

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

Tod Hall
Wednesday, June 17, 2015

Pursuant to notice duly given, a regular meeting (the three hundred fortieth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Wednesday, June 17, 2015, in the Board Room in Tod Hall.

Eight trustees were present at the meeting, to-wit: Mrs. Carole S. Weimer, chairperson of the board, who presided, Mr. Harry Meshel, Mr. Leonard D. Schiavone, Ms. De-
lores E. Crawford, Mr. David C. Deibel, Mr. James B. Greene, Mr. James E. Roberts and Mr.
Bryce A. Miner. Dr. Sudershan K. Garg, Dr. John R. Jakubek and Ms. Samantha Anderson were
absent.

Also present were: Mr. James P. Tressel, President of the university; Dr. Martin Abraham, Interim Provost and Vice President for Academic Affairs; Mr. Neal McNally, Interim Vice President for Finance and Administration; Mr. John Fahey, Vice President for Student Affairs; Ms. Holly A. Jacobs, University General Counsel, Ms. Shannon Tirone, Executive Associate to the President and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 25 persons, including deans, members of the faculty, students, administrators, and members of the news media.

ITEM I – PROOF OF NOTICE OF MEETING.

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

ITEM II – DISPOSITION OF MINUTES FOR MEETINGS HELD MARCH 11, 2015, MAY 4, 2015, MAY 11, 2015 AND MAY 28, 2015.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held March 11, 2015 (#336) and special meetings held May 4, 2015 (#337), May 11, 2015 (#338), May 28, 2015 (#339) to each trustee, the student trustees and the president. There being no additions, corrections, or revisions thereto, the minutes of the said meetings were approved as provided.

ITEM III – REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Tressel reported that 2014-15 was an exciting academic year. Throughout campus many people are working extremely hard participating strategic planning and

discussion. Mr. Tressel said that this week YSU received the Spirit of the Red Cross Award. Mr. Tressel compared the YSU community to the Red Cross, noting both are always there when there exists a need.

ITEM IV –REPORTS OF THE COMMITTEES OF THE BOARD.

The chairperson asked whether any trustee had an objection to the approval by unanimous consent of the resolutions recommended for adoption by the committees of the board. Following discussion the chairperson stated that five resolutions would be voted upon by roll call of the trustees. There being no objection to adoption by consent of the remaining proposed resolutions listed in the agenda, the chairperson stated that those recommended resolutions would be considered for adoption by consent. The board considered the following committee reports and recommendations:

1. Academic Quality and Student Success Committee

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

Resolution to Modify
Faculty Workload Policy, 3356-10-20 (Previous Policy Number 1020.01)

YR 2015-81

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

WHEREAS, this process can result in the modification of existing policies, the creation of new 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 Faculty Workload, Policy Number 3356-10-20 (previous Policy Number 1020.01) of the *University Guidebook*, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Appointment of Graduate Assistants and
Teaching Assistants Policy, 3356-9-3.1 (Previous Policy Number 9003.03)

YR 2015-82

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

WHEREAS, this process can result in the modification of existing policies, the creation of new 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 Appointment of Graduate Assistants and Teaching Assistants Policy, 3356-9-3.1 (Previous Policy Number 9003.03) of the *University Guidebook*, and to be retitled as Appointment of Graduate Assistants, Graduate Assistant Interns, and Teaching Assistants Policy, shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Authorize
Recommendation of Candidates for Honorary Degrees

YR 2015-83

WHEREAS, the *Policies of the Board of Trustees* provide for the recommendation of candidates for honorary degrees for the next academic year who are reviewed and recommended by the Academic Events Committee, the Provost/Vice President of Academic Affairs, and the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that the selection for honorary degrees in the 2015-16 academic year be granted from the candidates listed in the roster attached hereto.

Resolution to Authorize
Conferral of Faculty Emeritus Status

YR 2015-84

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty members listed in the roster attached hereto are hereby granted the emeritus title designated thereon.

Resolution to Expand
College Credit Plus Dual Enrollment Partnerships into the State of Pennsylvania

YR 2015-85

WHEREAS, the College Credit Plus program is housed within the Metro Credit Education Outreach Office and reports to the Office of the Provost; and

WHEREAS, Youngstown State University wishes to increase the numbers of students able to take advantage of dual enrollment opportunities; and

WHEREAS, it is the mission of Youngstown State University to attract the best and brightest students; and

WHEREAS, the expansion of the College Credit Plus program is recommended by the Interim Provost and Vice President for Academic Affairs and has the approval of the President; and

WHEREAS, expansion of the College Credit Plus program into Pennsylvania will fulfill the mission of the university and help advance the strategic plan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the expansion of College Credit Plus programming into the state of Pennsylvania, as recommended by the President and the Interim Provost of Youngstown State University.

2. Institutional Engagement Committee.

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

Resolution to Approve
Gifts for the Benefit of the University Policy, 3356-5-07

YR 2015-86

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 Resolution to Approve Gifts for the Benefit of the University, Policy 3356-5-07 of the *University Guidebook*, shown as Exhibit C attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
University Police Policy, 3356-4-08, (Previous Policy Number 4008.01)

YR 2015-87

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 University Police Policy number 3356-4-08 (Previous Policy Number 4008.01) of the *University Guidebook*, shown as Exhibit D attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Advertising Procedures Policy, 3356-5-02, (Previous Policy Number 5002.01)

YR 2015-88

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 Advertising Procedures Policy number 3356-5-02 (Previous Policy Number 5002.01) of the *University Guidebook*, shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Accept Development Gifts

YR 2015-89

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

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

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

Resolution to Name the Drs. Thomas and Maria M.L. Fok Hall

YR 2015-90

WHEREAS, Youngstown State University was founded in 1908 and has a long history of providing a nurturing living and learning environment for students; and

WHEREAS, in 1958, Drs. Thomas and Maria M.L. Fok relocated to Youngstown, Ohio, where they both enjoyed highly successful careers; and

WHEREAS, Dr. Thomas Fok held a doctorate in civil engineering and was an associate professor at Youngstown University from 1958 to 1967; and

WHEREAS, in 1967, Dr. Thomas Fok established his own engineering firm, Thomas Fok and Associates, which continues to thrive to this day; and

WHEREAS, Dr. Maria M.L. Fok was a general practitioner medical doctor who practiced for more than 48 years; and

WHEREAS, Drs. Thomas and Maria M.L. Fok were very active civically and left a legacy of volunteerism and service to numerous Mahoning Valley nonprofit organizations; and

WHEREAS, Dr. Thomas Fok was a past member of both the Youngstown State University Board of Trustees, serving as chair from 1981 to 1983, and the YSU Foundation Board of Trustees; and

WHEREAS, the University and its Board of Trustees wish to provide appropriate recognition to Drs. Thomas and Maria M.L. Fok for their significant contribution and commitment to the students of Youngstown State University; and

WHEREAS, this recommendation is being brought in accordance with Board of Trustees Policy, No. 3356-4-04, Naming of University Facilities, Colleges and Programs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates the campus building located at 606 Wick Avenue, Drs. Thomas and Maria M.L. Fok Hall.

Resolution to Authorize

The Execution of a Mutual Aid Agreement Between Youngstown State University Police and Other Law Enforcement Agencies Within Mahoning and Trumbull Counties

YR 2015-91

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

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

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

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

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

BE IT FURTHER RESOLVED, that the President or Vice President for Finance and Administration, is authorized to renew the Mutual Aid Agreement on substantially the same terms as the current agreement, as may be necessary in the future.

3. Finance and Facilities Committee.

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

Resolution to Modify
Institutional Insurance Programs Policy, 3356-3-06 (Previous Policy Number 3005.01)

YR 2015-92

WHEREAS, Institutional Policies are 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;

WHEREAS, the Institutional Insurance Programs policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Policy governing Institutional Insurance Programs, policy number 3356-3-06 (Previous Policy Number 3005.01) of

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

Resolution to Modify and Retitle
Smoke-Free Environmental Policy, 3356-4-01 (Previous Policy Number 4001.01)

YR 2015-93

WHEREAS, Institutional Policies are 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; and

WHEREAS, the Smoke-Free Environment policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Institutional Policy governing Smoke-Free Environment, policy number 3356-4-01 (Previous Policy Number 4001.01) of the *University Guidebook*, to be retitled as Smoke and Tobacco Free Environment, shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Acquisition of Real Estate Policy, 3356-4-05 (Previous Policy Number 4005.01)

YR 2015-94

WHEREAS, Institutional Policies are 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;

WHEREAS, the Acquisition of Real Estate policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Policy governing Acquisition of Real Estate, policy number 3356-4-05 (Previous Policy Number 4005.01) of the *University Guidebook*, shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
University Health and Safety Policy, 3356-4-10 (Previous Policy Number 4010.01)

YR 2015-95

WHEREAS, Institutional Policies are 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; and

WHEREAS, the University Health and Safety policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing University Health and Safety, policy number 3356-4-10 (Previous Policy Number 4010.01) of the *University Guidebook*, shown as Exhibit K attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Approve the
Exchange of Land for Campus Improvement

YR 2015-96

WHEREAS, Youngstown State University has identified an area surrounding the campus, and within its Ohio Board of Regents (OBOR) boundary, which it seeks to acquire property needed for the benefit of the University and to trade parcels along Lincoln Avenue and Rayen Avenue not needed for future expansion; and

WHEREAS, the following parcel is needed for campus improvement and final approval is sought in accordance with the *University Guidebook*; and

No.	Owner	Address	Parcel No.	Appraised Value
1.	Charles H. and Margaret A. Staples	Grant Street	53-005-0-416	\$10,500

WHEREAS, the following parcels are no longer needed for future University expansion and in a good neighbor policy, it exchanges the following parcels with Charles H. and Margaret A. Staples for the above-mentioned property.

No.	Owner	Address	Parcel No.	Appraised Value
1.	Youngstown State University	W. Rayen Avenue	53-003-0-089	\$ 4,800
2.	Youngstown State University	W. Rayen Avenue	53-003-0-090	\$ 4,800
3.	Youngstown State University	Lincoln Avenue	53-003-0-199	\$ 1,100

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the exchange of the aforementioned properties for campus improvement.

Resolution to Approve Interfund Transfers

YR 2015-98

WHEREAS, Institutional Policy Number 3356-3-11.1 (Previous Policy Number 3010.01) Budget Transfers, requires Board of Trustees approval for inter-fund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project, for capital improvements or construction projects of \$500,000 or more and for transfers out of operating reserves regardless of amount; and

WHEREAS, a budget transfer of \$800,000 is requested to help finance capital improvements along the Wick Avenue corridor.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, as detailed in Exhibit N.

At the chairperson’s request, the secretary conducted a roll call vote on the Finance and Facilities Committee’s recommendation to adopt the Resolution to Authorize the Leasing of University Land for Student Housing Development, the results of which are as follows (YES being a vote in favor of adopting the resolution, NO a vote opposed to adopting the resolution):

Mr. Meshel	ABSTAIN	Mrs. Weimer	NO
Mr. Schiavone	ABSTAIN	Ms. Crawford	YES
Mr. Deibel	YES	Mr. Greene	YES
Mr. Roberts	NO		

The vote being 3 in favor of adopting the resolution, 2 opposed and 2 abstaining, the chairperson declared action carried and the following resolution adopted:

Resolution to Approve the
Leasing of University Land for Student Housing Development

YR 2015-97

WHEREAS, Youngstown State University apartment style student housing is operating at near capacity and the University has a need for additional apartment style student housing; and

WHEREAS, the University owns approximately 4.4 acres of real property, as shown on Exhibit A, within an area bounded by Lincoln Avenue to the North, Fifth Avenue to the East, Rayen Avenue to the South and Belmont Avenue to the West (herein referred to as the “Property”); and

WHEREAS, the Property is suitable for commercial development and Youngstown State University wishes to foster the development of student housing within the campus area; and

WHEREAS, pursuant to Ohio Revised Code Section 123.17, the Ohio Department of Administrative Services may lease land belonging to or under the control or jurisdiction of a state university, not required nor to be required for use of the university, to a developer; and

WHEREAS, the lease being utilized for this student housing development is a State of Ohio lease that shall be approved by the Ohio Attorney General, and executed on behalf of the State of Ohio by Governor John Kasich, the Director of the Department of Administrative Services or designee, and Youngstown State University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the leasing of that portion of the property, as

shown on Exhibit B, referred to as the Leased Premises, to Hallmark Campus Communities or an affiliated entity, in accordance with Ohio Revised Code Section 123.17 for the development of student housing; and

BE IT FURTHER RESOLVED, that the best interests of the University will be promoted by entering into a development lease with Hallmark Campus Communities or an affiliated entity; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University authorizes the President or his designee to obtain all necessary approvals and execute such lease upon such terms and conditions as are in the best interest of the University and in accordance with Ohio law.

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in Exhibit J, effective fall semester 2015.

At the chairperson's request, the secretary conducted a roll call vote on the Finance and Facilities Committee's recommendation to adopt the Resolution to Authorize Energy Performance Contract with Johnson Controls, Inc. For Energy Savings Measures and to Secure Project Financing through PNC Equipment Finance, the results of which are as follows (YES being a vote in favor of adopting the resolution, NO a vote opposed to adopting the resolution):

Mr. Meshel	YES	Mrs. Weimer	YES
Mr. Schiavone	ABSTAIN	Ms. Crawford	YES
Mr. Deibel	YES	Mr. Greene	YES
Mr. Roberts	YES		

The vote being 6 in favor of adopting the resolution, 0 opposed and 1 abstaining, the chairperson declared action carried and the following resolution adopted:

Resolution to Authorize
Energy Performance Contract with Johnson Controls, Inc. for
Energy Savings Measures and to Secure Project Financing through PNC Equipment

YR 2015-99

WHEREAS, Ohio Revised Code Sections 3345.61 - 3345.66 enable the Board of Trustees of a public state university to implement energy conservation measures for its building, structures and systems using installment financing plans; and

WHEREAS, the Board of Trustees of Youngstown State University adopted a “Resolution to Authorize Request for Proposals for Energy Savings Performance Contract” at its meeting of October 7, 2014, authorizing the Administration to solicit energy savings proposals; and

WHEREAS, the Board of Trustees of Youngstown State University adopted a Resolution to approve the selection of Johnson Controls, Inc. as its energy efficiency contractor at its meeting of December 16, 2014; and

WHEREAS, Johnson Controls has submitted to the University a list of specific improvements and operational efficiency measures that Johnson Controls proposes to install, which improvements and measures constitute “energy conservation measures” as defined in Section 3345.61 of the Ohio Revised Code; and

WHEREAS, Johnson Controls has provided a performance contract that stipulates and guarantees annual financial savings from the recommended measures; and

WHEREAS, said performance contract requires Johnson Controls to reimburse the University for any unmet financial savings that are projected to result from the energy conservation measures; and

WHEREAS, the University has complied with applicable requirements of Ohio Revised Code Sections 3345.64-66 in soliciting proposals, assessing qualifications, and reviewing cost projections; and

WHEREAS, the Administration seeks to borrow up to \$16,000,000 from PNC Equipment Finance pursuant to a Tax-Exempt Lease Purchase Agreement, a form of which has been submitted to the University, to finance the energy savings measures recommended by Johnson Controls, and to make the rental payments under such Tax-Exempt Lease Purchase Agreement from the revenues derived from the annual savings in energy and operating costs realized as a result of the energy conservation measures and from payments made, if any, by Johnson Controls under the performance contract;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby accepts the recommendation of the Administration to enter into a contract with Johnson Controls, Inc. to implement campus energy savings measures in an amount not to exceed \$16,000,000, and authorizes the Administration to negotiate and enter into a performance contract with respect to same; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University has determined that the cost of the proposed performance contract is not likely to exceed the amount of money the University would save in energy and operating costs from the energy conservation measures over no more than fourteen years; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University authorizes each of the President or Vice President for Finance & Administration to execute the Tax-Exempt Lease Purchase Agreement with PNC Equipment Finance to finance the energy savings measures, in a principal amount of not to exceed \$16,000,000, with an interest rate component of not more than 5% per annum, and a maximum term of 14 years, in the form submitted but with such changes as shall be in the best interest of the University, as determined by the execution of the Tax-Exempt Lease Purchase Agreement by such authorized officers; and

BE IT FURTHER RESOLVED, that such Tax-Exempt Lease Purchase Agreement shall include a statement to the effect that the University's obligations for the payment of rental payments thereunder are not general obligations, debt or bonded indebtedness of the University or of the State or any political subdivision thereof, and that the right to such rental payment is limited to the revenues pledged for such purpose thereunder; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby covenants that the University will not take any action, or fail to take any action, if any such action or failure to take action would adversely affect the exclusion from gross income of the interest on the Tax-Exempt Lease Purchase Agreement under Section 103(a) of the Internal Revenue Code of 1986, as amended (the "Code"), and without limiting the generality of the foregoing, covenants that it will cause to be submitted the appropriate statements or filings to the Internal Revenue Service containing the information required by the Code, and covenants to pay any amounts required to be rebated to the United States pursuant to Section 148(f) of the Code, which covenant shall survive the payment in full or defeasance of the Tax-Exempt Lease Purchase Agreement; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University authorizes each of the President or Vice President for Finance & Administration to determine which of the energy conservation measures are to be financed with proceeds of the Tax-Exempt Lease Purchase Agreement and to make, execute, acknowledge and deliver such financing statements, closing certificates, escrow agreements and other instruments or agreements as are, in the opinion of bond counsel, necessary to carry out the purposes of this resolution.

At the chairperson's request, the secretary conducted a roll call vote on the Finance and Facilities Committee's recommendation to adopt the Resolution to Approve the Annual Operating Budget for FY 2016, the results of which are as follows (YES being a vote in favor of adopting the resolution, NO a vote opposed to adopting the resolution):

Mr. Meshel	YES	Mrs. Weimer	YES
Mr. Schiavone	YES	Ms. Crawford	YES
Mr. Deibel	YES	Mr. Greene	YES
Mr. Roberts	NO		

The vote being 6 in favor of adopting the resolution, 1 opposed and 0 abstaining, the chairperson declared action carried and the following resolution adopted:

Resolution to Approve the
Annual Operating Budget for FY 2016

YR 2015-100

WHEREAS, the proposed Fiscal Year 2016 Annual Budget has been reviewed by the Finance and Facilities Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Annual Operating Budget for Youngstown State University's general and auxiliary funds for Fiscal Year 2016, shown on Exhibit L, and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved for the period of July 1, 2015 through June 30, 2016.

At the chairperson's request, the secretary conducted a roll call vote on the Finance and Facilities Committee's recommendation to adopt the Resolution to Approve Changes to Tuition and Fees for the 2015-16 Academic and Fiscal Year, the results of which are as follows (YES being a vote in favor of adopting the resolution, NO a vote opposed to adopting the resolution):

Mr. Meshel	NO	Mrs. Weimer	YES
Mr. Schiavone	YES	Ms. Crawford	YES
Mr. Deibel	YES	Mr. Greene	YES
Mr. Roberts	YES		

The vote being 6 in favor of adopting the resolution, 1 opposed and 0 abstaining, the chairperson declared action carried and the following resolution adopted:

Resolution to Approve
Changes to Tuition and Fees for the 2015-16 Academic and Fiscal Year

YR 2015-101

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that unless otherwise noted herein, this Resolution shall replace all previously adopted Resolutions pertaining to tuition, fees and/or other charges; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the “tuition charge” shall be the sum of the Instructional Fee, General Fee, and the Information Services Fee, and does hereby establish the tuition charge and other fees as included in Exhibit M, which if permitted by the final version of the state budget legislation for the FY 2016 and FY 2017 biennium, shall be increased by the allowable percentage or dollar amount permitted by state law, to become effective Fall Term 2015 and to remain in effect until changed by the Board of Trustees, except as may be specifically noted otherwise; and

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

1. Fees of noncredit courses, institutes, and workshops offered or coordinated through the Metro College and the University Outreach department;
2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions;
3. Service charges for loans to students;
4. A special fee for programs under contract (e.g., a training program). It shall be understood that such special fees, if authorized, shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as other University operating budgets; and

5. Fees for credit courses offered by the Metro College under contract to established groups as provided for in Resolution YR 2001-03.

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

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

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

Exhibit ____

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

Ms. Crawford reported that the Audit Subcommittee met on June 2, 2015. The subcommittee received reports from Packer Thomas & Associates, the university's internal auditor, regarding the audit of academic processes, the 2015-2016 scope of internal audit

Mr. Greene reported that the Investment Subcommittee met on June 2, 2015, and received reports from the Hartland & Co., the university's investment advisors regarding the university's endowment and non-endowment investments and changes in the PNC fixed income portfolio management team.

4. University Affairs Committee.

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

Resolution to Modify
Discrimination/Harassment Policy, 3356-2-03 (Previous Policy Number 2001.03)

YR 2015-102

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 Discrimination/Harassment, policy number 3356-2-03 (Previous Policy Number 2001.03) of the *University Guidebook*, shown as Exhibit O attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Rescind
Equal Opportunity Discrimination
Complaint Procedures Policy, 3356-2-02 (Previous Policy Number 2001.01)

YR 2015-103

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 rescind the Institutional Policy governing Equal Opportunity Discrimination Complaint Procedures, policy number 3356-2-02 (Previous Policy Number 2001.01) of the *University Guidebook*, shown as Exhibit P, attached hereto.

Resolution to Modify
Employee Health Insurance Programs Policy, 3356-7-22 (Previous Policy Number 7008.01)

YR 2015-104

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employee Health Insurance Programs, policy number 3356-7-22 (Previous Policy Number 7008.01) of the *University Guidebook*, shown as Exhibit Q attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify and Retitle
University Websites Policy, 3356-5-14 (Previous Policy Number 5015.01)

YR 2015-105

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing University Websites, policy number 3356-5-14 (Previous Policy Number 5015.01) of the *University Guidebook*, to be retitled as Electronic Information Technology (EIT) Accessibility, shown as Exhibit R attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify and Retitle
Sensitive Information Policy, 3356-4-13 (Previous Policy Number 4012.01)

YR 2015-106

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 Sensitive Information, policy number 3356-4-13 (Previous Policy Number 4012.01) of the *University Guidebook*, to be retitled as Sensitive Information/Information Security, shown as Exhibit S attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Approve Exception to
Selection Requirements and Appointment of Vice President for Finance and Business Operations

YR 2015-107

WHEREAS, the position of Vice President for Finance and Business Operations is an Executive officer position pursuant to Board policy Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (9001.01); and

WHEREAS, the position of Vice President for Finance and Business Operations was vacated on February 21, 2014 at which time the position was staffed by appointing Mr. Neal P. McNally as Interim Vice President for Finance and Business Operations; and

WHEREAS, during this interim period, Mr. McNally has demonstrated the desired skills and abilities in the area of finance and business operations as evidenced by his work on the Budget Development Council and preparing the annual financial budget; and

WHEREAS, University policy 3356-9-01, sets forth the selection procedures for selecting an Executive Level Officer; and

WHEREAS, the policy permits exceptions to be granted in special circumstances where departure offers demonstrable benefits for the University; and

WHEREAS, Mr. McNally has performed the duties of the position of Vice President for Finance and Business Operations in a manner that meets and/or exceeds the expectations of the President and is being recommended for the position; and

WHEREAS, the President has requested such an exception to the Office of Human Resources and the Equal Opportunity and Policy Compliance office, per the policy; and

WHEREAS, the President's request, along with the recommendation from the Human Resources Office and the Equal Opportunity and Policy Compliance Office, is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve an exception to the selection process set forth in the Institutional Policy governing Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (9001.01).

BE IT FURTHER RESOLVED, that the Board of Trustees hereby approves the appointment of Mr. Neal P. McNally to the position of Vice President of Finance and Business Operations.

Resolution to Ratify Personnel Actions

YR 2015-108

WHEREAS, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively

carry out the operation of the University and any other necessary personnel actions;
and

WHEREAS, new appointments and other personnel actions have been made subsequent to the March 11, 2014, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2015-2016 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 personnel actions as listed in Exhibit U attached hereto.

Resolution to Authorize
Conferral of Emeritus Status

YR 2015-109

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

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

Resolution Regarding Terms and Conditions of
Employment for Classified Employees Exempt from Collective Bargaining

YR 2015-110

WHEREAS, the Board of Trustees implemented the tentative Agreement with the Youngstown State University Association of Classified Employees (YSU-ACE) for the three-year period August 16, 2014 through August 15, 2017, which defines wages and other terms and conditions of employment for classified employees in the bargaining unit; and

WHEREAS, it is deemed to be equitable and in the best interest of the University to extend some of the provisions of the implemented working conditions to classified employees exempt from collective bargaining; and

WHEREAS, these provisions are in the areas of pay, leaves, vacation, retirement, insurance benefits and miscellaneous benefits;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University, that the following YSU-ACE collective bargaining agreement articles and/or sections be extended to classified employees who are exempt from collective bargaining: Article 3 (Pay) with the exception of Section 3.9; Article 15 (Leaves) with the exception of Sections 15.3, 15.19, 15.20 and 15.26; Article 17 (Vacation) except to the extent it is inconsistent with the O.R.C. Sections 9.44 and 124.131 regarding computation of prior service credit; Article 21 (Retirement); Article 22 (Insurance Benefits); and Article 27 (Miscellaneous) with the exception of Section 27.10.

At the chairperson's request, the secretary conducted a roll call vote on the Finance and Facilities Committee's recommendation to adopt the Resolution to Approve Exception to Selection Requirements and Appointment of Provost and Vice President for Academic Affairs, the results of which are as follows (YES being a vote in favor of adopting the resolution, NO a vote opposed to adopting the resolution):

Mr. Meshel	YES	Mrs. Weimer	YES
Mr. Schiavone	YES	Ms. Crawford	YES
Mr. Deibel	YES	Mr. Greene	YES
Mr. Roberts	NO		

The vote being 6 in favor of adopting the resolution, 1 opposed and 0 abstaining, the chairperson declared action carried and the following resolution adopted:

Resolution to Approve
Exception to Selection Requirements and
Appointment of Provost and Vice President for Academic Affairs

YR 2015-111

WHEREAS, the position of Provost and Vice President for Academic Affairs is an Executive officer position pursuant to Board policy Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (9001.01); and

WHEREAS, the position of Provost and Vice President for Academic Affairs was vacated on or about March 2014, at about which time the University began a national search to permanently fill the position. A search committee was formed and a search firm was hired. After months of searching and interviewing candidates, the search failed to produce a candidate to whom an offer would be made; and

WHEREAS, on October 7, 2014, Board of Trustees approved a Resolution naming Dr. Martin A. Abraham, Dean of the STEM College, as Interim Provost and Vice President for Academic Affairs. During this period, Dr. Abraham has demonstrated the desired skills and abilities in the area of academia, education, research, administration, and governance as evidenced by his leadership in the Office of the Provost; and

WHEREAS, University policy 3356-9-01, sets forth the selection procedures for selecting an Executive Level Officer; and

WHEREAS, the policy permits exceptions to be granted in special circumstances where departure offers demonstrable benefits for the University; and

WHEREAS, Dr. Abraham has performed the duties of the position of Provost and Vice President for Academic Affairs in a manner that meets and/or exceeds the expectations of the President and is being recommended for the position; and

WHEREAS, the President has requested such an exception to the Office of Human Resources and the Equal Opportunity and Policy Compliance office, per the policy; and

WHEREAS, the President's request, along with the recommendation from the Human Resources Office and the Equal Opportunity and Policy Compliance Office, is attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve an exception to the selection process set forth in the Institutional Policy governing Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (9001.01), thereby approving the appointment of Dr. Martin A. Abraham to the position of Provost and Vice President for Academic Affairs.

BE IT FURTHER RESOLVED, that the Board of Trustees hereby approves the appointment of Dr. Martin A. Abraham to the position of Provost and Vice President of Academic Affairs.

At the chairperson's request, the secretary conducted a roll call vote on the Finance and Facilities Committee's recommendation to adopt the Resolution to Approve Multiple-Year Contracts, the results of which are as follows (YES being a vote in favor of adopting the resolution, NO a vote opposed to adopting the resolution):

Mr. Meshel	YES	Mrs. Weimer	YES
Mr. Schiavone	YES	Ms. Crawford	YES
Mr. Deibel	YES	Mr. Greene	YES
Mr. Roberts	NO		

The vote being 6 in favor of adopting the resolution, 1 opposed and 0 abstaining, the chairperson declared action carried and the following resolution adopted:

Resolution to Approve
Multiple-Year Contracts

YR 2015-112

WHEREAS, University Policy, 3356-7-35, Multiple-Year Contracts for Executive Level Officers, Administrative Officers and Other Designated Professional/Administrative Staff requires Board of Trustees approval annually when providing initial and renewal multiple year contracts; and

WHEREAS, the President is recommending that the attached list of multiple-year contracts be approved by the Board of Trustees for issuance by the Office of Human Resources.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approves the issuance of multiple-year contracts, shown as Exhibit T attached hereto.

Mr. Schiavone reported that the Collective Bargaining and Negotiations Subcommittee met on May 28, 2015

Mr. Meshel reported that the Intercollegiate Athletics Subcommittee met on May 5, 2015, and approved the Intercollegiate Athletics 2016-2020 Gender Equity Plan.

