIVERSITY CONFLICT OF INTEREST PROCEDURES*

A. Applicability

In order to implement Conflict of Interest policy adopted by the Youngstown State University Board of Trustees, in compliance with federal regulations, these procedures apply to all faculty and staff members or other university affiliated individuals who apply for, receive, or who are currently working on a grant, contract, cooperative agreement, subgrant, subcontract, or sub-cooperative agreement to Youngstown State University which is funded in whole or in part by federal funds. Faculty and staff members or other university affiliated individuals who apply for, receive, or are currently working on projects which are funded from non-federal external sources are strongly encouraged to comply with Board policy as implemented through these procedures.

B. Purpose

These procedures promote objectivity in research and other sponsored activities by defining special standards of conduct appropriate for each faculty and staff member participating in a sponsored project. The intent is to ensure that the design, conduct, and reporting of the project are neither compromised nor appear to be compromised by any *significant financial interest* (as defined in Section D of this document) of the responsible faculty and staff members.

C. Background

The increasingly complex relationships among universities, government agencies, and industry call for increased attention to standards of conduct in federally funded and other externally sponsored activities. The clarification and application of such standards must be sensitive to the need to serve both project requirements and the public interest. Protection of the integrity of the cooperating institutions as agencies of higher education requires that both real and perceived conflicts of interest be avoided.

The transfer of technical knowledge and skill from the university to industry contributes to technological advance. Likewise, consulting relationships between university employees and industry serve the interests of research and education in the university. Such relationships are desirable, but certain potential conflicts should be recognized.

When a faculty or staff member engages in a federally or externally sponsored project, the faculty or staff member's conduct is subject to the provisions of state and federal statute and/or code and the requirements of the granting organization. When he or she consults for a business, non-profit agency, government agency, or other non-University contractor or prospective contractor, in the same technical field as the externally sponsored project, care must be taken to avoid biasing the design, conduct, or reporting of the sponsored project. If performing consulting services, the staff member must make full disclosure of such interests to the university and to the contractor insofar as they may appear to relate to the work at the

University or for the contractor. Conflict of interest problems could arise, for example, if a staff member participates in an evaluation for a government agency or its contractor of some technical aspect of the work of another organization with which he or she has a consulting or employment relationship or *significant financial interest*, or, alternatively, in an evaluation of a competitor to such an organization.

D. Definitions

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

"Investigator" means the principal investigator, co-investigators, and any other person (e.g., technicians, students, research associates) at the university who is responsible, in whole or in part, for the design, conduct, or reporting of the project.

"Financial interest" means anything of monetary value including, but not limited to, salary or other payments for service such as consulting fees or honoraria; equity interests such as stocks, stock options, or other ownership interests; and intellectual property rights such as patents, copyrights and royalties from such rights.

"*Significant financial interest*" means a financial interest which leads to or may appear to lead to a conflict of interest. However, a financial interest is not a *significant financial interest* if:

1. salary, royalties, promotion in rank, or other remuneration are from the University;
2. income is from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
3. income is from service on advisory committees or review panels for public or nonprofit entities;
4. the financial interest arises solely by reason of investment in a business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control;
5. the financial interest is in a business and the value of such financial interests when aggregated for the investigator, the investigator's spouse, and the investigator's children does not
 - a. exceed \$5,000 per annum of salary, fees or other continuing payments, or;
 - b. constitute an equity interest of \$5,000 or more or;
 - c. represent more than five (5%) percent ownership interest for any one enterprise or entity.
6. the financial interest is an ownership interest in a business which is the applicant organization under Phase I of a Small Business Innovative Research (SBIR) program or Phase I of a Small Business Technology Transfer (STTR) program and the university is a subcontractor under the business' application.

"Conflict of Interest" means an action, omission, or situation which may or may not appear to compromise the objectivity or integrity of an investigator's design, conduct or reporting of a project.

E. Conflict Situations

When an investigator engaging in externally sponsored work has a financial interest in a business or with a non-profit agency, it is important to avoid actual or apparent conflicts between obligations to the project sponsor, the University, and these outside interests. A *conflict of interest* occurs when an investigator compromises or appears to compromise the conduct of a project because of an outside relationship that directly or indirectly affects the financial interests of the investigator, the investigator's spouse or the investigator's children.

Situations in which conflicts of interest may arise or may be perceived to arise include:

- a. undertaking an externally funded project when the investigator has a *significant financial interest* which may or may be perceived to bias the design, conduct, or reporting of the project;
- b. purchase of any items or services using project funds from an organization in which the investigator has a *significant financial interest*;
- c. transmission to a business or non-profit agency or any other use for personal gain of externally sponsored work products or proprietary information that are not made generally available. This does not preclude appropriate licensing arrangements for inventions, or consulting in the area of an externally sponsored project where there is significant additional work by the staff member independent of the externally sponsored project;
- d. unauthorized use for financial gain or personal advantage of privileged or confidential information acquired in connection with externally sponsored activities;
- e. influencing or attempting to influence the negotiation of grants or contracts between the university and private organizations in which the investigator has a *significant financial interest*;
- f. acceptance of gratuities or special favors from private firms with which the university does business in connection with an externally sponsored project or offering gratuities or special favors to representatives of external organizations;
- g. a consulting arrangement with any organization or individual having an economic interest in the results of an externally funded project;
- h. receiving an externally funded project from a sponsor for which the investigator serves on the sponsor's board of directors or as an officer with fiscal responsibility.

F. Disclosure of Significant Financial Interests

Disclosure of *significant financial interests* is intended to protect the integrity of the design, conduct, and reporting of project activities by effectively managing, reducing or

eliminating those *significant financial interests* which cause or appear to cause a *conflict of interest* on the part of an investigator. Successful implementation of Board of Trustees policy, through these procedures, assumes a shared responsibility by all investigators and the administration of the University. Investigators are expected to comply with all the disclosure requirements described below. Once proposed activities have been administratively approved and a plan of action addressing potential conflicts has been determined, University officers have the responsibility to vigorously defend the activity so long as the investigator complies with the plan of action, the disclosure requirements, other University policies, and the law.

Any investigator applying for or conducting any project shall make prompt, written disclosure of any significant financial interests or conflict situation (see Section E) to the Director, Office of Grants and Sponsored Programs. Investigators applying for or conducting non-federally funded projects are encouraged to disclose any *significant financial interests* or conflict situation as above.

Investigators applying for an externally funded project shall complete a Conflict of Interest Statement indicating that either no *significant financial interest* exists or that the investigator has filed a written disclosure with the Director. This form shall be included with the Authorization to Seek Off-Campus Funds form and be circulated as part of the approval process for all proposals.

The Director shall review the disclosure and make an initial determination whether or not a *significant financial interest*, and/or a potential conflict situation, as defined above, exists. If the disclosed financial interest is determined not to be a *significant financial interest*, and no other evidence of a potential conflict of interest is disclosed, then the Director shall provide written documentation of this determination which shall be retained with the other project records and shall so advise the investigator, the chair, the appropriate college dean and the dean of Graduate Studies. If an investigator fails to complete this form, fails to return it, or fails to disclose a *significant financial interest* to the Director, the Director and the Dean of Graduate Studies shall not submit the proposal, withdraw the proposal, if already submitted, or decline an award if a disclosure is not made or if a conflict of interest is not resolved.

If the Director determines that a *significant financial interest*, or any other potential conflict of interest as defined above, may exist, the Director shall promptly notify the Dean of Graduate Studies in writing. The Dean of Graduate Studies shall consult with the dean of the college and the University General Counsel. They shall review the disclosure, consult with the investigators, and seek any additional information to determine whether a *significant financial interest*, and thereby a possible conflict situation, exists. If they determine that a *significant financial interest* or any other potential *conflict of interest* exists, they shall determine a plan of action consisting of the conditions or restrictions which shall be required by the university to manage, reduce, or eliminate such actual or apparent conflict of interest. If the plan is accepted by all parties, the Dean of Graduate Studies shall notify all parties and the Provost of the final determination.

If they are unable to agree on a mutually acceptable method for managing, reducing, or eliminating the *significant financial interest*, then the Dean of Graduate Studies shall refer the disclosure to the Provost who shall consult with the University General Counsel prior to convening a "University Conflict of Interest Review Committee" for final determination.

Examples of the conditions or restrictions that might be imposed include:

1. public disclosure of the *significant financial interest*;
2. monitoring of the project by independent reviewers;
3. modification of the project plan;
4. disqualification of the investigator from participation in all or a portion of the project;
5. withdrawal of the proposal or declination of an award;
6. divestiture of the *significant financial interest*;
7. severance of the relationship(s) that create actual or potential conflicts or;
8. notify the sponsor that a *significant financial interest* exists.

