

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

Tod Hall
Tuesday, March 16, 2016

Pursuant to notice duly given, a regular meeting (the three hundred forty-fourth) of the Board of Trustees of Youngstown State University convened at 2:00 p.m., on Tuesday, March 16, 2016, in the Board Room in Tod Hall.

Nine trustees were present at the meeting, to-wit: Mrs. Carole S. Weimer, chairperson of the board, who presided, Mr. Leonard D. Schiavone, Ms. Delores E. Crawford, Mr. David C. Deibel, Mr. James E. Roberts, Dr. John R. Jakubek, Dr. Charles R. Bush and Mr. Bryce A. Miner and Ms. Samantha Anderson. Mr. Harry Meshel was absent.

Also present were: Mr. James P. Tressel, President of the university; Mr. Neal McNally, Vice President for Finance and Administration; Ms. Holly A. Jacobs, Vice President and University General Counsel and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 75 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order and asked that a moment of silence be held for Trustee James B. Greene, who died on March 13.

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 DECEMBER 16, 2015.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held December 16, 2015 (#343) 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 reflected on the 21 months that have passed since his joining the administration. Mr. Tressel expressed gratitude for the work of YSU's students and the passion of the Tod Hall leadership and board of trustees. Mr. Tressel reflected on the contributions to the university and community of outgoing trustee Harry Meshel and the late James B. Greene.

Mr. Tressel thanked outgoing student trustee Bryce Miner for his service and leadership. Mr. Tressel said that the university has tremendous opportunities now and in the future and predicted that extraordinary things will come to YSU.

ITEM IV –REPORTS OF THE COMMITTEES OF THE BOARD.

The chairperson asked whether any trustee had an objection to the approval by unanimous consent of the resolutions recommended for adoption by the committees of the board. There being no objection to adoption by consent of the 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 six resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Modify Recognition,
Publication, and Support of Employee Degrees, 3356-7-24 (Previous Policy 7010.01)

YR 2016-52

WHEREAS, the University 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; and

WHEREAS, the Recognition, Publication, and Support of Employee Degrees policy has been reviewed because of changes in the authorized institutional officials at Youngstown State University, and has been 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 University Policy governing Recognition, Publication, and Support of Employee Degrees, policy number 3356-7-24 (previous Policy Number 7010.01) shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify Research, Grants, and
Sponsored Programs Policy, 3356-10-13 (Previous Policy Number 1013.01)

YR 2016-53

WHEREAS, the University 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; and

WHEREAS, the Research, Grants, and Sponsored Programs policy has been reviewed because of changes in the authorized institutional officials at Youngstown State University, and has been 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 University Policy governing Research, Grants and Sponsored Programs, policy number 3356-10-13 (previous Policy Number 1013.01) shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Authorize
Conferral of Honorary Degree – Joseph G. Carson

YR 2016-54

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Business Administration (D.B.A.) degree, honoris causa, upon Joseph G. Carson, with all the rights and privileges attendant thereto.

Resolution to Authorize
Conferral of Honorary Degree – Andrea Wood

YR 2016-55

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

Resolution Entrusting the Academic Senate with
Establishing Conditions for Granting Undergraduate Course Credit to
Students Who Have Successfully Completed an International Baccalaureate Diploma Program

YR 2016-56

WHEREAS, effective September 29, 2015, the Ohio Revised Code §3345.38 requires the board of trustees of each state institution of higher education to adopt and implement a policy to grant undergraduate course credit to a student who has successfully completed an international baccalaureate diploma program (“diploma program”); and

WHEREAS, the YSU Board of Trustees charges the YSU Academic Senate with identifying undergraduate course credit to grant to students who have successfully completed an international baccalaureate program; establishing conditions for granting course credit, including minimum scores on examinations to receive credit; identifying specific course credit or other academic requirements of the institution (including the number of credit hours or other course credit that the institution will grant to a student who completes the diploma program); and maintaining a list of conditions for granting course credit for the international baccalaureate, including updating and maintaining that list on an annual basis;

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Ohio Revised Code §3345.38 and shared governance, the Youngstown State University Board of Trustees entrusts the Academic Senate with the establishment of the conditions and academic requirements to grant undergraduate course credit for the successful completion of an international baccalaureate diploma program.

Resolution to Approve
Tenure for Dean of the College of Science, Technology, Engineering and Mathematics

YR 2016-57

WHEREAS, Dr. Wim F. A. Steelant was appointed Dean of the College of Science, Technology, Engineering and Mathematics by the Youngstown State University Board of Trustees at its quarterly meeting on December 16, 2015; and

WHEREAS, Dr. Steelant's credentials have been reviewed by the Department of Chemistry and the Interim Dean of the College of Science, Technology, Engineering and Mathematics, who have recommended appointment of the candidate as a Professor with tenure;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve tenure for Wim F. A. Steelant as a Professor in the Department of Chemistry, effective March 16, 2016.

2. Institutional Engagement Committee.

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

Resolution to Confirm
Appointment of Community Member to the Board of
Directors of the Northeastern Educational Television of Ohio, Inc. (NETO)

YR 2016-58

WHEREAS, there exists a 501(c)(3) corporation known as Northeastern Educational Television of Ohio, Inc. or "NETO" which consists of the Western Reserve Public Media and is made up of two separately licensed public television stations (WNEO and WEAO); and

WHEREAS, NETO is owned and operated by a consortium of Youngstown State University, The University of Akron and Kent State University; and

WHEREAS, the Board of Directors is made up of 15 members, consisting of the Presidents of the three consortium universities and four members appointed by the President of each University, three of whom shall not be employed by the university; and

WHEREAS, the NETO Bylaws requires that the University's Boards of Trustees confirm the President's appointments; and

WHEREAS, the President has appointed Bruce Sherman as a community member on the Board of Directors of NETO.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby confirms the appointment of Bruce Sherman as a community member on the Board of Directors of NETO.

Resolution to Accept
Alumni Engagement and WYSU Memberships

YR 2016-59

WHEREAS, Board policy provides that the President shall compile a list of memberships 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 memberships as listed in Exhibit C 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 memberships on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these memberships.

3. Finance and Facilities Committee.

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

Resolution to Modify Reduction/Refund of Tuition and Fees Policy, 3356-03-02.1 (Previous Policy Number 3002.01)

YR 2016-60

WHEREAS, University 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 Reduction/Refund of Tuition and Fees 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 University Policy Reduction/Refund of Tuition and Fees Policy, policy number 3356-3-02.1 (Previous Policy Number 3002.01), shown as Exhibit D attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Acceptable Use of University
Technology Resources Policy, 3356-4-09 (Previous Policy Number 4009.01)

YR 2016-61

WHEREAS, University 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 Acceptable Use of University Technology Resources 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 University Policy Acceptable Use of University Technology Resources Policy, policy number 3356-4-09 (Previous Policy Number 4009.01), shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Cellular Equipment Usage Policy, 3356-4-12 (Previous Policy Number 4011.01)

YR 2016-62

WHEREAS, University 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 Cellular Equipment Usage 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 University Policy Cellular Equipment Usage Policy, policy number 3356-4-12 (Previous Policy Number 4011.01), shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Rescind the
Previously Approved Room Rental Rates for the University Courtyard Apartments

YR 2016-63

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

WHEREAS, on December 16, 2015, the Board of Trustees of Youngstown State University approved room rental rate increases for the University Courtyard Apartments, effective Fall semester 2016; and

WHEREAS, the Governor's Task Force on Affordability & Efficiency in Higher Education has recommended that Ohio's state-supported universities take steps to stem rising college costs and growing student debt; and

WHEREAS, after careful consideration, the University believes that the University housing rates should remain unchanged for Fall 2016 for all University owned housing and that any increases be deferred; and

WHEREAS, in addition to the room rental rates, the University has also carefully considered the University Meal Plan rates and has determined that these rates will also remain unchanged for Fall 2016.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind resolution YR 2016-41, canceling the

previously approved increases in room rental rates for the University Courtyard Apartments.