ITEM V – COMMUNICATIONS AND MEMORIALS

The board considered no communications or memorials.

ITEM VI – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII – NEW BUSINESS

The board considered no new business

ITEM VIII – ELECTION OF BOARD OFFICERS

The chairperson stated that in accordance with the board's Bylaws, at its regular meeting held March 11, 2015, the Trusteeship Committee reported its nominations for board officers for the year 2015-2016. The Trusteeship Committee's nominations are:

Chairperson	Mrs. Carole S. Weimer
Vice Chairperson	Mr. Leonard D. Schiavone
Secretary	Mr. Franklin S. Bennett, Jr.

There being no additional nominations for board chairperson, the trustees unanimously voted to elect Mrs. Carole S. Weimer as board chairperson for the year 2015-2016. There being no additional nominations, the trustees unanimously voted to elect Mr. Leonard D. Schiavone as board vice chairperson for the year 2015-2016. There being no additional nominations, the trustees unanimously voted to elect Mr. Franklin S. Bennett, Jr. as secretary to the board for the year 2015-2016.

ITEM IX – COMMITTEE APPOINTMENTS 2015-2016

Mrs. Weimer thanked the trustees for their vote of confidence in reelecting her as board chairperson for the coming year. Mrs. Weimer said that proposed board committee appointments for the 2015-2016 board year previously had been provided to the trustees. Following discussion, and upon motion made by Mr. Schiavone, seconded by Mr. Greene, the trustees voted unanimously to approve the committee appointments as provided and attached to these minutes.

ITEM X – CHAIRPERSON’S REMARKS

Mrs. Weimer said that during the past several months the campus has seen renewed energy and direction. Mrs. Weimer thanked retiring trustee Dr. Sudershan Garg and student trustee Eric Shehadi and welcomed recently-appointed student trustee Samantha P. Anderson. Mrs. Weimer noted President Tressel’s reorganization of the university’s administrative leadership team and welcomed Eddie Howard, the new Associate Vice President for Student Experience, and Dr. Michael Reagle, new Associate Vice President for Student Success. Mrs. Weimer also noted the new job titles and responsibilities for Dr. Martin Abraham, Neal McNally, Holly Jacobs, and Dr. Sal Sanders, Dean of the College of Graduate Studies.

ITEM XI – TIME AND PLACE OF UPCOMING REGULAR MEETINGS

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

3:00 p.m., Thursday, September 24, 2015
3:00 p.m., Wednesday, December 16, 2015
3:00 p.m., Wednesday, March 16, 2016

ITEM XII – ADJOURNMENT

There being no further business to before the board of trustees, and upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 3:50 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

RESCIND
UNIVERSITY GUIDEBOOK

Title of Policy:	Equal Opportunity Discrimination Complaint Procedures
Responsible Division/Office:	Equal Opportunity and Policy Compliance
Approving Officer:	President
<i>Revision History:</i>	July 1999; September 2007; June 2010
Resolution Number(s):	YR 2000-39; YR 2008-04; YR 2010-96
Board Committee:	University Affairs
EFFECTIVE DATE:	June 11, 2010
Next Review:	2015

Comment [WU1]: Complaint procedures have historically been and continue to be included in the YSU Discrimination/Harassment Policy. Making this policy redundant.

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

Comment [WU2]: This is redundant with the policy statement within the Discrimination/Harassment Policy.

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.

Comment [WU3]: This is redundant with the policy statement within the Discrimination/Harassment Policy.

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

Comment [WU4]: This is already included within Discrimination/Harassment Policy.

Procedures:

Comment [WU5]: Redundant with Discrimination/Harassment Policy.

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

UNIVERSITY GUIDEBOOK

3356-2-03 Discrimination/Harassment
(Previous Policy Number 2001.03)

Title of Policy: ~~_____~~ **Discrimination/Harassment**

Responsible Division/Office: Equal Opportunity and Policy Compliance

Approving Responsible Officer: ~~President~~ General Counsel

Revision History: June 2009; June 2015

Resolution Number(s): ~~_____~~ YR-2009-73

Board Committee: University Affairs

EFFECTIVE DATE: June ~~19~~, 2015

Next Review: ~~20~~2014

(A) Policy Statement: Youngstown State University (“University”) does not discriminate on the basis of race, color, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law in its programs or activities. The University is firmly committed to maintaining a working and learning study environment free of discrimination and all forms of harassment (including sexual harassment) of any employee, applicant for employment, ~~or student, or visitor.~~ Therefore, it is the University’s policy to prohibit all forms of harassment based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law. The University neither permits nor condones harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work or academic performance, or that creates an intimidating, hostile, or offensive working or study environment. The University community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, ~~graduate assistants,~~ students, visitors, student employees and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.

(B) Purpose: The purpose of this policy is to establish expectations for institutional and individual conduct, aid the University community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. a strong commitment to prohibit and establish a procedure for investigating and resolving internal complaints of discrimination and harassment. The discrimination and harassment procedures are designed to aid in the process of educating members of the University community, serve as a means of preventing discrimination and harassment, and promptly and

~~fairly respond to alleged incidents of harassment. The principal purpose of this policy is not to punish but to stop unwelcome conduct and promote a productive work and study environment free of discrimination and harassment. (For purposes of this policy the~~The University community includes, but is not limited to, ~~all University employees, faculty, staff, students, and any other individual visiting or engaging in any University activity or program.~~graduate assistants, members of the Board of Trustees, campus visitors, and contractual employees working on campus.)

(C) Scope: This policy ~~applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any University activity or program, regardless of sexual orientation or gender identity, and whether on or off campus.~~is intended to prevent situations from arising that may lead to allegations of harassment or unlawful discrimination. Therefore, ~~t~~The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal or other laws prohibiting discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.

~~Discrimination and harassment concerns can be resolved by the person being discriminated against or harassed addressing the matter directly with the alleged perpetrator. When such resolution is not feasible, any faculty, staff, student, or volunteer may bring an allegation against any member of the University community.~~

~~The Director, Office of Equal Opportunity and Policy Compliance, serves as the coordinator for the administration and compliance of this policy.~~

Guidelines:

(D). Definitions. For the purpose of determining whether a particular behavior or course of conduct constitutes discrimination or harassment under this policy the following definitions shall be used:

(1). Definition of Discrimination. Conduct that is based on an individual's

~~Discrimination for the purposes of this policy is defined as treating an individual adversely in employment or academic or non-academic decisions based on protected status, which is defined as sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law that. Discrimination may also include stereotyping and biases based on a protected category.~~

- a. ~~adversely affects a term or condition of an individual's employment, education, or participation in a University activity or program; or~~
- b. ~~is used as the basis for a decision affecting an individual's employment, education, or participation in a University activity or program; or~~
- c. ~~has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment.~~

(2) ~~Definitions of~~ Harassment. ~~Conduct or a course of conduct that degrades or shows hostility toward an individual or group of individuals based on~~

~~Unlawful workplace harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance. For the purposes of this policy, it is conduct based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law, and has the purpose or effect of: It can also be conduct involving epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, or written or graphic material that denigrates or shows hostility or aversion and that is on the premise or circulated in the workplace.~~

- a. unreasonably interfering with an individual's employment or education; or
- b. creating a hostile, intimidating, or offensive working, living or educational environment.

(3) Sexual Harassment.

~~Sexual harassment is a form of sex discrimination and has been defined by the Equal Opportunity Commission (EEOC) to be any u~~Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, directed at a member of the same or different sex or sexual orientation, -when it meets any of the following:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, ~~or~~ academic status, or participation in a University program or activity.
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, ~~or~~ academic or programing decisions affecting the ~~such~~ individual.
- (c) ~~Such~~The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive employment, academic, or participation environment, ~~for working, learning, or living on campus.~~

(4) Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to:

- ~~Explicit offensive s~~(a) Sexual advance or propositions, either explicit or implicit, ~~or~~ flirtations.
- (b) Sexually suggestive or sexually degrading innuendo, ~~suggestive sexual~~ comments, notes or letters or gestures.
- Sexual comments or inappropriate references to gender.
- (c) Sexually oriented kidding or other harassing acts or behavior directed against a person on the basis of an individual's Remarks or inquiries about sexual activity, ~~or~~ sexual orientation, or gender identity and/or expression.
- ~~Teasing or joking, sexually degrading or vulgar words.~~

Comment [WU1]: Moved in front of paragraph (E) regarding managers & supervisors for flow and clarity.

- (d) The display or communication of sexually oriented ~~obscene printed or visual~~ material (including through e-mail or ~~Internet use or~~ other electronic means).
- ~~Use of offensive gestures or body motions.~~
- Unwanted touching, ~~patting, hugging, brushing against a or contacting another's person's~~ body ~~or staring.~~
 - ~~Inquiries and commentaries about sexual activity, experience, or orientation~~

(E) No supervisor (including a faculty supervisor), manager, or official representative of the University shall directly or indirectly imply or threaten that an applicant's, employee's or student's ~~refusal to submit~~submission to or refusal of to sexual advances will positively or negatively adversely ~~affect his or her employment, employment conditions, career development or academic status performance. No supervisor (including faculty supervisor); manager, or official representative of the University shall suggest that an applicant's, employee's or student's acquiescence to sexual advances may favorably affect his or her conditions of employment, career development or academic performance. This prohibition includes but is not limited to instructors, faculty members, graduate assistants and teaching assistants~~

Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to:

- ~~Explicit offensive sexual propositions or flirtations.~~
- ~~Sexual innuendo, suggestive sexual comments, notes or letters.~~
- ~~Sexual comments or inappropriate references to gender.~~
- ~~Sexually oriented kidding or other harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation, gender identity and/or expression.~~
- ~~Teasing or joking, sexually degrading or vulgar words.~~
- ~~The display of sexually oriented obscene printed or visual material (including through e-mail or Internet use or other electronic means).~~
- ~~Use of offensive gestures or body motions.~~
- ~~Unwanted touching, patting, hugging, brushing against a person's body or staring.~~
- ~~Inquiries and commentaries about sexual activity, experience, or orientation.~~

~~Sexual harassment may include harassment directed at a member of the same sex as the harasser. The examples of inappropriate conduct are unacceptable in the workplace and in other settings such as business trips, business related social events or educational trips involving students.~~

~~Unlawful workplace harassment can also occur if there is a pattern of conduct that unreasonably interferes with the academic environment (not legitimately related to the subject matter of a course).~~

Comment [WU2]: Moves to section under sexual harassment for flow and clarity.

(F) Employee-Student Consensual Relationships. Relationships that might be appropriate in other contexts may, within a university-setting, create the appearance or basis for an abuse of power or of undue advantage. Many University employees are entrusted with advising and mentoring students, evaluating their work, and recommending students for advancement in employment, programs or academia. The unequal institutional power which is inherent in such a relationship heightens the vulnerability of both the student and employee for possible abuse or coercion and can present real or perceived conflict

(1) For purposes of this policy a consensual intimate or sexual relationship is a relationship of an intimate, dating, and/or sexual nature entered into with the consent of both parties (hereinafter referred to as relationship for purposes of this policy).

(2) This policy applies to employees and individuals, whether paid or unpaid, who teach, coach, evaluate, supervise, advise, control or influence student employment, academic or resource opportunities. These individuals include but are not limited to:

- (a) faculty and instructors (including visiting faculty/instructors),
- (b) graduate students,
- (c) teaching assistants,
- (d) academic advisors,
- (e) coaches,
- (d) residence hall professional staff

(3) Undergraduate Students. Because of the elevated risk and the potential exposure of the University and employees to liability for violation of laws against sexual harassment and discrimination; no employee/individual as defined above shall enter into a relationship with a Youngstown State University undergraduate student regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship pre-date either admission or employment with the University, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, University policy 3356-7-01 regarding conflicts of interest should be consulted.

(4) Graduate Students.

(a) Relationships involving graduate students can also raise issues of conflict of interest, favoritism, and exploitation; therefore, no employee/individual should enter into a relationship with a University graduate student under his/her supervision, evaluation, or advisement. Should such a relationship arise, or pre-date the institutional relationship, the employee/individual must promptly notify his/her supervisor in order to make alternate arrangements (where appropriate). This prohibition does not apply to married couples.

(b) In those instances where a faculty member/instructor and a graduate student enter into a relationship and are in the same department or affiliated with the same graduate program, the possibility exists that the faculty member/instructor could influence the academic evaluation or advancement of the student. Therefore, such a relationships must be disclosed promptly by the faculty member/instructor to his/her department chair upon the beginning of the relationship. A relationship that pre-dates the effective date of this policy must also be promptly disclosed to the applicable department chair. If the relationship involves a department chair, then the disclosure shall be made to the appropriate dean.

This prohibition does not apply to married couples; however, effective management of department and/or program integrity is paramount and such situations will be considered on a case-by-case basis and dealt with in consultation with the chair, dean, and provost. This prohibition does not apply to married couples; however, University policy 3356-7-01 regarding conflicts of interest should be consulted.

(c) University policy 3356-7-01 regarding conflicts of interest should be consulted for situations involving married couples.

3(G). Duty of Managers and Supervisors to Act

Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring ~~should~~shall notify the Office of Equal Opportunity and Policy Compliance (EOPC), and/or Human Resources promptly but no later than five working days ~~of~~after becoming aware of the information. ~~The Complaint Form/documentation will initiate collaboration between the Office of Equal Opportunity and Policy Compliance and the reporting department to determine how best to proceed with resolving the complaint. The Office of Human Resources shall promptly notify EOPC, may also need to be contacted to assist with the complaint. The University also encourages all persons to report suspected instances of harassment regardless of whether they are in the specific roles noted above.~~

⌘

(H) Complaint Procedures.

(1) The University encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint. ~~complaints to be reported promptly to~~ with the Office of Equal Opportunity and Policy Compliance. A complaint may be formal or informal; however, a complaint alleging a violation of this policy must be filed within three hundred (300) days of the behavior or the last incident at issue. Delays in filing ~~complaints~~reporting ~~will~~ may make it more difficult for the University to conduct ~~an~~its investigation. ~~Individuals, however, may report a complaint at any time, and it will be investigated to the extent that it is feasible.~~

Comment [WU4]: Moved from the end of the policy.

(2) A complainant individual also has the right to file a complaint with external agencies including, but not limited to, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission and/or the Department of Education. ~~— and —~~ Utilizing the University's internal complaint procedure ~~will~~ does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.

(3) The University may assume the role of a complainant and pursue a complaint, either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the University may take any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.

(4) Complaint investigations will follow the procedures set forth in the University's ~~procedures regarding complaints of discrimination. See also~~ *Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment*. These guidelines ~~provide specific information about University methods of addressing complaints. A copy of these Guidelines may be obtained by contacting from the EOPC, Office of Equal Opportunity and Policy Compliance or at the EOPC website. A summary of these guidelines will appear in the Equal Opportunity Discrimination Complaint Procedure brochure, copies of which will be disseminated throughout campus.~~

4. Regulations

• ~~Confidentiality and Non-Retaliation~~

(5) Information related to a report of discrimination and/or harassment will only be shared with those University employees who "need to know" in order to assist in the review, investigation or resolution of a complaint. The University will make every reasonable effort to conduct all proceedings in a manner that will protect the ~~privacy~~ confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

(I) **Interim Measures.** During the course of an investigation it may be necessary and advisable for the University to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include but are not limited to separating the parties, placing limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a violation of this policy and may result in corrective measures, even if the initial complaint is not proven.

Comment [WU5]: NEW SECTION.

(J) Non-Retaliation.

~~The~~ University policy and state and federal law prohibit retaliation against an individual for reporting discrimination ~~or~~ harassment, or for assisting or participating in an investigation. ~~The University will not tolerate retaliation in any form against any faculty, staff, student, or volunteer, who files an allegation, serves as a witness, assists an alleged, or participates in an investigation of discrimination and harassment. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact the EOPC Office. Any person found to have retaliated against another for reporting, participating or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures independent of the merits of the original complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the discrimination/harassment allegation. Allegations of retaliation should be directed to the Office of Equal Opportunity and Policy Compliance and/or the Office of Human Resources.~~

~~The University has a compelling obligation to address allegations and suspected instances of discrimination and harassment when it obtains information that would lead a reasonable person to believe that this policy has been violated. The University is not precluded from taking any action it deems appropriate, including informing the alleged perpetrator of the complaint and pursuing an investigation even in cases when the complainant is reluctant to proceed. The complainant will be notified in advance when such action is necessary.~~

• **(K) Corrective Measures**

~~(1) When it has been determined that discrimination, and/or harassment, or retaliation has~~ave occurred, steps will be taken to ensure that the prohibited behavior~~discrimination and/or harassment~~ is stopped, ~~immediately.~~ Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, ~~will be imposed consistent with~~ applicable University procedures and collective bargaining agreements. ~~Corrective measures and~~ may include sanctions and/or discipline up to and including termination for employees and expulsion for students.

~~Sanctions imposed on the perpetrator may include, but are not limited to, a reprimand, suspension, or dismissal from the University. In the event that a record of such sanctions will become a part of an employee's the perpetrator's personnel records, prior notice will be given to the employee. perpetrator.~~

~~(2) Sanctions also~~ may also be imposed on any individual with a duty to act (under this policy and associated procedures) who fails to respond in a manner consistent

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~~with this policy to a complaint or reasonable information of discrimination, and harassment, or retaliation, in a manner consistent with the provisions of this policy and the associated procedures.~~

~~(3) To the extent possible under applicable law and policies, the complainant will be informed of the corrective measures taken. Any sanction imposed will be in accordance with applicable language in the collective bargaining agreements and/or governing policies of the University.~~

- **(L) False Allegations.**

~~It is a violation of this policy for anyone to intentionally report knowingly or with reckless disregard for the truth to make false accusations of discrimination and harassment information or allegations that they know or reasonably should know to be untrue or false. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation. Sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make false accusations of discrimination and harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.~~

- **(M) Use of Discrimination and Harassment Allegations in Employment Actions or Academic Status Decisions**

When making decisions affecting an individual's employment or academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.

- **(N) Policy and Procedure Administration**

The Office of Equal Opportunity and Policy Compliance is responsible for the administration of this policy and the associated procedures. However, all University employees, staff, and students play a role in preventing and reporting discrimination and harassment. The president, provost, and each vice president, dean, department chair, executive director, director, administrator, faculty member, supervisor and staff are responsible for assuring compliance with this policy. Any such individual who obtains information that would lead a reasonable person to believe that this policy has been violated must refer the matter to the appropriate individual for investigation or, if so authorized, initiate a prompt and thorough investigation.

(O) Educational Program Goals and Objectives:

~~(1) It is the goal of the University is committed to prevent and eliminating and preventing discrimination and/or harassment of faculty, staff, students, student employees, and volunteers and to fostering an environment of respect for all individuals. In furtherance of these goals For the protection of the University and its every employees, it is strongly recommended that every employee attend shall complete programs and/or training as directed by the Office of Human Resources and/or the educational training regarding Office of Equal Opportunity and Policy Compliance, discrimination/harassment. The University promotes educational programs coordinated by tThe Office of Human Resources in conjunction with the Office of Equal Opportunity and Policy Compliance shall provide information, programs, and/or training to meet the following goals:~~

- ~~• (a) Informing all individuals Provide information about the University's policies relating to discrimination, and harassment, and the corresponding procedures and reporting mechanisms their rights through training and dissemination of the discrimination and harassment policy.~~
- ~~• (b) Including the discrimination and harassment information regarding policy in orientation materials for new faculty, staff, students, and volunteers.~~
- ~~• (c) Notifying persons of inappropriate prohibited conduct, and encouraging appropriate behavior when interacting with others, individuals.~~
- ~~• Informing all individuals of the appropriate procedures and reporting mechanisms for addressing concerns of discrimination and harassment.~~
- ~~• (d) Informing the University community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.~~
- ~~• (e) Addressing issues of discrimination and harassment from a multicultural perspective.~~

~~(2) A statement regarding the discrimination and harassment policy will appear in the University Bulletins (graduate and undergraduate), on the webpage of the Office of Equal Opportunity and Policy Compliance, and and relevant portions shall be referenced in. "The Code of Student Rights, Responsibilities, and Conduct" will be reproduced in pamphlet form for distribution to the University community. The pamphlet will be included in orientation materials for all new members of the University community. Reminders of the policy and procedures will also be periodically circulated.~~

(P) Information, and Assistance, and Counseling, and Support:

~~(1) Individuals may seek Many offices and individuals on the University's campuses provide general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units: and assistance regarding discrimination and harassment.~~

However, ~~general inquiries~~~~consultation with any office or individual, other than those noted under Section III, Duty to Act, with these offices/units~~ will not be considered a report to the University and will not result in action under this policy. ~~A person seeking counseling or support may also contact the Office of Equal Opportunity and Policy Compliance or any of the following units:~~

- ~~(a) The Equal Opportunity and Compliance Office.~~
- ~~1. Office of Career and Counseling Services~~
- ~~2(b) -The Center for Student Progress/ Office of Disability Services.~~
- ~~3. (c) Housing and Residence Life~~
- ~~4(d). Office of Human Resources~~
- ~~5(e). Intercollegiate Athletics~~
- ~~6. (f) Office of Student Affairs through the Ombudsperson~~

~~The role of the above offices, with the exception of the Office of Equal Opportunity and Policy Compliance, is not to investigate allegations, but to provide counseling and support.~~

~~(2) A student may seek counseling or support services on campus from the university counseling services during regular business hours (330-941-3527). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of counseling services is considered confidential to the extent permitted by state and federal law.~~

~~(3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.~~

~~(4) For information on sexual misconduct including sexual assault, please see University policy 3356-2-3.1, "Sexual Misconduct Policy."~~

~~Complaint Procedures:~~

~~The University encourages all complaints to be reported promptly to the Office of Equal Opportunity and Policy Compliance. Delays in reporting complaints will make it more difficult for the University to conduct its investigation. Individuals, however, may report a complaint at any time, and it will be investigated to the extent that it is feasible. A complainant also has the right to file a complaint with external agencies including, but not limited to, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission and/or the Department of Education; and utilizing the internal complaint procedure will not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.~~

~~Complaint investigations will follow the procedures set forth in the University's procedures regarding complaints of discrimination. See also Guidelines for Investigating Complaints of Discrimination and Harassment. These guidelines provide specific information about University methods of addressing complaints. A copy of these Guidelines may be obtained by contacting the Office of Equal Opportunity and Policy Compliance. A summary of these~~

Comment [WU6]: Moved farther up in policy see Section (H) Complaint Procedures.

NUMBER

2001.03

Page 1 of 7

~~guidelines will appear in the Equal Opportunity Discrimination Complaint Procedure brochure, copies of which will be disseminated throughout campus.~~

ADMINISTRATIVE STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 17, 2015)

NAME	TITLE	YEARS of SERVICE	STATUS
Jonelle Beatrice	Executive Director Student Life	14	Administrator Emeritus
Mary Dimitriou	Coordinator Alumni and Events Management	14	Administrator Emeritus
George Heller	Associate Reference Librarian Maag Library	21	Administrator Emeritus
Sally Kenney	Senior Academic Advisor Coordinator Dean's Office – BCHHS	28	Administrator Emeritus
Rosemary Kent	Assistant Director Federal Programs and Financial Aid Financial Aid and Scholarships	10	Administrator Emeritus
Matthew Novotny	Executive Director Kilcawley Center	28	Administrator Emeritus
Patricia Shively	Associate Director Center for Student Progress	10	Administrator Emeritus
Ronald Williams	Associate Director Procurement Services	25	Administrator Emeritus

UNIVERSITY GUIDEBOOK

3356-06 Institutional insurance programs.
(Previous Policy Number 3005.01)

Title of Policy:	Institutional Insurance Programs
Responsible Division/Office:	Finance and Administration
Approving Responsible Officer:	Vice President for Finance and Administration
Revision History:	June 1998; October 2010; <u>June 2015</u>
Resolution Number (s):	YR 1999-17; YR 2011-13
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	October 1, 2010 <u>June 15, 2015</u>
Next Review:	20 2013 (Changed to 2015 per Guidebook Policy 0001.00)

Policy: ~~Statement~~ The Board of Trustees authorizes all of the University'sAs a best practice, the University maintains property and casualty insurance to manage risk associated with property losses and/or legal liability that may result from damage to property or injury to others. To provide optimal coverage and pricing, the University may participate in consortial institutional insurance programs. All existing programs will be reviewed annually.

(B) Parameters:

- (1) Youngstown State University is a member of the Inter-University Council-Insurance Consortium, a collaboration of 13 public universities. The IUC-IC collectively pools a core group of casualty and property risks, retains a portion of the risk in a formalized self-insurance program and then purchases insurance to cover large incidents.
- (2) Annual competitive bidding shall be conducted in accordance with the policies and procedures governing the IUC-IC.

(C) Procedures:

1. The Vice President for Finance and Administration will appoint a designee to represent the University on the IUC-IC Underwriting Committee. The committee determines and implements programs regarding insurance and risk management.

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2. The IUC-IC Underwriting Committee recommendations are submitted to the IUC-IC Board of Governors. The Board of Governors is the decision making body of the Insurance Consortium. The Vice President for Finance and Administration and the IUC-IC Underwriting Committee representative serve on the Board of Governors.

3356-2-03 Discrimination/harassment.

(Previous Policy Number 2001.03)

Responsible Division/Office:	Equal Opportunity and Policy Compliance
Responsible Officer:	General Counsel
Revision History:	June 2009; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 11, 2015
Next Review:	2020

- (A) Policy statement. Youngstown state university (“university”) does not discriminate on the basis of race, color, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law in its programs or activities. The university is firmly committed to maintaining a working and learning environment free of discrimination and harassment of any employee, applicant for employment, student, or visitor. The university community seeks to eliminate discrimination and harassment through education and encourages staff, faculty, students, visitors, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop discrimination and harassment whenever it occurs.
- (B) Purpose. The purpose of this policy is to establish expectations for institutional and individual conduct, aid the university community in recognizing and preventing discrimination and harassment, and provide effective reporting and response mechanisms. For purposes of this policy, the university community includes, but is not limited to, all university employees, students, and any other individual visiting or engaging in any University activity or program.
- (C) Scope. This policy applies to students, faculty, employees (including student employees), third parties, campus visitors, or other individuals engaged in any University activity or program, regardless of sexual orientation or gender identity, and whether on or off campus. The prohibitions of this policy may, in some instances, be broader in scope than the legal prohibitions of state, federal, or other laws prohibiting discrimination or harassment. A determination that this policy has been violated is not equivalent to a violation of law.
- (D) Definitions. For the purpose of determining whether a particular behavior or course of conduct constitutes discrimination or harassment under this policy, the following definitions shall be used:

- (1) “Discrimination.” Conduct that is based on an individual’s sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law that:
 - (a) Adversely affects a term or condition of an individual’s employment, education, or participation in a University activity or program; or
 - (b) Is used as the basis for a decision affecting an individual’s employment, education, or participation in a University activity or program; or
 - (c) Has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment.
- (2) “Harassment.” Conduct, or a course of conduct, that degrades or shows hostility toward an individual or group of individuals based on sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran status or any other basis protected by law, and has the purpose or effect of:
 - (a) Unreasonably interfering with an individual’s employment or education; or
 - (b) Creating a hostile, intimidating, or offensive working, living or educational environment.
- (3) “Sexual harassment.” Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, directed at a member of the same or different sex or sexual orientation when it meets any of the following:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, academic status, or participation in a University program or activity.
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment, academic or programing decisions affecting the individual.
 - (c) The conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an

intimidating, hostile, or offensive employment, academic, or participation environment.