The Provost shall notify the investigator, the investigator's chairperson and dean and the Dean of Graduate Studies of the final determination.

During the course of an award, investigators shall update the Conflict of Interest Statement at least annually. If an investigator acquires a new reportable *significant financial interest* of Grants and Sponsored Programs, the investigator shall submit a revised or new Conflict of Interest Statement to the Director within five (5) working days after acquisition.

Prior to accepting an award, the Director shall ensure that any potential conflicts of interest have been satisfactorily managed, reduced or eliminated in accordance with these procedures. If it is determined that a conflict can not be satisfactorily managed, reduced, or eliminated, the Dean of Graduate Studies shall disclose the existence of a conflict to the sponsoring agency before accepting the award.

If a sponsor requires disclosure of a *significant financial interest* or any potential or actual *conflict of interest* the Dean of Graduate Studies shall make such disclosures as required by the sponsor.

G. Reporting Requirements

The Dean of Graduate Studies shall submit a written report to the Provost detailing the number, nature, and resolution of *significant financial interest* and/or *conflict of interest* disclosures within sixty (60) days after the close of each fiscal year.

H. Related Sections of the Ohio Revised Code and Federal Statutes and Regulations

Among others, federal regulations and statutes as well as the following sections of the Ohio Revised Code govern conduct related to a staff member's conduct in carrying out his or her assigned duties for the University:

1. Conflict of Interest Statutes (18U.S.C. sec. 201 et seq.)
2. Executive Order No. 12674, April 12, 1989; "Principles of Ethical Conduct for Government Officials and Employees"
3. Ohio Revised Code Section 102: Ethics
4. Ohio Revised Code Section 2921: Offenses against Justice and Public Administration

5. Public Health Service Grants Policy Statement
6. National Science Foundation Grants Policy Manual
7. 42 Code of Federal Regulations part 50 and 45 Code of Federal Regulations subtitle A part 94

I. Possible Disciplinary Actions for Violations of Board of Trustees Policy

The University expects investigators to comply fully and promptly with all the requirements of Board policy as described in these procedures. Examples of breaches of policy and procedures include failure to file, intentionally filing an incomplete, erroneous, or misleading disclosure form, or failing to provide additional information as required by the Director or Dean of Graduate Studies.

In addition to any potential legal penalty(ies), the university may take appropriate disciplinary actions against individuals who violate these procedures. This disciplinary action may include, but not be limited to, oral or written reprimands, or termination of employment. Violations of these procedures may affect promotion and tenure decisions, and eligibility for research professorships, reassigned time, or URC Research funds. All disciplinary actions shall be consistent with applicable provisions of the current agreements with YSU-OEA and other campus unions. If the sponsor requires disclosure of any disciplinary actions taken for violations of these procedures, the Dean of Graduate Studies shall make such disclosures in a timely manner.

J. Records Retention

The Director and the Dean of Graduate Studies shall ensure that the required records, identifiable to each award, are retained for a period of not less than three (3) years after the termination of the award or until three (3) years after the resolution of any sponsor action involving these records whichever is longer. Records for proposals which are not funded by sponsoring agencies will be retained for a period of one (1) year after the decision of the sponsoring agency.

*Based in part upon:

On Preventing Conflicts of Interest in Government-Sponsored Research at Universities, A Joint Statement of the Council of the American Association of University Professors and The American Council on Education, 1785 Massachusetts Avenue, N.W., Washington, DC 20036, December, 1964.

Principles to Govern College and University Compensation Policies for Faculty Engaged in Sponsored Research, Association of American Universities, the American Council on Education, and the National Association of State Universities and Land-Grant Colleges, April, 1978.

Guidelines for Dealing with Faculty Conflicts of Commitment and Conflicts of Interest in Research, Association of American Medical Colleges, February, 1990.

Framework Document for the Managing of Financial Conflicts of Interest, Association of American Universities, 1993.

Conflict of Interest Policies from Wright State University and the University of Toledo.

**YOUNGSTOWN STATE UNIVERSITY
CONFLICT OF INTEREST STATEMENT
Proposal No. 94-XXX-XX**

- THIS PROJECT INVOLVES FEDERAL FUNDS.

If this block is checked, completion of this section is required by federal regulations and under the policies of Youngstown State University.

- I DO NOT HAVE ANY SIGNIFICANT FINANCIAL INTEREST WHICH MIGHT, OR MIGHT BE PERCEIVED, TO BIAS THE DESIGN, CONDUCT, OR REPORTING OF THIS PROJECT.
- I DO HAVE A SIGNIFICANT FINANCIAL INTEREST WHICH MIGHT, OR MIGHT BE PERCEIVED, TO BIAS THE DESIGN, CONDUCT OR REPORTING OF THIS PROJECT. I HAVE FILED A FINANCIAL DISCLOSURE WITH THE DIRECTOR, OFFICE OF RESEARCH AND SPONSORED PROGRAMS.

- THIS PROJECT DOES NOT INVOLVE FEDERAL FUNDS.

If this block is checked, completion of this section if voluntary.

- I DO NOT HAVE ANY SIGNIFICANT FINANCIAL INTEREST WHICH MIGHT, OR MIGHT BE PERCEIVED, TO BIAS THE DESIGN, CONDUCT, OR REPORTING OF THIS PROJECT.
- I DO HAVE A SIGNIFICANT FINANCIAL INTEREST WHICH MIGHT, OR MIGHT BE PERCEIVED, TO BIAS THE DESIGN, CONDUCT OR REPORTING OF THIS PROJECT. I HAVE FILED A FINANCIAL DISCLOSURE WITH THE DIRECTOR, OFFICE OF RESEARCH AND SPONSORED PROGRAMS.

Signature of the Investigator

Date



UNIVERSITY GUIDEBOOK

Subject: Intellectual Property Rights

Developed by: Janice A. Elias
 Title: Assistant Provost, Planning
 Date: September, 1999

Authorized by: James J. Scanlon
 Title: Provost
 EFFECTIVE DATE:

Policy: The development and dissemination of intellectual property benefits the public, the University, and its faculty, staff, and students. Research and scholarship are encouraged through an appropriate allocation of intellectual property rights between the creator and the University

RESOLUTION NUMBER: YR 2000-

Definitions:

“Intellectual Property” includes inventions, discoveries, works of authorship, and/or other creative works that may be subject to protection under federal or state patent, copyright, trademark, and/or trade secret laws.

“Intellectual Property Rights of Faculty” may be one of three types:

- Independent faculty efforts are those properties created by the faculty member in the fulfillment of the faculty member’s normal duties and responsibilities, without any significant University support.
- Works for hire are written University-commissioned projects that are the result of the faculty member and the University knowingly and voluntarily entering into a written agreement to create a specific intellectual property. Such efforts are not in fulfillment of the faculty member’s normal duties and responsibilities.
- Joint efforts occur when the faculty member and the University knowingly and voluntarily enter into a written agreement to create an intellectual property as part of the fulfillment of the faculty member’s normal duties and responsibilities.

“Invention” is any discovery, product, process, machine, composition of matter, and/or improvement that may be patentable.

“Patent/Patentable” is any invention or other matter that may be patentable under the patent laws of the United States or foreign country.

“Trade Secret” is any information that derives economic value from not being readily known or available to others and is protected from disclosure by reasonable efforts.

“Copyright/Copyrightable” is any original work of authorship protectable under the copyright laws of the United States or foreign county.

“Gross Royalty Income” is gross revenue resulting from a given intellectual property.

“Net Royalty Income” is gross royalty income less costs incurred by the inventor(s)/author(s), the University, and any third party commercializing the product, including securing legal protection and licensing.

“University Support” is significant use (\$5,000 in unreimbursed use, other than incidental uses which include public facilities and normal services such as library and computer use) in connection with the work, including support provided by another organization when administered or controlled by the University. Significant use of University facilities means extensive unreimbursed use of laboratory, studio, or computer facilities, or human resources. Sabbatical/Faculty Improvement Leaves, Research Professorships, and reassigned time from normal duties are specifically excluded from consideration as significant use.

Parameter: Section 3345.14 of the *Ohio Revised Code* provides that all rights to discoveries or inventions that result from research or investigation conducted in any facility of a state university are the sole property of the University. The Board of Trustees may assign, license, transfer, or sell these rights as the Board deems appropriate. Accordingly, the Board has assigned the rights to intellectual property between any member of the full-time faculty and the University through ratification of the *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association*.