Resolution to Approve the
Leasing of University Land for Student Housing and Retail

YR 2016-64

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, on June 17, 2015, the Youngstown State University Board of Trustees authorized, in accordance with Ohio Revised Code Section 123.17, the leasing of approximately 3.4 acres of real property as shown on Exhibit A (herein referred to as “Leased Premises”), to Hallmark Student Housing Youngstown, LLC (herein referred to as “Hallmark”) for the development of student housing; and

WHEREAS, on September 1, 2015, the Ohio Department of Administrative Services, on behalf of the University and pursuant to Ohio Revised Code Section 123.17, entered into a ground lease (herein referred to as the “Lease”) with Hallmark for the development of student housing on the Leased Premises; and

WHEREAS, the Lease provides Hallmark with the options during the first five (5) years of the Lease to construct additional student housing and/or retail buildings on the Leased Premises, and/or to lease additional University land, as shown on Exhibit D (herein referred to as “Option Land”), for the construction of additional student housing and/or retail buildings. Hallmark’s options are subject first to approval by the University Board of Trustees; and

WHEREAS, Hallmark seeks approval from the University Board of Trustees to lease the Option Land and construct additional student housing and/or retail buildings on the Leased Premises and Option Land, and

WHEREAS, upon approval by the University Board of Trustees and in compliance with all review and approval processes of Ohio Revised Code Section 123.17, the Ohio Department of Administrative Services, acting on behalf of the University, would enter into with Hallmark a mutually agreeable amendment to the Lease which would authorize additional construction and additional land to be leased.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the leasing of the Option Land, as shown on Exhibit A, to Hallmark in accordance with Ohio Revised Code Section 123.17 for the development of additional student housing and/or retail, subject to final approval by the President; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University approves the construction of additional student housing and/or retail buildings by Hallmark on the Leased Premises and Option Land, subject to final approval by the President; 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 an amendment to the Lease upon such terms and conditions as are in the best interest of the University and in accordance with Ohio law.

Mr. Schiavone reported that the Audit Subcommittee met on March 15, 2016. The committee received reports concerning the Regional Engagement Strategic Plan Cornerstone, the Audit Timeline Matrix and Banner Access for Transferred Employees.

Dr. Jakubek reported that the Investment Subcommittee also met on March 15, 2016 and received reports from the Hartland & Co., the university's investment advisors regarding the university's endowment and non-endowment investments. The subcommittee also adopted a subcommittee resolution approving revisions to the non-endowment asset allocation guidelines and a subcommittee resolution approving Hartland's recommendation to rebalance the non-endowment long-term investment pool.

4. University Affairs Committee.

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

Resolution to Modify Development and Authorization of
Institutional Procedures Policy, 3356-1-10 (Previous Policy Number 0002.00)

YR 2016-65

WHEREAS, University 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 Development and Authorization of Institutional Procedures 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 University Policy Development and Authorization of Institutional Procedures, policy number 3356-1-10 (Previous Policy Number 0002.00), shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify

Divisional Administrative Procedures Policy, 3356-1-11 (Previous Policy Number 0005.00)

YR 2016-66

WHEREAS, University 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 Divisional Administrative Procedures 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 University Policy Divisional Administrative Procedures, policy number 3356-1-11 (Previous Policy Number 0005.00), shown as Exhibit H attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Americans with Disabilities Act (ADA) Policy, 3356-7-02 (Previous Policy Number 7001.02)

YR 2016-67

WHEREAS, University 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 Americans with Disabilities Act (ADA) 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 University Policy Americans with Disabilities Act (ADA), policy number 3356-7-02 (Previous Policy Number 7001.02), shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify and Retitle
Vacation Leave, Exempt Professional/Administrative Staff and
Department Chairs Policy, 3356-7-09, (Previous Policy Number 7002.05)

YR 2016-68

WHEREAS, University Policies are being reviewed and re-conceptualized 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 Vacation Leave, Exempt Professional/Administrative Staff and Department Chairs 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 University Policy governing Vacation Leave, Exempt Professional/Administrative Staff and Department Chairs, policy number 3356-7-09 (Previous Policy Number 7002.05), to be retitled as Vacation Leave, Professional/Administrative Staff and Department Chairs Not Covered by a Collective Bargaining Agreement, shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Administrative Complaint Process – Professional/Administrative
Exempt Employees Policy, 3356-7-37 (Previous Policy Number 7017.01)

YR 2016-69

WHEREAS, University 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 Administrative Complaint Process – Professional/Administrative Exempt Employees 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 University Policy Administrative Complaint Process – Professional/Administrative Exempt Employees, policy number 3356-7-37 (Previous Policy Number 7017.01), shown as Exhibit K attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Amend and Restate the
Youngstown State University Alternative Retirement Plan

YR 2016-70

WHEREAS, Youngstown State University (“University”) adopted the Youngstown State University Alternative Retirement Plan (“Plan”), effective January 1, 1999 and subsequently amended and restated the Plan on January 1, 2002; and

WHEREAS, the University reserved the right in Section 8.3 of the Plan to amend the Plan by action of the Youngstown State University Board of Trustees; and

WHEREAS, the Plan is required to be amended to comply with the 2010 Cumulative List of Notice 2010-90, including but not limited to, the Pension Protection Act of 2006, the Heroes Earnings Assistance and Relief Tax Act of 2008, and the Worker, Retiree, and Employer Recovery Act of 2008; and

WHEREAS, the Youngstown State University Board of Trustees desires to approve a formal amendment to the Plan in order to comply with Internal Revenue Code requirements.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the amendment and restatement of the Plan is hereby adopted effective January 1, 2007; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University authorizes the Vice President for Finance and Business Operations to execute the amendment and restatement of the Plan and any other instruments, documents or conveyances necessary to effectuate and implement the same.

Resolution to Approve the
Selection of the Position of Associate Provost for International and Global Initiatives

YR 2016-71

WHEREAS, in order to expand the activities within the Center for International Studies and Programs, the position of Associate Provost for International and Global Initiatives was established; and

WHEREAS, the Board of Trustees approved the authorization of a search in accordance with University Policy Number 3356-9-02; and

WHEREAS, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee; and

WHEREAS, the candidate’s credentials have been reviewed by the Department of Educational Foundations, Research, Technology and Leadership and the Dean of the Beeghly College of Education who have recommended appointment of the candidate as an Associate Professor with tenure;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Nathan Myers as Associate Provost for International and Global Initiatives and Associate Professor of Educational Foundations, Research, Technology and Leadership, effective March 16, 2016.

Resolution to Approve the
Selection of the Position of Dean of the College of Liberal Arts and Social Sciences

YR 2016-72

WHEREAS, a vacancy occurred in the College of Liberal Arts and Social Sciences upon the resignation of Shearle Furnish; and

WHEREAS, the Board of Trustees approved the authorization of a search in accordance with University Policy Number 3356-9-02; and

WHEREAS, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee; and

WHEREAS, the candidate's credentials have been reviewed by the Department of English and the Dean of the College of Liberal Arts and Social Sciences who have recommended appointment of the candidate as a Professor with tenure;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the appointment of Kristine Blair as Dean of the College of Liberal Arts and Social Sciences and Professor of English, effective May 16, 2016.

Resolution to Ratify Personnel Actions

YR 2016-73

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 December 16, 2015, 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 L attached hereto.

Resolution to Accept
YSU-FOP Fact Finder's Report and Ratify Tentative Agreement

YR 2016-74

WHEREAS, the existing contract between Youngstown State University and the YSU FOP, which represents police employees, expired June 30, 2015; and

WHEREAS, the University received a Report and Recommendations from Fact-Finder Nels Nelson on March 10, 2016, which addressed five issues that were not resolved during negotiations with the YSU-FOP; and

WHEREAS, pursuant to Ohio labor law, either side may reject the Fact-Finder's report in its entirety by a three-fifths majority vote of its membership; and

WHEREAS, the University has carefully reviewed and considered the recommendations of the Fact-Finder, which includes all tentative agreements reached by the parties before fact-finding, and concluded that his recommendations are acceptable; and

WHEREAS, the FOP Bargaining Unit voted to accept the Fact-Finder's Report and has ratified the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the March 10, 2016, Fact-Finder's Report and Recommendations is hereby accepted; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University after reviewing the complete redlined agreement, including the recommendations from the Fact Finders Report, hereby ratifies the FOP Agreement.

Mr. Roberts reported that the Collective Bargaining and Negotiations Subcommittee had no report.

Mr. Deibel reported that the Intercollegiate Athletics Subcommittee had no report.

5. Trusteeship Committee.

A. Resolution to Amend the *Bylaws of the Board of Trustees of Youngstown State University.* The chairperson stated that, as announced at the board's regular meeting on December 16, 2015, the Trusteeship Committee recently completed a review of the board's Bylaws and recommended to the board that the *Bylaws* be amended as set forth in the resolution found in the board's materials at Item E.5.a. Following discussion upon the Trusteeship Committee's recommended resolution, the board voted unanimously in favor of adopting the following resolution amending the *Bylaws*, effective immediately:

Resolution to Accept
YSU-FOP Fact Finder's Report and Ratify Tentative Agreement

YR 2016-75

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

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

WHEREAS, the Trusteeship Committee of the Board of Trustees has recently undertaken a review of the Board's Bylaws and has determined that the Bylaws should be amended; and

WHEREAS, pursuant to Article VIII, Section 3.A. of the Bylaws, the Trusteeship Committee announced its proposed amendments to the Bylaws at the regular meeting of the Board of Trustees held December 16, 2015.