- (4) Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to:
- (a) Sexual advances or propositions, either explicit or implied.
 - (b) Sexually suggestive or sexually degrading innuendo, comments or gestures.
 - (c) Remarks or inquiries about sexual activity, sexual orientation, or gender identity or expression
 - (d) The display or communication of sexually oriented material (including through e-mail or other electronic means).
 - (e) Unwanted touching, hugging, or contacting another's body.
- (E) No supervisor (including a faculty supervisor), manager, or official representative of the university shall directly or indirectly imply or threaten that an applicant, employee, or student's submission to or refusal of sexual advances will positively or negatively affect his or her employment, employment conditions, career development, or academic status. This prohibition includes, but is not limited to, instructors, faculty members, graduate assistants and teaching assistants.
- (F) Employee-student consensual relationships. Relationships that might be appropriate in other contexts may, within a university setting, create the appearance or basis for an abuse of power or of undue advantage. Many university employees are entrusted with advising and mentoring students, evaluating their work, and recommending students for advancement in employment, programs or academia. The unequal institutional power which is inherent in such a relationship heightens the vulnerability of both the student and employee for possible abuse or coercion and can present real or perceived conflict.
- (1) For purposes of this policy, a consensual intimate or sexual relationship is a relationship of an intimate, dating, and/or sexual nature entered into with the consent of both parties (hereinafter referred to as relationship for purposes of this policy).
 - (2) This policy applies to employees and individuals, whether paid or unpaid, who teach, coach, evaluate, supervise, advise, control, or influence student

employment, academic, or resource opportunities. These individuals include, but are not limited to:

- (a) Faculty and instructors (including visiting faculty/instructors),
 - (b) Graduate students,
 - (c) Teaching assistants,
 - (d) Academic advisors,
 - (e) Coaches,
 - (f) Residence hall professional staff.
- (3) Undergraduate students. Because of the elevated risk and the potential exposure of the university and employees to liability for violation of laws against sexual harassment and discrimination, no employee/individual as defined above shall enter into a relationship with a Youngstown State university undergraduate student regardless of whether or not there is a direct supervisory or evaluative relationship between them. Should a relationship predate either admission or employment with the University, the individuals involved in the relationship shall inform his/her immediate supervisor and dean and alternate supervisory or academic arrangements shall be made. This prohibition does not apply to married couples; however, university policy 3356-7-01 regarding conflicts of interest should be consulted.
- (4) Graduate students.
- (a) Relationships involving graduate students can also raise issues of conflict of interest, favoritism, and exploitation; therefore, no employee/individual should enter into a relationship with a University graduate student under his/her supervision, evaluation, or advisement. Should such a relationship arise or predate the institutional relationship, the employee/individual must promptly notify his/her supervisor in order to make alternate arrangements (where appropriate). This prohibition does not apply to married couples.
 - (b) In those instances where a faculty member/instructor and a graduate student enter into a relationship and are in the same department or affiliated with the same graduate program, the possibility exists that the faculty member/instructor could influence the academic evaluation or advancement of the student. Therefore, such relationships must be disclosed promptly by the faculty member/instructor to his/her

department chair upon the beginning of the relationship. A relationship that predates the effective date of this policy must also be promptly disclosed to the applicable department chair. If the relationship involves a department chair, then the disclosure shall be made to the appropriate dean.

This prohibition does not apply to married couples; however, effective management of department and/or program integrity is paramount and such situations will be considered on a case-by-case basis and dealt with in consultation with the chair, dean, and provost.

- (c) University policy 3356-7-01 regarding conflicts of interest should be consulted for situations involving married couples.
- (G) Duty of managers and supervisors to act. Any supervisor, including executive and administrative officers, chairs, executive directors/directors, or faculty supervisor who becomes aware of information that would lead a reasonable person to believe that harassment and/or discrimination has or is occurring shall notify the office of equal opportunity and policy compliance (“EOPC”) and/or human resources promptly but no later than five working days after becoming aware of the information. The office of human resources shall promptly notify EOPC.
- (H) Complaint procedures.
 - (1) The university encourages all persons who believe they have experienced or witnessed discrimination or harassment to promptly file a complaint with EOPC. A complaint may be formal or informal. However, a complaint alleging a violation of this policy must be filed within three hundred days of the behavior or the last incident at issue. Delays in filing or reporting may make it more difficult for the university to conduct an investigation.
 - (2) An individual also has the right to file a complaint with external agencies, including, but not limited to, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission and/or the Department of Education. Utilizing the university’s internal complaint procedure does not extend the deadline for filing a complaint with the external agencies. However, it is recommended that the complainant first exhaust the internal complaint procedures by promptly reporting the complaint.
 - (3) The university may assume the role of a complainant and pursue a complaint either informally or formally when it obtains information that would lead a reasonable person to believe that this policy has been violated. In these instances, the university may take any action it deems appropriate, including

informing the alleged perpetrator of the complaint and pursuing an investigation even in cases where an alleged victim of harassment or discrimination is reluctant to proceed. The alleged victim will be notified in advance when such action is necessary.

- (4) Complaint investigations will follow the procedures set forth in the university's *Guidelines for Initiating and Investigating Complaints of Discrimination and Harassment*. These guidelines may be obtained from EOPC.
 - (5) Information related to a report of discrimination and/or harassment will only be shared with those university employees who "need to know" in order to assist in the review, investigation, or resolution of a complaint. The university will make every reasonable effort to conduct all proceedings in a manner that will protect the privacy of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
- (I) Interim measures. During the course of an investigation it may be necessary and advisable for the university to take appropriate interim measures that are reasonably available to alleviate the conduct which is the basis of a complaint. These interim measures may include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative academic, living or workplace arrangements. Failure to comply with the terms of interim measures is a violation of this policy and may result in corrective measures, even if the initial complaint is not proven.
 - (J) Non-retaliation. University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for assisting or participating in an investigation. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact EOPC. Any person found to have retaliated against another for reporting, participating, or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures and/ or sanctions independent of the merits of the original complaint.
 - (K) Corrective measures.
 - (1) When it has been determined that discrimination, harassment, or retaliation has occurred, steps will be taken to ensure that the prohibited behavior is stopped. Corrective measures and/or sanctions will be imposed consistent with the severity of the offense, applicable university procedures, and collective bargaining agreements. Corrective measures may include sanctions

and/or discipline up to and including termination for employees and expulsion for students. In the event that a record of such sanctions will become a part of an employee's personnel records, prior notice will be given to the employee.

- (2) Sanctions may also be imposed on any individual with a duty to act under this policy and associated procedures who fails to respond in a manner consistent with this policy to a complaint or reasonable information of discrimination, harassment, or retaliation.
 - (3) To the extent possible under applicable law and policies, a complainant will be informed of the corrective measures taken.
- (L) False allegations. It is a violation of this policy for anyone to intentionally report information or allegations that they know, or reasonably should know, to be untrue or false. Sanctions may be imposed on individuals who make false accusations of discrimination or harassment. Failure to prove a claim of discrimination or harassment is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (M) Use of discrimination and harassment allegations in employment actions or academic status decisions. When making decisions affecting an individual's employment or academic status, allegations of discrimination and harassment may be considered only if they have been addressed through this policy or procedure, a court of law, or other administrative proceeding such as a student conduct hearing for a student accused of a policy violation. Whenever such an allegation is discussed as part of a determinant in the terms and conditions of an employment or academic status, the affected party should be given notice.
- (N) Policy and procedure administration. The office of equal opportunity and policy compliance is responsible for the administration of this policy and the associated procedures. However, all university employees, staff, and students play a role in preventing and reporting discrimination and harassment.
- (O) Educational goals and objectives.
- (1) It is the goal of the university to prevent and eliminate discrimination and/or harassment and to foster an environment of respect for all individuals. In furtherance of these goals, every employee shall complete programs and/or training as directed by the office of human resources and/or the office of equal opportunity and policy compliance. The office of human resources, in conjunction with the office of equal opportunity and policy compliance, shall provide information, programs, and/or training to meet the following goals:

- (a) Provide information about the university's policies relating to discrimination and harassment and the corresponding procedures and reporting mechanisms.
 - (b) Include information regarding this policy in orientation materials for new faculty, staff, students, and volunteers.
 - (c) Notify persons of inappropriate conduct and encourage appropriate behavior when interacting with others.
 - (d) Inform the university community about the problems caused by discrimination and harassment and the unacceptability and illegality of discrimination and harassment.
 - (e) Address issues of discrimination and harassment from a multicultural perspective.
- (2) A statement regarding discrimination and harassment will appear in the *University Bulletins* (graduate and undergraduate), on the webpage of the Office of Equal Opportunity and Policy Compliance, and relevant portions shall be referenced in "The Code of Student Rights, Responsibilities, and Conduct."
- (P) Information, assistance, and counseling.
- (1) Individuals may seek general information, anonymously or otherwise, regarding this policy by contacting any of the following offices/units. However, general inquiries with these offices/units will not be considered a report to the university and will not result in action under this policy.
 - (a) The Equal Opportunity and Policy Compliance Office.
 - (b) The Center for Student Progress/Office of Disability Services.
 - (c) Housing and Residence Life.
 - (d) Office of Human Resources.
 - (e) Intercollegiate Athletics.
 - (f) Office of Student Affairs through the Ombudsperson.
 - (2) A student may seek counseling or support services on campus from the university counseling services during regular business hours (330-941-3527). Employees may contact the office of human resources for information on available counseling services. Information shared within the context of

counseling services is considered confidential to the extent permitted by state and federal law.

- (3) An individual who seeks information, assistance, or counseling may still utilize this policy to file a complaint.
- (4) For information on sexual misconduct including sexual assault, please see university policy 3356-2-3.1, "Sexual Misconduct Policy."

3356-3-06 Institutional insurance programs.

(Previous Policy Number 3005.01)

Responsible Division/Office:	Finance and Administration
Responsible Officer:	Vice President for Finance and Administration
Revision History:	June 1998; October 2010; June 2015
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	June 15, 2015
Next Review:	2020

- (A) Policy statement. As a best practice, the university maintains property and casualty insurance to manage risk associated with property losses and/or legal liability that may result from damage to property or injury to others. To provide optimal coverage and pricing, the university may participate in consortial insurance programs. All existing programs will be reviewed annually.
- (B) Parameters.
- (1) Youngstown state university is a member of the inter-university council insurance consortium (“IUC-IC”), a collaboration of thirteen public universities. The IUC-IC collectively pools a core group of casualty and property risks, retains a portion of the risk in a formalized self-insurance program, and then purchases insurance to cover large incidents.
 - (2) Annual competitive bidding shall be conducted in accordance with the policies and procedures governing the IUC-IC.
- (C) Procedures.
- (1) The vice president for finance and administration will appoint a designee to represent the university on the IUC-IC underwriting committee. The committee determines and implements programs regarding insurance and risk management.
 - (2) The IUC-IC underwriting committee recommendations are submitted to the IUC-IC board of governors. The board of governors is the decision-making body of the insurance consortium. The vice president for finance and administration and the IUC-IC underwriting committee representative serve on the board of governors.

3356-4-01 Smoke and tobacco free environment.

(Previous Policy Number 4001.01)

Responsible Division/Office:	Finance and Administration
Responsible Officer:	Vice President for Finance and Administration
Revision History:	January 1997, November 2006; December 2011; June 2015
Board Committee:	Finance and Facilities
EFFECTIVE Date:	June 17, 2015
Next review:	2020

- (A) Policy statement. Youngstown state university is dedicated to providing a healthy, comfortable, and productive work and living environment for its employees and students and adhering to the smoking prohibition requirements in Chapter 3794 of the Revised Code. The success of creating and maintaining a mutually acceptable work and living environment will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers.
- (B) Scope. This policy applies to students, employees, and third parties and to all University owned, leased, or managed facilities, outdoor areas, and vehicles.
- (C) Purpose. To comply with Ohio Smoking Law, Chapter 3794 of the Revised Code and to limit the exposure of university students, employees and visitors to the effects of tobacco use and second hand smoke.
- (D) Definitions.
 - (1) Tobacco use. For purposes of this policy tobacco use means the use of any tobacco product, whether intended to be lit or not, including smoking, as defined below, as well as the use of electronic cigarettes or any other devices intended to simulate smoking or tobacco use and the use of smokeless tobacco such as snuff and chewing tobacco, and any other form of loose-leaf smokeless tobacco.
 - (2) Smoking. Inhaling, exhaling, or burning of tobacco or any other material in any type of smoking equipment or device, including but not limited to cigarettes, e-cigarettes, cigars, or pipes.

- (E) Parameters. Smoking and tobacco use are specifically prohibited in the following University locations:
- (1) All university owned or leased buildings and vehicles;
 - (2) Outdoor areas where smoke may enter the building through an entrance, overhang, windows, vents, loading dock or other openings to a building or other structure;
 - (3) All residence halls;
 - (4) Any outdoor patio that is not physically separated from a building;
 - (5) All outdoor events, such as but not limited to athletic events, concerts or other performances, award ceremonies, and public speakers;
 - (6) Fountain seating area outside of Kilcawley;
 - (7) All outdoor areas posted as nonsmoking.
- (F) Violations of paragraphs (E)(1) through (E)(4) of this rule are violations of state law, Chapter 3794 of the Revised Code, and university policy. Violations of paragraphs (E)(5) through (E)(7) of this rule are violations of university policy only.
- (G) Smoking shall be permitted in the following places owned or leased by Youngstown state university:
- (1) All outdoor areas not specifically listed above; and
 - (2) Outdoor areas at least fifty feet away from the entrance, overhang, windows, vents, loading dock or other openings to a building or other structure, provided that smoke does not inadvertently enter the building.
- (H) Smoking cessation. Smoking cessation support will be made available periodically to members of the university community wishing to cease smoking.

(I) Procedures.

- (1) Complaints of violations of this policy may be brought to the attention of the vice president of finance and administration. Complaints of violations of state law may also be brought in accordance with reporting guidelines provided by the Ohio department of health.
- (2) “Smoking prohibited” signs will be posted in accordance with Chapter 3794 of the Revised Code.
- (3) Smokers are required to dispose of all smoking and tobacco litter in the receptacles provided in selected areas where smoking is permitted.

(J) Enforcement.

- (1) All employees and students share in the responsibility for adhering to and enforcing this policy.
- (2) Individuals who violate this policy will be issued a University Smoking Prohibition Warning, which could result in employee or student discipline. Individuals who violate State law and are reported to the Department of Health may be fined up to a \$100.

3356-4-01 Smoke and Tobacco Free Environment
(Previous Policy Number 4001.01)

NUMBER

4001.01

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UNIVERSITY GUIDEBOOK

Title of Policy: ~~Smoke-Free Environment~~ **Smoke-Free Environment**

Responsible Division/Office: Finance and Administration

~~Approving Responsible Officer: President~~ Vice President for Finance and Administration

~~Revision History:~~ January 1997, November 2006; December 2011; June 2015

~~Resolution Number(s):~~ YR 1997 49; YR 2007 23; YR 2012 23

Board Committee: Finance and Facilities

EFFECTIVE Date: ~~December 14, 2011~~ June 17, 2015

Next review: 2016~~20~~

(A) Policy Statement: Youngstown State University is dedicated to providing a healthy, comfortable and productive work and living environment for its employees and students and adhering to the smoking prohibition requirements in Chapter 3794 of the Revised Code. The success of creating and maintaining a mutually acceptable work and living environment will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmokers.

(B) Scope. This policy applies to students, employees, and third parties and to all University owned, leased, or managed facilities, outdoor areas, and vehicles.

(C) Purpose. To comply with Ohio Smoking Law, Chapter 3794 of the Revised Code and to limit the exposure of University students, employees and visitors to the effects of tobacco use and second hand smoke.

(D) Definitions.

(1) Tobacco use. For purposes of this policy tobacco use means the use of any tobacco product, whether intended to be lit or not, including smoking, as defined below, as well as the use of electronic cigarettes or any other devices intended to simulate smoking or tobacco use and the use of smokeless tobacco such as snuff and chewing tobacco, and any other form of loose-leaf smokeless tobacco.

3356-4-01 Smoke and Tobacco Free Environment
(Previous Policy Number 4001.01)

(2) Smoking, inhaling, exhaling, or burning of tobacco or any other material in any type of smoking equipment or device, including but not limited to cigarettes, e-cigarettes, cigars, or pipes.

(E) Parameters:

A. Smoking and tobacco use are shall be specifically prohibited specifically in the _____ following locations: ~~places at Youngstown State University:~~

(1): All university owned or leased buildings and vehicles;

(2): Outdoor areas where smoke may enter the building through an entrance, overhang, windows, vents, loading dock or other openings to a building or other structure;

(3): All residence halls;

(4): Any outdoor patio that is not physically separated from a building;

(5): All outdoor events with seating, such as but not limited to athletic events, concerts or other performances, award ceremonies and public speakers; ~~and~~

(6): Fountain seating area outside of Kilcawley;

(7) All outdoor areas posted as non-smoking.

(E)B. Violations of ~~paragraph A-4~~(E)(1) through (E)4 are violations of state law, Chapter 3794 of the ~~Ohio~~ Revised Code, and University policy. Violations of paragraphs A-5(E)(5) through (E)(7) and 6 are violations of University policy only.

(G)C. Smoking shall be permitted in the following places owned or leased atby Youngstown ~~S~~state ~~U~~niversity:

a. All outdoor areas not specifically listed above;

b. Outdoor areas at least 50 feet away from the entrance, overhang, windows, vents, loading dock or other openings to a building or other structure, provided that smoke does not inadvertently enter the building.

(H) Smoking cessation. Smoking cessation support will be made available periodically to members of the University community wishing to cease smoking.

(I) Procedures:

Comment [WU1]: Moved from Procedures, #6.

3356-4-01 Smoke and Tobacco Free Environment
(Previous Policy Number 4001.01)

~~1. The success of creating and maintaining a mutually acceptable work and living environment will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees and students share in the responsibility for adhering to and enforcing this policy.~~

Comment [WU2]: The first sentence has been moved to (A) Policy Statement and the last sentence to (G) Enforcement

~~(1)2.~~ Complaints of violations of this policy may be brought to the attention of the Vice President of Finance and Administration. Complaints of violations of state law may also be brought in accordance with reporting guidelines provided by the Ohio Department of Health.

~~(2)3. Individuals who violate this policy will be issued a University Smoking Prohibition Warning, which could result in employee or student discipline. Individuals who violate State law and are reported to the Department of Health may be fined up to a \$100 fine.~~

Comment [WU3]: Moved to (G) Enforcement

~~(2)4.~~ "Smoking prohibited" signs will be posted in accordance with Chapter 3794 of the Ohio Revised Code.

~~(3)5.~~ Smokers are required to dispose of all smoking and tobacco cigarette litter in the receptacles provided in selected areas where smoking is permitted.

~~6. Smoking cessation support will be made available periodically to members of the university community wishing to cease smoking.~~

Comment [WU4]: Moved to Parameters (4).

(G) Enforcement.

(1) All employees and students share in the responsibility for adhering to and enforcing this policy.

(2) Individuals who violate this policy will be issued a University Smoking Prohibition Warning, which could result in employee or student discipline. Individuals who violate State law and are reported to the Department of Health may be fined up to a \$100 fine.

3356-4-08 University police.
(Previous Policy Number 4008.01)

Responsible Division/Office: University Relations
Responsible Officer: Associate Vice President of University Relations
Revision History: June, 1999; June 2010; June 2015
Board Committee: Institutional Engagement
EFFECTIVE DATE: June 17, 2015
Next Review: 2020

- (A) Policy statement. The president of the university shall have the authority to take the necessary action to regulate the use of university facilities and the conduct of students, staff, faculty, and visitors so that law and order are maintained.
- (B) Parameters.
- (1) The university police shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff, and visitors and the protection of university property.
 - (2) The university police shall enforce the laws of the state of Ohio and the ordinances of the city of Youngstown.
 - (3) The university police shall assist the associate vice president of university relations with the enforcement of rules and regulations governing student behavior and shall assist the other executive officers with the enforcement of all other university rules and regulations.
 - (4) The university police shall cooperate with the Youngstown police department, the Mahoning Valley law enforcement task force (Mahoning and Trumbull counties), and the state universities of Ohio in compliance with the terms of mutual aid agreements between the university and the appropriate law enforcement agencies.
- (C) Procedures.

- (1) All university police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.
- (2) All sworn officers shall be armed with a weapon and ammunition approved and issued by the Youngstown state university chief of police, and they shall carry only such additional equipment as approved and issued by the chief.
- (3) Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio peace officers training council and shall annually demonstrate proficiency with firearms, physical fitness, and mental stability.
- (4) Departmental operating procedures and regulations for the conduct of officers shall be published, and amended as necessary, by the chief of the Youngstown state university police department.

3356-4-10 University health and safety.

(Previous Policy Number 4010.01)

Responsible Division/Office:	Environmental and Occupational Health and Safety (EOHS)
Responsible Officer:	Vice President for Finance & Administration
Revision History:	March 1999; October 2010; June 2015
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	October 1, 2010
Next review:	2020

- (A) Policy statement. The university will develop and maintain programs to prevent health and safety hazards on the campus. Such programs shall be in compliance with, but not limited to, all local, state, and federal statutes pertaining to health, safety, and the environment.
- (B) Parameters.
- (1) The office of environmental and occupational health and safety (“EOHS”) has the responsibility of establishing appropriate environmental, health, and safety programs and activities.
 - (2) EOHS, in consultation with the office of the general counsel, is also responsible for keeping the university in compliance with local, state, and federal laws affecting the campus environment and the health and safety of all students, faculty, staff, and campus visitors.
- (C) Procedures.
- (1) EOHS will distribute information on all health and safety programs. Other departments may assist in the distribution of this information.
 - (2) EOHS will periodically conduct seminars and workshops relating to health, safety, and environmental matters.
 - (3) University employees and students are expected to follow all applicable health, safety, and environmental programs so that the university can prevent health and safety hazards on the campus.

3356-4-13 Sensitive information/information security.

(Previous Policy Number 4012.01)

Responsible Division/Office:	Information Technology Services
Responsible Officer:	Associate Vice President and Chief Technology Officer
Revision History:	March 2009; June 2013; June 2015; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy. Youngstown state university (“YSU” or “university”) creates and maintains sensitive information as part of normal operations. Appropriate safeguards and procedures protect the integrity, availability and confidentiality of sensitive information. All university employees and individuals who have access to sensitive information have a responsibility to properly handle and secure such information.
- (B) Purpose. To establish guidelines for the identification and safeguarding of sensitive information (i.e., information that should not be disclosed within or beyond Youngstown state university without proper authorization and safeguards).
- (C) Scope. This policy applies to university employees, customers, volunteers, vendors, contractors, board members, university affiliates and any others who use or are allowed access to university sensitive information.
- (D) Definitions and Information Classifications (for the purposes of this policy).
 - (1) Sensitive Information. Information that the University has a legal, regulatory, and/or business interest obligation to protect. Sensitive information transcends the medium on which it is stored or communicated and is sensitive regardless of whether it is in verbal, paper, electronic or any other format.
 - (2) “Personal information.” Highly sensitive information that the university is required to protect, often due to governing laws including Family Educational Rights and Privacy Act (“FERPA”),

Gramm-Leach-Bliley Act (“GLBA”), Health Insurance Portability and Accountability Act (“HIPAA”), and Payment Card Industry Data Security Standard (“PCI DSS”). Compromise of personal information has specific negative consequences and requires that the university take specific actions. This category encompasses information not freely available that can be associated with a particular individual, including:

- (a) Social security number.
 - (b) Credit card numbers.
 - (c) Driver’s license number.
 - (d) Date and place of birth.
- (3) “Confidential information.” Sensitive information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded, such as:
- (a) Trade secrets.
 - (b) Employee benefit information.
 - (c) Student information (non-directory).
 - (d) Account Passwords/personal identification numbers (“PINS”).
 - (e) Digitized signatures.
 - (f) Encryption keys.
 - (g) Medical records.
- (4) “YSU public information.” Information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the general counsel’s office in response to a public records request.

(E) Requirements.

- (1) Sensitive information must be physically secure when not attended.
- (2) Sensitive information stored or transmitted electronically must be encrypted.
- (3) Sensitive information cannot be shared with unknown individuals claiming YSU association, who self-identify, or reference known YSU individuals to establish their identity unless those references are checked.
- (4) Communication of sensitive information by an employee requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (5) Physical removal of sensitive information from YSU or its facilities requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (6) Storage of YSU-related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written preapproval of the department supervisor/chair and division officer/dean.
- (7) All YSU employees are required to attend sensitive information and security training.
- (8) Information Technology Services is responsible for establishing and maintaining University information security standards, manuals and trainings.

(F) Procedures.

- (1) Take stock. Assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU-related information access.

- (2) Scale down. Keep only the information that is needed to perform your job responsibilities and as identified by the YSU records retention procedure. The need to store and/or communicate sensitive information requires written approval using the “Highly Sensitive Information Storage Request” form.
- (3) Lock it. Protect sensitive information in your care through actions including the following:
 - (a) Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks). Secure computers and other data storage devices with locks.
 - (b) Encrypt the information when it is stored electronically.
 - (c) Use only secured methods for transmitting sensitive information. (Note: email, internet, web and wireless transmissions are not secure for sensitive information by default, but steps can and must be taken to secure these methods of delivery.)
 - (d) Verify requester’s identity and validity of requests for sensitive information communications.
- (4) Pitch it. Properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically wiping files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
- (5) Plan ahead. Take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell phones, and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the office of the general counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at paragraph (G)(1) of this rule as part of continuous quality improvement planning.

3356-5-02 Advertising procedures.

(Previous Policy Number 5002.01)

Responsible Division/Office: University Relations
Responsible Officer: Associate Vice President of University Relations
Revision History: September 1997; June 2010; June 2015
Board Committee: Institutional Engagement
EFFECTIVE DATE: June 17, 2015
Next Review: 2020

- (A) Policy statement. Institutional publications, statements, and advertisements must represent the highest professional standards for design and content, shall be truthful, informative, and constructive and avoid misleading or exaggerated impressions with respect to the university.
- (B) Scope. This policy applies to all advertising done by the university. Adherence to the highest professional content, design and production standards is required to ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media.
- (C) Purpose. To maintain the consistency of the university's public image and ensure appropriate use of the university's name and brand.
- (D) Guidelines. The success and public acceptance of effective advertising is dependent on a strategy built upon research, credibility and consistency, and it must be based on a well-planned and executed program. The Office of Marketing Communications is responsible for assuring that these standards are met.
- (E) Procedures.
 - (1) University departments and offices wishing to use university resources to advertise, in any medium (e.g., internet websites, print publications, outdoor media, radio, television), must do so in consultation with the office of marketing communications.

- (2) A written request for advertising planning, design and/or placement services must be submitted to the office of marketing communications prior to the commitment of any university funds for advertising at least three weeks in advance of the advertisement deadline. At that time, the office of marketing communications will provide the requester with final production and placement cost estimates before proceeding.
- (3) Once a final design and budget are agreed upon, the office of marketing communications will be responsible for quality control in the design, content and timely placement of the final advertisement.
- (4) With respect to the department of intercollegiate athletics, the college of creative arts and communication, and employment advertising by the department of human resources, written requests for advertising are not required to be submitted to the office of marketing communications. However, the marketing and/or advertising of these units must adhere to the guidelines and intent of this policy. The office of marketing and communications will monitor practices to ensure appropriate professional standards.

3356-5-07 Gifts for the Benefit of the University

NEW POLICY

Responsible Division/Office:	Office of the President
Responsible Officer:	President
Revision History:	June xx, 2015
Board Committee:	Institutional Engagement
EFFECTIVE DATE:	June XX, 2015
Next Review:	2020

(A) Policy Statement. Gifts for the benefit of Youngstown State University (“University”) help the University fulfill its mission of education, scholarship, research and service. The Youngstown State University Foundation (“Foundation”) exists to secure gifts for the benefit of the University. In order to provide long term, managed financial support for the University, the Foundation and University have mutually agreed that gifts to the University shall be made through the Foundation in accordance with the *Youngstown State University Development Transfer and Service Agreement* and this policy.

(B) Purpose. To provide guidance to the University community, the YSU Foundation, and the general public regarding the solicitation, acceptance, and management of gifts for the benefit of the University.

(C) Scope. This policy applies to all fund-raising efforts to benefit the University and the management of such funds. This policy does not apply to the fundraising efforts of the University’s public radio station (WYSU), the Rich Center for Autism, and the Penguin Club which may continue to raise, bill and acknowledge their own gifts and/or funds.

(D) Definitions.

(1) Gift - the voluntary irrevocable transfer of an item of value from an individual, corporation or organization for the benefit of the University with no expectation of a return of goods or services. Gifts may consist of real or personal property, both tangible and intangible, and may be restricted, unrestricted, for permanent endowment, pledged, deferred or made outright.

(2) Conditional Gift - a gift which is subject to or dependent on a particular event or occurrence.

(E) Parameters.

1. The University and the Foundation shall work cooperatively to implement donor intent and to fulfill the stated and/or written strategic fund-raising goals and priorities of the University.

2. Gifts to the University shall only be accepted in accordance with all applicable Federal or State laws, University policies and written agreements between the University and Foundation.

3356-5-07 Gifts for the Benefit of the University

3. The University and Foundation reserve the right to refuse any gift which is too restrictive in purpose, requires an unreasonable expenditure of University or Foundation resources, is contrary to law, compromises the mission of the University, or is based on a vague or uncertain condition.
4. When conducting fundraising activities, a University division, department, or college must coordinate with the Foundation to ensure that such activity does not conflict with any on-going or planned Foundation fundraising activity or prospects.

A copy of the Youngstown State University Development Transfer and Service Agreement is available in the University's Office of the General Counsel.