Procedures:

1. The Dean of Graduate Studies is responsible for administering procedures for the allocation of income from intellectual property.
2. The University Research Council advises the Dean of Graduate Studies regarding the ownership of intellectual property or the distribution of income derived from the intellectual property.

3. Ownership and allocation of income:

Copyrights

Individual faculty efforts are owned by the author.

Works-for-hire are owned by the University. They are not normal research or teaching assignment. Joint efforts are owned by the author. For works-for-hire and joint efforts, the first \$5,000 of gross royalty income goes to the author followed by a *pro-rata* split for University reimbursement and documented expenses in excess of \$5,000. Thereafter, up to \$50,000, 90% goes to the author and 10% to the University. Funds in excess of \$50,000 are split 75% to the author and 25% to the University.

Patents and Trade Secrets

Individual faculty efforts are owned by the inventor.

University-supported efforts, whether works-for-hire or joint efforts, are owned by the University in accordance with state statute. Accordingly, the first \$5,000 of gross royalty income goes to the inventor followed by a *pro-rata* split for University reimbursement and documented expenses in excess of \$5,000. Thereafter, up to \$50,000, 90% goes to the inventor and 10% to the University; income from \$50,000 to \$100,000 is split 75% to the inventor and 25% to the University; and income in excess of \$100,000 is split 50% to the inventor and 50% to the University.

Sponsored Research

Absent specific guidelines for the ownership and allocation of income by a sponsor, income will be allocated as in joint efforts for copyrights, patents, and trade secrets.

Inasmuch as externally sponsored research is always between the University as "grantee," and the University, therefore, exercises ownership, there cannot be a faculty sponsored agreement. The faculty may not agree or sign on behalf of the University for any sponsored program.

Computer Software

Such products may be copyright, patent, or trade secret work and the ownership or income shall be allocated accordingly.

Distance Learning Materials

Materials which can be copyrighted (e.g., tapes and CD's) fall under the provisions of copyright.



YOUNGSTOWN STATE UNIVERSITY

Student Fees, Charges, and Fines FY 2000 Actual and FY 2001 Proposed

	Converted	FY2001 Rate	Increase	
	FY 2000 Rate*		\$	%
ACT Test Fee	\$32	\$32		
Campus Recreation Lock Replacement	\$6	\$6		
Campus Recreation Locker and Towel Fee (per semester)	\$38	\$38		
Campus Recreation Towel Replacement	\$6	\$6		
Child Development Lab Charge	\$38	\$0	-\$38	-100.0
Child Preschool Laboratory Fee (per semester)(see Attachment 2)		\$150		New Fee
Computer Assisted Course Fee (per course)	\$38	\$0	-\$38	-100.0
Computer Intensive Course Fee (per course)	\$53	\$0	-\$53	-100.0
Computing Fee (see Attachment 1)	\$23	\$50	\$27	117.4
Credit by Exam (per credit)	\$15	\$15		
EARLY/SOAR Program Fee	\$25	\$25		
EMBA Surcharge	\$1,868	\$1,868		
Graduate Student Application Fee	\$30	\$30		
Housing Charges:				
Room and Board (per academic year)	\$4,695	\$4,800	\$105	2.2
Payable as follows: \$200 room reservation fee, \$2400 Fall Semester, and \$2200 Spring Semester				
Residence Hall Security Deposit (academic year and/or summer)	\$100	\$100		
Single Room Surcharge	\$450	\$500	\$50	11.1
University Apartments (room only, per person, per academic yr.)	\$3,000	\$3,090	\$90	3.0
Payable as follows: \$200 room reservation fee, \$1545 Fall Semester, and \$1345 Spring Semester				
Student Housing During Academic Breaks				
One - three days (no meals, per day)		\$18		New Fee
Per week (7 meals/week)		\$150		New Fee
Summer 2000 (4 week sessions)				
Room and Board (10 meals/week, per session)		\$540		New Fee
Apartments (room only, per person, per session)		\$320		New Fee
Voluntary Meal Plans per semester (for students not residing on campus)				
Nineteen meals per week	\$983	\$970	-\$13	-1.3
Fifteen meals per week	\$840	\$840		
Ten meals per week	\$675	\$675		
Five meals per week	\$338	\$340	\$2	0.6
I.D. Replacement Charge	\$15	\$15		
Inoculation Fees:				
Hepatitis series	\$125	\$125		
Measles, mumps, rubella	\$30	\$40	\$10	33.3
Meningitis	\$75	\$75		
Tetanus	\$5	\$5		
International Student Credential Evaluation Fee	\$45	\$45		

Intramural Team Protest	\$5	\$5		
Late Application for Graduation (after 3rd week)	\$25	\$25		
Late Payment Fee	\$25	\$25		
Late Payment Rebill Fee	\$15	\$15		
Late Registration Fee	\$25	\$25		
Library Fines - per day	\$0.10	\$0.10		
Maag Library Carrel Key	\$25	\$0	-\$25	-100.0
MAT Test Fee	\$40	\$40		
Multi-Service Fee:				
Full Time (per semester)	\$39	\$39		
Part Time (per semester)	\$24	\$24		
Parking Charges				
Permit (students, per semester)	\$62	\$68	\$6	9.7
Permit (employees, per semester)	\$74	\$80	\$6	8.1
Permit (MPH program, per semester)	\$25	\$25		
Contracted Services Employees	\$68	\$68		
Parking Violations:				
Class I	\$10	\$10		
Class II	\$35	\$50	\$15	42.9
Performance Music Fee (per credit, plus tuition)	\$53	\$53		
Peace Officer Training Academy Fee (see Attachment 3)		\$1,500	New Fee	
Professional Practice Participation Fee	\$83	\$83		
Proficiency Examination (per course)	\$45	\$45		
Quantity Foods Luncheon	\$5	\$6.50	\$1.50	30.0
Quantity Foods Dinner		\$8	New Fee	
Reading Tutoring Fee	\$38	\$38		
Returned Check or Credit Card Fee	\$30	\$30		
Student Locker Rental (per academic year)	\$15	\$15		
Technology/Laboratory Materials Fee (per course) (see Attachment 1)				
level 1	\$30	\$30		
level 2	\$45	\$45		
level 3	\$60	\$60		
Thesis Binding	\$25	\$25		
Tuition Installment Payment Plan Application Fee	\$38	\$0	-\$38	-100.0
Tuition Loan Late Payment Fee (per month)	\$15	\$15		
Tuition Payment Plan Service Fee (per month)		\$4	New Fee	
Undergraduate Application (first time applicant)(see Attachment 4)	\$25	\$30	\$5	20.0

*Converted from quarter to semester equivalent.



PEACE OFFICER TRAINING ACADEMY
Proposed Budget, Fiscal Year 2000

	<u>SOC</u>	<u>FTE</u>	<u>Amount</u>
Personal Services			
Salaries:			
Part-time Faculty	1080	0.88	\$15,000
Prof./Admin. Staff, PT	1210	0.75	11,250
Classified Staff, PT	1310	0.50	3,333
Supplemental Payments	1910		4,756
Total Salaries		<u>2.13</u>	<u>\$34,339</u>
Fringe Benefits	2000		\$6,321
Total Personal Services		<u>2.13</u>	<u>\$40,660</u>
Operating Expenses			
Supplies	3000		\$20,312
Travel	4100		300
Public Relations & Advertising	5400		100
Telephone	5500		120
Postage, Freight, UPS	5700		72
Maintenance & Repairs	6200		240
Rentals - Non Facilities	7950		1,600
Miscellaneous, NOC	7990		735
Total Operating Expenses			<u>\$23,479</u>
Total Budget		<u>2.13</u>	<u>\$64,139</u>



UNIVERSITY GUIDEBOOK

Subject: Travel Reimbursement – Off-Campus Instruction at Distant Sites

Developed by: James J. Scanlon
Title: Provost
Date: September, 1999

Authorized by: Leslie H. Cochran
Title: President
EFFECTIVE DATE:

Policy: The Board of Trustees authorizes the establishment of the University Travel Procedures for reimbursement for official travel expenses by faculty, staff, and students. Official travel expenses includes all ordinary and necessary expenses incurred by faculty and staff members or students of Youngstown State University while away from campus and on an assignment consistent with the mission of the University.
RESOLUTION NUMBER: 2000 -

Parameters:

- Faculty engaged in teaching regular for-credit YSU courses at sites away from the main campus may be reimbursed for mileage. Faculty teaching beyond a fifty mile radius from the main campus may be reimbursed for meals and lodging (subject to prior approval) in accordance with the University Travel Procedures as found in *University Travel Procedures: 1994 Edition*. (Also see 3004.01)
- Faculty hired to provide instruction exclusively at an off-campus site and who do not teach on-campus are not eligible for travel reimbursement.
- Faculty engaged in off-campus teaching of for-credit YSU courses are subject to all provisions of the *Agreement Between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association*.