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

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

B. Nomination of 2016-2017 Board Officers. The chairperson reported that in accordance with Article III, Section 9, Paragraph c., Subparagraph 2. of the board's Bylaws, the Trusteeship Committee had met and today makes its report to the board regarding its nominations of officers for the year starting this June. The chairperson stated today's report would constitute a first reading only, and that voting on the election of officers would take place at the

board's June regular meeting. The Trusteeship Committee's recommendations for the 2016-2017 board officers are:

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

ITEM V – COMMUNICATIONS AND MEMORIALS

The chairperson recognized the secretary to the board who read aloud the following resolution:

Resolution of Appreciation – Harry Meshel

YR 2016-76

WHEREAS, in 1949, decorated World War II veteran Harry Meshel graduated from Youngstown College with a bachelor's degree in business after serving as the President of Student Council and the Vice President of his senior class; and

WHEREAS, after attaining a master's degree in urban land economics from Columbia University in 1950, Harry Meshel returned to Youngstown and the Mahoning Valley where, a few years thereafter, he began a long and distinguished career in public service devoted to his community and alma mater; and

WHEREAS, in November of 1970, Harry Meshel was elected to the Ohio Senate for the 33rd District, where he served until April of 1993, and was forever thereafter known by two words: "The Senator;" and

WHEREAS, in 1977, Youngstown State University awarded Senator Meshel an honorary doctorate of humane letters; in 1986, the University named newly-constructed Meshel Hall in his honor and in 1994 Senator Meshel received the University's Distinguished Citizen's Award; and

WHEREAS, on May 28, 2007, Ohio Governor Ted Strickland appointed Senator Harry Meshel to the Board of Trustees of Youngstown State University; and

WHEREAS, for the past nine years Senator Meshel has been a passionate fiduciary of the institution that he loves, championing the rights and welfare of YSU students and the opportunity for those students to obtain quality higher education within their means; and

WHEREAS, Senator Meshel's support of Youngstown State University and its students is evident across campus, but is most profoundly manifested in the new YSU Veterans Resource Center and his creation of eight scholarships in honor of his parents, brothers and sisters; and

WHEREAS, Senator Meshel served faithfully as a Trustee of Youngstown State University, and generously devoted his time, talents, skills and efforts to the best interests of the University, its students, faculty and staff; and

WHEREAS, during his tenure on the Board, Mr. Meshel served with distinction as a member and chair of every committee and subcommittee, and several ad hoc committees and subcommittees, of the Board of Trustees of Youngstown State University.

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

BE IT FURTHER RESOLVED that a copy of this Resolution be furnished to Senator Meshel.

Following discussion, and upon motion made by Mr. Schiavone, seconded by Ms. Crawford, the trustees voted unanimously in favor of adopting the resolution and the chairperson declared the motion carried and the resolution adopted. Mrs. Weimer thanked Senator Meshel for his commitment to the university and its students. Mr. Robert expressed his appreciation for Senator Meshel's passionate devotion to the university and its students.

The secretary to the board then read aloud the following resolution:

Resolution of Appreciation – Bryce A. Miner

YR 2016-77

WHEREAS, Bryce A. Miner was appointed a Student Trustee of Youngstown State University on July 15, 2014 by Governor John Kasich; and

WHEREAS, during his term as Student Trustee, Mr. Miner served on the Academic Quality and Student Success, Institutional Engagement, Finance and Facilities, and University Affairs Committees of the Board of Trustees of Youngstown State University; and

WHEREAS, Mr. Miner served as Student Trustee while at the same time maintaining a rigorous academic regimen and a number of campus leadership positions; and

WHEREAS, as a Student Trustee, Mr. Miner served Youngstown State University, its faculty, staff, and especially its students, with distinction, bringing to the Board of Trustees a thoughtful, articulate and respected perspective on student issues and concerns; and

WHEREAS, Mr. Miner's term as Student Trustee has proved mutually enriching to him and to the Board of Trustees, exemplifying the value of the Student Trustee experience both to the student and to the University; and

WHEREAS, its members wish to thank Mr. Miner for the leadership and perspective that he brought to the Board of Trustees of Youngstown State University;

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

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

Mr. Miner stated that he was honored to serve as a student trustee and thanked Governor Kasich, his parents, his fellow trustees.

ITEM VI – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII – NEW BUSINESS

The committee considered no new business.

ITEM VIII – CHAIRPERSON'S REMARKS

Mrs. Weimer thanked everyone associated with the recent YSU-FOP collective bargaining negotiations and in particular the members of the YSU-FOP for their dedication to the university and willingness to accept a new contract with concessions.

ITEM IX – TIME AND PLACE OF UPCOMING REGULAR MEETINGS

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

3:00 p.m., Wednesday, June 15, 2016
3:00 p.m., Wednesday, September 21, 2016
3:00 p.m. Wednesday, December 14, 2016

ITEM X – ADJOURNMENT

There being no further business to before the board of trustees, and upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 2:40 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

3356-7-24 Recognition, publication, and support of employee degrees.

Previous Policy Number: 7010.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: October 1998; June 2010; March 2016
Board Committee: Academic Quality and Student ~~Affairs~~Success
Effective Date: ~~June 11, 2010~~March 16, 2016
Next Review: 201521

- (A) Policy statement. The university recognizes only credits and degrees awarded by regionally accredited or other U.S. department of education-approved post-secondary institutions in the United States or by equivalent foreign institutions.
- (B) Purpose. These procedures are designed to help assure that the university employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that university-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements.
- (C) Definitions.
- (1) Accredited postsecondary institutions: Those institutions identified by one of the seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. department of education as meeting certain academic standards and expectations. A database of such institutions is available on the website of the council for higher education accreditation ("CHEA").
 - (2) Equivalent foreign institutions: Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government approved by the provost/vice president for academic affairs. In determining whether a foreign institution is equivalent, the provost/vice president for academic affairs may appoint a committee to make a recommendation or consult. ~~The~~ regional accrediting agencies and other organizations,

such as the American association of collegiate registrars and admissions officers (“AACRAO”), ~~may be consulted in evaluating credentials from foreign institutions.~~

(D) Procedures.

(1) Verification of credentials

- (~~1~~a) The academic department chairperson or department/unit supervisor forwarding recommendations for employment for which a degree is required must include an official transcript of the candidate’s academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
- (~~2~~b) Upon receipt, the dean/executive director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the ~~provost~~/applicable vice president for approval.
- (~~3~~c) Upon approval of an appointment, the ~~provost~~/vice president will forward the official transcript and supporting materials to the office of human resources.
- (~~4~~d) The office of human resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
- (~~5~~e) The office of human resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the ~~provost~~/applicable vice president upon receipt of an official transcript from an accredited postsecondary institution or equivalent foreign institution.
- (~~6~~f) Only those degrees officially recorded by the office of human resources may be listed for any employee in any university publication.
- (~~7~~g) When listing degrees and degree-granting institutions:

- (a*i*) Names of institutions shall be listed as they were at the time the degree was earned.
- (b*ii*) Degrees from foreign institutions shall appear in untranslated form.
- (e*iii*) Degrees shall appear as worded on the official transcript or diploma.

(2) Application for support to complete an advance degree.

- (8a) In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. The office of human resources will verify that the employee is eligible for benefits and that the ~~The work must be taken~~ program of study will be pursued at an accredited postsecondary institution or equivalent foreign institution and ~~must be~~ is in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
- (9b) If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
- (10c) The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the ~~provost/~~ applicable vice president for approval.
- (11d) The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.
- (12e) Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the office of human resources,

which maintains the official record of degrees for employees.

3356-7-24 Recognition, publication, and support of employee degrees.