Responsible Division/Office:	Finance and Administration (Information Technology Services)
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2013; March 2014; <u>June 2015</u>
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	March 12, 2014
Next Review:	2019 <u>2020</u>

(A) Policy Statement: ~~The Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. Department of Education. Youngstown State University (YSU or university) is committed to ensuring that communication with University constituents, i.e., students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, is as effective as communication with those without disabilities, including learning disabilities. official University web pages of Youngstown State University are considered publications of the University.~~

~~The University will ensure that all computer software and systems for public use will permit students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as students without disabilities.~~

(B) Purpose. ~~All electronic and information technology (“EIT”) must be accessible to University constituents and all published information must adhere to the EIT Accessibility Standards referred to below. same quality standards as other forms of published information.~~

(C) Scope. ~~This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes: University web pages and linked information, all on-line learning content including documents posted in Learning Management Systems, (Blackboard and Sakai), and distance education and e-learning tools and materials.~~

(D) Definitions:

(1) Official University Web Page. ~~An official University web page is any web page created by the University, its departments, colleges or other administrative offices for the official business of the University. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.~~

- (2) University Related Web Page. A University related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:
- ~~1(a) -~~ Linked from an official University web page; or
 - ~~2(b) -~~ sStored on one of the University controlled web servers;
 - (c) Created in support of university businesses and courses, or
 - (d) on servers contracted by the University.
- (3) Content Editors. Authorized university faculty or staff trained by the Information Technology (“IT”) and Human Resources (“HR”) department on the EIT Accessibility Standards and on the approved content management system such that they are approved to maintain a department or office web page.
- (4) Faculty. Authorized faculty who have received training on EIT Accessibility Standards and content management systems.
- (5) EIT Accessibility Training.- Required training conducted by staff of the IT and HR Departments for all Content Editors and Faculty prior to having authorization to publish EIT on the university website, web pages or any University EIT. .
- (6) EIT Accessibility Coordinator. Staff member authorized to coordinate and implement the EIT Accessibility policy.
- (7) EIT Accessibility Standards. YSU’s EIT Accessibility Standards are drawn from W3C Web Accessibility Initiative (WAI) and Section 508 Standards.
- (8) Implementation Timeline. Plan for the University to be fully compliant with the EIT Accessibility Standards-.

(E) Parameters:

- (1) Each administrative unit, department or office, through an authorized Content Editor, is responsible for ensuring that EIT content is accessible. In addition, all software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.
- (2) Content Editors ~~Administrative units of the University~~ may develop and maintain ~~O~~ official University web pages and are responsible for their content subject to the following requirements:
- (a) Software used to develop ~~O~~ official University web pages will be limited to packages approved by Information Technology Services (ITS).
 - (b) Official University web pages must run on ITS servers or ~~servers~~ contracted for by ITS.

- ~~(c) All Official University web pages and related University web pages and all EIT must strictly adhere to the EIT Accessibility Standards. The Office of Marketing and Communications, Information Technology Services Department, and the Website Advisory Committee shall provide direction for content publically on the Internet, including adherence to design and content standards.~~
- ~~(d) The EIT Coordinator shall provide direction and guidance on Standards to be followed for Accessibility of all EIT. The Standards shall be posted on the ADA Accessibility Compliance web page. The EIT Coordinator is responsible for developing and implementing a plan to monitor all University EIT for adherence to EIT Accessibility Standards. The EIT Coordinator is authorized to disable any EIT found to be in violation of the EIT Accessibility Standards.~~
- ~~(e) All Official and University related web pages, and all EIT must adhere to:~~
- ~~(i) Applicable copyright laws. (<http://www.copyright.gov/>)~~
 - ~~(ii) Applicable State of Ohio and federal laws and rules ~~The Ohio Revised Code~~~~
 - ~~(iii) University policy 3356-4-09, "Acceptable ~~The~~ Use of University Computing Technolgoy Resources (University Guidebook Policy 4009.01) (where appropriate)~~
 - ~~(iv) University EIT Accessibility Guidelines Standards. (http://web.yzu.edu/gen/ysu/Accessibility_Guidelines_m2997.html)~~
- ~~(f) The use of University symbols (i.e., YSU word mark, YSU logo, University seal, and Pete the Penguin) and related information should adhere to the ~~University's information found in the~~ Graphic Identity Standards from the Office of Marketing & Communications.~~
- ~~(g) Registered student organizations use of the University name must adhere to Article V. Section F. Paragraph 16 of *The Code of Student Rights, Responsibilities, and Conduct.*~~
- ~~• Faculty, staff and student organizations may develop and maintain University related web pages. All websites being linked to an official University website, or those residing on a server maintained by the University, must abide by parameters as indicated in Guidebook Policy 4009.01, Use Of University Computing Resources.~~

(h) The following are examples of content prohibited from display on either ~~Official University~~ Web Pages or ~~University Related~~ Web Pages, including all EIT:

- (i) Unauthorized solicitation or endorsement for for-profit business ventures.
- (ii) Activities that involve a conflict of interest: ~~(Refer to University Guidebook Policies 7001.01-3356:07-01 [Conflicts of Interest] and Policy 7005.01-3356:07-19 [Solicitation and Distribution of Materials, Employees])~~.
- (iii) Adult content (including banners).
- (iv) Any content covered by University ~~Guidebook~~ Policy ~~4012.01-3356:04-13~~, Sensitive Information Policy, such as credit card numbers.
- (v) Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.

~~Authors are responsible for the content of their pages. The University may remove, from a University-controlled server, any website found to be in violation of the guidelines set forth in this document.~~

- (i) All University computer labs shall provide equal access afforded by technology for all students and users, including students with disabilities. The University shall make assistive technology available at all student computer labs and shall provide a Notice of accessibility that includes contact information for questions, inquiries or complaints.

(F) Procedures for Creating and Posting Accessible EIT.

- (1) ~~Authorized Content Editors and Faculty Divisions and departments of the University~~ may develop and maintain ~~Official University~~ websites or pages and EIT.

~~2) Prior to publishing official web pages, approvals must be secured through appropriate administrative channels (i.e., director or chair).~~

- ~~3)~~
(2) Administrative units, individuals and organizations requesting ability to place EIT on the University website ~~space plus a separate login on the YSU servers~~ or the University ~~content~~ course management system must contact the University Website Manager ~~at~~ webmaster@ysu.edu ~~in order to be trained and become an authorized Content Editor and/or Faculty.~~

- (3) If ~~any EIT website~~ is ~~determined~~ found to be in violation of the parameters in this policy, including the EIT Accessibility Standards, an effort will be made beforehand to discuss the violation(s) with the ~~author~~ Content Editor or Faculty, and to correct any

errors. The EIT Coordinator has the authority to disable any EIT from the University servers if, in his/her discretion, such action is necessary.

(G) Purchasing Accessible Software Compatible with Assistive Technology

(1) It is the policy of the University to ensure that all IT software and systems purchased meet the EIT Accessibility Standards by producing accessible products and documents. The software or systems shall permit students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as students without disabilities. See Computer Software Accessibility Purchasing Standard that will be placed into the Terms and Conditions and Request for Proposal documents provided by the Office of Procurement Services.

(H) Reporting Violations

(1) All accessibility concerns with any university EIT should be directed to the EIT Coordinator for prompt resolution. Any person desiring to make an anonymous complaint with regard to a violation of this policy or any federal or state law with regard to EIT accessibility, may do so by reporting violations through a confidential mailbox.

(2) In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/Section 504 Coordinator for Students or the Title II/Section 504 Coordinator for Employees. The University Grievance Policy can be found at University Grievance Policy. The contact information for individuals serving in those roles on behalf of the University can be found at the University's web page dedicated to Accessibility Compliance.

(Previous Policy Number 5015.01)

Responsible Division/Office:	Finance and Administration (Information Technology Services)
Approving Officer:	Vice President for Finance and Administration
Revision History:	December 2013; March 2014; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. Department of Education. Youngstown state university (“YSU” or “university”) is committed to ensuring that communication with University constituents, i.e., students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, is as effective as communication with those without disabilities, including learning disabilities.

The university will ensure that all computer software and systems for public use will permit students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as students without disabilities.

- (B) Purpose. All electronic and information technology (“EIT”) must be accessible to university constituents and must adhere to the EIT accessibility standards referred to below.
- (C) Scope. This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes: university web pages and linked information; all online learning content, including documents posted in learning management systems, (Blackboard and Sakai); and distance education and e-learning tools and materials.
- (D) Definitions.
- (1) “Official University Web Page.” An official university web page is any web page created by the university, its departments, colleges, or other administrative offices for the official business of the University. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.
 - (2) “University-Related Web Page.” A university-related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:

- (a) Linked from an official university web page;
 - (b) Stored on one of the university controlled web servers;
 - (c) Created in support of university businesses and courses; or
 - (d) On servers contracted by the university.
- (3) “Content Editors.” Authorized university faculty or staff trained by the information technology (“IT”) and human resources (“HR”) department on the EIT accessibility standards and on the approved content management system such that they are approved to maintain a department or office web page.
 - (4) “Faculty.” Authorized faculty who have received training on EIT accessibility standards and content management systems.
 - (5) “[EIT Accessibility Training](#).” Required training conducted by staff of the IT and HR Departments for all content editors and faculty prior to having authorization to publish EIT on the university website, web pages, or any university EIT.
 - (6) “[EIT Accessibility Coordinator](#).” Staff member authorized to coordinate and implement the EIT accessibility policy.
 - (7) “[EIT Accessibility Standards](#).” YSU’s EIT accessibility standards are drawn from W3C Web Accessibility Initiative (WAI) and Section 508 Standards.
 - (8) “[Implementation Timeline](#).” Plan for the university to be fully compliant with the EIT accessibility standards.
- (E) Parameters.
- (1) Each administrative unit, department, or office, through an authorized content editor, is responsible for ensuring that EIT content is accessible. In addition, all software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.
 - (2) Content editors may develop and maintain official university web pages and are responsible for their content subject to the following requirements:
 - (a) Software used to develop official university web pages will be limited to packages approved by Information Technology Services (ITS).
 - (b) Official university web pages must run on ITS servers or servers contracted for by ITS.
 - (c) All official university web pages and related university web pages and all EIT must strictly adhere to the EIT accessibility standards.

- (d) The EIT coordinator shall provide direction and guidance on standards to be followed for accessibility of all EIT. The standards shall be posted on the ADA accessibility compliance web page. The EIT coordinator is responsible for developing and implementing a plan to monitor all university EIT for adherence to EIT accessibility standards. The EIT coordinator is authorized to disable any EIT found to be in violation of the EIT accessibility standards.
- (e) All official and university-related web pages and all EIT must adhere to:
 - (i) Applicable [copyright laws](#).
 - (ii) Applicable State of Ohio and federal laws and rules.
 - (iii) University policy 3356-4-09, “Acceptable Use of University Technology Resources,” (where appropriate).
 - (iv) [EIT Accessibility Standards](#).
- (f) The use of university symbols (i.e., YSU word mark, YSU logo, university seal, and Pete the Penguin) and related information should adhere to the university’s [Graphic Identity Standards](#) from the Office of Marketing & Communications.
- (g) Registered student organizations use of the university name must adhere to Article V, Section F, Paragraph 16 of *The Code of Student Rights, Responsibilities, and Conduct*.
- (h) The following are examples of content prohibited from display on either official university web pages or university-related web pages, including all EIT:
 - (i) Unauthorized solicitation or endorsement for for-profit business ventures,
 - (ii) Activities that involve a conflict of interest (university policies 3356-7-01 and 3356-7-19),
 - (iii) Adult content (including banners),
 - (iv) Any content covered by university policy 3356-4-13, “Sensitive Information,”, such as credit card numbers,

- (v) Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.
 - (i) All university computer labs shall provide equal access afforded by technology for all students and users, including students with disabilities. The university shall make assistive technology available at all student computer labs and shall provide a [Notice](#) of accessibility that includes contact information for questions, inquiries or complaints.
- (F) Procedures for Creating and Posting Accessible EIT.
 - (1) Authorized content editors and faculty may develop and maintain official university websites or pages and EIT.
 - (2) Administrative units, individuals, and organizations requesting ability to place EIT on the university website or the university course management system must contact the university website manager at webmaster@ysu.edu in order to be trained and become an authorized content editor and/or faculty.
 - (3) If any EIT is determined to be in violation of the parameters in this policy, including the EIT accessibility standards, an effort will be made beforehand to discuss the violation(s) with the content editor or faculty and to correct any errors. The EIT coordinator has the authority to disable any EIT from the university servers if in his/her discretion such action is necessary.
- (G) Purchasing Accessible Software Compatible with Assistive Technology.
 - (1) It is the policy of the university to ensure that all IT software and systems purchased meet the EIT accessibility standards by producing accessible products and documents. The software or systems shall permit students with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as students without disabilities. See [Computer Software Accessibility Purchasing Standard](#) that will be placed into the terms and conditions and request for proposal documents provided by the office of procurement services.
- (H) Reporting Violations.
 - (1) All accessibility concerns with any university EIT should be directed to the EIT Coordinator for prompt resolution. Any person desiring to make an [anonymous complaint](#) with regard to a violation of this policy or any federal or state law with regard to EIT accessibility may do so by reporting violations through a confidential mailbox.

- (2) In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/Section 504 Coordinator for Students or the Title II/Section 504 Coordinator for Employees. The University Grievance Policy can be found at [University Grievance Policy](#). The contact information for individuals serving in those roles on behalf of the University can be found at the University's web page dedicated to [Accessibility Compliance](#).

3356-7-22 Employee health insurance programs.

(Previous Policy Number 7008.01)

Responsible Division/Office:	Finance & Administration/Human Resources
Responsible Officer:	Vice-President for Finance & Administration
Revision History:	March 1998; December 2011; June 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015
Next review:	2020

- (A) Policy statement. The board of trustees authorizes all of the university’s employee health care insurance programs. This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the University.
- (B) Health care advisory committee. A health care advisory committee (“HCAC”) with representation from all bargaining units and non-bargaining employees from each of the university divisions is established in accordance with the HCAC September 2011 policy and guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost-controlling measures.
- (C) Plan design and benefit levels.
 - (1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.
 - (2) Effective January 1, 2012, eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage, as identified in the “Benefits” section of the website for the office of human resources, <http://web.yzu.edu/hr/>.
- (D) Premium sharing.
 - (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to

contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.

(2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:

a) Employees will contribute, via payroll deduction, an aggregate of fifteen per cent of the funding level. Funding rates will be established for three tiers: the employee only, employee plus one dependent and family (employee plus two or more dependents) contracts. A flat percentage of salary that is required for funding level to be reached will be identified each July 1.

b) Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the funding rates:

i) Effective July 1, 2015: minimum ten per cent, maximum twenty per cent

(3) Payments shall be deducted in equal amounts from each eligible participant's biweekly or semimonthly paychecks.

(E) Working spouse/coordination of benefits.

(1) As a condition of eligibility for coverage under the university's group medical and/or prescription drug plan(s) ("University Coverage", if an employee's spouse is eligible for group medical and/or prescription coverage, sponsored, maintained and/or provide by the spouse's current employer, former employer (for retirees), or business for self-employed individuals (other than sole proprietors) (collectively or individually), ("Employer Coverage") the spouse must enroll for at least single coverage in his/her employer coverage unless he/she is entitled to Medicare. The use of the word "spouse" in this policy refers to a traditional spouse as well as a same-sex domestic partner.

For purposes of this section, in instances where the spouse's employer makes no monetary contribution for Employer Coverage, such plans will not be considered to be Employer Coverage. This is intended to apply to situations in which the spouse is a current employee in a business but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or retiree in a group medical and/or prescription drug insurance plan.

- (2) The requirement of subsection (1) does not apply to any spouse who works less than 25 hours per week AND is required to pay more than 50% of the single premium funding rate OR \$300 per month whichever is greater, in order to participate in Employer Coverage.
 - (3) An employee's spouse who fails to enroll in Employer Coverage, as outlined above, shall be ineligible for University Coverage.
 - (4) Upon the spouse's enrollment in Employer Coverage; that coverage will become the primary plan and the University coverage will become the secondary plan, according to the primary plan's coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a Medicare beneficiary and (a) Medicare is secondary to the University Coverage, and (b) Medicare is primary to the spouse's Employer Coverage, the University Coverage will be the primary coverage. Sections 3902.11 and 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.
- (F) Upon becoming eligible, the employee's spouse must enroll in Employer Coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll whose spouse participates in the university's group medical and/or prescription drug insurance coverage shall complete and submit to the plan, upon request, a written certification verifying whether his/her spouse is eligible for and enrolled in Employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will

be removed immediately from University coverage. Any information not completed or provided on the certification form may be requested from the employee.

- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer of a change in the eligibility of the employee's spouse for Employer Coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of University Coverage, to which the spouse is not entitled, the employee's spouse will be dis-enrolled from University Coverage. Such dis-enrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the University Coverage. The Administrator shall provide at least 30 days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable University Coverage for reimbursement of benefits and expenses, including attorney's fees and costs, incurred by the University Coverage as a result of the false information or failure. Additionally if, the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.
- (I) The details of the working spouse limitations and coordination of benefits requirements are available upon request from the human resource office.
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses/domestic partner are employed by the university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse/domestic partner works for the university and the other does not, the children remain on the university insurance. If both spouses/domestic partners work for the university and choose employee plus one or family coverage, the higher-paid employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.

3356-4-08 University Police
(Previous Policy Number 4008.01)

NUMBER
4008.01

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Title of Policy: ~~University Police~~ **University Police**

Responsible Office/Division: ~~University Relations~~ **YSU Police**

~~Approving Responsible~~ Officer: ~~Associate~~ Vice President ~~of University Relations~~ **for Student Affairs**

Revision History: June 1999; June 2010; **June 2015**

~~Resolution Number(s):~~ ~~YR 1999-94; YR 2010-71~~

Board Committee: ~~Institutional Engagement~~ **Academic and Student Affairs**

EFFECTIVE DATE: June 17, ~~2015~~, **2010**

Next ~~Review:~~ ~~2013 (Changed to 2015 Per Guidebook Policy 0001.00)~~

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

(B) Parameters:

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

3356-4-08 University Police
(Previous Policy Number 4008.01)

NUMBER
4008.01

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

(C) Procedures:

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

UNIVERSITY GUIDEBOOK

3356-4-10 University Health and Safety
(Previous Policy Number 4010.01)

Title of Policy: ~~University Health and Safety~~

Responsible Division/Office: Environmental and Occupational Health and Safety
(EOHS)

Approving Responsible Officer: Vice President for Finance and Administration

Revision History: March 1999; October 2010; June 2015

Resolution Number(s): ~~YR 1999-86; YR 2011-16~~

Board Committee: Finance and Facilities

EFFECTIVE DATE: October 1, 2010

Next review: 20~~2013~~ ~~(Changed to 2015 Per Guidebook Policy~~
~~0001.00)~~

(A) Policy Statement: The University will develop and maintain programs to prevent health and safety hazards on the campus. Such programs shall be in compliance with, but not limited to, all local, state, and federal statutes pertaining to health, safety, and the environment.

(B) Parameters:

- **(1)** The Office of Environmental and Occupational Health and Safety (EOHS) has the responsibility of establishing appropriate environmental, health, and safety programs and activities.
- **(2)** EOHS, in consultation with the Office of the General Counsel, is also responsible for keeping the University in compliance with local, state, and federal laws affecting the campus environment and the health and safety of all students, faculty, staff, and campus visitors.

(C)Procedures:

- | 1. (1)EOHS will distribute information on all health and safety programs. Other departments may assist in the distribution of this information.
- | 2. (2)EOHS will periodically conduct seminars and workshops relating to health, safety, and environmental matters.
- | 3. (3)University employees and students are expected to follow all applicable health, safety, and environmental programs so that the University can prevent health and safety hazards on the campus.

UNIVERSITY GUIDEBOOK

3356-4-13 Sensitive Information/Information Security

Title of Policy:	Sensitive Information
Responsible Division/Office:	Information Technology Services
Approving Responsible Officer:	Associate Vice President and Chief Technology Officer
Revision History:	March 2009; June 2013; <u>June 2015</u>
Resolution Number(s):	YR 2009 40; YR 2013 83
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015 , <u>2013</u>
Next Review:	<u>2020</u> 18

(A) Policy Statement: ~~The Youngstown State~~ –University (YSU or university) creates and maintains sensitive information as part of normal operations. Appropriate safeguards and procedures protect the integrity, availability and confidentiality of sensitive information. All University employees and individual who have access to sensitive information have a responsibility to properly handle and secure such information. Proper handling of sensitive information is every employee’s responsibility. Sensitive information must be properly safeguarded at all times.

(B) Purpose: ~~This Sensitive Information policy helps To~~ establish guidelines for the identification and safeguarding of what constitutes sensitive information (—i.e., information that should not be disclosed within or beyond the University/YSU without proper authorization and safeguards) ~~and how such information should be protected.~~

(C) Scope: ~~Sensitive information is information that YSU and its employees have a legal, regulatory, and/or business interest obligation to protect. This policy applies to University employees, customers, volunteers, vendors, contractors, board members, University affiliates and any others who use or are allowed access to University sensitive information. addresses safeguards for handling traditional sensitive information, such as paper documents and verbal communications, and also addresses safeguards for electronic information. Due to the convenience of storing and transporting information electronically, instances and risk of sensitive data exposure increase. Disclosure of sensitive information, even unintentionally, could result in personal, financial and/or legal damage to individuals or the organization.~~

(D) Definitions and Information Classifications (for purposes of this policy).

(1) Sensitive Information. Information that the University has a legal, regulatory, and/or business interest obligation to protect. Sensitive information transcends the medium on which it is stored

or communicated and is sensitive regardless of whether it is in verbal, paper, electronic or any other format.

~~For the purposes of this policy, information has three main classifications:~~

1. ~~(2)~~ Personal Information. ~~==~~ HIGHLY SENSITIVE information that the University is required to protect, often due to governing laws including FERPA, GLBA, HIPAA, and PCI DSS.* Compromise of personal information has specific negative consequences and requires that the University take specific actions. This category encompasses information not freely available that can be associated with a particular individual including:
 - a. ~~(a)~~ Social Security Number
 - b. ~~(b)~~ Credit Card Numbers
 - c. ~~(c)~~ Driver's License Number
 - d. ~~(d)~~ Date and Place of Birth
2. ~~(3)~~ Confidential Information. ~~==~~ SENSITIVE information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded such as:
 - a. ~~(a)~~ Trade Secrets
 - b. ~~(b)~~ Employee Benefit Information
 - c. ~~(c)~~ Student Information (Non-directory)
 - d. ~~(d)~~ Account Passwords/PINS
 - e. ~~(e)~~ Digitized Signatures
 - f. ~~(f)~~ Encryption Keys
 - g. ~~(g)~~ Medical Records
3. ~~(4)~~ YSU Public Information. ~~==~~ ~~i~~ Information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the General Counsel's Office in response to a public records request.

~~Guiding Principles:~~

- ~~• All YSU employees and agents who have access to sensitive information have a role in securing it.~~
- ~~• Sensitive information transcends the medium on which it is stored or communicated. More specifically, sensitive information is sensitive regardless of whether it is verbal, on paper, electronic or any other format.~~

Comment [WU1]: More appropriate for policy statement; redundant here.

Comment [WU2]: More appropriate for definitions; redundant here.

~~(E) Requirements:~~

- ~~(1)~~ Sensitive information must be physically secure when not attended.
- ~~(2)~~ Sensitive information stored or transmitted electronically must be encrypted.

- (3) Sensitive information cannot be shared with unknown individuals claiming YSU association who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- (4) Communication of sensitive information by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (5) Physical removal of sensitive information from ~~the~~ YSU ~~campus~~ or its facilities by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (6) Storage of YSU- related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (7) All YSU employees are required to attend sensitive information and information security training.
- (8) Information Technology Services is responsible for establishing and maintaining University information security standards, manuals and trainings.

(F) Procedures:

1. (1) TAKE STOCK. — ~~a~~Assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU related information access.
2. SCALE DOWN – keep only the information that is needed to perform your job responsibilities and as identified by the YSU Records Retention procedure. The need to store and/or communicate sensitive information requires written approval using the *Highly Sensitive Information Storage Request* form.
3. LOCK IT – protect sensitive information in your care through actions including the following:
 - a. Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks. Secure computers and other data storage devices with locks).
 - b. Encrypt the information when it is stored electronically.
 - c. Use only secured methods for transmitting sensitive information (note: email, internet, web and wireless transmissions are not secure for sensitive information by default but steps can and must be taken to secure these methods of delivery).
 - d. Verify requester’s identity and validity of requests for sensitive information communications.
4. PITCH IT – properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically “wiping” files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
5. PLAN AHEAD – take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell

phones and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the Office of the General Counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at Step 1 (Take Stock) as part of continuous quality improvement planning.

* FERPA (Family Educational Rights and Privacy Act); GLBA (Gramm-Leach-Bliley Act); HIPAA (Health Insurance Portability and Accountability Act); PCI DSS (Payment Card Industry Data Security Standard)

UNIVERSITY GUIDEBOOK

3356-4-13 Sensitive Information/Information Security

Title of Policy:	Sensitive Information
Responsible Division/Office:	Information Technology Services
Approving Responsible Officer:	Associate Vice President and Chief Technology Officer
Revision History:	March 2009; June 2013; <u>June 2015</u>
Resolution Number(s):	YR 2009 40; YR 2013 83
Board Committee:	University Affairs
EFFECTIVE DATE:	June 17, 2015 , <u>2013</u>
Next Review:	<u>2020</u> 18

(A) Policy Statement: ~~The Youngstown State~~ –University (YSU or university) creates and maintains sensitive information as part of normal operations. Appropriate safeguards and procedures protect the integrity, availability and confidentiality of sensitive information. All University employees and individual who have access to sensitive information have a responsibility to properly handle and secure such information. Proper handling of sensitive information is every employee’s responsibility. Sensitive information must be properly safeguarded at all times.

(B) Purpose: ~~This Sensitive Information policy helps To~~ establish guidelines for the identification and safeguarding of what constitutes sensitive information (—i.e., information that should not be disclosed within or beyond the University/YSU without proper authorization and safeguards) ~~and how such information should be protected.~~

(C) Scope: ~~Sensitive information is information that YSU and its employees have a legal, regulatory, and/or business interest obligation to protect. This policy applies to University employees, customers, volunteers, vendors, contractors, board members, University affiliates and any others who use or are allowed access to University sensitive information. addresses safeguards for handling traditional sensitive information, such as paper documents and verbal communications, and also addresses safeguards for electronic information. Due to the convenience of storing and transporting information electronically, instances and risk of sensitive data exposure increase. Disclosure of sensitive information, even unintentionally, could result in personal, financial and/or legal damage to individuals or the organization.~~

(D) Definitions and Information Classifications (for purposes of this policy).

(1) Sensitive Information. Information that the University has a legal, regulatory, and/or business interest obligation to protect. Sensitive information transcends the medium on which it is stored

or communicated and is sensitive regardless of whether it is in verbal, paper, electronic or any other format.

~~For the purposes of this policy, information has three main classifications:~~

1. ~~(2)~~ Personal Information. ~~==~~ HIGHLY SENSITIVE information that the University is required to protect, often due to governing laws including FERPA, GLBA, HIPAA, and PCI DSS.* Compromise of personal information has specific negative consequences and requires that the University take specific actions. This category encompasses information not freely available that can be associated with a particular individual including:
 - a. ~~(a)~~ Social Security Number
 - b. ~~(b)~~ Credit Card Numbers
 - c. ~~(c)~~ Driver's License Number
 - d. ~~(d)~~ Date and Place of Birth
2. ~~(3)~~ Confidential Information. ~~==~~ SENSITIVE information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded such as:
 - a. ~~(a)~~ Trade Secrets
 - b. ~~(b)~~ Employee Benefit Information
 - c. ~~(c)~~ Student Information (Non-directory)
 - d. ~~(d)~~ Account Passwords/PINS
 - e. ~~(e)~~ Digitized Signatures
 - f. ~~(f)~~ Encryption Keys
 - g. ~~(g)~~ Medical Records
3. ~~(4)~~ YSU Public Information. ~~==~~ ~~i~~ Information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the General Counsel's Office in response to a public records request.

~~Guiding Principles:~~

- ~~• All YSU employees and agents who have access to sensitive information have a role in securing it.~~
- ~~• Sensitive information transcends the medium on which it is stored or communicated. More specifically, sensitive information is sensitive regardless of whether it is verbal, on paper, electronic or any other format.~~

Comment [WU1]: More appropriate for policy statement; redundant here.

Comment [WU2]: More appropriate for definitions; redundant here.

~~(E) Requirements:~~

- ~~(1)~~ Sensitive information must be physically secure when not attended.
- ~~(2)~~ Sensitive information stored or transmitted electronically must be encrypted.

- (3) Sensitive information cannot be shared with unknown individuals claiming YSU association who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- (4) Communication of sensitive information by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (5) Physical removal of sensitive information from ~~the~~ YSU ~~campus~~ or its facilities by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (6) Storage of YSU- related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- (7) All YSU employees are required to attend sensitive information and information security training.
- (8) Information Technology Services is responsible for establishing and maintaining University information security standards, manuals and trainings.

(F) Procedures:

1. (1) TAKE STOCK. — ~~a~~Assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU related information access.
2. SCALE DOWN – keep only the information that is needed to perform your job responsibilities and as identified by the YSU Records Retention procedure. The need to store and/or communicate sensitive information requires written approval using the *Highly Sensitive Information Storage Request* form.
3. LOCK IT – protect sensitive information in your care through actions including the following:
 - a. Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks. Secure computers and other data storage devices with locks).
 - b. Encrypt the information when it is stored electronically.
 - c. Use only secured methods for transmitting sensitive information (note: email, internet, web and wireless transmissions are not secure for sensitive information by default but steps can and must be taken to secure these methods of delivery).
 - d. Verify requester’s identity and validity of requests for sensitive information communications.
4. PITCH IT – properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically “wiping” files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
5. PLAN AHEAD – take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell

phones and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the Office of the General Counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at Step 1 (Take Stock) as part of continuous quality improvement planning.