(ii) An assignment that involves two travel-days (two round trips) per week for a full academic term will qualify for the maximum \$1000 supplemental pay.

(iii) For any assignment which involves more than two travel-days (more than two round trips) per week for a full academic term, the faculty member will be offered overnight stay (subject to the limits of YSU's travel policy and regulations) in order to reduce the travel to two travel days (two round trips) per week.

• During each academic year, University and Association representatives shall meet with participating faculty members to review this agreement and to consider modifications, as necessary.

Entered into this 7TH day of April, 1998:

FOR THE UNIVERSITY

FOR THE ASSOCIATION

Ikram Khawaja
Ikram Khawaja
Director of Faculty Relations

Nancy White
Nancy White, President
YSU Chapter of OEA

¹ Mileage is defined to be that between the off-campus instructional site and either YSU's main campus or the point of departure, whichever is less.



EXECUTIVE SUMMARY
GIFTS
FOR THE PERIOD JULY 1 - SEPTEMBER 30, 1999

UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1):

	NUMBER RECEIVED	TOTAL
CASH	389	\$468,931.49
NON-CASH	5	5,980.48
TOTAL	394	\$474,911.97

WYSU-FM (SEE ATTACHMENT 2):

	NUMBER RECEIVED	TOTAL
CASH	289	<u>\$16,976.00</u>
TOTAL	289	\$16,976.00



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
UNIVERSITY DEVELOPMENT GIFT LIST
FOR THE PERIOD OF JULY 1 - SEPTEMBER 30, 1999**

DESCRIPTION	NUMBER OF GIFTS	TOTAL
Cash	389	\$468,931.49
Non-Cash	<u>5</u>	<u>5,980.48</u>
Total	394	\$474,911.97

RANKING OF CASH GIFTS:

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$5,000+	21	\$229,319.01
\$1,000 - \$4,999	105	178,375.41
\$500 - \$999	70	39,924.00
Below \$500	<u>193</u>	<u>21,313.07</u>
Total	389	\$468,931.49

CASH CONTRIBUTIONS BY RANK

\$5000+

American Legion Post #737
Bank One Youngstown
Buckeye Elks Youth Dev. Center, Inc.
Citizen's Sch. Foundation of America
Carle C. Conway Scholarship Foundation
Denise DeBartolo York
Ms. Roberta M. Hannay
Key Bank Corporation
Mahoning National Bank
MBNA America Bank, N.A.
National City Bank, N.E.

National Collegiate Athletic Assoc.
North Star Steel Company
Ohio Foundation of Independent Colleges
St. Maron Parish
Frances & Lillian Schermer Charitable Trust
Second National Bank of Warren
Tri-State Area Citizens' Sch. Fndtn.
UAW Local 1112/BOC Lordstown Assembly
West Side Merchants & Civic Association
Wolves Club of Youngstown Den #6

\$1,000 - \$4,999

ANONYMOUS
ACT Air Force Aid Society
Aim Family of Funds
Ajax Magnethermic Corporation
Akron Press Club
Allegro Microsystems, Inc.
Alliance Community Hospital Auxiliary
Alliance of Transylvanian Saxons
Altrusa International, Inc.
American Business Women's Association
Hubbard Chapter
American Business Women's Association
O-My-O Chapter
American Diabetes Association
American Hellenic Education Progressive
American Legion Post #236
American Legion Auxiliary Post #737
Ameritech Foundation
Dr. James H. Andrews
Austintown Firemen's Club
Babcock & Wilcox
Bank One Steubenville
Boardman Rotary Club
Candywood Golf Club
Caroline Knox Memorial Trust Fund

Catholic Ladies of Columbia
Chaney High School Foundation
Chick-Fil-A
Clayman Family Foundation, Inc.
Cleveland Foundation
Cleveland Scholarship Program
Community Health Partners Foundation, Inc.
CSC Industries Foundation
East Liverpool High School
Edison Local School
Elks National Foundation
Ella Weiss Educational Fund
Fabricator's & Manufacturer's Foundation
First Catholic Slovak Ladies Assoc. of U.S.A.
First Federal Savings & Loan of Warren
First Presbyterian Church
First United Methodist Church
Fraternal Order of Eagles
George Jr. Republic in PA General Fund
Giant Eagle
Grand Lodge F & AM of Ohio
Greater Wayne County Foundation
Harrington, Hoppe & Mitchell, Ltd.
Hawaii Community Foundation
Hispanic Coalition of Greater Waterbury, Inc

IBEW Local Union #712
Laborer's Intl. Union of N. Amer. Local #310
Liberty Local Schools
M.A. Hanna Company
Mahoning County Joint Vocational School
Marine Corps Scholarship Foundation
Matt Stager Memorial Scholarship Fund
May Emma Hoyt Foundation
Mellon Bank
Memorial Hospital of Sandusky County
Monday Musical Club, Inc.
Most Worshipful Prince Hall
Mr. Thomas F. Mosure
ms consultants, inc.
NAPHCC Educational Foundation
Richard T. Naples, Sr. Education Fund
National Fastener Distributor Association
National Italian Amer. Sports Hall of Fame
National Slovak Society of the U.S.A
Nestle USA
Norwest Bank Indiana, N.A.
Nucor Foundation
Ohio Dept. of Amvets Service Fndtn., Inc.
Ohio Grand Prix Scholarship Fund
Old Erie Lodge 3 F & AM
Operating Engineers Local #66
James & Pari Payiavlas
Penn. St. Young American Bowling Alliance
Phillips, Lytle, Hitchcock, Blaine & Huber, LLP

Pittsburgh Foundation
Polish National Alliance of the U.S. of N.A.
Professional Secretaries International
Saxon Ladies Society Branch #22Scholarship
Committee of Salem H.S
Slovak Catholic Sokol
St. John the Baptist Catholic Church
Star Lake Amphitheatre
Robert D. Stevenson Scholarship Foundation
Struthers City School District
Struthers Federal Credit Union
Lawrence & Celeste Teaberry
Tippecanoe Country Club
Upper Ohio Valley Presbytery
Walton Family Foundation
Warren Civic League
West Muskingum Athletic Boosters
Western Star Lodge No. 21 F & AM
Westerville Chamber Foundation
Jim & Norma White
William Penn Association
Women Hand In Hand
Wooster Community Hospital Auxiliary
Youngstown Hospital Association
Youngstown Junior Bowling Association
Youngstown State University Foundation
YSU Penguin Club
Herbert C. Ziegler Foundation

\$500 - \$999

ACT Coast Guard Mutual Assistance
Aid Association for Lutherans
American Association of University Women
American Postal Workers Union Local #44
Baker Employees Combined Charities
Baylor Trucking, Inc.
Beaver Township Ruritan Club, Inc.
Mr. Paul E. Beckman
Bergholz Community Foundation
Biery Cheese Company
The Cafaro Company
Camden-Wyoming Lions Club

Campbell Academic Association
Clarion Area School District
Community Fndtn. of Greater Lorain County
Delta Kappa Gamma Society International
Eber Baker P.T.A.
Edison High School Band Boosters
Educational Testing Service
Emanuel United Church of Christ
Farmer's Insurance Group of Companies
First Assembly of God
First Federal Savings Bank of Youngstown
Girard Credit Union

Grand Rapids Foundation of Michigan
J.J.B Hilliard, W.L. Lyons, Inc.
Joseph A. Jeffries Co., Inc.
Knight-Ridder, Inc.
Lake Educational Assistance Foundation
Landmark Credit Union
Leipheimer-Tomon Funeral Home
Liberty School PTA
Mahoning United Methodist Church
Martin's Ferry City School District
Martin's Ferry H.S. Alumni Association
Martin's Ferry Rotary Club
Midgley-Clauer Associates, Inc.
Mount Union College
NAACP East Liverpool Branch
National City Bank of Pennsylvania
National Merit Scholarship Corporation
Newell Area Civic Council
North Canton Soccer Boosters
Ohio Golf Course Owner's Association
Percussive Arts Society, Inc.
Roth, Blair, Roberts, Stratsfeld & Lodge
Ruritan National Foundation
St. Christine Parish