Previous Policy Number: 7010.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: October 1998; June 2010; March 2016
Board Committee: Academic Quality and Student Success
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. The university recognizes only credits and degrees awarded by regionally accredited or other U.S. department of education-approved post-secondary institutions in the United States or by equivalent foreign institutions.
- (B) Purpose. These procedures are designed to help assure that the university employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that university-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements.
- (C) Definitions.
- (1) Accredited postsecondary institutions: Those institutions identified by one of the seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. department of education as meeting certain academic standards and expectations. A database of such institutions is available on the website of the council for higher education accreditation ("CHEA").
 - (2) Equivalent foreign institutions: Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government approved by the provost/vice president for academic affairs. In determining whether a foreign institution is equivalent, the provost/vice president for academic

affairs may appoint a committee to make a recommendation or consult regional accrediting agencies and other organizations, such as the American association of collegiate registrars and admissions officers (“AACRAO”).

(D) Procedures.

(1) Verification of credentials

- (a) The academic department chairperson or department/unit supervisor forwarding recommendations for employment for which a degree is required must include an official transcript of the candidate’s academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
- (b) Upon receipt, the dean/executive director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the applicable vice president for approval.
- (c) Upon approval of an appointment, the vice president will forward the official transcript and supporting materials to the office of human resources.
- (d) The office of human resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
- (e) The office of human resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the applicable vice president upon receipt of an official transcript from an accredited postsecondary institution or equivalent foreign institution.
- (f) Only those degrees officially recorded by the office of human resources may be listed for any employee in any university publication.

- (g) When listing degrees and degree-granting institutions:
 - (i) Names of institutions shall be listed as they were at the time the degree was earned.
 - (ii) Degrees from foreign institutions shall appear in untranslated form.
 - (iii) Degrees shall appear as worded on the official transcript or diploma.

- (2) Application for support to complete an advance degree.
 - (a) In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. The office of human resources will verify that the employee is eligible for benefits and that the program of study will be pursued at an accredited postsecondary institution or equivalent foreign institution and is in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
 - (b) If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
 - (c) The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the applicable vice president for approval.
 - (d) The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.

- (e) Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the office of human resources, which maintains the official record of degrees for employees.

3356-10-13 Research, grants, and sponsored programs.

Previous Policy Number: 1013.01
Responsible Division/Office: Graduate Studies and Research
Responsible Officer: Provost and Vice President -for Academic Affairs
Revision History: July 1999; December 2009; June 2014; March 2016
Board Committee: Academic and Quality Student Affairs Success
Effective Date: ~~June 18, 2014~~ March 16, 2016
Next Review: ~~2019~~ 21

- (A) Policy statement. Believing that the quality of education and public service is grounded in scholarship, the university seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.
- (B) Definitions.
- (1) ~~“Sponsored programs”~~ are activities, including research, teaching, training or service programs, substantially funded by agencies external to the university and which require program technical, administrative, and fiscal accountability.
 - (2) ~~“Grants, contracts, and cooperative agreements”~~ are legal instruments governing the administration of sponsored programs.
 - (3) ~~“Research”~~ is legally defined as “...a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge...” [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.
- (C) Parameters.
- ~~(1)~~ The university, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken with institutional approval by faculty and staff, who may be designated as principal investigators (for research projects) or project directors (on other activities).

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

- (2) University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.
 - (3) The president, provost/vice president for academic affairs and the associate ~~provost/dean of graduate studies and~~ vice president of research are specifically designated to serve as authorized institutional officials with the right to approve sponsored program proposals and agreements.
 - (4) The associate ~~provost/dean of graduate studies and~~ vice president of research is the university official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
 - (5) The university research council is charged with assisting the associate ~~provost/dean of graduate studies and~~ vice president of research in stimulating sponsored program activity. The executive director of the public service institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the institute staff.
 - (6) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.
- (D) Procedures.
- (1) All sponsored programs are initiated by submission of a written proposal, including a properly completed Youngstown state university proposal submission form (~~"referred to as the~~ blue sheet"), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
 - (a) Faculty proposals are forwarded by the principal investigator/project director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project. Following their review and approval, the proposal is submitted to the director of grants and sponsored programs for review and submission clearance prior to approval by an authorized institutional official (usually the associate ~~provost/dean of graduate studies and~~ vice president for research).
 - (b) Public service institute staff members' proposals are delivered to the appropriate supervisor and then forwarded

to the executive director of the public service institute for review and approval prior to submission to the director of grants and sponsored programs and final approval by an authorized institutional official.

- (c) Proposals from other areas of the university must be forwarded to the appropriate supervisor and the provost/ vice president for academic affairs or other appropriate vice president prior to transmittal to the director of grants and sponsored programs and approval by an authorized institutional official.
- (2) All sponsored program applications and award agreements must be reviewed by the director of grants and sponsored programs and approved by an authorized institutional official (usually the associate provost/dean of graduate studies and research) before individuals can accept an award or begin any work.
 - (3) Information on research policies, grants and sponsored programs is available from the office of grants and sponsored programs in the following formats:
 - (a) The university's "Guide to Ssponsored Programs Development"(available in— hard copy or electronic file).
 - (b) The office of grants and sponsored programs webpage at http://web.yzu.edu/gen/ysu/Grant_Proposal_Development_m946.html
 - (c) Grant development workshops offered by office of grants and sponsored programs each semester.
 - (d) Personal meetings with the director or staff members of the office of grants and sponsored programs.
 - (4) Other information on faculty research and related considerations is available in the "collective bargaining Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association."

3356-10-13 Research, grants, and sponsored programs.

Previous Policy Number: 1013.01
Responsible Division/Office: Graduate Studies and Research
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: July 1999; December 2009; June 2014; March 2016
Board Committee: Academic Quality Student Success
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. Believing that the quality of education and public service is grounded in scholarship, the university seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.
- (B) Definitions.
- (1) Sponsored programs are activities, including research, teaching, training or service programs, substantially funded by agencies external to the university and which require program technical, administrative, and fiscal accountability.
 - (2) Grants, contracts, and cooperative agreements are legal instruments governing the administration of sponsored programs.
 - (3) Research is legally defined as "...a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge..." [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.
- (C) Parameters.
- (1) The university, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken with institutional approval by faculty and staff, who

may be designated as principal investigators (for research projects) or project directors (on other activities).

- (2) University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.
- (3) The president, provost/vice president for academic affairs and the associate vice president of research are specifically designated to serve as authorized institutional officials with the right to approve sponsored program proposals and agreements.
- (4) The associate vice president of research is the university official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- (5) The university research council is charged with assisting the associate vice president of research in stimulating sponsored program activity. The executive director of the public service institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the institute staff.
- (6) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.

(D) Procedures.

- (1) All sponsored programs are initiated by submission of a written proposal, including a properly completed Youngstown state university proposal submission form (referred to as the blue sheet), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
 - (a) Faculty proposals are forwarded by the principal investigator/project director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project. Following their review and approval, the proposal is submitted to the director of grants and sponsored programs for review and submission clearance prior to

approval by an authorized institutional official (usually the associate vice president for research).

- (b) Public service institute staff members' proposals are delivered to the appropriate supervisor and then forwarded to the executive director of the public service institute for review and approval prior to submission to the director of grants and sponsored programs and final approval by an authorized institutional official.
 - (c) Proposals from other areas of the university must be forwarded to the appropriate supervisor and the provost/vice president for academic affairs or other appropriate vice president prior to transmittal to the director of grants and sponsored programs and approval by an authorized institutional official.
- (2) All sponsored program applications and award agreements must be reviewed by the director of grants and sponsored programs and approved by an authorized institutional official (usually the associate provost/dean of graduate studies and research) before individuals can accept an award or begin any work.
- (3) Information on research policies, grants and sponsored programs is available from the office of grants and sponsored programs in the following formats:
- (a) The university's guide to sponsored programs development (available in hard copy or electronic file).
 - (b) The office of grants and sponsored programs webpage at http://web.yosu.edu/gen/ysu/Grant_Proposal_Development_m946.html
 - (c) Grant development workshops offered by office of grants and sponsored programs each semester.
 - (d) Personal meetings with the director or staff members of the office of grants and sponsored programs.

- (4) Other information on faculty research and related considerations is available in the collective bargaining agreement between Youngstown state university and Youngstown state university chapter of the Ohio education association.