* FERPA (Family Educational Rights and Privacy Act); GLBA (Gramm-Leach-Bliley Act); HIPAA (Health Insurance Portability and Accountability Act); PCI DSS (Payment Card Industry Data Security Standard)

3356-5-02 Advertising Procedures
(Previous Policy Number 5002.01)

NUMBER
5002.01

PAGE 1 of 2

UNIVERSITY GUIDEBOOK

Title of Policy: ~~Advertising Procedures~~ **Advertising Procedures**

Responsible Division/Office: ~~University Relations~~ **Marketing and Communications**

~~Approving Responsible~~ Officer: ~~Associate Vice President of Univeristy Relations for University~~
~~Advancement~~

Revision History: September 1997; June 2010; June 2015

Resolution Number(s): ~~YR 1998-27; YR 2010-80~~

Board Committee: ~~Institutional Engagement~~ **External Relations**

EFFECTIVE DATE: June 17, ~~2015~~, ~~2010~~

Next Review: 20~~2013~~ (Changed to 2015 Per Guidebook Policy 0001.00)

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

(B) Scope. This policy applies to all advertising done by the University. Adherence to the highest professional content, design and production standards is required to ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media.

(C) Purpose. To maintain the consistency of the University's public image and ensure appropriate use of the University's name and brand.

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

3356-5-02 Advertising Procedures

(Previous Policy Number 5002.01)

~~ensure that core institutional messaging, imaging and branding is accurately and effectively expressed and presented to the public in all media.)~~

(C) Procedures:

1. (1) University departments and offices wishing to use University resources to advertise, in any medium (e.g., internet websites, print publications, outdoor media, radio, television), must do so in consultation with the Office of Marketing ~~and~~ Communications.
2. (2) A written request for advertising planning, design and/or placement services must be submitted to the Office of Marketing ~~and~~ Communications prior to the commitment of any University funds for advertising at least three weeks in advance of the advertisement deadline. At that time the Office of Marketing ~~and~~ Communications will provide the requester with final production and placement cost estimates before proceeding.
3. (3) Once a final design and budget are agreed upon, the Office of Marketing ~~and~~ Communications will be responsible for quality control in the design, content and timely placement of the final advertisement.
- (4) ~~With respect to the department of intercollegiate athletics, the college of creative arts and communication, and employment advertising by the department of human resources, written requests for advertising are not required to be submitted to the office of marketing communications. However, the marketing and/or advertising of these units must adhere to the guidelines and intent of this policy. The office of marketing and communications will monitor practices to ensure appropriate professional standards.~~

UNIVERSITY GUIDEBOOK

3356-7-22 Employee Health Insurance Programs
(Previous Policy Number 7008.01)

Title of Policy: ~~Employee Health Insurance Programs~~ **Employee Health Insurance Programs**

Responsible Division/Office: Finance & Administration/Human Resources

~~Approving Responsible~~ Officer: Vice-President for Finance & Administration

Revision History: March 1998; December 2011; June 2015

~~Resolution Number(s):~~ YR 1999-32; YR 2012-26

Board Committee: University Affairs

EFFECTIVE DATE: ~~December 14, 2011~~ June 17, 2015

Next review: 202016

(A) Policy Statement: The Board of Trustees authorizes all of the University's employee health care insurance programs. ~~Periodically, all vendors providing traditional insurance, third party administration, health care consulting or other related services will be reviewed by the University to ensure that the service provided is competitive with other vendors in the industry.~~ This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the University.

(B) Health Care Advisory Committee:

A Health Care Advisory Committee (HCAC) with representation from all bargaining units and non-bargaining employees ~~from each of the University divisions~~ is established in accordance with the HCAC September, 2011 Policy & Guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost controlling measures.

(C) Plan Design and Benefit Levels:

(1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.

~~Effective January 1, 2012~~ **(2)** Eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage as identified in the Benefits section of the website for the Office of Human Resources: <http://web.ysu.edu/hr/>.

(D) Premium Sharing:

Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.

~~Effective January 1, 2012~~ Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the University's Health Insurance plans will be required to share in the cost of coverage as follows:

- A) Employees will contribute, via payroll deduction, an aggregate of ~~10% of the Funding Level effective January 1, 2012; 12% effective July 1, 2012; and 15% of the Funding Level effective July 1, 2013.~~ Funding Rates will be established for three tiers: the Employee Only; Employee + One Dependent; and Family (Employee + two or more dependents) contracts. A flat percentage of salary that is required for Funding Level to be reached will be identified ~~each year once on or before January 1, 2012, a second time before July 1, 2012, and each July 1 of the contract thereafter.~~
- B) Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the Funding Rates:
- ~~1. Effective January 1, 2012: Minimum 7%; Maximum 21%~~
 - ~~2. Effective July 1, 2012: Minimum 8%; Maximum 21%~~
 - Effective July 1, 2013: Minimum 10%; Maximum 20%

Payments shall be deducted in equal amounts from each eligible ~~member's~~ participant's ~~bi-weekly or semi-monthly~~ paychecks.

Working spouse/Coordination of Benefits:

A. Working Spouse Coverage Obligations

- As a condition of eligibility for coverage under the University's group medical and/or prescription drug plan(s) (University Coverage "U"). ~~If-if~~ an employee's spouse is eligible to participate, as a for group medical and/or prescription coverage sponsored, maintained and/or provided by the spouse's current employer, former employer (for retirees), or business for self-employed individual individuals (other than a sole proprietor) in a business (e.g., partner), or retiree in a group medical and/or prescription drug insurance sponsored by his/her employer, business, or employer's retirement plan, proprietors) (collectively or individually), "Employer Coverage" the spouse must enroll for at least single coverage in ~~such group medical and prescription drug insurance if~~ his/her Employer Coverage unless he/she is ~~not eligible for~~ entitled to Medicare as of January 1, 2012. The use of the word "spouse" in

this policy refers to a traditional spouse as well as a same-sex domestic partner.

For purposes of this section, in instances where the spouse's employer makes — no monetary contribution for Employer Coverage, such plans will not be considered to be Employer Coverage. This is intended to apply to situations in which the spouse is a current employee in a business but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or retiree in a group medical and/or prescription drug insurance plan.

2. ~~This~~ The requirement of subsection (1) does not apply to any spouse who works less than 25 hours per week AND is required to pay more than 50% of the single premium funding rate OR \$300 per month whichever is greater, in order to participate ~~in the group medical and/or prescription drug insurance sponsored by his/her employer, business or employer's retirement plan~~ Employer Coverage.
3. An employee's spouse who fails to enroll in Employer Coverage, as outlined above, shall be ineligible for University Coverage.
4. Upon the spouse's enrollment in ~~in a group medical and/or prescription drug insurance sponsored by his/her employer, business or employer's retirement plan~~ Employer Coverage; that coverage will become the primary plan and the ~~coverage sponsored by the University~~ Coverage will become the secondary plan according to the primary plan's coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a Medicare beneficiary and (a) Medicare is secondary to the University Coverage, and (b) Medicare is primary to the spouse's Employer Coverage, the University Coverage will be the primary coverage. The rules of O.R.C. §§ 3902.11 to 3902.14 shall govern the implementation and interpretation of these coordination of benefits rules.
5. ~~Any spouse who fails to enroll in any group medical and/or prescription drug insurance coverage sponsored by his/her employer, business or employer's retirement plan, as required, shall be ineligible for benefits under such group medical and prescription drug insurance coverage sponsored by the University.~~

~~**B.** It is the employee's responsibility to advise the Plan via the University's Human Resources Office immediately (and not later than 30 days after any change in eligibility) if the employee's spouse becomes eligible to participate in group medical health insurance and/or prescription drug insurance sponsored by his/her employer, business, or employer's retirement plan Employer Coverage. Upon becoming eligible, the employee's spouse must enroll in group medical and/or prescription drug insurance sponsored by his/her employer, business, or employer's retirement plan Employer Coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.~~

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~~C.~~ **(G)** All employees choosing to enroll whose spouse participates in the University's group medical and/or prescription drug insurance coverage shall complete and submit to the Plan, upon request, a written certification verifying whether his/her spouse is eligible to participate in group medical and/or prescription drug insurance coverage sponsored by the spouse's employer, business, or employer's retirement plan **for and enrolled in Employer Coverage**. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed immediately from the University's medical insurance and/or prescription drug insurance coverage **University Coverage**. Any information not completed or provided on the certification form may be requested from the employee.

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~~D.~~ **(H)** If an employee submits false material information, or fails to timely advise the Plan via the Chief Human Resources Officer of a change in the eligibility of the employee's spouse for group medical and/or prescription drug insurance sponsored by his/her employer, business or employer's retirement plan **Employer Coverage** within 30 days of notification of such eligibility, and such false information or failure results in the University's providing **provision of University medical and prescription drug benefits Coverage**, to the employee's spouse to which the **employee's spouse is** ~~are~~ is not entitled, the employee ~~'s~~ will be personally liable to the University for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the University **spouse will be disenrolled from University Coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the University Coverage. The Administrator shall provide at least 30 days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable University Coverage for reimbursement of benefits and expenses, including attorney's fees and costs, incurred by the University Coverage as a result of the false information or failure. Additionally, if**. In addition, the employee's spouse will be terminated immediately from the group medical and/or prescription drug insurance sponsored by the University. If the employee submits false **material** information in this context, the employee may be subject to disciplinary action, up to and including termination of employment.

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Comment [NMP1]: The versions I have do not have this word in it. I am not sure what final language ended up in the OEA contract.

~~E.~~ **(I)** The details of the working spouse limitations and coordination of benefits requirements are available upon request from the Human Resources Office.

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~~F.~~ **(J)** For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses/domestic partner are employed by **the university YSU** have the option either to be treated as only one employee, employee +1 or **with** family coverage or to select individual coverage and for each to pay the single salary share for premium.

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~~G.~~ **(K)** If one spouse/domestic partner works for **university YSU** and the other does not, the children remain on the YSU insurance. If both spouses/domestic partners

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work for the University, and choose employee +1 or family coverage, the higher-paid employee pays for the employee +1 or family coverage.

| ~~H~~. (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this Article, of such coverage from another source.

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SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
1/16/15 through 4/21/15

Appointments – 17

New Positions – 2

- Professional Administrative Staff – 1
- Professional Administrative Externally Funded – 1

Replacement Positions – 15

- Professional Administrative Staff – 0
- Professional Administrative Excluded – 11
- Professional Administrative Externally Funded – 3
- Faculty – 1

Separations – 16

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 12
- Professional Administrative Externally Funded – 1
- Faculty – 1

Reclassifications – 1

- Professional Administrative Staff – 1

Promotions – 1

- Professional Administrative Staff – 1

Transfers – 1

- Professional Administrative Staff – 1

Salary Adjustments – 3

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 1

Displacements – 0

Layoffs – 0

**YOUNGSTOWN STATE UNIVERSITY
DEVELOPMENT REPORT
Cash and Pledges
FY2014 YTD
July 1, 2013 – March 31, 2014**

	Cash/Property	Pledges	Total
Unrestricted	\$ 316,179	\$ 11,874	\$ 328,053
Restricted	\$ 2,862,578	\$ 250,596	\$ 3,113,174
Endowment	\$ 98,692	\$ 20,777	\$ 119,469
Total	<u>\$ 3,277,449*</u>	<u>\$ 283,247</u>	<u>\$ 3,560,696</u>

* Includes payments of \$2,185,942 on pledges from previous years.

These figures do not include \$869,185 in planned gifts, \$148,000 in assets held by others, \$1,018,736 in designations to the YSU Foundation, \$74,052 in gifts in-kind, \$26,270 for Alumni Relations and \$156,322 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$2,350 of prior year pledges and \$50 of current year pledges.

Total \$3,560,696 minus \$2,185,942 in prior year pledge payments plus \$869,185 in planned gifts, plus \$148,000 in assets held by others, plus \$1,018,736 in contributions to the YSU Foundation equals grand total of \$3,410,675.

YOUNGSTOWN STATE UNIVERSITY
DEVELOPMENT REPORT
Cash and Pledges
FY2015 YTD
July 1, 2014– March 31, 2015

	Cash/Property	Pledges	Total
Unrestricted	\$ 376,132	\$ 8,152	\$ 384,284
Restricted	\$ 3,236,540	\$ 7,936	\$ 3,244,476
Endowment	\$ 59,442	\$ 867	\$ 60,309
Total	<u>\$ 3,672,114*</u>	<u>\$ 16,955</u>	<u>\$ 3,689,069</u>

* Includes payments of \$1,321,743 on pledges from previous years.

These figures do not include \$750,000 in planned gifts, \$748,879 in designations to the YSU Foundation, \$122,630 in gifts in-kind, \$23,100 for Alumni Relations and \$206,159 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$28,052 of prior year pledges and \$70 of current year pledges.

Total \$3,689,069 minus \$1,321,743 in prior year pledge payments plus \$750,000 in planned gifts and \$748,879 in contributions to the YSU Foundation equals a grand total of \$3,866,205.

Fiscal Year 2016 Operating Budget



Youngstown State University
Finance & Business Operations
June 2015

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Mission Statement:

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

The University:

- Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;
- Provides access to a broad range of undergraduate programs;
- Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
- Supports economic development through applied learning and research;
- Integrates teaching and learning, scholarship, and civic engagement;
- Fosters understanding of diversity, sustainability, and global perspectives; and
- Advances the intellectual and cultural life of the city, region, and world.

Board of Trustees

Carole S. Weimer, Chair	Atty. Leonard D. Schiavone, Vice Chair
Delores Crawford	David C. Deibel
Dr. Sudershan K. Garg	James B. Greene
Dr. John R. Jakubek	Harry Meshel
Atty. James E. "Ted" Roberts	Atty. Franklin S. Bennett, Board Secretary

Executive Officers

James P. Tressel President	Atty. Holly A. Jacobs Vice President for Legal Affairs & Human Resources
Dr. Martin Abraham Provost & Vice President for Academic Affairs	Neal P. McNally Vice President for Finance & Business Operations

Introduction

This document represents Youngstown State University's financial operating plan for the fiscal year commencing July 1, 2015. The operating budget is a spending plan that reflects University goals. The budget also includes a forecast of revenues that is based on a reading of future economic conditions. As one of the University's most important administrative tools, this budget serves as a plan of action for achieving objectives, and a standard for monitoring financial performance.

Pursuant to YSU Policy 3356-3-11, this operating budget is hereby submitted to the Board of Trustees for approval, and will thereafter serve as the University's financial governing document for FY 2016. However, the budget is based on certain assumptions and variables unknown at this time, such as student enrollment and state funding levels, and may therefore be modified or otherwise adjusted to reflect new information that becomes available during the course of FY 2016.

Budget Planning Process

For the third consecutive year, the YSU Budget Development Council led the budget planning process. Consistent with the guiding principles of the Accountability & Sustainability cornerstone of the 2020 Strategic Plan, the Council focused on the need to contain costs and enhance revenue opportunities.

The allocation of budgeted funds, for both academic and administrative units, is based on a mix of marginal and strategic investments, whereby marginal changes reflect reallocations of budgeted funds within particular units, divisions or colleges, while more significant investments are strategically executed with certain goals in mind. Auxiliary units are expected to operate at a break-even or better margin. Some auxiliaries require general fund support, while others are fully self-supported.

Even though the development and execution of the annual budget ultimately resides with the University's executive management team, the Budget Development Council has created an environment that is consistent with the notion of shared governance. The Council format allows for broader participation in the budget process, and plays a key role in communicating budget decisions to the campus community.

Excerpt from YSU 2020 Strategic Plan:

The first Accountability and Sustainability cornerstone theme is fiscal health. The fiscal health section describes processes through which the YSU administration and board of trustees can align budget priorities with strategic initiatives. These processes will provide tools to make difficult budget decisions. As fiscal stewards, we must be efficient and strategic, focusing limited resources in ways that best advance the University's vision and goals. The ever-changing economic dynamics of the state, nation and community challenge us to manage fiscal resources prudently.

Executive Summary

As depicted in the table below, Youngstown State University continues to operate under the assumption that a structural deficit exists in the general fund budget. This deficit was created by revenue shortfalls resulting from a 17% decline in enrollment levels between 2011 and 2014, and a 15% reduction in state funding appropriations in FY 2012. However, the projected deficit for FY 2016 has been reduced significantly, as management continues to contain costs, reduce expenses, and raise revenues.

General Fund	FY 2015 Budget	FY 2016 Budget	Percent Change	Dollar Change
Revenue:				
Tuition & Fees	\$104,851,901 *	\$106,600,593	1.7%	\$1,748,692
State Appropriations	38,934,623 *	42,471,742	9.1%	3,537,119
Other Sources	3,957,125	4,427,665	11.9%	470,540
	<u>\$147,743,649</u>	<u>\$153,500,000</u>	<u>3.9%</u>	<u>\$5,756,351</u>
Expenses:				
Personnel	\$106,347,229	100,285,780	-5.9%	(\$6,061,449)
Operations	27,596,052	28,022,768	1.5%	426,716
Transfers	24,199,244	25,287,460	4.5%	1,088,216
Strategic Investments	0	3,000,000		3,000,000
	<u>\$158,142,525</u>	<u>\$156,596,008</u>	<u>-1.0%</u>	<u>(\$1,546,517)</u>
General Fund Deficit	(\$10,398,876)	(\$3,096,008)	-111.6%	\$7,302,868
Auxiliaries				
Net of Gen. Fund support	\$23,321,856	\$23,378,100	0.2%	\$56,244
Total Operating Budget	<u>\$171,065,505</u>	<u>\$176,878,100</u>	<u>3.4%</u>	<u>\$5,812,595</u>

* To enhance year-to-year comparison, certain FY 2015 figures have been restated using updated information.

FY 2016 Revenue Assumptions:

1. A 1.0% increase in full-time equivalent (FTE) student enrollments relative to prior year actual enrollment levels.
2. No change in undergraduate tuition rates and an increase in graduate tuition of 3.66%.
3. A 9% increase in state funding appropriations, based on preliminary estimates provided by the Ohio Board of Regents and by the Inter-University Council of Ohio.
4. An increase in investment earnings, based in part on current year performance.

FY 2016 Expense Assumptions:

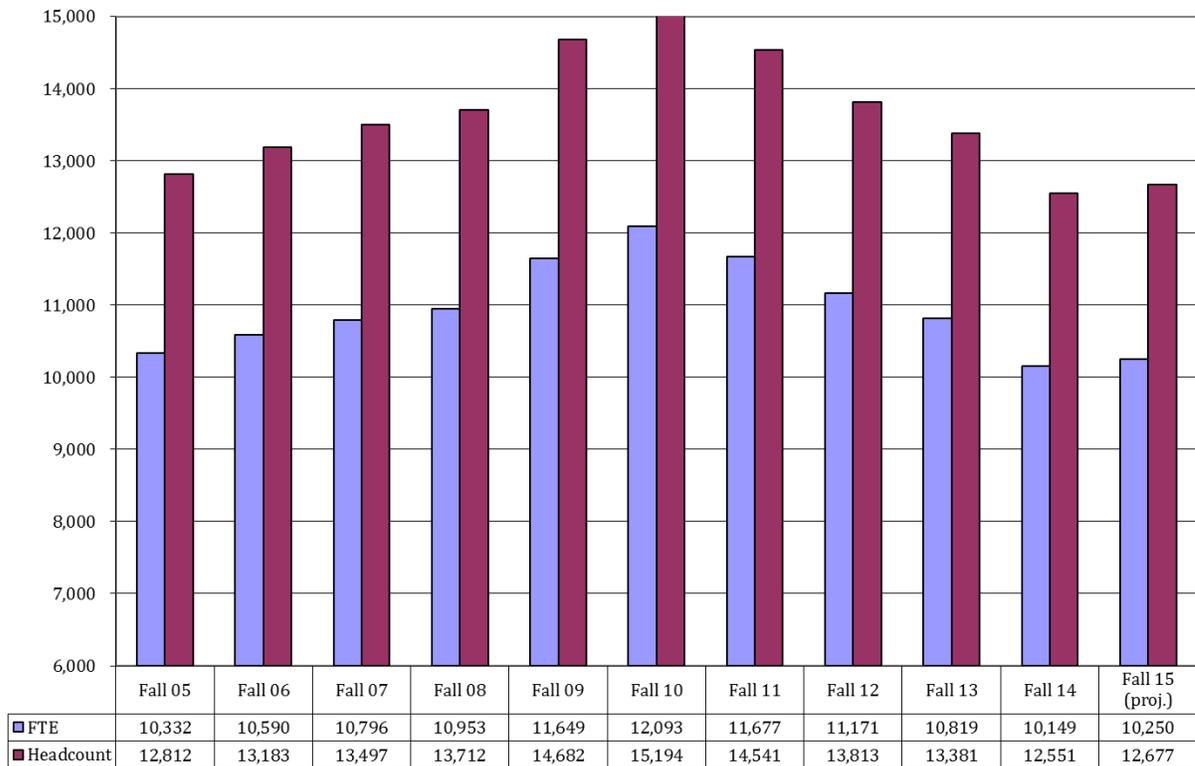
1. The implementation of the new OEA faculty agreement that includes a 1% base salary adjustment and rank-based bonus payments to continuing full-service faculty, and reduced costs for summer instruction and extending teaching service.
2. The continuation of changes made to the employer health care program, including a 15% premium share for covered employees.
3. The continuation of permanent expense reductions made during the prior fiscal year, primarily in the form of eliminated position vacancies.
4. The creation of a \$3.0 million strategic investment fund, enabling targeted funding in critical areas that will help the University continue to progress toward the goals outlined in the 2020 Strategic Plan.

Student Enrollment Levels

For the past four years, YSU's full-time equivalent (FTE) enrollment levels decreased by an average of 4.3% per year. For FY 2016, however, enrollments are expected to stabilize and, in fact, grow by approximately 1% or 126 students. This projected growth is the result of enhanced outreach efforts on the part of campus Admissions staff, augmented by the professional services of Royall & Company, a private firm specializing in student recruitment.

With the higher admission standards that were implemented in autumn 2013, the University has experienced improved student continuation and retention results. These results and their cumulative effect, combined with new enrollment initiatives, make for a more optimistic enrollment picture.

Fall Semester Student Enrollment Trends

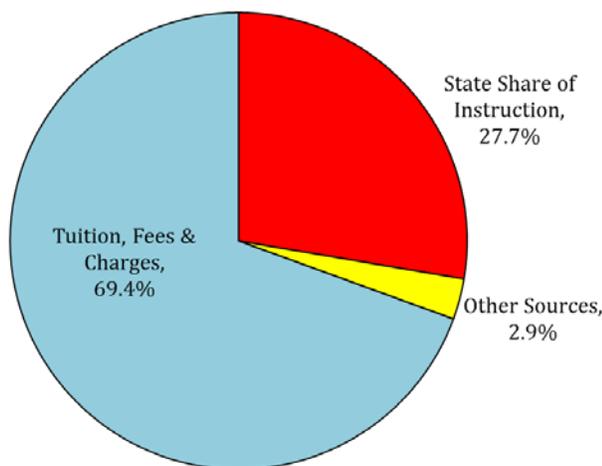


General Fund Revenues

As depicted in the table below, FY 2016 budgeted general fund revenues total \$153.5 million, an increase of \$5.7 million over the revised budget for the prior year. This projected increase in revenue is mainly attributable to three variables: (1) the expectation that overall enrollment levels will increase by 1.0% relative to the prior year's actual levels; (2) the expectation that the State Legislature will significantly increase operating appropriations for higher education in exchange for prohibiting universities from raising undergraduate tuition; and (3) a roughly 12% increase in other revenue sources, namely investment income, resulting from a favorable investment environment, combined with the University's incremental move into the alternative investment market.

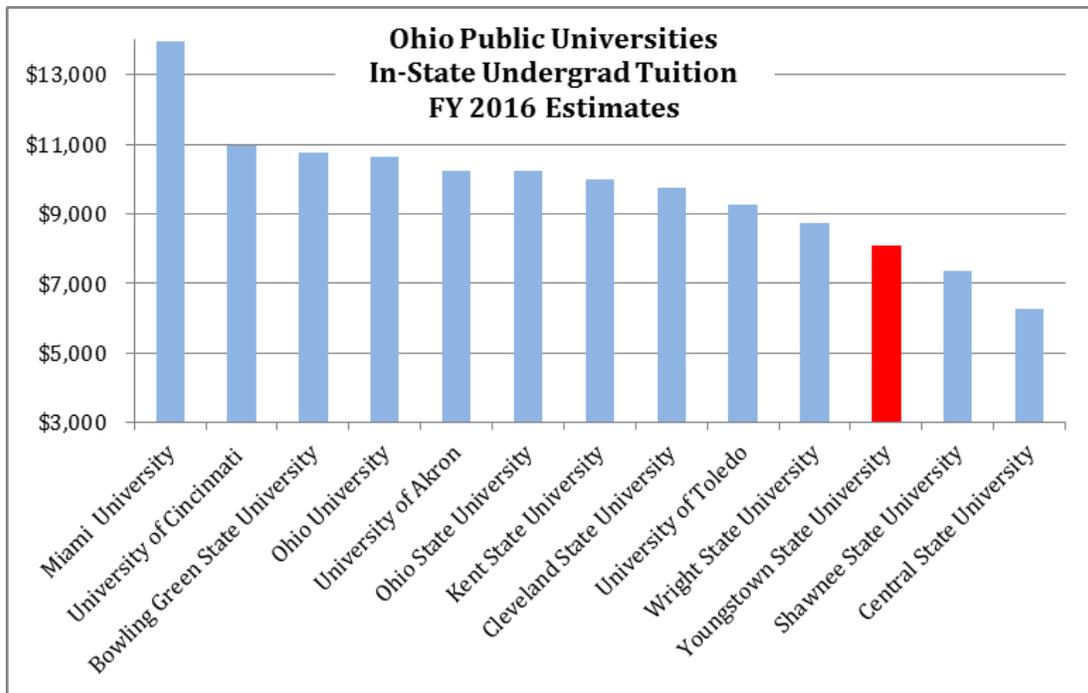
The table and chart below provide summaries of general fund revenue; Appendix A provides greater detail.

Source	FY 2015		FY 2016	Percent Change	Dollar Change
	Original Budget	Revised Budget	Proposed Budget		
<i>Tuition, Fees & Other Student Charges</i>					
Instructional & Mandatory Fees	\$97,506,214	\$94,756,214	\$95,098,715	0.4%	\$342,501
Other Tuition, Fees & Charges	10,116,567	10,116,567	11,501,878	13.7%	1,385,311
Total Tuition & Fees	<u>\$107,622,781</u>	<u>\$104,872,781</u>	<u>\$106,600,593</u>	1.6%	<u>\$1,727,812</u>
<i>State Appropriations</i>					
State Share of Instruction	\$38,220,094	\$38,934,623	\$40,971,742	5.2%	\$2,037,119
SSI or Tuition Increase Allowable	\$0	\$0	1,500,000		\$1,500,000
Total State Appropriations	<u>\$38,220,094</u>	<u>\$38,934,623</u>	<u>\$42,471,742</u>	9.1%	<u>\$3,537,119</u>
<i>Other Sources</i>					
	\$3,957,125	\$3,957,125	\$4,427,665	11.9%	\$470,540
Total General Fund Revenue	<u>\$149,800,000</u>	<u>\$147,764,529</u>	<u>\$153,500,000</u>	3.9%	<u>\$5,735,471</u>

FY 2016 General Fund Revenue by Source


Tuition and Fees

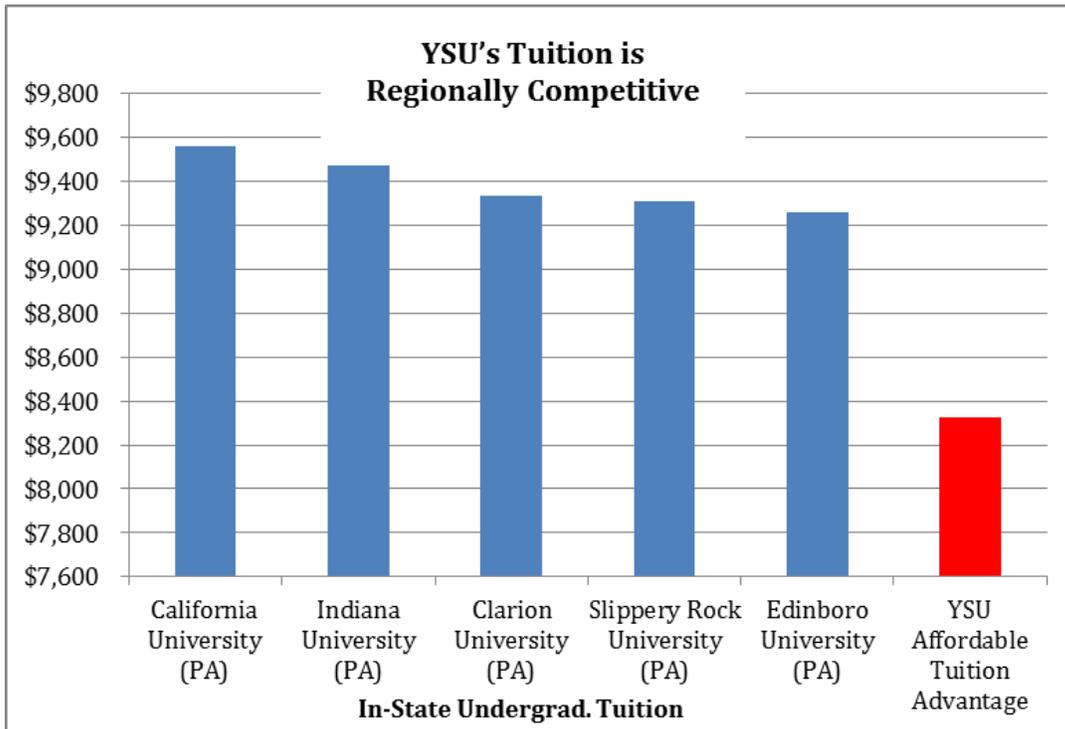
At the time this document was prepared, House Bill 64, the state budget legislation for the FY 2016-2017 biennium, was still being deliberated by the Ohio General Assembly. Based on legislative hearings and other reports, management anticipates that the final version of H.B. 64 will prohibit state-supported universities from increasing tuition for in-state undergraduate students. Regardless, YSU will retain its relative standing as one of the most affordable universities in the state. With a full-time undergraduate tuition rate of \$8,087 per year, YSU is expected to be \$1,620 below the statewide average. The only two Ohio universities with tuition lower than YSU—Central State and Shawnee State—both receive special state supplemental funding that is purposed to keep these institutions’ tuition rates comparatively low.