St. Michael Civic Club
Frances Schwebel Solomon
In memory of Dr. Milton Greenberg
Scott Township Volunteer Fire Department
Shaker Charitable Trust
Sky Bank
Springfield Foundation
Supreme Council #33 Educ. & Charity Fund
Joann Testa
Trumbull County Educational Service Center
Trumbull County Jr. Bowling Association
Trumbull Memorial Hospital
Tubetech, Inc.
UFCW Local #880
USWA Dist. 1, Subdistrict 1
Warren Library Association
Warren Lion's Club
William Farr Lodge #672
Winona Ruritan Club
Young American Bowling Alliance
Youngstown Area Jewish Federation
Youngstown Ohio Area Local #443
YSU Women's Club

Below \$500

A Plus Family Bowl
Dr. Domenico B. Aliberti
American Business Women's Association
Warren Chapter
Harold & Nicole Arrowsmith
Dr. John P. Ashton
Thomas & Lorraine Atwood
Austintown Band Parents
Samuel & Rose Axtell
Michael Baker Corporation
Ronald & Paula Baldine
Bank One Matching Gift Program
Ms. Juanita E. Barber
Mr. Richard D. Benner
BF Goodrich Company
Mr. Bruce A. Billman

Mr. & Mrs. Patsy Biscardi
In honor of Mr. & Mrs. Carmen Deluca's
50th Wedding Anniversary
Boeing Matching Gift Program
Mr. Robert J. Boyd
Burman Castrol Holdings, Inc.
Carla Wilson Buss
Mr. Raymond M. Caciiale
Dr. Martin & Catherine Cala
Cambridge Lodge #66 Masons
Jim Canacci & Kris Harrington
Cavalier Federal Credit Union
Champion International Corporation
Ms. Barbara Chapin
Mr. Robert A. Chopko
Linda R. Christopher

Atty. Judi L. Cicatiello
Citizen's Sch. Fdtn. of Guernsey County
Ms. Michelle D. Clark
Mrs. Susan C. Conner
Cornell University
Mr. Donald C. Cramb
Mrs. Lynn C. Crytzer
CUNA Mutual Insurance Group
Mr. Joseph P. D'Agostino
Ms. Rebecca A. Dale
Ms. Tracy L. D'Andrea
Dr. Denise A. D'Aros
Ms. Carol A. Davis
Dr. Donna M. DeBlasio
Dennis & Loretta DeSantis
Ms. Janet L. Detwiler
Edward DiGregorio
Dr. Lawrence DiRusso
Mr. Terry L. Easton
Mr. Harry K. Edwards
Dr. Janice & Robert Elias
Karen & Richard Elsner
Ms. Donna J. Feo
Fifth Third Bank
Mr. James C. Finnigan
First Energy Foundation
First Financial Services Group, N.A.
Tom & Peggy Flynn
Mr. Donald E. Foley, Sr.
Ford Motor Company
Mr. Joseph W. Fowler
Mr. Thomas J. Franken
Ms. Germaine L. Freeze
Dennis & Joan Frenchko
Eileen M. Galvin
T. Geoffrey Gay & Susan Bean
 In memory of Parent's Anniversary &
 Sister's Death
The Geon Company
Atty. Mark S. Gervelis
Ms. Lynne E. Gething
Mr. Barry M. Giber
Atty. Christian A. Gieseler
Mr. John D. Gillen

Mr. Robert Ginsburg
 In memory of Sadie Bernstein
Girard High School Band Boosters
Ms. Kimberly Gladman
Mr. Ronald J. Glaros
Joe & Cathy Glista
Goshen Center Ruritan Club, Inc.
Green Local School District
Dr. Joseph S. Gregori
Mr. & Mrs. Dale Gresko
William & Patricia Hamill
Dr. Stephen & Brigitta Hanzely
William & Twila Harker
Ms. Margaret B. Haushalter
Mr. M. Jack Heselov
James & Cary Horvath
G. Robert & Kathleen Hurtuk
I Know I Can
International Paper Company Foundation
Marijo & Louis Jannetto
Johnstown-Monroe Academic Boosters
Ms. Betty Jones
Mr. Charles L. Joseph
Mr. John P. Julian
Ms. Hana A. Kilibarda
Mr. David E. Kimmel
Kirkmere Elementary P.T.A.
Ms. Kellie N. Kirksey, M.A., CRC
Ms. Sandy B. Kreisman
Mr. Robert L. Krok
Mr. David W. Kyle
Dr. A. Bari Lateef
Mr. Paul Lauter
Lawrence County's Outstanding Young Woman
Mr. John H. Lees
Leetonia Exempted Village Schools
Mrs. Sara Lema
Ms. Lori L. Lesko
Judge John J. Leskovyansky
George & Terri Lopuchovsky
Louisville Scholarship Foundation
Mr. Richard R. Lucarell
Lucent Technologies
Thomas & Deborah Markovitch

Mr. Stephen J. Matesevac
May Dept. Store Company Foundation
MCP Hahnemann University
Mr. Terry McRoberts
Mr. Jeremy A. Mercer
Mercer Bowling Center
Metropolitan Life Foundation
Dr. Howard & Jacqueline Mettee
Mr. Jack N. Metzgar
Mrs. Amy Affleck Meyer
Mr. Terry L. Miksic
Dr. Mustansir Mir
John & Susan Mohan
Moon Area School District
Michael J. Morley, Esq.
Dr. Clyde D. Morris & Janet Yaniglos
Mr. R. Joseph Multari, III
Newton Falls Crescendo Club
Dr. Benjamin P. Norris
Northern Trust Company
Mr. Joseph E. O'Neill
Dr. Bernard & Ann Oakes
Ohio Edison Penn Power Credit Union, Inc.
Mrs. Lauren Jo Olson
Ms. Elizabeth P. Osgood
Jerry & Pamela Pasquale
Brian & Michele Perry
Dr. Joseph C. Pierson
Mrs. Anastasia N. Przelomski
Quaker Oats Foundation
Mr. Thomas J. Quinn
Ragersville Zion United Church of Christ
Richland County Foundation
Mrs. Bruce T. Riley
Michael & Barbara Roman
Gary & Peggy Ronk
Mr. Denis A. Ross
Mrs. Sandra M. Russell In Honor of
Dr. Howard Mettee
Dr. John & Susan Russo

Ms. Tamra L. Saltzman
Mr. Shawn D. Scharf
Mr. Mark A. Scheel
Mr. Matthew L. Schneider
Ms. Hildegard Schnuttgen
Scholarship Program Administrators, Inc.
Atty. Martin & Joan Schwebel
Mr. Joseph F. Segreti
James & Nora Seivert
Ms. Nancy K. Shacklock
Dr. John-Christian Smith, VI
Dr. Melissa T. Smith
Mrs. Peggy I. Smith
Mrs. Ruth L. Smith
Mr. Michael D. Spacek
Steel Equipment Specialists, Inc.
Ms. Bette L. Steele
Dr. Leon & Shirley Stein
Sto-Kent Lanes
Mr. Michael R. Straniak
Ms. Mary Sturgeon
Mr. Barry L. Sturms
Summit Bancorp
Christopher & Kimberly Tedrow
Mr. Gary A. Tincu
Mr. J. Robert Toth
Jim & Ellen Tressel
Ukrainian National Association
United Education Association
Ms. Brenda L. Vasos
VFW Post #3538
Mrs. Nancy H. Wagner
Walden Golf & Tennis Club
Mr. Randy D. Walter
Eugene & Glenna Wasko
Galen & Nola Weingart
Mr. Ray N. Weingart
Richard & Gayle Williams
Eleanor & Melvin Woodford
Mr. Donald Zebrasky

Total Cash Contributions:

\$468,931.49

NON-CASH CONTRIBUTIONS

General Car Truck Leasing	\$337.50	Truck for Canfield Fair
Mahoning Valley Distributors	\$548.88	Children's books for English Festival
Masters Tuxedo	\$275.00	Attire for Forte' on Fifty
Y.S.U. Arby's Restaurant	\$119.10	Employee Picnic Food Vouchers & Food for Canfield Band
Y.S.U. Foundation	\$4,700.00	City Lots #3572, #3262, #9118, #3269, #359, #3264, #4612, #1824, #9120, #3575, #3275, #4666, #3266, #4679, #3267, #3574
Total Non-Cash Contributions:	\$5,980.48	



YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
WYSU-FM GIFT LIST
FOR THE PERIOD OF JULY 1 - SEPTEMBER 30, 1999

<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
Cash	289	<u>\$16,976.00</u>
Total	289	\$16,976.00

RANKING OF CASH GIFTS:

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
Below \$500	<u>289</u>	<u>\$16,976.00</u>
Total	289	\$16,976.00