**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2014-2015
July 1, 2014-December 31, 2014**

Memberships Received	Number of Memberships	Amount
Alumni Relations	302	\$ 16,305
WYSU-FM	1,225	\$ 148,064
Total University Memberships	1,527	\$ 164,369

YSUF Gift Processing Summary - October, 2015 - December, 2015				
	October, 2015	November, 2015	December, 2015	Total Oct., 2015 - Dec., 2015
Total Gift \$ Received/ Processed	\$678,273.76	\$1,202,864.57	\$2,600,012.45	\$4,481,150.78
Allocations:				
Rich Center	\$1,063.94	\$1,757.53	\$3,629.06	\$6,450.53
YSU	\$483,604.13	\$151,928.49	\$1,020,215.97	\$1,655,748.59
YSUF	\$193,605.69	\$1,049,178.55	\$1,576,167.42	\$2,818,951.66
Total Allocations	\$678,273.76	\$1,202,864.57	\$2,600,012.45	\$4,481,150.78
Pledges	\$566,620.00	\$42,538.00	\$1,567,135.00	\$2,176,293.00
Number of Gifts and Pledges	876	962	932	2,770

3356-3-02.1 Reduction/refund of tuition and fees.

Previous Policy Number: 3002.01
Responsible Division/Office: ~~Finance~~ ial Services and Business Operations
Responsible Officer: Vice President for Finance and
~~Administration~~ Business Operations
Revision History: March 1998; March 2007; March 2011; March 2016
Board Committee: Finance and Facilities
Effective Date: ~~March 18, 2011~~ March 16, 2016
Next Review: ~~2015~~ 21

- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedule of student tuition and fees. This schedule and the associated refund procedures will be published in university “Bulletins” and other official university documents.
- (B) Parameters.
- (1) A full or partial reduction of the instructional, general, information services, performance, music, college, lab and materials fees, and the nonresident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current university “Undergraduate” and “Graduate Bulletins,” or as modified by action of the board of trustees.
 - (2) Students suspended or dismissed from the university for non-academic reasons are not entitled to any reduction of fees unless extenuating circumstances are demonstrably present, such as a medical condition as verified by a physician. ~~;~~
- (C) Procedures.
- (1) To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
 - (2) Students who withdraw or reduce hours after the specified refund period, and who do so for reasons beyond their control (~~physician’s request~~ such as for a medical issue, induction into

military service, change in work shifts or transfer of employment, ~~or other special circumstances~~), may request to have their fees reviewed in accordance with the fees and charges appeals board process. If approved, the fees may be revised on a prorated basis.

- (3) Students withdrawing from all classes as a result of being called to active military service are eligible for a full reduction of fees. Students must officially withdraw and must provide the fees and charges appeals board with supporting documentation validating the withdrawal.
- (4) Individuals seeking additional information on the reduction/refund of fees and charges should refer to the current Youngstown state university "Undergraduate Bulletin," "Graduate Bulletin," ~~and the office of student accounts and university receivables website at <http://www.yasu.edu/vpadmin/studaccts/>~~ or by calling the office of the university bursar at 330-941-1311.

3356-3-02.1 Reduction/refund of tuition and fees.

Previous Policy Number: 3002.01
Responsible Division/Office: Finance and Business Operations
Responsible Officer: Vice President for Finance and
Business Operations
Revision History: March 1998; March 2007; March 2011; March
2016
Board Committee: Finance and Facilities
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedule of student tuition and fees. This schedule and the associated refund procedures will be published in university "Bulletins" and other official university documents.
- (B) Parameters.
- (1) A full or partial reduction of the instructional, general, information services, performance, music, college, lab and materials fees, and the nonresident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current university "Undergraduate" and "Graduate Bulletins," or as modified by action of the board of trustees.
 - (2) Students suspended or dismissed from the university for non-academic reasons are not entitled to any reduction of fees unless extenuating circumstances are demonstrably present, such as a medical condition as verified by a physician.
- (C) Procedures.
- (1) To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
 - (2) Students who withdraw or reduce hours after the specified refund period, and who do so for reasons beyond their control (such as for a medical issue, induction into military service, change in

work shifts or transfer of employment), may request to have their fees reviewed in accordance with the fees and charges appeals board process. If approved, the fees may be revised on a prorated basis.

- (3) Students withdrawing from all classes as a result of being called to active military service are eligible for a full reduction of fees. Students must officially withdraw and must provide the fees and charges appeals board with supporting documentation validating the withdrawal.
- (4) Individuals seeking additional information on the reduction/refund of fees and charges should refer to the current Youngstown state university Undergraduate Bulletin, Graduate Bulletin, or by calling the office of the university bursar at 330-941-1311.

3356-4-09 Acceptable use of university technology resources.

Previous Policy Number: 4009.01
Responsible Division/Office: Information Technology Services
Responsible Officer: [Vice President](#) for Finance and ~~Facilities~~ [Business Operations](#)
Revision History: August 1999; November 2010; December 2012; [March 2016](#)
Board Committee: Finance and Facilities
Effective Date: ~~December 14, 2012~~ [March 16, 2016](#)
Next Review: 20~~17~~[21](#)

- (A) Policy statement. University technology resources are provided to the university community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the university in compliance with this policy.
- (B) Scope. This policy applies to all users and uses of university-owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.
- ~~(B)~~ General Statement: Parameters.
- (1) Technology resources (computing, networking, data and network services) are provided to the university community in order to fulfill the mission of the university.
 - (2) While the university recognizes the importance of academic freedom and freedom of expression, as a public employer, the university also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.
 - (3) Use of university-owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the university or for more than limited, responsible personal use conforming to this policy is prohibited.

- (4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.
 - (5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).
 - (6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.
- (~~ED~~) Policy-User Requirements. All users of the university-owned technology resources (computing, networking and data), regardless of affiliation with the university, must:
- (1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
 - (2) Protect the confidentiality, integrity and availability of technology resources.
 - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
 - (4) Comply with all applicable policies at Youngstown state university ("~~YSU~~").
 - (5) Respect the right of other technology users to be free from harassment or intimidation.
 - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
 - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
 - (8) Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.
 - (9) Limit personal use of university technology resources so that such

use does not interfere with one's responsibilities to the university.

- (10) Not attempt to circumvent information technology security systems or the university "Information Technology Security Manual."
- (11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.
- (12) Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the university.
- (13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.

~~(D) — Scope. This policy applies to all users and uses of university-owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.~~

~~(E) User responsibilities.~~

- (1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to adhere to the university "Information Technology Security Manual."
- (2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
- (3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.
- (4) There is no expectation of personal privacy when using university resources. (See paragraph F of this rule.)
- (5) Potential violations regarding use of technology resources should be reported to the appropriate ~~supervisor(s) or manager(s) or~~ information technology services manager(s) or information security officer.

- (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
 - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
 - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See rule 3356-4-13 of the Administrative Code for more information.)
 - (9) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
- (F) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
 - (2) When authorized by the office of the general counsel, the university may also specifically monitor the activity and accounts of individual end-users of university technology resources, including login sessions, file systems, and communications.
 - (3) When authorized by the appropriate university executive administrator (president, ~~or~~ vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned

personnel for university business and the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.

- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
- (5) Personal computing devices:
 - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
 - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
 - (c) Personal computing devices must comply with university ~~"Information Security Practice"~~ when using the campus wireless network or other provided university technology resource.
 - (d) Personal computing devices used to conduct university business are subject to public records requests.
 - (e) Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the university's wired or wireless network.

(G) Email.

- (1) Email is an official means for communication at the university. Students, faculty and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.
- (2) Only email sent to the university email address of record will be supported.
- (3) Email may not be automatically forwarded to off-campus computer

accounts from a university assigned email account.

- (G) Security. The university employs various measures (i.e., the university's "Information Security Practice") to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.
- (H) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resources and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.
- (I) Examples of unacceptable use:
- (1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.
 - (a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
 - (b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.
 - (c) Any form of harassment by electronic means (e.g., email, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited.
 - (d) Making fraudulent offers of products, items or services using any university technology resource is prohibited.
 - (e) Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity that involves a conflict of interest. (Refer to rules 3356-7-01 and 3356-7-19 of the Administrative Code.)

- (f) Creating or forwarding chain letters, Ponzi, or other pyramid schemes is prohibited.
- (g) Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official university purposes necessitates following the university's procedures for the electronic distribution of information.
- (h) Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- (i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.
- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
- (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
- (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
- (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.

- (o) Personal use beyond limited responsible use is prohibited.
- (2) Exemptions. Individual university staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the university ~~“Information Security Practice”~~) in the course of performing legitimate job responsibilities.
- (3) Passwords. Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder. ~~but~~ Passwords may be changed at the request of the area supervisor and approved by the supervisor’s vice president or the president.
- (4) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing university-owned resources.

~~(L)~~ (K) Enforcement.

- (1) The office of the chief technology officer may suspend and/or restrict either an individual’s or a device’s access to the university network resource if:
 - (a) It is deemed necessary to maintain the security or functionality of the network resource.
 - (b) It is deemed necessary to protect the university from potential liability.
 - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
- (2) The office of the chief technology officer must immediately report the enforcement action and the justification for the action to the associate vice president of student experience, vice president for finance and business operations, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.