Tuition and Fees (continued)

To remain regionally competitive, YSU's *Affordable Tuition Advantage* surcharge will remain at \$10.00 per credit hour, resulting in a full-time nonresident tuition rate of \$8,327 per year for students from this defined region, which encompasses 18 counties in western Pennsylvania, 3 counties in West Virginia, and Chautauqua County in New York.

The table below illustrates YSU's favorable competitive position in the western Pennsylvania corridor. YSU's *Affordable Tuition Advantage* rate is lower than the in-state rate among the five Pennsylvania universities surveyed.

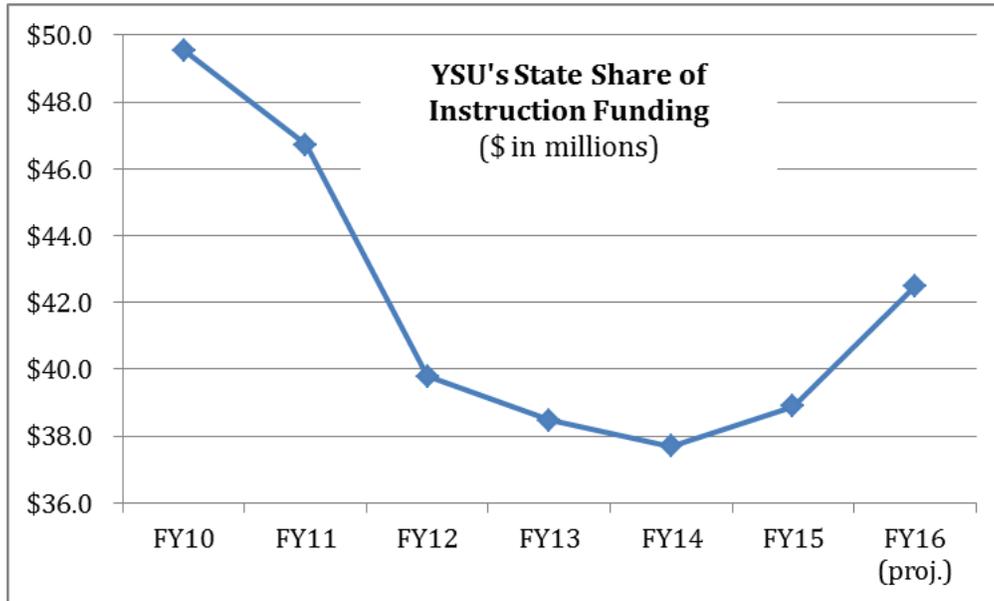


State Operating Appropriations

Based on the most recent estimate provided by the Ohio Board of Regents in May 2015, State Share of Instruction (SSI) funding for YSU is expected to rise by \$2.0 million. This increase is partially the result of a proposal by the Ohio House of Representatives to increase overall SSI funding levels by 5%. However, as the state budget bill—House Bill 64—makes its way through the legislature, it is expected that the Ohio Senate will increase overall SSI funding levels by an additional \$58 million, in exchange for prohibiting state universities from raising undergraduate tuition prices. Moreover, it has been reported that this additional \$58 million will be allocated in proportion to each state university’s estimated undergraduate tuition revenue, meaning that YSU stands to gain an additional \$1.5 million to \$2 million in SSI funding in FY 2016. Accordingly, YSU’s budget includes a \$3.5 million increase in SSI funding for FY 2016.

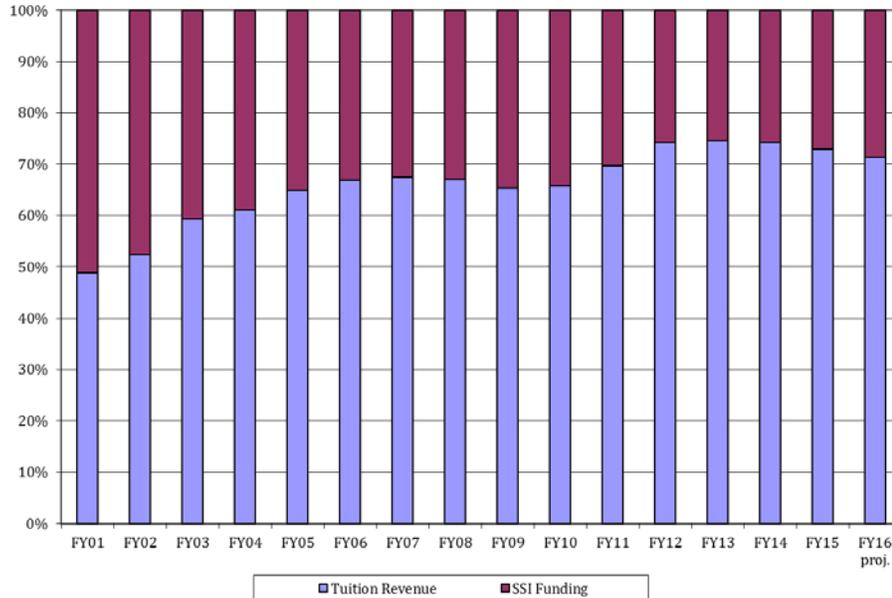
The possibility of this special allocation notwithstanding, degrees awarded and course completions will continue to be primary drivers of SSI funding. Datasets used in the formula are based on a three-year rolling average, and are weighted to take into account various at-risk student characteristics. The SSI formula continues to factor in discipline costs and enrollment levels.

The table below depicts a recent history of YSU’s SSI funding levels, which since FY 2010 have ranged from nearly \$50 million to as a low as \$37 million in FY 2014. And while the overall trajectory is decidedly negative, there is evidence to suggest that SSI funding is beginning to trend upward.



State Operating Appropriations (continued)

As SSI funding has generally declined, the University has raised its reliance on tuition and fees as a principal source of revenue. The chart below illustrates this trend. In FY 2001, the relationship between tuition and SSI funding was 50%-50%. Today, however, SSI funding makes up one-quarter of University revenues, while tuition and fee income comprises over 70%.



Other Income Sources

Other sources of general fund revenue include unrestricted gifts, overhead fees charged to University auxiliaries, and realized investment income. Combined, these revenues are budgeted to increase by approximately \$470,000 or 11.9% in FY 2016. This increase is based mainly on investment earnings.

The non-endowment short-term investment pool earned +0.1% on a one-year basis through March 31, 2015. These investments for FY 2016 are budgeted to return +0.25%, which is indicative of higher interest rates expected in 2016. The non-endowment long-term pool earned +4.9% on a one-year basis through March 31, 2015. Low interest rates and relatively high equity market valuations create a challenging environment for meaningful investment return. However, the University recently shifted 10% of long-term assets to alternative investments, which will help improve investment returns. For FY 2016, these investments are budgeted to return between 4% and 5%.

General Fund Expenses

General fund expenses are summarized by expense category in the table below. Additional detail is provided in appendices B and C, and in the narrative that follows.

General Fund Expenses	FY 2015 Budget	FY 2016 Budget	Percent Change	Dollar Change
Personnel				
Faculty	\$43,323,017	\$39,636,930	-8.5%	(\$3,686,087)
Staff	33,205,154	31,367,624	-5.5%	(1,837,530)
Students	3,416,898	3,909,290	14.4%	492,392
Fringe Benefits	26,402,160	25,371,936	-3.9%	(1,030,224)
Total Personnel	\$106,347,229	\$100,285,780	-5.7%	(\$6,061,449)
Operating Expenses				
Supplies	\$1,770,782	\$1,854,004	4.7%	\$83,222
Travel and Related Expenses	1,099,806	1,082,386	-1.6%	(17,420)
Information & Communication	1,471,975	1,452,643	-1.3%	(19,332)
Maintenance/Repairs/Utilities	9,195,190	9,033,345	-1.8%	(161,845)
Scholarships, Aid & Awards	5,482,668	5,574,695	1.7%	92,027
Equip. & Library Acquisitions	1,346,321	1,346,321	0.0%	0
Miscellaneous	7,989,551	7,679,374	-3.9%	(310,177)
Total Operating Expenses	\$28,356,293	\$28,022,768	-1.2%	(\$333,525)
Other				
Transfers (see Appendix B)	\$24,199,244	\$25,287,460	4.5%	\$1,088,216
Strategic Investments	0	3,000,000		3,000,000
Structural Operating Deficit	(10,398,876) *	(3,096,008)	-70.2%	7,302,868
Total Other	\$13,800,368	\$25,191,452	82.5%	\$11,391,084
Total General Fund Expenses	\$149,800,000	\$153,500,000	2.5%	\$3,700,000

* FY 2015 structural deficit restated to reflect impact of enrollment decline during the 2014-2015 academic year.

General Fund Personnel Expenses

Because the University has experienced a decline in revenue, and because personnel expenses comprise nearly 70% of overall costs, serious efforts have been made to control and reduce personnel costs. This is evidenced by the \$6 million reduction in FY 2016 personnel expenses shown on the table above, and on the table below. This is in addition to the \$4.1 million in personnel cost reductions that were made during the preparation of the prior year's budget.

PERSONNEL	FY 2015	FY 2016			
	ORIGINAL BUDGET	PROPOSED BUDGET	PERCENT OF TOTAL	CHANGE	PERCENT CHANGE
Full Service Faculty					
Full-Time Faculty	\$30,710,870	\$29,620,154	19.3%	(\$1,090,716)	-3.6%
Faculty Rank Bonus	0	636,900	0.4%	636,900	
Faculty Retirement Incentive (transfer)	0	180,000	0.1%	180,000	
Faculty Vacancies (pooled)	2,726,543	234,165	0.2%	(2,492,378)	-91.4%
Subtotal - Full Service Faculty Salaries	\$33,437,413	\$30,671,219	20.0%	(\$2,766,194)	-8.3%
Temporary / Part-Time Faculty	\$9,885,604	\$8,965,711	5.8%	(\$919,893)	-9.3%
Total Faculty Salaries	\$43,323,017	\$39,636,930	25.8%	(\$3,686,087)	-8.5%
Permanent Staff					
Professional/Administrative	\$16,333,824	\$15,734,280	10.3%	(\$599,544)	-3.7%
Classified & Police	16,384,385	15,120,094	9.9%	(1,264,291)	-7.7%
Subtotal - Permanent Staff Salaries	\$32,718,209	\$30,854,374	20.1%	(\$1,863,835)	-5.7%
Temporary Staff	\$486,945	\$513,250	0.3%	\$26,305	5.4%
Total Staff Salaries	\$33,205,154	\$31,367,624	20.4%	(\$1,837,530)	-5.5%
Students	\$3,416,898	\$3,909,290	2.5%	\$492,392	14.4%
Total - Faculty, Staff & Student Salaries	\$79,945,069	\$74,913,844	48.8%	(\$5,031,225)	-6.3%
Fringe Benefits	\$26,402,160	\$25,371,936	16.5%	(\$1,030,224)	-3.9%
Total Personnel	\$106,347,229	\$100,285,780	65.3%	(\$6,061,449)	-5.7%

As shown in the table above, the items negotiated in the OEA faculty agreement have been fully budgeted for FY 2016. These adjustments include a 1% base salary adjustment and rank-based bonus payments to continuing full-service faculty, retirement incentive payments, and net salary savings resulting from those retirements. As also shown above, temporary / part-time faculty expenses have been reduced to reflect negotiated changes to summer instruction and extending teaching service. Funds budgeted for faculty vacancies have been reduced by \$2.5 million and reallocated to a strategic investment reserve discussed later in this document.

Salaries and wages for staff will remain generally flat in FY 2016, though net expenses will be nearly \$1.9 million lower than the previous year's budget. This reduction reflects the elimination of approximately 40 FTE staff vacancies during the prior fiscal year 2015.

General Fund Personnel Expenses (continued)

Student wages will increase by 14% in FY 2016, primarily due to a significant investment in graduate assistants. This investment underscores the University’s strategic commitment to enhance graduate programming and research activity. Appendix F contains more information about compensation for graduate assistants, as well as other miscellaneous wage rates.

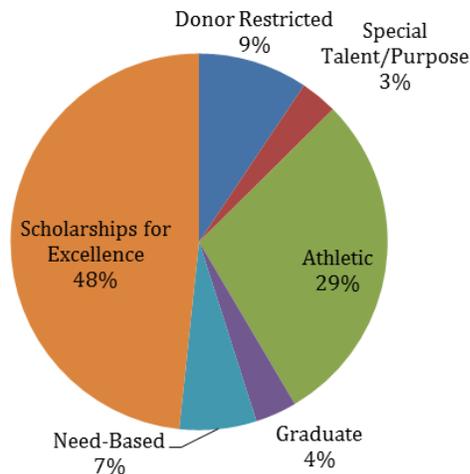
Fringe benefits are budgeted as a percentage of wages and based on a detailed analysis of actual fringe benefit costs for the 12-month period ending March 31, 2015. For FY 2016, the aggregate budgeted fringe benefit rate will be 34% of wages, an increase of one percentage point over the prior fiscal year. This increase notwithstanding, total dollars budgeted in FY 2016 for fringe benefits will be roughly \$1 million less than the prior year, which reflects the fact that significantly fewer faculty and staff positions are included in the FY 2016 budget. Additionally, employee premium contributions for health care will increase by between 5% and 5.5% in FY 2016, as recommended by YSU’s health care consultants, Findley Davies. This increase will makes certain that insured employees will continue to cover 15% of the annual health care premium.

Scholarships and Aid

Scholarships and financial aid for students will remain key components to the University’s enrollment and student success strategies in FY 2016. By offering competitive scholarship and aid packages, YSU has been able to attract a greater number of academically-prepared students, made college accessible to countless individuals, and helped reduce the average student debt burden.

In FY 2016, the YSU Honor’s program will change significantly. Historically, YSU has offered full merit-based scholarships to approximately 40 students per year. In FY 2016, however, the University will award fewer full scholarships and increase the number of partial scholarships. Consequently, roughly the same amount of scholarship dollars will be awarded to 130 students—a 225% increase in students receiving awards. This change is intended to spread the same scholarship dollars over a larger cohort of students, thereby expanding the number of students receiving scholarships without increasing scholarship expenses.

The FY 2016 scholarship budget is \$17.5 million, which includes \$7.5 million in scholarship support from the YSU Foundation. The chart below depicts a breakdown of FY 2016 scholarships; additional detail is included in Appendix E.



Divisional General Fund Expense Budgets

During the first year of James P. Tressel's presidency, significant reporting and organizational changes occurred. These changes are included in the budget summary presented below, and are consistent with institutional policy 3356-9-01, which delineates executive officers. The new organizational structure has improved operational efficiency, reduced overall costs, and better positioned the University vis-à-vis student success, discovery of knowledge and impact on the region.

Expenses by Division	FY 2016 BUDGET	PERCENT OF TOTAL	ANNUAL CHANGE	PERCENT CHANGE
Academic Affairs	\$83,799,246	55%	(\$3,426,129)	-3.9%
President's Division	22,367,354	15%	(203,687)	-0.9%
Finance & Business Operations	29,227,806	19%	(1,005,331)	-3.3%
Legal Affairs & Human Resources	13,252,245	9%	(35,497)	-0.3%
Strategic Investments	3,000,000	2%	3,000,000	
Institution-Wide	1,853,349	1%	5,370,644	-152.7%
Total General Fund	\$153,500,000	100%	\$3,700,000	2.5%

The Academic Affairs budget includes all costs, instructional and administrative, in each college, academic support unit, and in the Provost's Office. Also included in the Academic Affairs budget is the newly created division of Student Success, which will focus on improving student retention and success rates. A more detailed breakdown by area can be found on Appendix C. The FY 2016 Academic Affairs budget is \$3.4 million less than the prior year, which is attributable to net savings resulting from the new OEA contract and, to a greater extent, reductions in faculty vacancies that have been reallocated to fund the new \$3 million strategic investment reserve.

The President's divisional budget includes the Office of the President, Inclusion & Multicultural Affairs, University Relations, Enrollment Planning & Management, and Student Experience. The reductions here reflect organizational changes, namely the dissolution of the University's Advancement and Development offices, the activities of which have been assumed by the YSU Foundation.

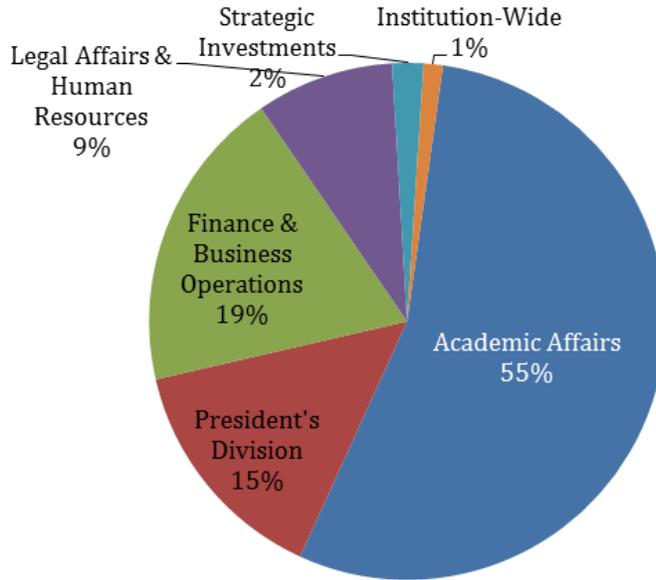
Finance & Business Operations includes the Controller's and Budget offices, Procurement Services, Payroll, Bursar, Facilities Maintenance and Grounds, Information Technology Services, and certain institution-wide costs, such as utilities. The budget reduction shown here largely reflects major organizational changes, including the elimination of position vacancies, as well as the abolishment of positions through layoff procedures, which occurred during the prior fiscal year.

Legal Affairs & Human Resources includes the Office of the General Counsel, Equal Opportunity and Policy Compliance, Human Resources, and Intercollegiate Athletics. The amount for Athletics reflected here includes the portion of Athletics' budget that is supported by the general fund (the entire Athletics budget is summarized on Appendix D).

Divisional General Fund Expense Budgets (continued)

Strategic Investments reflect the University’s commitment to the 2020 Strategic Plan. By establishing this pool of funds, the University is better positioned to make strategic investments to foster academic excellence and student success. Use of any portion of these funds will be deliberated by the President’s executive management team, and ultimately approved by President Tressel. Since the most significant spending reductions that have occurred over the past four years have been in personnel, it is probable that many of the strategic investments funded from this reserve will be in the form of new positions, both faculty and staff.

Institution-wide includes non-divisional budgets, such as the amount budgeted for debt service. This is also where the University’s structural deficit is budgeted. The 152.7% change is an indicator that significant progress has been made toward reducing the budget deficit for FY 2016.



Auxiliary Services

Though not directly tied to the University's core mission, auxiliaries provide important non-academic support services to the entire campus community. As shown in the table below, the combined FY 2016 budgets for the University's auxiliary units total approximately \$36.9 million, which includes \$13.5 million in general fund support and roughly \$23.4 million in earned income. (See Appendix D for auxiliary budget detail.)

Auxiliary Services:	FY 2016 Budget	Percent Change	Dollar Change
Intercollegiate Athletics	\$14,536,228	3.60%	\$504,742
Housing Services	10,638,440	3.47%	356,930
Bookstore	5,000,000	-7.41%	(400,000)
Parking Services	3,249,360	-3.39%	(114,000)
Kilcawley Center	1,946,414	-10.75%	(234,361)
Labor & Industry Steel Museum	111,100	-14.60%	(19,000)
Andrews Recreation and Wellness Center	1,437,191	-3.59%	(53,492)
Total Auxiliary Budgets	\$36,918,733	0.11%	\$40,819
Less: Support from General Fund	(13,540,633)	-0.11%	15,425
Total Earned Income	\$23,378,100	0.24%	\$56,244

The \$14.5 million Athletics budget is indicative of the long-standing institutional decision to support an NCAA-compliant Division I intercollegiate athletic program. The 3.6% increase in the Athletics budget is largely due to a 9% increase in revenue, primarily from increased game guarantee payments for football and basketball. There is also a 2% increase in support from the University's general fund budget, which supports scholarship costs, as well the University's commitment to continue investing in the Title IX Gender Equity Plan.

The budget increase for Housing Services reflects a planned increase to the room and board rates for both the University Courtyard Apartments and for University Residence Halls, which will increase in FY 2016 by between 3% and 4%, depending on room type. These rate increases will enable Housing Services to continue to maintain the University's inventory of residence halls, which include approximately 1,270 beds.

The reductions in the FY 2016 budgets for the Bookstore and Parking Services are generally indicative of YSU's enrollment trend. With the enrollment decline that the University experienced last year, these FY 2016 budgets have been recalibrated to reflect sales activity based on enrollment levels of approximately 10,000 FTE students.

Reduced FY 2016 budgets for both the Kilcawley Student Center and for the Andrews Recreation & Wellness Center are reflective of campus-wide efforts to trim personnel costs. Both Kilcawley and Andrews have participated in this effort by keeping positions vacant or otherwise eliminating vacant positions through attrition.

Rich Center for Autism

Established in 1995, the Rich Center for Autism is dedicated to excellence in education and to improving the lives of individuals with autism and their families. Pursuant to the 2010 agreement between the Rich Center and YSU, the Rich Center's budget is included here for the approval of the YSU Board of Trustees. The Rich Center remains fully-funded by external funding sources and does not receive direct funding support from the University.

<u>Rich Center for Autism</u>	<u>FY 2015 Budget</u>	<u>FY 2016 Budget</u>	<u>Percent Change</u>	<u>Dollar Change</u>
Revenues				
Noncredit Tuition	\$1,568,000	\$1,809,657	15.4%	\$241,657
Private Grants/Contracts Foundation	195,960	150,000	-23.5%	(45,960)
Cash Gifts	184,030	292,533	59.0%	108,503
Pledge Income	66,600	50,000	-24.9%	(16,600)
Misc. Income	39,400	21,000	-46.7%	(18,400)
Total Revenues	<u>\$2,053,990</u>	<u>\$2,323,190</u>	<u>13.1%</u>	<u>\$269,200</u>
Expenses				
<i>Personnel</i>				
Full- and Part-time Staff	\$1,397,271	\$1,412,264	1.1%	\$14,993
Temporary Staff	34,117	65,196	91.1%	31,079
Fringe Benefits	477,152	488,330	2.3%	11,178
Total Personnel	<u>\$1,908,540</u>	<u>\$1,965,790</u>	<u>3.0%</u>	<u>\$57,250</u>
<i>Operating Expenses</i>				
Supplies	\$49,550	\$75,450	52.3%	\$25,900
Travel and Related Expenses	2,500	18,500	640.0%	16,000
Information & Communication	10,400	28,050	169.7%	17,650
Facility Rental/Maintenance/Repairs	1,300	1,200	-7.7%	(100)
Fees & Services	66,200	162,900	146.1%	96,700
Events & Promotions	0	60,000		60,000
Miscellaneous	15,500	11,300	-27.1%	(4,200)
Total Operating Expenses	<u>\$145,450</u>	<u>\$357,400</u>	<u>145.7%</u>	<u>\$211,950</u>
Total Rich Center Expenses	<u>\$2,053,990</u>	<u>\$2,323,190</u>	<u>13.1%</u>	<u>\$269,200</u>

APPENDICES

APPENDIX A
General Fund Revenue

	FY 2015 BUDGET	FY 2016 BUDGET	CHANGE	PERCENT CHANGE	PERCENT of TOTAL
TUITION, FEES & OTHER CHARGES					
MANDATORY FEES					
Instructional Fee	\$78,898,332	\$76,887,097	(\$2,011,235)	-2.5%	50.09%
General Fee	15,811,964	15,499,596	(312,368)	-2.0%	10.10%
Technology Fee	2,795,918	2,712,022	(83,896)	-3.0%	1.77%
Subtotal - Mandatory Fees	\$97,506,214	\$95,098,715	(\$2,407,499)	-2.5%	61.95%
OTHER TUITION & FEES					
Non-resident Tuition Surcharge	\$2,877,134	\$3,124,445	\$247,311	8.6%	2.04%
Laboratory/Materials Fee	2,900,000	3,780,000	880,000	30.3%	2.46%
College/Program Fees	2,310,480	2,526,480	216,000	9.3%	1.65%
Non-credit Instructional Fees	266,653	266,653	0	0.0%	0.17%
Miscellaneous Fees	178,300	178,300	0	0.0%	0.12%
Application Fees	305,000	314,000	9,000	3.0%	0.20%
Subtotal - Other Tuition & Fees	\$8,837,567	\$10,189,878	\$1,352,311	15.3%	6.64%
STUDENT CHARGES					
Fines & Penalty Assessments	\$615,000	\$615,000	\$0	0.0%	0.40%
Service Charges	664,000	697,000	33,000	5.0%	0.45%
Subtotal - Student Charges	\$1,279,000	\$1,312,000	\$33,000	2.6%	0.85%
Total - Tuition, Fees & Other Chrgs.	\$107,622,781	\$106,600,593	(\$1,022,188)	-0.9%	69.45%
STATE APPROPRIATIONS					
State Share of Instruction	\$38,220,094	\$40,971,742	\$2,751,648	7.2%	26.69%
SSI or Tuition Increase Allowable		1,500,000	1,500,000		0.98%
Subtotal - State Appropriations	\$38,220,094	\$42,471,742	\$4,251,648	11.1%	27.67%
OTHER SOURCES					
Investment Income for Operations	\$933,694	\$1,530,000	\$596,306	63.9%	1.00%
Administrative Charge - Bookstore	500,000	500,000	0	0.0%	0.33%
Administrative Charge - Other Auxiliaries	1,157,079	971,413	(185,666)	-16.0%	0.63%
Alumni Relations	80,500	80,500	0	0.0%	0.05%
Sales & Services of Educational Activities	67,500	68,400	900	1.3%	0.04%
Private Gifts, Unrestricted	90,000	139,000	49,000	54.4%	0.09%
Facility Rental, Athletics and University	115,000	115,000	0	0.0%	0.07%
Indirect Cost Recoveries	480,000	480,000	0	0.0%	0.31%
Revenue Sharing, NEOMED and other	190,000	190,000	0	0.0%	0.12%
Other-Miscellaneous	343,352	353,352	10,000	2.9%	0.23%
Subtotal - Other Sources	\$3,957,125	\$4,427,665	\$470,540	11.9%	2.88%
TOTAL GENERAL FUND REVENUE	\$149,800,000	\$153,500,000	\$3,700,000	2.5%	100.00%