CASH CONTRIBUTIONS BY RANK

Below \$500:

Jeffrey Adams	Mr. S. Allen Csiky
H.R. Allshouse	Kate Cullum
Marti Altier	Rosemary Cunningham
Mary Jane Amsbary	Cheryl M. Davis
Frances U. Anderson	Cynthia Davis
Robert J. Antonucci	Edward & Sallie Daytner
Thomas & Lorraine Atwood	Dr. Daniel DeAngelo
Lawrence J. Baghurst	Dr. William A Delamarter
Mr. & Mrs. Allan Ballinger	Bret R. Dennis
Robert & Janice Barendsfield	Ronald DeTullio
Rebecca Barnhouse	Anita DeVivo
William Bartley	Diocese of Youngstown
Miss Janet Baumann	Steve & Holly Domonkos
George Bernardich	Dr. David J. Dortin, Jr.
Dennis J. Berry	Dale G. Dowler
Wendell W. Binkley	E.M. Driessen-Ekama
Kenneth Birath	Warren & Ruth Durstine
Edwin V. Bishop	Eastern Ohio Rehabilitation
Raymond & Jane Biswanger	Robert & Helen Edeburn
John & Eleanor Botu	Dr. Joseph & Diana Edwards
George C.W. Bowles	Samuel K. Edwards
Sandi L. Bross	Peter Elencovf
William C. Buckley	Richard & Martha Ellers
Donald L. Bumback	Embroiderers' Guild of America, Youngstown Area Chapter
Dr. & Mrs. William Bunn	Kent J. Engelhardt
Marjorie Burin	Ray C. Fallen, Jr.
Kirsten H. Burkey	Richard Farrell
Charles & Shirley Bursey	Yvonne E. Fayard
Greg Cadman	Cynthia C. Felt
Maryann E. Centofanti	Linda Flickinger
W.B. Clapham, Jr.	M. Maurine Fogarty
David & Ann Cliness	Ellen S. Ford
Dennis Clouse	Bishop Benedict Franzetta
Alma S. Cockman	Friends of Music Association
Irwin Cohen	Fr. Lawrence C. Fye
Philip P. Conley	Bill Galloway
Ann Cooper	Jerome Geier
Frank & Lotis Cooper	Amy R. Gelfand
Don P. Corpier	Patrick & Denise Gentile
Mr. & Mrs. George Crites	

Glen & Marilois George
Alan & Margaret Gittis
Lawrence & Diane Gluck
Marjorie Goldstone
Dr. Richard Goldthwait
Carol Gottesman
Francis R. Gottron III
Fran Greenberg
Robert J. Gregory
Aaron Grossman
Richard J. Gurska
Russell A. Haehn
Joseph Hagan
Evelyn Halpern
Dr. Virginia Hare
Richard C. Harpman
Ann G. Harris
Matt Hawkins
Janet Hazlette
Ronald T. Heiman
James W. Herr
Larry & Sunny Heselov
Diva S. Higby
Robert & Beverly Hobart
John P. Holcomb
Joan L. Holt
Nancy G. Hope
Dr. Frederick D. Horn
Nola K. Horvath
Norman Howells
Mr. & Mrs. Kenneth Howley
Joseph H. Humes
Anne Hutchison
Dr. & Mrs. Hyon Hwang
James & Mary Ann Itts
Allen Janis
Thomas W. Jeffries
Janie S. Jenkins
Raymond Johnson
Ritchie N. Jones
Gary Kaatz, Forum Health
Dr. Ram Kasuganti
William Kemp
M. Chris Khumprakob
Elayne M. Klovis

Paul & Ruth Knights
Richard & Nancy Krajec
Dr. Rama Krishnan
Sally Kroloff
John & Diane Kuder
Dr. Mary Lazar
Jean F. Lebby
Le Cercle Francais
Chong M. Lee
William Leitkam
Carmen John Leone
Thomas C. Letson
Daniel & Annette Levine
Douglas & Mary Jo Lewis
Dr. Sara G. Lightner
Richard & Annette Liston
Thomas & June Logan
John & Mary Lorimer
Margaret C. Lorimer
Joanne Lozier
Lucent Technologies Foundation
Judith Lukin
Denis & Amy Lunne
John M. MacIntosh, Jr.
Andrew & Vivian Mahon
Charlotte Malkin
Laura Mae Malloy
Charles Y. Mansell
Dr. Richard J. Marina
Rev. Richard G. Mayer
Dorothy McClelland
Frank & Deborah McCullough
Richard P. McFeaters
Delber & Margaret McKee
Donald & Louise McLennan
Anne McMahan
Frank Mecak
Rev. Raymond Meier
John C. Melnick
Dr. & Mrs. Isadore Mendel
Sen. Harry Meshel
Anthony Mikolich
Minnesota Communications Group
Robert S. Moore
Dwayne Morehouse

Dr. Matilda Morris
Michael T. Moseley
Carl M. Moses
Angela Mudrak
Harold & Shirley Muir
Dr. John R. Mumma
Maureen Murray-Jaklic
Russell & Kathie Nalepa
Linda Nehls
Fredric T. O'Connor
Donna King Orlandi
A. Ronald Padoll
E. Mack & Cathy Parrott
Dr. Lawrence & Joan Pass
Helen Passell
Richard L. Patterson
Robert A. Pavalko
James M. Peck
Vera Pellegrini
James R. Petuch
George Peya
John Polanski & Margaret Minghetti
John Poponyak
Joanne Prewett
Dr. George B. Pugh
James E. Ray
Dr. David & Sharon Reed
Betty Richmond
David Riel
Frederick R. Robsel
Wilfred & Lelia Roden
Myron & Roseanne Roh
R. Keller & Christine Rohde
Dr. Ronald Roth
Dr. William Rousseau
John & Esther Rudge
Dr. Rochelle Ruffer
Florine Rusnak
John B. Russo
Richard W. Rymer
Walter & Juanita Saare
Carl & Ruth Sager
David Sauline
Carl & Rebecca Schaub
Dr. Steven Schildcrout

Jean-Marie Schlecht
Hildegard Schnuttgen
Dorothy J. Schwers
Mr. & Mrs. Peter Senedak
Laura Sevenich-Hancock
Douglas M. Sewell
Anita J. Shaw
Homer & Marian Shaw
Bruce & Carol Sherman
Dr. Thomas A. Shipka
Dr. Bernard Shultz
Richard & Wendy Simon
Sisters of the Humility of Mary
Rev. John W. Sloat
William & Gloria Slocum
Dr. Melinda K. Smith
Richard E. Smith
Shirley A. Smith
Connie Snyder
Anthony & Barbara Sobota
Rosemary A. Sontich
Eugene & Hilda Spack
Alan G. Spitaler
Robert & Ethel Stahl
Donna J. Stamoolis
Margaret N. Starbuck
State Farm Matching Gift Program
Matthew Stefanak
Dr. Sandra W. Stephan
Jerome K. Stephens
Susan Stevens
Elizabeth A. Stewart
Cathy Stigliano
Donald G. Stitt
Yvette D. Stanley
Dr. Sharon A. Stringer
Dr. George E. Sutton
Sylcom Systems, Inc.
E.M. Szakach
Jack Tamarkin
Mr. & Mrs. Randolph Taylor
Edwin & Kathryn Thompson
Luke Thompson
Joan J. Thumm
Daniel C. Tinkler

Dorothy Todd
John Tottenham
Dr. Thomas J. Touris
Trumbull New Theater, Inc.
Aaron & Norma Udell
Robert & Kathleen Vogt
Sonja J. Wagner
Harriett J. Walker
Edward J. Walsh
John P. Walsh
Randy D. Walter
Rose M. Walter
R. David & Cindy Wardale

William Whitehouse
Ellen Wilhelm
Richard & Gayle Williams
Norman L. Wilson, Jr.
William E. Wolfe
Women's Committee for Childrens Concerts
Mary Jo Wright
Jeannette H. Yasgur
David J. Young
Miriam B. Young
Younger & Associates
Lisa Zikeli
Rosemarie Zocco

Total Cash Contributions:

\$16,976.00



UNIVERSITY GUIDEBOOK

Subject: Equal Opportunity Discrimination Complaint Procedures

Developed by: Barbara Orton	Authorized by: G. L. Mears
Title: Director, Equal Opportunity & Disability Services	Title: Executive Vice President
Date: July, 1999	EFFECTIVE DATE:

Policy:

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

RESOLUTION NUMBER: YR 2000-

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

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

Procedures:

1. Any person claiming to be aggrieved by a discriminatory practice at the University may file a complaint with the Office of Equal Opportunity and Disability Services. Any such complaint filed will be kept confidential, to the extent possible.
2. The Equal Opportunity Discrimination Complaint Procedure is for complaints of discrimination on the basis of sex, race, religion, color, age, national origin, sexual orientation, disability/handicap, or identification as a disabled and/or Vietnam Era veteran. The alleged discrimination must have already occurred.