3356-4-09 Acceptable use of university technology resources.

Previous Policy Number: 4009.01
Responsible Division/Office: Information Technology Services
Responsible Officer: Vice President for Finance and Business
Operations
Revision History: August 1999; November 2010; December 2012;
March 2016
Board Committee: Finance and Facilities
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. University technology resources are provided to the university community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the university in compliance with this policy.
- (B) Scope. This policy applies to all users and uses of university-owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.
- (C) Parameters.
- (1) Technology resources (computing, networking, data and network services) are provided to the university community in order to fulfill the mission of the university.
 - (2) While the university recognizes the importance of academic freedom and freedom of expression, as a public employer, the university also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.
 - (3) Use of university-owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the university or for more than limited, responsible personal use conforming to this policy is

prohibited.

- (4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.
 - (5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).
 - (6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.
- (D) User Requirements. All users of the university-owned technology resources (computing, networking and data), regardless of affiliation with the university, must:
- (1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
 - (2) Protect the confidentiality, integrity and availability of technology resources.
 - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
 - (4) Comply with all applicable policies at Youngstown state university (“YSU”).
 - (5) Respect the right of other technology users to be free from harassment or intimidation.
 - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
 - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
 - (8) Respect the finite capacity of technology resources and limit use so

as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.

- (9) Limit personal use of university technology resources so that such use does not interfere with one's responsibilities to the university.
 - (10) Not attempt to circumvent information technology security systems or the university "Information Technology Security Manual."
 - (11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.
 - (12) Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the university.
 - (13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.
- (E) User responsibilities.
- (1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to the university Information Technology Security Manual.
 - (2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
 - (3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.
 - (4) There is no expectation of personal privacy when using university resources. (See paragraph F of this rule.)

- (5) Potential violations regarding use of technology resources should be reported to the appropriate information technology services manager(s) or information security officer.
 - (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
 - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
 - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See rule 3356-4-13 of the Administrative Code for more information.)
 - (9) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
- (F) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
 - (2) When authorized by the office of the general counsel, the

university may also specifically monitor the activity and accounts of individual end-users of university technology resources, including login sessions, file systems, and communications.

- (3) When authorized by the appropriate university administrator (president, vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned personnel for university business and the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.
- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
- (5) Personal computing devices:
 - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
 - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
 - (c) Personal computing devices must comply with university Information Security Practice when using the campus wireless network or other provided university technology resource.
 - (d) Personal computing devices used to conduct university business are subject to public records requests.
 - (e) Personal hubs, routers, switches, or wireless access points

are prohibited from being connected to either the university's wired or wireless network.

- (G) Email.
- (1) Email is an official means for communication at the university. Students, faculty and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.
 - (2) Only email sent to the university email address of record will be supported.
 - (3) Email may not be automatically forwarded to off-campus computer accounts from a university assigned email account.
- (H) Security. The university employs various measures (i.e., the university's Information Security Practice) to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.
- (I) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resources and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.
- (J) Examples of unacceptable use:
- (1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.
 - (a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or

unlawful activities is prohibited.

- (b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.
- (c) Any form of harassment by electronic means (e.g., email, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited.
- (d) Making fraudulent offers of products, items or services using any university technology resource is prohibited.
- (e) Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity that involves a conflict of interest. (Refer to rules 3356-7-01 and 3356-7-19 of the Administrative Code.)
- (f) Creating or forwarding chain letters, Ponzi, or other pyramid schemes is prohibited.
- (g) Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official university purposes necessitates following the university's procedures for the electronic distribution of information.
- (h) Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- (i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.

- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
 - (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
 - (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
 - (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
 - (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
 - (o) Personal use beyond limited responsible use is prohibited.
- (2) Exemptions. Individual university staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the university Information Security Practice) in the course of performing legitimate job responsibilities.
 - (3) Passwords. Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder. Passwords may be changed at the request of the area supervisor and approved by the supervisor's vice president or the president.
 - (4) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or

illegal under local, state or federal law while utilizing university-owned resources.

(K) Enforcement.

- (1) The office of the chief technology officer may suspend and/or restrict either an individual's or a device's access to the university network resource if:
 - (a) It is deemed necessary to maintain the security or functionality of the network resource.
 - (b) It is deemed necessary to protect the university from potential liability.
 - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
- (2) The office of the chief technology officer must immediately report the enforcement action and the justification for the action to the associate vice president of student experience, vice president for finance and business operations, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.

3356-4-12 Cellular equipment usage.

Previous Policy Number: 4011.01
Responsible Division/Office: InformationTechnology ~~Division~~Services
Responsible Officer: Vice President for Finance and ~~Administration~~
Business Operations
Revision History: January 2005; June 2011; March 2016
Board Committee: Finance and Facilities
Effective Date: ~~June 17, 2011~~March 16, 2016
Next Review: 2015~~21~~

- (A) Policy statement. Youngstown state university ("~~YSU~~") provides cellular capable equipment to employees who, by the nature of their work, are approved to use cellular phones and other devices to conduct university business. Technical support will only be provided for designated university-issued cellular equipment.
- (B) Purpose. This policy establishes guidelines to satisfy the need for university-owned cellular capable equipment. The provisions of this policy apply to all employees of YSU, including those who acquire cellular equipment and services through grants or contracts. This policy also allows the university to meet internal revenue services ("~~IRS~~") regulations and its fiduciary responsibility to the taxpayers of the state of Ohio.
- (C) Procedures.
- (1) The university shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its university-issued cellular equipment and services. University-issued cellular equipment shall be limited to standard offerings: a standard voice phone, a standard smartphone, and a standard cellular mobile data accessory (i.e., USB modem). The current standard offering in each category shall be based on the availability of current commercial models and all standard offerings will be provided technical support through YSU tech desk.

**Agenda Item E.3.c
Exhibit F**

- (2) Cellular equipment not conforming to the standard offerings, university-owned or otherwise, does not qualify for technical support for device operation or connectivity to university systems.
- (3) Requests for a cellular-capable device may be made any time during the fiscal year, and must be procured centrally through the university's office of information technology services (ITS). Cellular capable devices acquired with university funds may not be purchased with a departmental purchasing card or through any other means.
 - (a) ~~Standard university-issued cellular capable devices must be procured centrally through the network telecommunications office~~ Requests for non-standard devices, as determined by ITS, should be accompanied by written justification and the signature approval of the requestor's supervisor and appropriate executive level officer, as defined by rule 3356-7-35 of the Administrative Code. Any additional costs associated with non-standard devices will be borne by the requesting department.
 - (b) Additional accessories for university-issued equipment should be procured locally through the originating department.
 - (bc) University-issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with rule 3356-4-09 of the Administrative Code. Employees must reimburse the university for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W-2 form for non-incidental personal use will comply with IRS guidelines.
 - (ed) University-issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for university-issued cellular equipment and/or services and for changes in equipment and/or services.

- (~~d~~e) Use of the cellular devices in any manner contrary to local, state, or federal laws will constitute misuse and may result in the loss of use of university cellular equipment and/or other actions according to rule 3356-4-09 of the Administrative Code.
- (~~e~~f) Use of the university-issued cellular equipment must comply with rule 3356-4-13 of the Administrative Code with regard to the transmission and storage of sensitive information on the cellular equipment.
- (~~f~~g) Note that university-issued cellular devices are owned by the university. Business-related activity on a cellular-capable device is subject to public records and other applicable laws, regulations, policies, and procedures. Employees should refrain from the use of university-provided cellular equipment while driving.

3356-4-12 Cellular equipment usage.

Previous Policy Number: 4011.01
Responsible Division/Office: Information Technology Services
Responsible Officer: Vice President for Finance and Business
Operations
Revision History: January 2005; June 2011; March 2016
Board Committee: Finance and Facilities
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. Youngstown state university (YSU) provides cellular capable equipment to employees who, by the nature of their work, are approved to use cellular phones and other devices to conduct university business. Technical support will only be provided for designated university-issued cellular equipment.
- (B) Purpose. This policy establishes guidelines to satisfy the need for university-owned cellular capable equipment. The provisions of this policy apply to all employees of YSU, including those who acquire cellular equipment and services through grants or contracts. This policy also allows the university to meet internal revenue services (IRS) regulations and its fiduciary responsibility to the taxpayers of the state of Ohio.
- (C) Procedures.
- (1) The university shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its university-issued cellular equipment and services. University-issued cellular equipment shall be limited to standard offerings: a standard voice phone, a standard smartphone, and a standard cellular mobile data accessory (i.e., USB modem). The current standard offering in each category shall be based on the availability of current commercial models and all standard offerings will be provided technical support through YSU tech desk.