APPENDIX B
General Fund Expenses by Natural Classification

	FY 2015	FY 2016		CHANGE	PERCENT CHANGE
	BUDGET	BUDGET	PERCENT OF TOTAL		
PERSONNEL					
Full Service Faculty					
Professor	\$12,897,513	\$11,891,681	7.7%	(\$1,005,832)	-7.8%
Associate Professor	9,334,694	9,364,197	6.1%	29,503	0.3%
Assistant Professor	6,931,132	6,988,221	4.6%	57,089	0.8%
Instructor	1,547,531	1,376,055	0.9%	(171,476)	-11.1%
Faculty Rank Bonus	0	636,900	0.4%	636,900	
Faculty Retirement Incentive (transfer)	0	180,000	0.1%	180,000	
Faculty Vacancies (pooled)	2,726,543	234,165	0.2%	(2,492,378)	-91.4%
Subtotal - Full Service Faculty Salaries	\$33,437,413	\$30,671,219	20.0%	(\$2,766,194)	-8.3%
Temporary Faculty					
Summer School	\$3,193,000	\$2,893,000	1.9%	(\$300,000)	-9.4%
Faculty Overload	72,000	72,000	0.0%	0	0.0%
Part-Time Faculty	4,583,787	4,683,787	3.1%	100,000	2.2%
Continuing Education Faculty	104,338	107,338	0.1%	3,000	2.9%
Extended Teaching Service	1,932,479	1,209,586	0.8%	(722,893)	-37.4%
Subtotal - Temporary Faculty Salaries	\$9,885,604	\$8,965,711	5.8%	(\$919,893)	-9.3%
Total Faculty Salaries	\$43,323,017	\$39,636,930	25.8%	(\$3,686,087)	-8.5%
Permanent Staff					
Professional/Administrative, Full-Time	\$15,925,251	\$15,366,707	10.0%	(\$558,544)	-3.5%
Professional/Administrative, Part-Time	408,573	367,573	0.2%	(41,000)	-10.0%
Classified, Full- and Part-Time	16,384,385	15,120,094	9.9%	(1,264,291)	-7.7%
Subtotal - Permanent Staff Salaries	\$32,718,209	\$30,854,374	20.1%	(\$1,863,835)	-5.7%
Temporary Staff					
Classified Temporary/Intermittent	\$258,388	\$284,693	0.2%	\$26,305	10.2%
Classified Overtime	98,869	98,869	0.1%	0	0.0%
Supplementary Salaries	105,008	105,008	0.1%	0	0.0%
Occasional Service Payment	24,680	24,680	0.0%	0	0.0%
Subtotal - Temporary Staff Salaries	\$486,945	\$513,250	0.3%	\$26,305	5.4%
Total Staff Salaries	\$33,205,154	\$31,367,624	20.4%	(\$1,837,530)	-5.5%
Students					
Graduate Assistants	\$1,211,920	\$1,685,543	1.1%	\$473,623	39.1%
Graduate Assistant Interns	20,000	20,000	0.0%	0	0.0%
Student Assistants	1,791,229	1,788,648	1.2%	(2,581)	-0.1%
Research Assistants	83,265	104,765	0.1%	21,500	25.8%
Task Based Stipends	310,484	310,334	0.2%	(150)	0.0%
Subtotal - Student Salaries	\$3,416,898	\$3,909,290	2.5%	\$492,392	14.4%
Total - Faculty, Staff & Student Salaries	\$79,945,069	\$74,913,844	48.8%	(\$5,031,225)	-6.3%
Fringe Benefits	\$26,402,160	\$25,371,936	16.5%	(\$1,030,224)	-3.9%
TOTAL SALARIES & FRINGE BENEFITS	\$106,347,229	\$100,285,780	65.3%	(\$6,061,449)	-5.7%

APPENDIX B
General Fund Expenses by Natural Classification (continued)

	FY 2015		FY 2016		PERCENT CHANGE	PERCENT CHANGE
	BUDGET	BUDGET	PERCENT OF TOTAL	CHANGE		
OPERATING EXPENSES						
Supplies	\$1,770,782	\$1,854,004	1.2%	\$83,222	4.7%	
Travel & Related Expenses	1,099,806	1,082,386	0.7%	(17,420)	-1.6%	
Information & Communication	1,471,975	1,452,643	0.9%	(19,332)	-1.3%	
Maintenance/Repairs/Utilities	9,195,190	9,033,345	5.9%	(161,845)	-1.8%	
Library Acquisitions	966,445	966,445	0.6%	0	0.0%	
Equipment	379,876	379,876	0.2%	0	0.0%	
TOTAL OPERATING	\$14,884,074	\$14,768,699	9.6%	(\$115,375)	-0.8%	
MISCELLANEOUS						
Student Scholarships, Aid & Awards	\$5,482,668	\$5,574,695	3.6%	\$92,027	1.7%	
General Insurance	487,359	487,359	0.3%	0	0.0%	
Professional Fees & Services	1,885,191	2,558,007	1.7%	672,816	35.7%	
Bad Debt/Collections/Bank Fees	1,196,084	1,196,084	0.8%	0	0.0%	
Rentals - Non-Facilities	337,533	337,533	0.2%	0	0.0%	
Other	1,388,362	1,507,912	1.0%	119,550	8.6%	
TOTAL MISCELLANEOUS	\$10,777,197	\$11,661,590	7.6%	\$884,393	8.2%	
OTHER						
Transfers						
Centers of Excellence	\$382,500	\$382,500	0.2%	\$0	0.0%	
Intercollegiate Athletics	10,843,986	11,064,728	7.2%	220,742	2.0%	
Athletic Facilities Funds	75,000	125,000	0.1%	50,000	66.7%	
Laboratory/Materials Fee	2,900,000	3,330,000	2.2%	430,000	14.8%	
Beeghly College of Education Fee	129,200	204,200	0.1%	75,000	58.0%	
Bitonte HHS College Fee	489,250	490,200	0.3%	950	0.2%	
Creative Arts & Comm. College Fee	317,750	334,750	0.2%	17,000	5.4%	
STEM College Fee	741,000	846,800	0.6%	105,800	14.3%	
CLASS College Fee	152,000	152,000	0.1%	0	0.0%	
WCBA College Fee	351,000	367,000	0.2%	16,000	4.6%	
Distance Ed. Program Fee	0	450,000	0.3%	450,000		
Kilcawley Center	1,273,389	1,090,714	0.7%	(182,675)	-14.3%	
Debt Services & Debt Service Reserve	1,414,000	1,414,000	0.9%	0	0.0%	
Andrews Recreation/Wellness Center	1,438,683	1,385,191	0.9%	(53,492)	-3.7%	
Technology Initiatives	2,801,712	2,712,022	1.8%	(89,690)	-3.2%	
Transfer in from Other Funds	(1,051,557)	(1,051,556)	-0.7%	1	0.0%	
Capital Lease, Energy Conservation Project	1,179,666	1,179,666	0.8%	0	0.0%	
Other	761,665	810,245	0.5%	48,580	6.4%	
Subtotal - Transfers	\$24,199,244	\$25,287,460	16.5%	\$1,088,216	4.5%	
Miscellaneous Other						
Area Contingency Accounts	\$1,934,781	\$4,592,479	1.3%	\$2,657,698	137.4%	
Structural Operating Deficit	(10,398,876)*	(3,096,008)	-2.0%	7,302,868	-70.2%	
Subtotal - Miscellaneous Other	(\$8,464,095)	\$1,496,471	1.0%	\$9,960,566	-117.7%	
TOTAL OTHER	\$15,735,149	\$26,783,931	17.4%	\$11,048,782	70.2%	
TOTAL GENERAL FUND	\$149,800,000	\$153,500,000	100.0%	\$3,700,000	2.5%	

*FY 2015 structural deficit restated to reflect impact of enrollment decline during the 2014-2015 academic year.

APPENDIX C
FY 2016 General Fund Expenses by Division

DIVISION	FY 2015 BUDGET*	FY 2016 BUDGET	PERCENT OF TOTAL	ANNUAL CHANGE	PERCENT CHANGE
ACADEMIC AFFAIRS					
Academic Support and Temporary Faculty	\$17,712,258	\$16,639,563	10.8%	(\$1,072,695)	-6.1%
College of Liberal Arts & Social Sciences	13,402,501	12,409,692	8.1%	(992,809)	-7.4%
Williamson College of Business Administration	7,464,897	6,546,748	4.3%	(918,149)	-12.3%
Beehly College of Education	6,044,334	5,055,885	3.3%	(988,449)	-16.4%
College of Science, Technology, Engineering & Math	17,879,660	16,407,397	10.7%	(1,472,263)	-8.2%
College Creative Arts & Communications	8,324,433	7,872,680	5.1%	(451,753)	-5.4%
Bitonte College of Health & Human Services	11,751,761	11,443,365	7.5%	(308,396)	-2.6%
School of Graduate Studies & Research	1,297,049	4,367,639	2.8%	3,070,590	236.7%
Student Success	3,348,482	3,056,277	2.0%	(292,205)	-8.7%
Total - Academic Affairs	\$87,225,375	\$83,799,246	54.6%	(\$3,426,129)	-3.9%
PRESIDENT'S DIVISION					
Office of the President	\$860,577	\$846,127	0.6%	(\$14,450)	-1.7%
Inclusion & Multicultural Affairs	357,191	312,047	0.2%	(45,144)	-12.6%
University Relations	7,728,415	7,150,967	4.7%	(577,448)	-7.5%
Enrollment Management (includes scholarships)	9,890,231	10,555,559	6.9%	665,328	6.7%
Student Experience	3,734,627	3,502,654	2.3%	(231,973)	-6.2%
Total - President's Division	\$22,571,041	\$22,367,354	14.6%	(\$203,687)	-0.9%
FINANCE & BUSINESS OPERATIONS					
Facilities, Maintenance & Utilities	\$16,099,639	\$16,072,094	10.5%	(\$27,545)	-0.2%
Financial Services & Budget	4,839,426	4,330,362	2.8%	(509,064)	-10.5%
Information Technology Services	\$9,294,072	8,825,350	5.7%	(468,722)	-5.0%
Total - Finance & Business Operations	\$30,233,137	\$29,227,806	19.0%	(\$1,005,331)	-3.3%
LEGAL AFFAIRS & HUMAN RESOURCES					
General Counsel & Equal Opportunity	\$914,184	\$920,093	0.6%	\$5,909	0.6%
Human Resources	1,529,572	1,267,424	0.8%	(262,148)	-17.1%
Intercollegiate Athletics (transfer)	10,843,986	11,064,728	7.2%	220,742	2.0%
Total - Legal Affairs & HR	\$13,287,742	\$13,252,245	8.6%	(\$35,497)	-0.3%
NON-DIVISIONAL					
Institution-Wide	(\$3,517,295)	\$1,853,349	1.2%	\$5,370,644	-152.7%
Strategic Investment Reserve	0	3,000,000		\$3,000,000	
Total - Non-Divisional	(\$3,517,295)	\$4,853,349	3.2%	\$8,370,644	-238.0%
Total General Fund	\$149,800,000	\$153,500,000	100.0%	\$3,700,000	2.5%

*FY 2015 restated to reflect organizational changes.

APPENDIX D

<u>INTERCOLLEGIATE ATHLETICS</u>			
	<u>FY 2016</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Football Tickets	\$460,000	9.5%	\$40,000
Basketball Tickets	135,000	0.0%	0
Guarantees	935,000	23.8%	180,000
Program Sales	6,500	-13.3%	(1,000)
Campus Vending Concessions	85,000	0.0%	0
Concession Commission	45,000	0.0%	0
Royalty Commission	40,000	0.0%	0
NCAA Revenue Sharing	675,000	0.0%	0
Program Ad. Sales/Recognition	200,000	17.6%	30,000
Radio/Television Income	60,000	9.1%	5,000
Pouring Rights & Miscellaneous	125,000	0.0%	0
Football Tailgate	65,000	0.0%	0
Scoreboard Advertising:			
Football	145,000	11.5%	15,000
Basketball	65,000	30.0%	15,000
Stadium Loge Rentals	430,000	0.0%	0
Total Earned Income	\$3,471,500	8.9%	\$284,000
GENERAL FUND ALLOCATION			
Scholarship Support	\$4,711,038	3.5%	\$158,972
Operating Support	6,353,690	1.0%	61,770
Total General Fund Support	\$11,064,728	2.0%	\$220,742
TOTAL RESOURCES	\$14,536,228	3.6%	\$504,742
EXPENSES			
Permanent Staff	\$3,905,420	2.5%	\$95,602
Temporary Staff	372,353	-16.8%	(75,369)
Fringe Benefits	1,463,008	2.0%	29,087
Debt Service (transfer)	152,660	0.0%	0
Scholarships	4,711,038	3.5%	158,972
Operating	3,931,749	8.2%	296,450
TOTAL EXPENSES	\$14,536,228	3.6%	\$504,742



APPENDIX D

<u>MUSEUM OF LABOR & INDUSTRY (STEEL MUSEUM)</u>			
	<u>FY 2016</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
State Appropriations	\$100,000	-16.67%	(\$20,000)
Miscellaneous Sales and Service	900	50.00%	300
Ticket Sales	8,500	6.25%	500
Facility Rental	500	-66.67%	(1,000)
Miscellaneous	1,200		1,200
TOTAL RESOURCES	<u>\$111,100</u>	<u>-14.60%</u>	<u>(\$19,000)</u>
EXPENDITURES			
Temporary Staff	\$26,300	-9.31%	(\$2,700)
Fringe Benefits	8,410	-40.77%	(5,790)
Administrative Charge	5,000	-66.67%	(10,000)
Operating	71,390	-0.71%	(510)
TOTAL EXPENDITURES	<u>\$111,100</u>	<u>-14.60%</u>	<u>(\$19,000)</u>

<u>HOUSING SERVICES</u>			
	<u>FY 2016</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Room Rentals and Board	\$10,337,440	3.78%	\$376,930
Meal Plans	160,000	0.00%	0
Vending Machine Commissions	6,000	0.00%	0
Food Commissions	5,000		0
Rentals-Guests and Special Groups	130,000	-13.33%	(20,000)
Total Earned Income	<u>\$10,638,440</u>	<u>3.47%</u>	<u>356,930</u>
TOTAL REVENUE	<u>\$10,638,440</u>	<u>3.47%</u>	<u>356,930</u>
EXPENDITURES			
Permanent Staff	\$554,527	-2.04%	(\$11,530)
Temporary Staff	388,000	6.56%	23,900
Fringe Benefits	282,749	2.39%	6,593
Debt Service	2,607,555	0.22%	5,750
Capital Improvements Transfer	0	-100.00%	(400,000)
Administrative Charge	612,813	0.00%	0
Operating	6,192,796	13.41%	732,217
TOTAL EXPENDITURES	<u>\$10,638,440</u>	<u>3.47%</u>	<u>356,930</u>



APPENDIX D

BOOKSTORE			
	FY 2016	PERCENT CHANGE	CHANGE
EARNED INCOME			
Register Sales	\$5,000,000	-7.41%	(\$400,000)
TOTAL RESOURCES	\$5,000,000	-7.41%	(\$400,000)
EXPENSES			
Permanent Staff	\$460,254	-9.01%	(\$45,561)
Temporary Staff	183,500	-9.83%	(20,000)
Fringe Benefits	193,714	-8.46%	(17,909)
Administrative Charge	500,000	0.00%	0
Operating	3,662,532	-7.95%	(316,530)
TOTAL EXPENSES	\$5,000,000	-7.41%	(\$400,000)

PARKING SERVICES			
	FY 2016	PERCENT CHANGE	CHANGE
EARNED INCOME			
Faculty & Staff Permits	\$505,000	0.00%	\$0
Student Transportation Fee/Permits	2,528,060	-4.31%	(114,000)
Parking Fines	35,000	0.00%	0
Parking Fees-Special Events	100,000	0.00%	0
Daily Parking Fees	40,000	0.00%	0
Parking Meters	7,000	0.00%	0
Parking Permits-Contracted Service	25,000	0.00%	0
Control Card Replacement	300	0.00%	0
Weekly Permits	9,000	0.00%	0
Total Earned Income	\$3,249,360	-3.39%	(\$114,000)
TOTAL RESOURCES	\$3,249,360	-3.39%	(\$114,000)
EXPENDITURES			
Permanent Staff	\$477,955	0.00%	\$0
Temporary Staff	432,000	0.00%	0
Fringe Benefits	239,917	2.39%	5,595
Administrative Charge	150,000	0.00%	0
Debt Service	193,029	0.00%	0
Maintenance	222,000	0.00%	0
Shuttle Service	363,000	0.00%	0
Other Operating	751,200	0.00%	0
Reserve	420,259	-22.15%	(119,595)
TOTAL EXPENDITURES	\$3,249,360	-3.39%	(\$114,000)

APPENDIX D

<u>KILCAWLEY CENTER</u>			
	<u>FY 2016</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Food Services Commissions	\$380,000	11.76%	\$40,000
Candy Counter	50,000	-21.88%	(14,000)
Duplication Services	300,000	-21.05%	(80,000)
Graphic Center	60,000	9.09%	5,000
Recreation Room	4,000	-33.33%	(2,000)
Room Rental	25,000	0.00%	0
Vending and Misc. Sales & Service	36,700	-1.83%	(686)
Total Earned Income	\$855,700	-5.70%	(\$51,686)
OTHER RESOURCES			
General Fund Allocation	\$1,090,714	-14.35%	(\$182,675)
TOTAL RESOURCES	\$1,946,414	-10.75%	(\$234,361)
EXPENSES			
Permanent Staff	\$390,437	-25.55%	(\$134,014)
Temporary Staff	225,527	0.00%	0
Fringe Benefits	157,335	-23.62%	(48,661)
Administrative Charge	126,000	-54.35%	(150,000)
Operating	1,047,115	10.36%	98,314
TOTAL EXPENSES	\$1,946,414	-10.75%	(\$234,361)

<u>ANDREWS RECREATION AND WELLNESS CENTER</u>			
	<u>FY 2016</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Faculty & Staff Memberships	\$26,000	0.00%	\$0
Guest Passes	8,000	0.00%	0
Program Fees	18,000	0.00%	0
Total Earned Income	\$52,000	0.00%	\$0
OTHER RESOURCES			
General Fund Allocation	\$1,385,191	-3.72%	(\$53,492)
TOTAL RESOURCES	\$1,437,191	-3.59%	(\$53,492)
EXPENSES			
Permanent Staff	\$298,445	-12.08%	(\$40,993)
Temporary Staff	421,100	0.00%	0
Fringe Benefits	158,783	-11.09%	(19,799)
Administrative Charge	77,600	0.00%	0
Operating	481,263	1.54%	7,300
TOTAL EXPENSES	\$1,437,191	-3.59%	(\$53,492)

**APPENDIX E
Scholarship Summary - FY 2016**

	<u>Foundation</u>	<u>University</u>	<u>Total</u>
RESTRICTED PROGRAMS:			
Donor Restricted	\$1,722,350		\$1,722,350
Wolves Club Match		\$14,000	\$14,000
	<u>\$1,722,350</u>	<u>\$14,000</u>	<u>\$1,736,350</u>
SPECIAL TALENT:			
Dana School of Music	\$50,000		\$50,000
Beecher Art & Theater	36,000		36,000
	<u>\$86,000</u>	<u>\$0</u>	<u>\$86,000</u>
SPECIAL PURPOSE:			
Bahamian Scholarships	\$26,000		\$26,000
Minority Internships	30,000		30,000
Nunziato ROTC	57,000		57,000
ROTC Gold Bar	10,000		10,000
	<u>\$123,000</u>	<u>\$0</u>	<u>\$123,000</u>
ATHLETIC:			
Endowed Athletic Scholarships	\$220,550		\$220,550
Intercollegiate Athletic Scholarships		\$4,711,038	\$4,711,038
5th Year Grants		235,886	\$235,886
	<u>\$220,550</u>	<u>\$4,946,924</u>	<u>\$5,167,474</u>
GRADUATE:			
Graduate Scholarship & Grant-in-Aid	\$350,000	\$241,000	\$591,000
Graduate Stipend		10,000	10,000
	<u>\$350,000</u>	<u>\$251,000</u>	<u>\$601,000</u>
<u>Goal-Based Programs</u>			
NEED-BASED:			
Martin Luther King Awards	\$0	\$0	\$0
PHEAA Match	200,000	175,000	375,000
Housing Grants		275,000	275,000
Youngstown Early College		100,000	100,000
	<u>\$200,000</u>	<u>\$550,000</u>	<u>\$750,000</u>
SCHOLARSHIPS FOR EXCELLENCE			
For Academic Excellence:			
University Scholars & Honors	\$2,454,205		\$2,454,205
Trustees	960,000		960,000
President's	1,058,000		1,058,000
Dean's	127,350	374,400	501,750
Red & White		1,710,000	1,710,000
First Opportunity		435,000	435,000
MLK Merit	150,000	0	150,000
Presidential Residence Leaders		166,740	166,740
LLC-Housing Excellence		124,000	124,000
Trailblazer		90,000	90,000
Unallocated	0		0
	<u>\$4,749,555</u>	<u>\$2,900,140</u>	<u>\$7,649,695</u>
For Retention Efforts:			
Academic Achievement		\$310,000	\$310,000
Merit Retention	\$60,000		60,000
	<u>\$60,000</u>	<u>\$310,000</u>	<u>\$370,000</u>
For Transfer and Nonresident Students:			
Transfer Scholarships		\$500,000	\$500,000
Provost's Scholarship		212,000	212,000
	<u>\$0</u>	<u>\$712,000</u>	<u>\$712,000</u>
Other Miscellaneous Scholarships	\$0	\$314,200	\$314,200
GRAND TOTAL	<u>\$7,511,455</u>	<u>\$9,998,264</u>	<u>\$17,509,719</u>

APPENDIX F
Miscellaneous Salary Rates

<i>Part-Time Faculty (per semester hour workload)</i>	
With Baccalaureate	\$650
With Masters or J.D.	\$800
With Doctorate	\$1,050
<i>Doctoral Fellowships (includes remittance of tuition and non-resident surcharge)</i>	\$10,000
<i>Ph.D. Assistantships Stipends (sciences and engineering)</i>	\$23,500-\$30,000
<i>Graduate Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$7,500
<i>Graduate Teaching Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$8,750
<i>Student Employee Hourly Wage Rates*</i>	
Research Assistants	\$9.50
Student Assistants	\$8.10
Student Exception Rates <i>(as approved by the Assoc. VP for Student Experience)</i>	\$8.40 - \$14.00

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

Fundraising Progress by Capital Project Through March 31, 2015

- **Construction of the Veterans Resource Center**
 - **\$1,000,000 Total Project Budget (\$1M Bond Financed)**
 - **\$855,675 Cash + \$174,562 Pledges = \$1,030,237 Total Raised**

- **Construction of the Athletic Fields (West of Fifth Avenue)**
 - **\$4,350,000 Project Budget (100% Bond Financed)**
 - **\$150,000 Cash + \$350,000 Pledges = \$500,000 Total Raised**



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Fourth Quarter 2015

FROM	TO	AMOUNT	REASON
Board of Trustees Discretionary Gift Fund (Restricted Fund)	Wick Avenue Enhancement Fund (Restricted Plant Fund)	\$800,000	To finance capital improvements along the Wick Avenue corridor, adjacent to the YSU campus.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Fourth Quarter 2015

FROM	TO	AMOUNT	REASON
Board of Trustees Discretionary Gift Fund (Restricted Fund)	Wick Avenue Enhancement Fund (Restricted Plant Fund)	\$800,000	To finance capital improvements along the Wick Avenue corridor, adjacent to the YSU campus.

**UNIVERSITY GIFTS
EXECUTIVE SUMMARY
Fiscal Year 2013-2014
July 1, 2013-March 31, 2014**

Gifts Received	Number of Gifts	Amount
University Development	4,465	\$ 3,560,696
Total University Gifts	4,465	\$ 3,560,696
Alumni Relations	503	\$ 26,270
WYSU-FM	1,319	\$ 156,322

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 1/16/15 THROUGH 4/21/15
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Ann Gardner	APAS	Assistant Director	Ctr.- International Studies & Programs	1/16/2015	1.000	\$55,000.00
Kyle Brey	Excluded	Assistant Football Coach	Athletics	1/16/2015	1.000	\$27,000.00
Ronald Brown	Excluded	Assistant Football Coach	Athletics	2/1/2015	1.000	\$65,000.00
Brian Crist	Excluded	Assistant Football Coach	Athletics	1/16/2015	1.000	\$60,000.00
David Gaffney	Excluded	Facilities Engineer	Facilities	2/26/2015	1.000	\$73,000.00
Thomas Hollowell	Excluded	Assistant Football Coach	Athletics	1/21/2015	1.000	\$50,000.00
Kelsey Hunyadi-Coll	Excluded	Assistant Soccer Coach	Athletics	4/20/2015	1.000	\$33,916.00
Tim Marlowe	Excluded	Assistant Football Coach	Athletics	2/1/2015	1.000	\$24,000.00
Richard McNutt	Excluded	Assistant Football Coach	Athletics	2/1/2015	1.000	\$55,000.00
John Murphy	Excluded	Assistant Football Coach	Athletics	2/1/2015	1.000	\$65,000.00
Carl Pelini	Excluded	Assistant Football Coach	Athletics	3/9/2015	1.000	\$70,000.00
Mark "Bo" Pelini	Excluded	Head Football Coach	Athletics	12/17/2014*	1.000	\$213,894.00
Todd Alles	Externally Funded	Regional Admissions Officer	Undergraduate Admissions	2/16/2015	0.480	\$24,000.00
Roberta Castor	Externally Funded	Instruction Specialist 1	Rich Center	4/1/2015	1.000	\$21,175.00
Kristen Italiano	Externally Funded	Project PASS Coordinator	BCOE	2/1/2015	0.875	\$47,327.00
Nick Mediate	Externally Funded	Instruction Specialist 1	Rich Center	1/26/2015	1.000	\$21,175.00
Stefan Moldovan	Faculty	Assistant Professor	Mechanical and Industrial Engineering	1/16/2015	1.000	\$26,769.00
*Contract signed 5/4/2015						Agenda Item E.4.i.
						Exhibit U

Multiple Year Contracts

(Excludes President and Coaches)

Name	Title	Salary, FY 2015-2016	FY 2015-2016
<i>Executive Level Officers, per 3356-09-01 (formerly 9001.01)</i>			
Dr. Martin Abraham	Provost/VP, Academic Affairs	\$ 205,000.00	1 of 3
Mr. Neal McNally	VP, Finance & Business Operations	\$ 150,000.00	1 of 3
Atty. Holly Jacobs	VP, Legal Affairs & Human Resources	\$ 150,000.00	1 of 3
<i>Administrative Level Officers, per 3356-09-02 (formerly 9002.01)</i>			
<i>Deans, per 3356-09-02 C1(a)</i>			
Dr. Charles Howell	College of Education	\$ 144,330.00	1 of 2
Dr. Betty Jo Licata	College of Business Administration	\$ 174,344.00	1 of 3
Dr. Joseph Mosca	College of Health & Human Services	\$ 145,308.00	1 of 3
Dr. Salvatore Sanders	College of Graduate Studies	\$ 135,000.00	1 of 3
<i>Associate Vice Presidents, per 3356-09-02 C1(b)</i>			
Mr. Gary Swegan	AVP, Enrollment Management	\$ 140,000.00	1 of 3
Ms. Shannon Tirone	AVP, University Relations	\$ 110,000.00	1 of 3
Mr. Eddie Howard, Jr.	AVP, Student Experience	\$ 122,000.00	1 of 3
Mr. Michael Hripko	AVP, Research & Sponsored Programs	\$ 148,000.00	1 of 3
Dr. Michael Reagle	AVP, Student Success	\$ 130,000.00	1 of 3
<i>Executive Directors, per 3356-09-02 C1(c)</i>			
Mr. John Hyden	Facilities Maintenance	\$ 112,504.00	1 of 3
Mr. Kevin Reynolds	Human Resources	\$ 118,193.00	1 of 3
Mr. Ron Strollo	Athletics	\$ 134,401.00	1 of 3
Dr. Sylvia Imler	Inclusion & Multicultural Affairs	\$ 95,000.00	1 of 3
<i>Directors, per 3356-09-02 C1(d)</i>			
Ms. Cynthia Kravitz	Equal Opportunity & Policy Compliance	\$ 110,000.00	1 of 3
<i>Designated P/A Staff, per 3356-09-02 C1(e)</i>			
Dr. Kevin Ball	Associate Provost, Academic Programs & Planning	\$ 113,220.00	1 of 3
Dr. Teresa Riley	Senior Associate Provost	\$ 137,088.00	1 of 3

PRELIMINARY

14-Year Term		YSU Lease Payments to PNC*				Phase II Project Performance**			
Year	Fiscal Year	Interest*	Principal	Total		Utility Savings	Operating Costs	Annual Net Savings	Cumulative Savings
				Payment	Balance				
	FY2016				\$16,000,000				
1	FY2017	\$496,000	\$0	\$496,000	16,000,000	(\$2,014,100)	\$378,389	(\$1,139,711)	(\$1,139,711)
2	FY2018	496,000	659,454	1,155,454	15,340,546	(2,094,664)	389,740	(549,470)	(1,689,181)
3	FY2019	475,557	734,702	1,210,259	14,605,844	(2,178,450)	401,432	(566,759)	(2,255,940)
4	FY2020	452,781	814,732	1,267,513	13,791,112	(2,265,588)	413,475	(584,600)	(2,840,540)
5	FY2021	427,524	899,798	1,327,322	12,891,314	(2,356,212)	425,880	(603,010)	(3,443,550)
6	FY2022	399,631	990,168	1,389,799	11,901,146	(2,450,460)	438,656	(622,005)	(4,065,555)
7	FY2023	368,935	1,086,119	1,455,054	10,815,027	(2,548,479)	451,816	(641,609)	(4,707,164)
8	FY2024	335,266	1,187,945	1,523,211	9,627,082	(2,650,418)	465,370	(661,837)	(5,369,001)
9	FY2025	298,439	1,295,952	1,594,391	8,331,130	(2,756,435)	479,331	(682,713)	(6,051,714)
10	FY2026	258,265	1,410,463	1,668,728	6,920,667	(2,866,692)	493,711	(704,253)	(6,755,967)
11	FY2027	214,540	1,531,813	1,746,353	5,388,854	(2,981,360)	508,523	(726,484)	(7,482,451)
12	FY2028	167,054	1,660,358	1,827,412	3,728,496	(3,100,614)	523,778	(749,424)	(8,231,875)
13	FY2029	115,583	1,796,464	1,912,047	1,932,032	(3,224,639)	539,492	(773,100)	(9,004,975)
14	FY2030	59,893	1,932,032	1,991,925	0	(3,353,624)	555,676	(806,023)	(9,810,998)
		<u>\$4,565,468</u>	<u>\$16,000,000</u>	<u>\$20,565,468</u>	<u>N/A</u>	<u>(\$36,841,735)</u>	<u>\$6,465,269</u>	<u>(\$9,810,998)</u>	<u>N/A</u>

* Based on 3.10% interest. Actual interest rate at lease commencement will be indexed to the average life interest rate swap published by the Federal Reserve three days from funding.