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



UNIVERSITY GUIDEBOOK

Subject: Equal Opportunity/Affirmative Action Complaint Procedure

Developed by:	Barbara C. Orton	Authorized by:	G. L. Mears
Title:	Director of Affirmative Action	Title:	Executive Vice President
Date:	October 11, 1996	Date:	December 6, 1996
		EFFECTIVE:	December 16, 1996

Policy: Youngstown State University is committed to a campus environment that values all individuals and groups, and to non-discrimination and equal opportunity for all persons without regard to sex, race, religion, color, age, national origin, sexual orientation, handicap/disability, or identification as a disabled and/or Vietnam Era veteran. The University is also committed to the principles of affirmative action and acts in accordance with state and federal laws.

RESOLUTION NUMBER: YR 1997 - 14

Purpose: It is the responsibility of the entire University community to maintain an openness to the diversity of all ideas and peoples, and to share in the responsibility of implementing a full equal opportunity/affirmative action program. This program provides a method of addressing actions that are perceived to be at variance with the Policy.

Procedures:

1. Any person claiming to be aggrieved by a discriminatory practice at the University may file a complaint with the Office of Affirmative Action. Any such complaint filed will be kept confidential, to the extent possible.
2. The Equal Opportunity/Affirmative Action Complaint Procedure is for complaints of discrimination on the basis of sex, race, religion, color, age, national origin, sexual orientation, disability/handicap, or identification as a disabled and/or Vietnam Era veteran. The alleged discrimination must have already occurred.
3. Specific information about University methods of addressing complaints are found in the *Equal Opportunity and Affirmative Action: Complaint Procedure* (dated 6/23/95) brochure available from the Office of Affirmative Action.

YOUNGSTOWN STATE UNIVERSITY
SUMMARY OF APPOINTMENTS, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
AUGUST 20, 1999 - NOVEMBER 12, 1999

	FULL-TIME			PART-TIME			TOTALS
	NEW HIRES	REHIRS	PROMOTIONS	NEW HIRES	REHIRS	PROMOTIONS	
FACULTY	18	3		n/a	n/a	n/a	21
PROF/ADMIN	3	0	0	5	1	0	9
EXTERN FUND	2	7	0	1	3	0	13
TOTALS	23	10	0	6	4	0	43

**YOUNGSTOWN STATE UNIVERSITY
NEW FACULTY APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF NOVEMBER 12, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Dr. Melanie A. Banks	Assistant Professor	Human Ecology	09/15/99	\$38,000	9 Mo.	Temporary (1st Year)
Ms. Mandy Brooks	Instructor	Art	09/15/99	\$32,000	9 Mo.	Temporary (1st Year)
Dr. Lole C. Checcone	Assistant Professor	Foreign Languages & Literatures	09/15/99	\$34,700	9 Mo.	Temporary (1st Year)
Mr. Daniel J. Davidson	Assistant Professor	Art	09/15/99	\$38,000	9 Mo.	Temporary (1st Year)
Dr. Donna DeBlasio	Assistant Professor	History	09/15/99	\$37,000	9 Mo.	Probationary (1st Year)
Ms. Virginia Ann Draa	Instructor	Human Ecology	09/15/99	\$30,600	9 Mo.	Temporary (2nd Year)
Ms. Marjorie W. Erwine	Instructor	Counseling	09/15/99	\$40,000	9 Mo.	Temporary (1st Year)
Mr. John H. George	Instructor	School of Technology	09/15/99	\$16,800	9 Mo.	Temporary (1st Year)
Dr. Herbert Hunt	Assistant Professor	Educational Administration, Research & Foundations	09/15/99	\$34,700	9 Mo.	Temporary (1st Year)
Ms. Diane Kandray	Instructor	Health Professions	09/15/99	\$32,000	9 Mo.	Temporary (1st Year)
Dr. Theresa Kightlinger	Instructor	Teacher Education	09/15/99	\$27,000	9 Mo.	Temporary (1st Year)
Ms. Kellie Kirksey	Instructor	Counseling	09/15/99	\$34,000	9 Mo.	Temporary (1st Year)
Dr. Robert Kramer	Assistant Professor	Computer Science & Information Systems	09/15/99	\$48,000	9 Mo.	Probationary (2nd Year)
Ms. Ann L. Kuskowski	Instructor	Communication & Theater	09/15/99	\$34,000	9 Mo.	Temporary (1st Year)
Dr. Thomas E. Leary	Assistant Professor	History	09/15/99	\$35,000	9 Mo.	Temporary (1st Year)
Mr. Joseph Maroni	Instructor	Teacher Education	09/15/99	\$34,000	9 Mo.	Temporary (1st Year)
Ms. Christine McCullough	Assistant Professor	Art	09/15/99	\$34,700	9 Mo.	Temporary (1st Year)

**YOUNGSTOWN STATE UNIVERSITY
NEW FACULTY APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF NOVEMBER 12, 1999**

NAME	TITLE	DEPARTMENT	DATE OF EMPL	SALARY	CONTRACT MONTHS	COMMENTS
Mr. Luke Munholand	Instructor	Civil/Environmental & Chemical Engineering	09/15/99	\$14,800	9 Mo.	Temporary/Contingent (1st Year)
Ms. Jennifer Pintar	Instructor	Human Performance & Exercise Science	09/15/99	\$32,000	9 Mo.	Temporary (1st Year)
Dr. Bonnie James Shaker	Assistant Professor	English	09/15/99	\$35,000	9 Mo.	Temporary (1st Year)
Ms. Stephanie Smith	Instructor	Art	09/15/99	\$30,600	9 Mo.	Temporary (2nd Year)

YOUNGSTOWN STATE UNIVERSITY
 NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
 AS OF NOVEMBER 12, 1999

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE EMPLOYED</u>	<u>SALARY/FTE/ BASE SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Ms. Jaimye G. Backus	Director of the Paula & Anthony Rich Center	Dean's Office—Beeghly College of Education	09/01/99	\$40,000 1.00 FTE \$33,538	10 months	From part-time to full-time; externally funded. 09/01/99-06/30/00
Mr. David A. Baxter	Assistant Manager	Center for Engineering Research & Technology Transfer	10/01/99	\$6,092 1.00 FTE \$24,000	3 months	New hire; externally funded. 10/01/99-12/31/99
Ms. Denise S. Elliott	Financial Aid Counselor—Special Programs	Financial Aid & Scholarships	10/01/99	\$19,223 1.00 FTE \$25,500	9 months	New hire. 10/01/99-06/30/00
Mr. Keith E. Elliott	Construction Assistant	Center for Urban Studies	10/01/99	\$15,077 1.00 FTE \$20,000	9 months	Contract extension; externally funded. 10/01/99-06/30/00
Ms. Rita Chiodo Edelman	Coordinator of Disability Services	Equal Opportunity & Disability Services	09/13/99	\$24,824 1.00 FTE \$30,734	9.5 months	New hire. 09/13/99-06/30/00
Mr. Ricky S. George	Research Associate II	Center for Human Services Development	10/01/99	\$7,001 1.00 FTE \$27,581	9 months	Contract extension; externally funded. 10/01/99-06/30/00
Mr. Robert Jenkins	Academic Advisor	Bitonte College of Health & Human Services	09/01/99	\$22,806 1.00 FTE \$27,200	10 months	New hire. 09/01/99-06/30/00
Ms. Karla Krodel	Research Associate II	Center for Human Services Development	10/01/99	\$4,443 .50 FTE \$35,006	3 months	Contract extension; externally funded. 10/01/99-12/31/99