- (2) Cellular equipment not conforming to the standard offerings, university-owned or otherwise, does not qualify for technical support for device operation or connectivity to university systems.
- (3) Requests for a cellular-capable device may be made any time during the fiscal year and must be procured centrally through the university's office of information technology services (ITS). Cellular capable devices acquired with university funds may not be purchased with a departmental purchasing card or through any other means.
 - (a) Requests for non-standard devices, as determined by ITS, should be accompanied by written justification and the signature approval of the requestor's supervisor and appropriate executive level officer, as defined by rule 3356-7-35 of the Administrative Code. Any additional costs associated with non-standard devices will be borne by the requesting department.
 - (b) Additional accessories for university-issued equipment should be procured locally through the originating department.
 - (c) University-issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with rule 3356-4-09 of the Administrative Code. Employees must reimburse the university for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W-2 form for non-incidental personal use will comply with IRS guidelines.
 - (d) University-issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for university-issued cellular equipment and/or services and for changes in equipment and/or services.
 - (e) Use of the cellular devices in any manner contrary to local, state, or federal laws will constitute misuse and may result

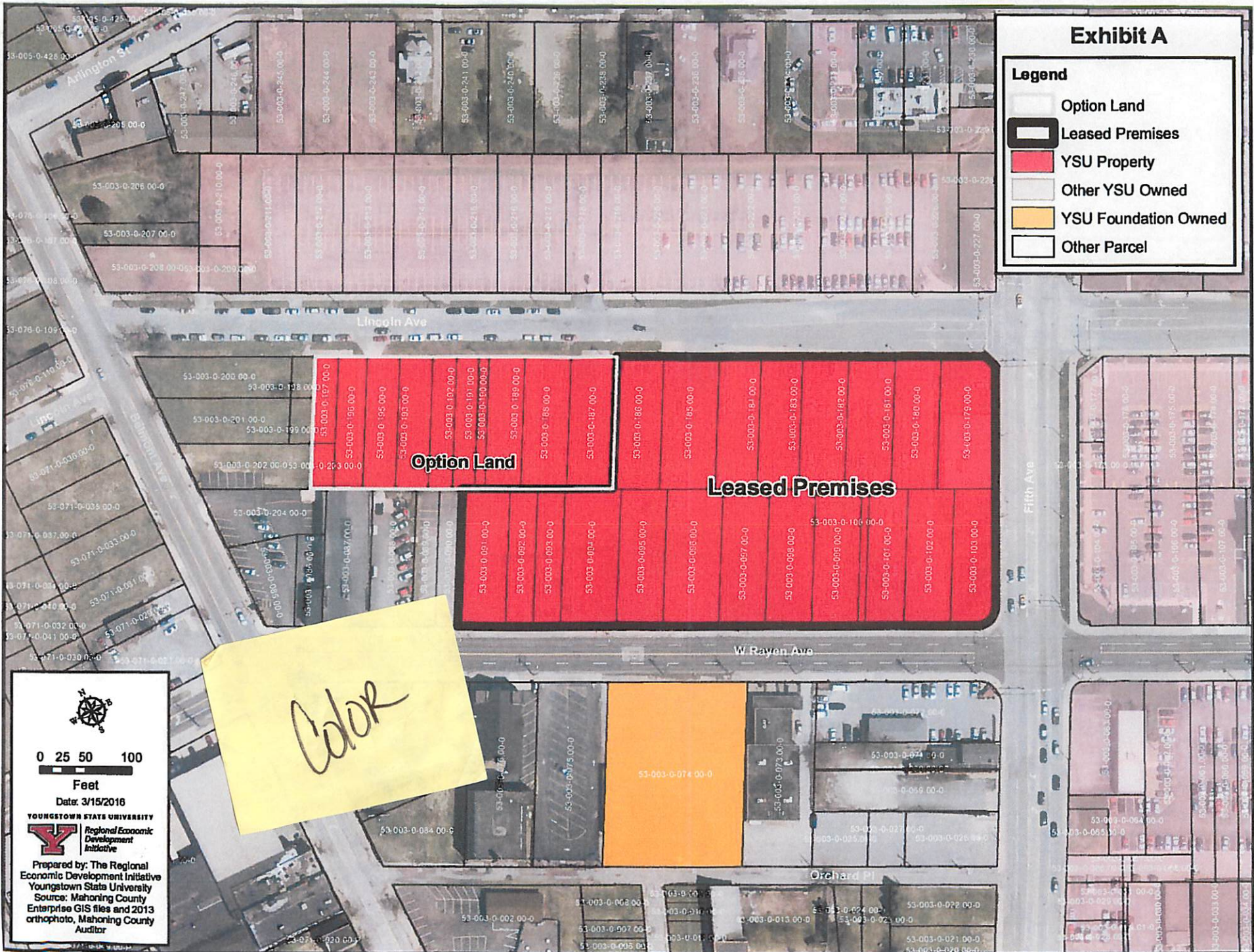
in the loss of use of university cellular equipment and/or other actions according to rule 3356-4-09 of the Administrative Code.

- (f) Use of the university-issued cellular equipment must comply with rule 3356-4-13 of the Administrative Code with regard to the transmission and storage of sensitive information on the cellular equipment.
- (g) Note that university-issued cellular devices are owned by the university. Business-related activity on a cellular-capable device is subject to public records and other applicable laws, regulations, policies, and procedures. Employees should refrain from the use of university-provided cellular equipment while driving.

Exhibit A

Legend

- Option Land
- Leased Premises
- YSU Property
- Other YSU Owned
- YSU Foundation Owned
- Other Parcel



Option Land

Leased Premises

Color



0 25 50 100

Feet

Date: 3/15/2016

YOUNGSTOWN STATE UNIVERSITY



Prepared by: The Regional Economic Development Initiative
 Youngstown State University
 Source: Mahoning County Enterprise GIS files and 2013 orthophoto, Mahoning County Auditor

3356-1-10 Development and authorization of institutional procedures.

Previous Policy Number: 0002.00
Responsible Division/Office: Office of the President
Responsible Officer: President
Revision History: June 1997; March 2010; March 2016
Board Committee: Internal University Affairs
Effective Date: **March ~~20, 2010~~ 16, 2016**
Next Review: 201521

- (A) ~~Authority~~ Policy statement. The university's board of trustees empowers
~~"T~~the president is empowered to adopt and ~~to~~ implement rules and
regulations, consistent with ~~the~~ board policies, which are necessary for
the operation of the university."
- (B) Purpose. To provide guidance for the establishment of institutional
procedures to insure the effective operation of the university.
- (~~B~~C) ~~Purpose~~ Definition. "Institutional procedures" are defined as operating
guidelines established by the university to assist in the implementation of
applicable university policies ~~set forth~~ established by the board of trustees.
~~These procedures establish the framework for the development, review,~~
~~authorization, and publication of new or revised institutional procedures to~~
~~be contained on the "University Guidebook" web page.~~
- (~~C~~D) ~~Action steps~~ Parameters.
- (1) An institutional procedure shall ~~A "statement of purpose" is~~
~~usually provided to~~ describe the scope and ~~directive ion~~ of the
procedures ~~which have been developed or revised.~~ and reference
~~is typically made to~~ any applicable ~~ropriate~~ board policy.
- (2) Institutional ~~P~~ procedures may be developed or revised by the
president, his/her designee, or the individual accountable for any
department or unit (chairperson, director, executive director, etc.).
Senates, councils, and committees may also develop or revise
institutional procedures through the appropriate department or unit.

Agenda Item E.4.a
Exhibit G

- (3) Accuracy of the procedures is the responsibility of the individual accountable for the development of the procedure.

(E) Procedures.