**Based on 4% utility inflation and 3% operating cost escalator. Actual savings and costs will vary based on future economic conditions.

**Agenda Item E.3.a
Support Material**

REQUEST FOR EXCEPTION TO SELECTION PROCEDURES

In accordance with University Policy 3356-9-01 Selection and Evaluation of Executive Officers of the University Youngstown State University President, James P. Tressel, initiates this request for exception to the standard selection procedures for:

Position: Provost and Vice President for Academic Affairs

Name of individual: Dr. Martin Abraham

The demonstrable benefits supporting this Request are (attach a separate sheet if necessary):

Dr. Martin Abraham served for seven years as the Dean of the College of Science, Technology, Engineering, and Mathematics, and has served since October 2014 as Interim Provost. Prior to joining YSU, he served as the Graduate Dean at the University of Toledo for three years.

Dr. Abraham holds a Bachelor's Degree in Chemical Engineering from Rensselaer Polytechnic Institute and a PhD from the University of Delaware. He has a distinguished academic career of nearly 30 years, achieving excellence in scholarship, teaching, and service. Specific recognitions include over 70 publications, 150 presentations, support for national and international meetings, and service on national engineering and science review panels. His academic credentials have earned him national recognition as a Fellow of the American Chemical Society and the American Institute of Chemical Engineers.

As Dean of the STEM College, he expanded program offerings, including the creation of the PhD in Materials Science and Engineering. He has enhanced the academic quality in the college as evidenced by enhanced enrollment, increases in the quality metrics for students, and improved retention. His efforts have increased the research productivity in the college, and his work with the Youngstown Business Incubator was a critical component of their being named the best University-affiliated incubator in the world. He was recognized as the Business Advocate of the year by the Youngstown/Warren Regional Chamber in 2012.

It is my opinion that Dr. Abraham is an effective leader and manager for the academic affairs division. Furthermore, through a meeting between Dr. Abraham and the Academic Senate Executive committee and an open forum with the faculty, I have learned that the faculty have a similar sentiment. I am therefore requesting that Dr. Abraham be named Provost and Vice-President for Academic Affairs.

James P. Tressel

James P. Tressel, Youngstown State University President

5-14-15

Date

REVIEW AND RECOMMENDATION
HUMAN RESOURCE/LABOR RELATONS
AND EQUAL OPPORTUNITY AND POLICY COMPLIANCE

Chief Human Resources Officer:

- Recommend
 Do Not Recommend (requires written explanation attached to this Request)

Ken W. Brown
Signature

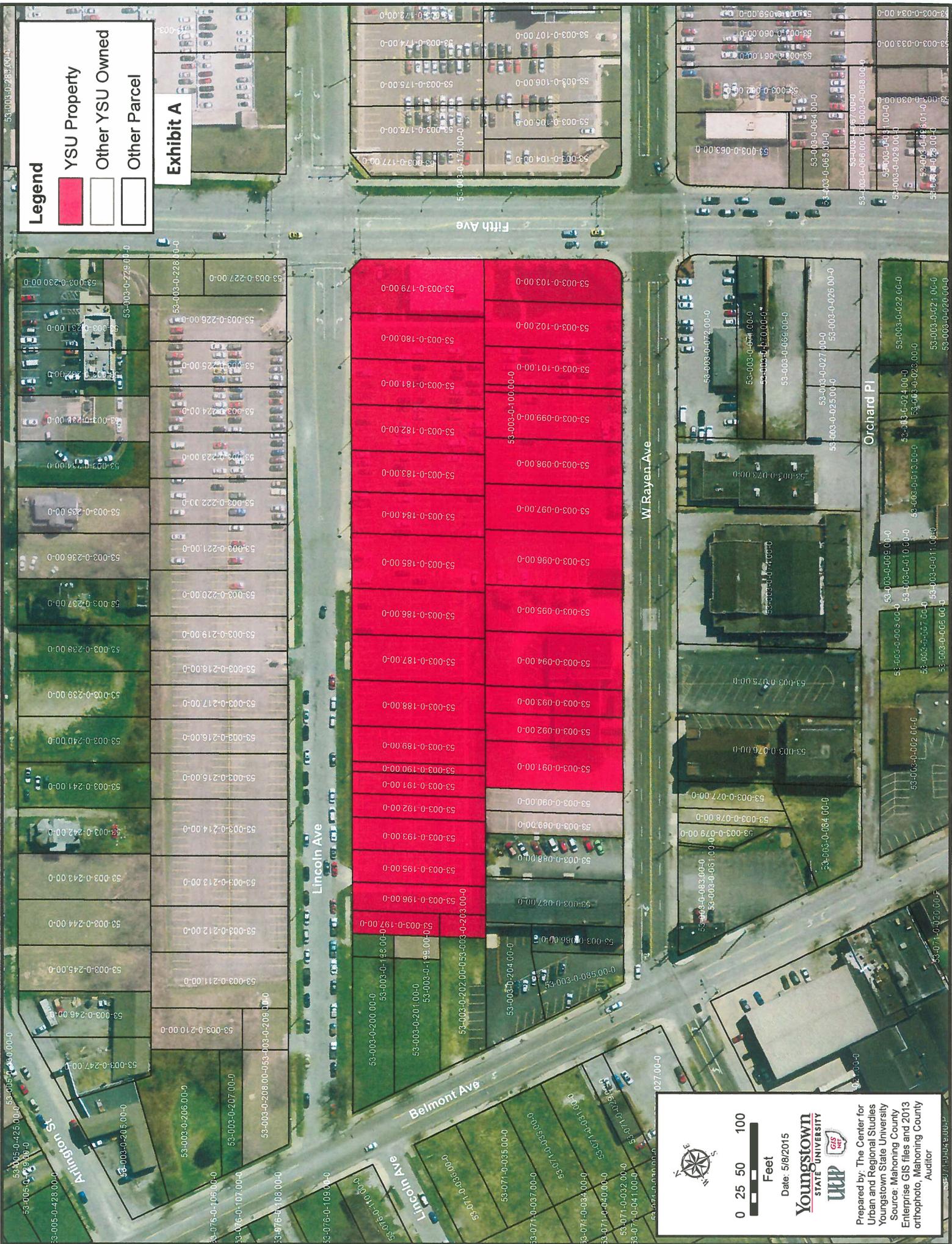
5-14-15
Date

Director of Equal Opportunity and Policy Compliance:

- Recommend
 Do Not Recommend (requires written explanation attached to this Request)

Cynthia A. Keay
Signature

5-14-15
Date



Legend

- YSU Property
- Other YSU Owned
- Other Parcel

Exhibit A



0 25 50 100
Feet

Date: 5/8/2015

Youngstown STATE UNIVERSITY



Prepared by: The Center for Urban and Regional Studies
Youngstown State University
Source: Mahoning County Enterprise GIS files and 2013 orthophoto, Mahoning County Auditor



Legend

- YSU Property
- Other YSU Owned
- Other Parcel


 0 25 50 100
 Feet
 Date: 5/8/2015
Youngstown
 STATE UNIVERSITY

 Prepared by: The Center for Urban and Regional Studies
 Youngstown State University
 Source: Mahoning County Enterprise GIS files and 2013 orthophoto, Mahoning County Auditor

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

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

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

I. COOPERATIVE ENFORCEMENT WITHOUT REQUEST

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

A. In-Progress Crime Assistance Without Request

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

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

II. INVESTIGATION OUTSIDE ORIGINAL JURISDICTION

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

III. INDEPENDENT POLICE ACTION

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

IV. OPERATION ASSISTANCE UPON REQUEST

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

A. Dangerous Criminal Activity

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

B. Searches for Fugitive or Wanted Persons

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

C. Traffic Control Assistance

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

V. GENERAL POLICE SERVICE

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

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

VI. GENERAL TERMS AND PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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

VII. LIST OF COOPERATING AGENCIES

AGENCY: _____

AUTHORIZED OFFICIAL: _____

signature/date

PRINT NAME AND TITLE: _____

**RESOLUTION TO AUTHORIZE THE LEASING OF UNIVERSITY
LAND FOR STUDENT HOUSING DEVELOPMENT**

WHEREAS, Youngstown State University apartment style student housing is operating at near capacity and the University has a need for additional apartment style student housing; and

WHEREAS, the University owns approximately 4.4 acres of real property, as shown on Exhibit A, within an area bounded by Lincoln Avenue to the North, Fifth Avenue to the East, Rayen Avenue to the South and Belmont Avenue to the West (herein referred to as the “Property”); and

WHEREAS, the Property is suitable for commercial development and Youngstown State University wishes to foster the development of student housing within the campus area; and

WHEREAS, pursuant to Ohio Revised Code Section 123.17, the Ohio Department of Administrative Services may lease land belonging to or under the control or jurisdiction of a state university, not required nor to be required for use of the university, to a developer; and

WHEREAS, the lease being utilized for this student housing development is a State of Ohio lease that shall be approved by the Ohio Attorney General, and executed on behalf of the State of Ohio by Governor John Kasich, the Director of the Department of Administrative Services or designee, and Youngstown State University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the leasing of that portion of the property, as shown on Exhibit B, referred to as the Leased Premises, to Hallmark Campus Communities or an affiliated entity, in accordance with Ohio Revised Code Section 123.17 for the development of student housing; and

BE IT FURTHER RESOLVED, that the best interests of the University will be promoted by entering into a development lease with Hallmark Campus Communities or an affiliated entity; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University authorizes the President or his designee to obtain all necessary approvals and execute such lease upon such terms and conditions as are in the best interest of the University and in accordance with Ohio law.

**Board of Trustees Meeting
June 17, 2015
YR 2015-**



Legend

- Leased Premises
- YSU Property
- Other YSU Owned
- Other Parcel

Exhibit B

Leased Premises



 0 25 50 100

 Feet

 Date: 5/28/2015





 Prepared by: The Center for Urban and Regional Studies

 Youngstown State University

 Source: Mahoning County Enterprise GIS files and 2013 orthophoto, Mahoning County Auditor

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

	FY 2015 Actual	FY 2016		
		Proposed	\$ Change	% Change
UNDERGRADUATE (per semester)				
Resident	\$4,043.64	\$4,043.64 *	\$0.00	0.00%
Non-resident:				
Affordable Tuition Advantage ²	\$4,163.64	\$4,163.64 *	\$0.00	0.00%
Non-regional	\$7,043.64	\$7,043.64 *	\$0.00	0.00%
GRADUATE³ (per semester)				
Resident	\$5,440.80	\$5,640.00	\$199.20	3.66%
Non-resident:				
Affordable Tuition Advantage ²	\$5,560.80	\$5,760.00	\$199.20	3.58%
Non-regional	\$7,045.92	\$8,640.00	\$1,594.08	22.62%

NOTES:

* Amounts subject to change. Pending final tuition language in H.B. 64, YSU's FY 2016 undergraduate tuition may increase by allowable percentage or dollar amount permitted by law.

1. Rates for specialized programs not included in this presentation.

2. The Affordable Tuition Advantage rate is offered to students from the following counties: Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington and Westmoreland counties in Pennsylvania; Chautauqua County in New York; and Brooke, Hancock, Marshall and Ohio counties in West Virginia.

3. Although the graduate bulk-rate band is from 12-16 hours, graduate students are considered full-time for academic purposes at 9 credit hours and above.

YOUNGSTOWN STATE UNIVERSITY
Resident Undergraduate Tuition & Fees

Fee Description	FY 2015 Actual	FY 2016		
		Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-16 credit hours)	\$3,240.00	\$3,240.00 *	\$0.00	0.00%
General Fee (per semester, 12-16 credit hours)	\$683.64	\$683.64 *	\$0.00	0.00%
Information Services Fee (per semester, 12-16 credit hours)	\$120.00	\$120.00	\$0.00	0.00%
Full-time tuition & mandatory fees	\$4,043.64	\$4,043.64	\$0.00	0.00%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$270.00	\$270.00 *	\$0.00	0.00%
General Fee (per credit hour)	\$56.97	\$56.97 *	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.00	\$10.00	\$0.00	0.00%
COLLEGE FEES				
Beeghly College of Education				
Undergrad with Junior Standing and Above (per credit hour)	\$8.00	\$8.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$96.00	\$96.00	\$0.00	0.00%
Bitonte College of Health & Human Services				
Undergrad with Junior Standing and Above (per credit hour)	\$12.50	\$12.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$150.00	\$150.00	\$0.00	0.00%
College of Science, Technology, Engineering & Mathematics				
Undergrad with Junior Standing and Above (per credit hour)	\$25.00	\$25.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$300.00	\$300.00	\$0.00	0.00%
College of Liberal Arts & Social Sciences				
Undergrad with Junior Standing and Above (per credit hour)	\$8.50	\$8.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$102.00	\$102.00	\$0.00	0.00%
College of Fine & Performing Arts				
Undergraduates, per credit hour	\$9.00	\$9.00	\$0.00	0.00%
Undergraduates, bulk rate, 12-16 hours	\$108.00	\$108.00	\$0.00	0.00%
Williamson College of Business Administration				
Undergrad with Junior Standing and Above (per credit hour)	\$16.00	\$16.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$192.00	\$192.00	\$0.00	0.00%

*Note: Amounts subject to change. Pending final tuition language in H.B. 64, YSU's FY 2016 undergraduate tuition may increase by allowable percentage or dollar amount permitted by law.

YOUNGSTOWN STATE UNIVERSITY
Resident Graduate Tuition & Fees

Fee Description	FY 2015 Actual	FY 2016		
		Proposed	\$ Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-16 credit hours)	\$4,637.16	\$4,836.36	\$199.20	4.30%
General Fee (per semester, 12-16 credit hours)	\$683.64	\$683.64	\$0.00	0.00%
Information Services Fee (per semester, 12-16 credit hours)	\$120.00	\$120.00	\$0.00	0.00%
Full-time tuition & mandatory fees	\$5,440.80	\$5,640.00	\$199.20	3.66%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour)	\$386.43	\$403.03	\$16.60	4.30%
General Fee (per credit hour)	\$56.97	\$56.97	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.00	\$10.00	\$0.00	0.00%
ADDITIONAL GRADUATE FEES				
Master of Public Health¹ (per credit hour)	\$554.00	\$565.00	\$11.00	1.99%
Master of Fine Arts¹ (per credit hour)	\$541.00	\$541.00	\$0.00	0.00%
Nurse Anesthetist Program Fee² (per semester)	\$2,724.86	\$2,820.29	\$95.43	3.50%
Graduate Workshops (per credit hour)				
Resident	\$142.69	\$146.97	\$4.28	3.00%
Non-Resident	\$152.69	\$156.97	\$4.28	2.80%

1. The MPH and MFA fees are set by consortia of several Ohio public universities of which YSU is a member.

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

YOUNGSTOWN STATE UNIVERSITY
Non-Resident Tuition Surcharge

	FY 2015 Actual	FY 2016		
		Proposed	\$ Change	% Change
UNDERGRADUATE				
Affordable Tuition Advantage¹				
Part-time (per credit, 1-11 credits)	\$10.00	\$10.00	\$0.00	0.00%
Full-time (per semester, within bulk)	\$120.00	\$120.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$10.00	\$10.00	\$0.00	0.00%
Non-Regional				
Part-time (per credit, 1-11 credits)	\$250.00	\$250.00	\$0.00	0.00%
Full-time (per semester, within bulk)	\$3,000.00	\$3,000.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$250.00	\$250.00	\$0.00	0.00%
GRADUATE²				
Affordable Tuition Advantage¹				
Below bulk-rate (per credit, 1-11 credits)	\$10.00	\$10.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$120.00	\$120.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$10.00	\$10.00	\$0.00	0.00%
Non-Regional				
Below bulk-rate (per credit, 1-11 credits)	\$133.76	\$250.00	\$116.24	86.90%
Within bulk-rate (per semester)	\$1,605.12	\$3,000.00	\$1,394.88	86.90%
Credits in excess of bulk (per credit)	\$133.76	\$250.00	\$116.24	86.90%

Note:

1. The Affordable Tuition Advantage rate is offered to students from the following counties: Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington and Westmoreland counties in Pennsylvania; Chautauqua County in New York; and Brooke, Hancock, Marshall and Ohio counties in West Virginia.

2. Although the graduate bulk-rate band is 12-16 hours, graduate students are full-time for academic purposes at 9 credit hours and above.

YOUNGSTOWN STATE UNIVERSITY
Distance Education Program Fees

Fee Description	FY 2015 Actual	FY 2016		
		Proposed	\$ Change	% Change
UNDERGRADUATE				
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-16 credit hours)	\$3,240.00	\$3,240.00 *	\$0.00	0.00%
Program Fee (per semester, 12-16 credit hours)	\$480.00	\$0.00	(\$480.00)	-100.00%
Information Services Fee (per semester, 12-16 credit hours)	\$120.00	\$120.00	\$0.00	0.00%
Full-time tuition & mandatory fees	<u>\$3,840.00</u>	<u>\$3,360.00</u>	<u>(\$480.00)</u>	<u>-12.50%</u>
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$270.00	\$270.00 *	\$0.00	0.00%
Program Fee (per credit hour, 1-11 hours)	\$40.00	\$0.00	(\$40.00)	-100.00%
Information Services Fee (per credit hour)	\$10.00	\$10.00	\$0.00	0.00%
GRADUATE				
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-16 credit hours)	\$4,637.16	\$4,836.36	\$199.20	4.30%
Program Fee (per semester, 12-16 credit hours)	\$480.00	\$0.00	(\$480.00)	-100.00%
Information Services Fee (per semester, 12-16 credit hours)	\$120.00	\$120.00	\$0.00	0.00%
Full-time tuition & mandatory fees	<u>\$5,237.16</u>	<u>\$4,956.36</u>	<u>(\$280.80)</u>	<u>-5.36%</u>
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$386.43	\$403.03	\$16.60	4.30%
Program Fee (per credit hour, 1-11 hours)	\$40.00	\$0.00	(\$40.00)	-100.00%
Information Services Fee (per credit hour)	\$10.00	\$10.00	\$0.00	0.00%
WEB-BASED PROGRAM				
Per Web-Based Course	\$0.00	\$60.00	\$60.00	New
NONRESIDENT SURCHARGE				
Bulk-Rate for Undergraduate and Graduate				
Level 1 (per semester, 12-16 credit hours)	\$3,122.40	\$3,122.40	\$0.00	0.00%
Level 2 (per semester, 12-16 credit hours)	\$3,194.40	\$3,194.40	\$0.00	0.00%
Level 3 (per semester, 12-16 credit hours)	\$3,338.40	\$3,338.40	\$0.00	0.00%
Level 4 (per semester, 12-16 credit hours)	\$3,518.40	\$3,518.40	\$0.00	0.00%
Level 5 (per semester, 12-16 credit hours)	\$3,698.40	\$3,698.40	\$0.00	0.00%
NONRESIDENT SURCHARGE				
Outside Bulk-Rate for Undergraduate and Graduate				
Level 1 (per credit hour, 1-11 hours)	\$260.20	\$260.20	\$0.00	0.00%
Level 2 (per credit hour, 1-11 hours)	\$266.20	\$266.20	\$0.00	0.00%
Level 3 (per credit hour, 1-11 hours)	\$278.20	\$278.20	\$0.00	0.00%
Level 4 (per credit hour, 1-11 hours)	\$293.20	\$293.20	\$0.00	0.00%
Level 5 (per credit hour, 1-11 hours)	\$308.20	\$308.20	\$0.00	0.00%

*Note: Amounts subject to change. Pending final tuition language in H.B. 64, YSU's FY 2016 undergraduate tuition may increase by allowable percentage or dollar amount permitted by law.

YOUNGSTOWN STATE UNIVERSITY
Housing Charges

Fee Description	FY 2015 Actual	FY 2016		
		Proposed	\$ Change	%Change
Room & Board (per academic year)	\$8,645	\$8,990	\$345.00	3.99%
Residence Hall Security Deposit (academic year and/or summer)	\$200	\$200	\$0.00	0.00%
Single Room Surcharge	\$875	\$900	\$25.00	2.86%
Weller House Apartments (per Academic Year-room only)	\$7,000	\$7,140	\$140.00	2.00%
Student Housing During Academic Breaks				
1 - 3 days (no meals, per day)	\$25	\$26	\$1.00	4.00%
Per week (7 meals per week)	\$200	\$205	\$5.00	2.50%
Summer				
Room and Board (10 meals per week)	\$250	\$260	\$10.00	4.00%
Apartments (room only, per person, per week)	\$200	\$205	\$5.00	2.50%

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2015 Actual	FY 2016 Proposed	Change
ACT Test Fee	\$40.00	\$55.00	\$15.00
Beeghly College of Education Graduate Regional Delivery Fees:			
Level 1 (per credit hour)	\$10.00	\$10.00	\$0.00
Level 2 (per credit hour)	\$20.00	\$20.00	\$0.00
Level 3 (per credit hour)	\$35.00	\$35.00	\$0.00
Level 4 (per credit hour)	\$60.00	\$60.00	\$0.00
Level 5 (per credit hour)	\$75.00	\$75.00	\$0.00
Level 6 (per credit hour)	\$100.00	\$100.00	\$0.00
Level 7 (per credit hour)	\$125.00	\$125.00	\$0.00
Level 8 (per credit hour)	\$160.00	\$160.00	\$0.00
Bookstore Textbook Rental Fees:			
Late Return Fee	\$35.00	\$35.00	\$0.00
Replacement Fee			\$0.00
Check Replacement Fee	\$25.00	\$25.00	\$0.00
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00
Community Counseling Clinic Client Fees (per client):			
Level 1	\$1.00	\$1.00	\$0.00
Level 2	\$5.00	\$5.00	\$0.00
Level 3	\$10.00	\$10.00	\$0.00
College Credit Plus (formerly College in High School) per credit:	\$49.00	N/A	N/A
In high school instruction by high school teacher		\$40.00	New
Online instruction by YSU faculty		\$80.00	New
On-campus instruction by YSU faculty		\$160.00	New
Computer-based Placement Re-Test Fee (per test)	\$20.00	\$20.00	\$0.00
Counseling Prep Comprehensive Exam	\$40.00	\$40.00	\$0.00
Course Fees (per course)			
Lab & Materials Fee Level 1	\$35.00	\$35.00	\$0.00
Lab & Materials Fee Level 2	\$50.00	\$50.00	\$0.00
Lab & Materials Fee Level 3	\$65.00	\$65.00	\$0.00
Lab & Materials Fee Level 4 (gross anatomy)	\$187.00	\$300.00	\$113.00
Lab & Materials Fee Level 7	\$20.00	\$20.00	\$0.00
Lab & Materials Fee Level 8	\$85.00	\$85.00	\$0.00
Lab & Materials Fee Level 9	\$25.00	\$25.00	\$0.00
Lab & Materials Fee Level 10 (nursing clinical)	\$200.00	\$200.00	\$0.00
Lab & Materials Fee Level 11 (Co-Op)	\$350.00	\$350.00	\$0.00
Lab & Materials Fee Level 12	\$300.00	\$300.00	\$0.00
Lab & Materials Fee Level 13	\$100.00	\$100.00	\$0.00
Lab & Materials Fee Level 14 (Lab Proctoring Fee)	\$30.00	\$0.00	(\$30.00)
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Credit Card Convenience Fee (student accounts only)	2.75%	2.75%	0.00%
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00
Equipment & Materials Replacement Fee	Market value	Market value	\$0.00
Federal Background Check	\$28.00	\$28.00	\$0.00
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00
Graduate Student Application Fee	\$40.00	\$45.00	\$5.00
Graduation Fee	\$65.00	\$65.00	\$0.00
HPE Equipment Replacement Fee	Market value	Market value	\$0.00
Installment Plan Fee (maximum)	\$45.00	\$45.00	\$0.00

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2015 Actual	FY 2016 Proposed	Change
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00
International Student Credential Evaluation Fee-Undergrad.	\$75.00	\$75.00	\$0.00
International Student Health Insurance (pass-through, set by insurance carrier)	Variable	Variable	\$0.00
Late Class Add Fee (per course)	\$50.00	\$50.00	\$0.00
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00
Late Payment Fee	\$50.00	\$50.00	\$0.00
Late Registration Fee	\$75.00	\$75.00	\$0.00
Library Fines:			
Replacement Processing Fee	\$10.00	\$10.00	\$0.00
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00
Overdue Textbook (\$0.55 per day, maximum fine \$100)	\$0.55	\$0.55	\$0.00
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00
Overdue Reserve Material (per day)	\$0.55	\$0.55	\$0.00
Overdue Closed Reserve Material (per hour)	\$0.55	\$0.55	\$0.00
Library Material Replacement Fee	Market Value	Market Value	\$0.00
OhioLINK Material Replacement Fee	\$110.00	\$110.00	\$0.00
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00
MAT Test Fee	\$75.00	\$90.00	\$15.00
Ohio Attorney General Payment / Collections Fee	Variable	Variable	\$0.00
Parking & Transportation Fees:			
Transportation Fees:			
Students, Fall & Spring Terms, mandatory if enrolled in 6 or more credits	\$115.00	\$115.00	\$0.00
Students, Summer Term, mandatory if enrolled in 6 or more credits	\$58.00	\$58.00	\$0.00
Parking Permits:			
Students, Fall & Spring Terms, optional if enrolled in 0-5 credits	\$115.00	\$115.00	\$0.00
Students, Summer Term, optional if enrolled in 0-5 credits	\$58.00	\$58.00	\$0.00
Employees, per semester	\$85.00	\$85.00	\$0.00
Contract employees, per semester, Fall & Spring	\$115.00	\$115.00	\$0.00
Contract employees, Summer term	\$58.00	\$58.00	\$0.00
Control Card Replacement	\$5.00	\$5.00	\$0.00
Visitors, Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00
Visitors, Weekly/Special Event (per week)	\$20.00	\$20.00	\$0.00
Parking Violations:			
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00
Class II (major violations)	\$100.00	\$100.00	\$0.00
Class III (legal violations)	\$150.00	\$150.00	\$0.00
PC Data Recovery Service Fee	\$100.00	\$100.00	\$0.00
PC Remediation Service Fee	\$75.00	\$75.00	\$0.00
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00
Photo I.D. Replacement Charge	\$25.00	\$25.00	\$0.00
Physical Therapy Doctoral Acceptance Deposit	\$500.00	\$500.00	\$0.00
Processing/Matriculation Fee (per semester)	\$80.00	\$80.00	\$0.00
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
Program Fees:			
Bachelor of Arts in Telecommunications Studies (per course)	\$0.00	\$35.00	New
Bachelor of Fine Arts - Studio Art Program (per credit hour)	\$29.00	\$29.00	\$0.00

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2015 Actual	FY 2016 Proposed	Change
Bachelor of Science in Engineering (per student)	\$0.00	\$50.00	New
Master of Business Administration (per credit hour)	\$40.00	\$40.00	\$0.00
Master in Early Childhood Education (per credit hour)	\$30.00	\$30.00	\$0.00
Applied / Performance Music (per credit)	\$75.00	\$75.00	\$0.00
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00
Student Locker Rental (per year)	\$25.00	\$25.00	\$0.00
Study Abroad Fee:			
Level 1 (YSU faculty-led short-term field study)	\$45.00	\$45.00	\$0.00
Level 2 (College Consortium in International Studies)	\$75.00	\$75.00	\$0.00
Level 3 (YSU direct agreement or exchange program)	\$150.00	\$150.00	\$0.00
Thesis Binding Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$6.00	\$6.00	\$0.00
Transcript Rush Fee (same-day processing)	\$12.00	\$12.00	\$0.00
Transcript Rush Fee (overnight express)	\$35.00	\$35.00	\$0.00
Transfer Processing/Matriculation Fee	\$35.00	\$35.00	\$0.00
Undergraduate Application Fee (first time applicant)	\$45.00	\$45.00	\$0.00
Youngstown Early College (per credit hour)	\$106.00	\$106.00	\$0.00
Youngstown Early College (full-time bulk rate, 12-16 hours)	\$1,272.00	\$1,272.00	\$0.00

YSU-Charlie Staples Proposed Parcel Swap

Legend

- YSU Boundary
- YSU-Owned Property
- Other Property

Parcel Swap

- To YSU
- To Charlie Staples

Date: 4/21/2015

Youngstown STATE UNIVERSITY

Prepared by: The Center for Urban and Regional Studies
Youngstown State University
Source: Mahoning County Enterprise GIS files and 2013 Orthophoto, YSU