**YOUNGSTOWN STATE UNIVERSITY
NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
AS OF NOVEMBER 12, 1999**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE EMPLOYED</u>	<u>SALARY/FTE/ BASE SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Mr. George Laskos	Assistant Coach, Men's/Women's Tennis	Intercollegiate Athletics	10/01/99	\$4,098 .24 FTE \$24,000	8.5 months	New hire. 10/01/99-06/15/00
Ms. Sarah V. Lown	Grants Analyst	Center for Human Services Development	10/15/99	\$22,547 1.00 FTE \$31,518	8.5 months	Contract extension; externally funded. 10/15/99-06/30/00
Ms. Wendy Miller	Research Associate I/ Evaluator	Center for Human Services Development	11/01/99	\$2,000 .50 FTE \$23,111	2 months	Contract extension; externally funded. 11/01/99-12/31/99
Mr. Anthony C. Perrone	Research Associate I/ Workforce Development Manager	Center for Urban Studies	10/01/99	\$21,862 1.00 FTE \$29,000	9 months	Contract extension; externally funded. 10/01/99-06/30/00
Ms. Stacie Williams Salyard	Special Events Assistant (temporary)	Dean's Office—Williamson College of Business Administration	10/04/99	\$1,172 .45 FTE \$21,848	1.25 months	New hire; temporary. 10/04/99-11/15/99
Ms. Susan R. Scavelli	Research Associate I/ Evaluator	Center for Human Services Development	11/16/99	\$832 .45 FTE \$21,848	1.0 month	Rehire; temporary. 11/16/99-12/15/99
Mr. Karl Schweikert	Job Training Initiative Coordinator	Center for Urban Studies	10/01/99	\$4,155 .80 FTE \$30,009	2 months	Contract extension; externally funded. 11/01/99-12/31/99
				\$30,387 1.00 FTE \$40,309	9 months	Contract extension; externally funded. 10/01/99-06/30/00

YOUNGSTOWN STATE UNIVERSITY
 NEW PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
 AS OF NOVEMBER 12, 1999

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE EMPLOYED</u>	<u>SALARY/FTE/ BASE SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Mr. Michael Seredick	Coordinator of Choral Activities	Dana School of Music	10/15/99	\$5,603 .2523 FTE \$31,042	8.5 months	New hire. 10/15/99-06/30/00
Mr. David R. Smith	Tech Prep Career Coordinator	Associate Degree & Tech Prep Programs	10/11/99	\$11,069 .45 FTE \$33,659	8.5 months	New hire; externally funded. 10/11/99-6/30/00
Mr. Terry Stanley	Construction Trades Instructor	Center for Urban Studies	10/01/99	\$22,615 1.00 FTE \$30,000	9 months	Contract extension; externally funded. 10/01/99-06/30/00
Mr. Timothy Tyrrell	Assistant Coach, Football	Intercollegiate Athletics	08/01/99	\$6,671 .33 FTE \$24,109	10 months	New hire. 08/01/99-05/31/00
Mr. Douglas VanSant	Sports Information Assistant	Intercollegiate Athletics	08/01/99	\$6,646 .40 FTE \$18,000	11 months	New hire. 08/01/99-06/30/00
Ms. Patricia K. Veisz	Sub-Center Director, SBDC	Cushwa Center for Entrepreneurship	10/01/99	\$37,826 1.00 FTE \$50,694	9 months	Contract extension; externally funded. 10/01/99-06/30/00



UNIVERSITY GUIDEBOOK

Subject: Supplemental Pay for Faculty Teaching at Distant Off-Campus Sites

Developed by: Ikram Khawaja	Authorized by: James J. Scanlon
Title: Director, Faculty Relations	Title: Provost
Date: October, 1999	EFFECTIVE DATE:

Policy: On occasion, it is necessary and appropriate to have full-time faculty teach at instructional sites located beyond a fifty mile radius from the Youngstown campus and to offer supplemental pay.

RESOLUTION NUMBER: YR 2000-

Parameters:

- Only full-time faculty engaged in teaching regular for-credit YSU courses at sites located beyond a fifty mile radius from the Youngstown campus are eligible for supplemental pay.
- Faculty engaged in teaching regular for-credit YSU courses at sites located beyond a fifty mile radius from the main campus may be reimbursed for travel expenses in accordance with the University Travel Procedures as found in *University Travel Procedures: 1994 Edition*. (Also see 3004.01 and 3004.02)
- Faculty teaching off-campus classes are subject to all applicable provisions of the *Agreement between the University and the Youngstown State University Chapter of the Ohio Education Association (Agreement)*.
- Should the teaching of a class off-campus trigger an approved overload assignment, the faculty member shall receive overload compensation as provided in the *Agreement*.
- Supplemental pay shall be determined as follows: (1) a teaching assignment involving one travel day (one round trip) per week for a full academic term will qualify for \$500; (2) an assignment involving two or more travel days per week for a full academic term will qualify for \$1,000; and (3) an assignment involving more than two travel-days per week per term will make the faculty member eligible for an overnight stay to reduce the travel to two travel days.



EXISTING POLICY - TO BE RESCINDED

Youngstown State University / One University Plaza / Youngstown, Ohio 44555-0001
Department of Human Resources

Memorandum of Understanding - 1997-98

The terms and conditions specified herein shall only apply to instructional sites located beyond a fifty (50) mile radius from YSU's main campus. Nothing in this agreement shall be construed by either party as setting a precedent for other off-campus instructional arrangements entered into by Youngstown State University and involving YSU full-service faculty.

This agreement constitutes the terms and conditions for the delivery of instructional services by YSU full-service faculty engaged in teaching regular for-credit YSU courses at sites located beyond a fifty (50) mile radius from YSU's main campus. This agreement does not apply to those current full-service faculty who are hired specifically to provide instruction exclusively at an off-campus site and who do not teach at the Youngstown main campus.

- Faculty shall be free to accept or reject such teaching assignments without prejudice.

- Faculty shall be reimbursed for mileage¹, meals, and, subject to prior approval, for overnight stay in accordance with YSU's travel policy and regulations. Travel undertaken for this purpose shall carry University travel insurance.

- Faculty shall be subject to all applicable Agreement provisions (syllabus, office hours, returning graded work to students, etc.) as if the course(s) were taught on YSU's main campus. The minimum number of office hours shall be one hour per week per course or section offered. Office hours at the main campus shall be reduced accordingly.

- Should the off-campus course(s) trigger an administratively approved overload assignment, the faculty member shall receive overload compensation in accordance with Article 4.8. Normally, the number of overload courses shall not exceed one (1) per year per participating faculty member.

- In addition to overload pay, if applicable, participating faculty members shall receive supplemental pay of up to a maximum of \$1000 per academic term for instructional services provided at an off-campus site. This supplemental pay shall be determined as follows:

- (1) An assignment that involves one travel-day (one round trip) per week for a full academic term will qualify for a \$500 supplemental pay.

(ii) An assignment that involves two travel-days (two round trips) per week for a full academic term will qualify for the maximum \$1000 supplemental pay.

(iii) For any assignment which involves more than two travel-days (more than two round trips) per week for a full academic term, the faculty member will be offered overnight stay (subject to the limits of YSU's travel policy and regulations) in order to reduce the travel to two travel days (two round trips) per week.

• During each academic year, University and Association representatives shall meet with participating faculty members to review this agreement and to consider modifications, as necessary.

Entered into this 7TH day of April, 1998:

FOR THE UNIVERSITY

FOR THE ASSOCIATION

Ikram Khawaja

Ikram Khawaja
Director of Faculty Relations

Nancy White

Nancy White, President
YSU Chapter of OEA

¹ Mileage is defined to be that between the off-campus instructional site and either YSU's main campus or the point of departure, whichever is less.



STUDENT BENEFITS FROM THE YSU-MICROSOFT AGREEMENT

Executive Summary

The Microsoft Corporation and the Ohio Inter-University Council have entered into an Agreement that provides students, faculty and staff at each state-supported university with a suite of Microsoft products for a fraction of the retail price of these products. The YSU-Microsoft Agreement provides students with a perpetual license for the following products:

Microsoft Office (both Windows and Macintosh versions; includes word processor, spreadsheet, database, and Internet browser software; software to assist in the creation, development and daily operation of small businesses; clip art and animation software)

Operating System Upgrades (e.g., upgrade from Windows 95 to Windows 98 or NT)

Visual Studio (programming software)

FrontPage (Web page authoring software)

BackOffice Client Access (client-server software for utility programs)

This is a three-year Agreement, with the opportunity for YSU to exercise an option for a fourth year. At the end of the Agreement, or when students separate from the University, they retain a license for the then most current version of each Microsoft product included in the Agreement. A campus committee is investigating various methods of distributing the Microsoft products to students. An increase in the Academic Computing Fee will cover the cost of student licenses.

Specific Benefits

- License for word processing, spreadsheet, database, Internet browser, Web authoring and other Microsoft software retailing for over \$800 for approximately \$10 per year.
- Access to software upgrades that become available during the Agreement.
- Use of software in on-campus labs and ability to obtain software for home use.
- Licenses owned by students allowing them to keep software upon separation from YSU (e.g., graduation) or termination of Agreement.