- (1) A new institutional procedure shall be noted as such during the review process. ~~When revising existing procedures, p~~ Proposed ~~modifications~~ revisions to an existing ~~should~~ institutional procedure shall be clearly identified and contrasted with existing language. ~~Accuracy of the procedures is the responsibility of the individual accountable for the department or unit involved with the development of these procedures.~~
- (32) A draft of ~~the~~ a new or revised procedure ~~s will~~ shall be forwarded to ~~the appropriate divisional vice president departments, units, committees, or others affected,~~ for timely review and feedback, ~~to the divisional vice president.~~ After review within the division, the appropriate vice president ~~will~~ shall forward ~~it~~ the procedure to the president's ~~cabinet~~ to determine if further review is necessary.
- (43) The president may utilize ~~the administrative a advisory university body council~~ to facilitate discussion and obtain campus-wide perspective and input.
- (54) After all reviews have been completed, the appropriate ~~divisional vice president, or his/her designee, will~~ shall insure that the procedure includes a designation of the ~~complete the~~ "Responsible ~~D~~division/~~O~~office", ~~and an "E~~effective ~~D~~date" ~~sections of the form~~ and is published on the web page of the division/office responsible for its implementation. ~~publish the document to the "University Guidebook" web page.~~
- (5) Institutional procedures should be reviewed on a regular basis to insure relevance and applicability.

3356-1-10 Development and authorization of institutional procedures.

Previous Policy Number: 0002.00
Responsible Division/Office: Office of the President
Responsible Officer: President
Revision History: June 1997; March 2010; March 2016
Board Committee: University Affairs
Effective Date: **March 16, 2016**
Next Review: 2021

- (A) Policy statement. The university's board of trustees empowers the president to adopt and implement rules and regulations, consistent with board policies, which are necessary for the operation of the university.
- (B) Purpose. To provide guidance for the establishment of institutional procedures to insure the effective operation of the university.
- (C) Definition. Institutional procedures are defined as operating guidelines established by the university to assist in the implementation of university policies established by the board of trustees.
- (D) Parameters.
- (1) An institutional procedure shall describe the scope and directive of the procedure and reference any applicable board policy.
 - (2) Institutional procedures may be developed or revised by the president, his/her designee, or the individual accountable for any department or unit (chairperson, director, executive director, etc.). Senates, councils, and committees may also develop or revise institutional procedures through the appropriate department or unit.
 - (3) Accuracy of the procedures is the responsibility of the individual accountable for the development of the procedure.
- (E) Procedures.
- (1) A new institutional procedure shall be noted as such during the review process. Proposed revisions to an existing institutional

procedure shall be clearly identified and contrasted with existing language.

- (2) A draft of a new or revised procedure shall be forwarded to the appropriate divisional vice president for timely review and feedback. After review within the division, the appropriate vice president shall forward the procedure to the president to determine if further review is necessary.
- (3) The president may utilize a university body to facilitate discussion and obtain campus-wide perspective and input.
- (4) After all reviews have been completed, the appropriate divisional vice president, or his/her designee, shall insure that the procedure includes a designation of the responsible division/office, an effective date, and is published on the web page of the office responsible for its implementation.
- (5) Institutional procedures should be reviewed on a regular basis to insure relevance and applicability.

3356-1-11 Divisional administrative procedures.

Previous Policy Number: 0005.00
Responsible Division/Office: Office of the President
Responsible Officer: President
Revision History: March 2000; March 2010; March 2016
Board Committee: ~~Internal~~University Affairs
Effective Date: ~~March 12, 2010~~16, 2016
Next Review: ~~2015~~21

(A) ~~Authority~~Policy statement.

(1) The Youngstown state university board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who in turn delegates appropriate authority to various administrative officers. The president delegates to the divisions of the university responsibility and authority for academic affairs, finance and business operations, and financial affairs, and -legal affairs and human resources.~~development and community affairs, and student affairs.~~

(B) Purpose. To establish a process for the divisions of the university to promulgate procedures to execute the plans and programs of the university and administer university affairs.

(C) Definition.

(2) ~~“Divisional administrative procedures”~~ (administrative procedures) are ~~defined as~~operational guidelines established by ~~one of the~~ divisions of the university. ~~These procedures provide operational guidelines~~ to assist in the implementation of the goals and objectives of the division. ~~Although these a~~Administrative procedures are developed and maintained within one of the divisions of the university, many willmay impact the entire university community.

**Agenda Item E.4.b
Exhibit H**

(BD) ~~Action steps~~ Parameters.

- (1) The drafting and review of ~~All~~ administrative procedures ~~will~~ shall follow, to the extent possible, the format ~~of the policies and procedures as found on the guidebook website.~~ contained in rule 3356-1-09 of the Administrative Code (Development and issuance of university policies).
- (2) An administrative procedure shall identify which division authorized the procedure, the ~~A statement of jurisdiction or responsibility is usually provided to identify the accountable~~ department or unit within the division that is responsible for implementation of the procedure, and its effective date.
- (3) Administrative procedures may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit.
- (4) In the event of a conflict between a university policy and an administrative procedure, the university policy shall take precedence. The division shall notify the office of equal opportunity and policy development of the conflict and the office of equal opportunity and policy development shall inform the board of trustees in order that the board of trustees may take appropriate action.
- (5) Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development or revision of these administrative procedures.

(E) Procedures.

- (1) ~~When revising existing administrative procedures, p~~A new administrative procedure shall be noted as such during the review process. Proposed ~~modifications~~ revisions to an existing ~~should~~ procedure shall be clearly identified and contrasted with existing language.

- ~~(Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development of these administrative procedures.~~
- (4~~2~~) A draft of the new or revised administrative procedures ~~will~~shall be forwarded to departments, units, councils, committees, or others affected, ~~for~~for timely review and feedback to the divisional vice president. When the scope of the administrative procedures extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.
- (5~~3~~) After the ~~se~~se reviews ~~have been satisfactorily~~is completed, a final draft of the administrative procedures ~~will~~shall be forwarded to the president and vice presidents' s cabinet to determine if further review is necessary.
- (4) The president may ~~utilize the administrative advisory council to~~ facilitate discussion and obtain campus-wide perspective and input by presenting the administrative procedure to an appropriate university body. :
- (6~~5~~) Upon completion of the ~~se steps~~review and drafting process, ~~by~~ the appropriate vice president or designee, shall insure that the administrative procedures will be placed in the is in -the appropriate format and - the "Authorized by" and "Effective" sections of the form will be completed. The form will then be is posted on the guidebook website at of the appropriate division, department or unit. <http://www.ysu.edu/guidebook/0000.shtml>.
- (6) Divisional administrative procedures should be reviewed on a regular basis to insure relevancy and applicability.

3356-1-11 Divisional administrative procedures.

Previous Policy Number: 0005.00
Responsible Division/Office: Office of the President
Responsible Officer: President
Revision History: March 2000; March 2010; March 2016
Board Committee: University Affairs
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. The Youngstown state university board of trustees has endorsed the collegial system of governance and recognizes that the day-to-day internal administration of the university is best achieved by delegating formal authority to the president, who in turn delegates appropriate authority to various administrative officers. The president delegates to the divisions of the university responsibility and authority for academic affairs, finance and business operations, and legal affairs and human resources.
- (B) Purpose. To establish a process for the divisions of the university to promulgate procedures to execute the plans and programs of the university and administer university affairs.
- (C) Definition. Divisional administrative procedures (administrative procedures) are operational guidelines established by divisions of the university to assist in the implementation of the goals and objectives of the division. Administrative procedures may impact the entire university community.
- (D) Parameters.
- (1) The drafting and review of administrative procedures shall follow, to the extent possible, the format contained in rule 3356-1-09 of the Administrative Code (Development and issuance of university policies).
 - (2) An administrative procedure shall identify which division authorized the procedure, the department or unit within the

division that is responsible for implementation of the procedure, and its effective date.

- (3) Administrative procedures may be developed or revised by the individual accountable for any department or unit (chairperson, director, executive director, etc.). Divisional councils or committees may also develop or revise administrative procedure through the appropriate department or unit.
- (4) In the event of a conflict between a university policy and an administrative procedure, the university policy shall take precedence. The division shall notify the office of equal opportunity and policy development of the conflict and the office of equal opportunity and policy development shall inform the board of trustees in order that the board of trustees may take appropriate action.
- (5) Accuracy of the administrative procedures is the responsibility of the individual accountable for the department or unit involved with development or revision of these administrative procedures.

(E) Procedures.

- (1) A new administrative procedure shall be noted as such during the review process. Proposed revisions to an existing procedure shall be clearly identified and contrasted with existing language.
- (2) A draft of the new or revised administrative procedure shall be forwarded to departments, units, councils, committees, or others affected, for timely review and feedback to the divisional vice president. When the scope of the administrative procedure extends beyond the division, the draft will be forwarded to the appropriate division(s) for review.
- (3) After the review is completed, a final draft of the administrative procedure shall be forwarded to the president and vice presidents to determine if further review is necessary.
- (4) The president may facilitate discussion and obtain campus-wide perspective and input by presenting the administrative procedure to an appropriate university body.

- (5) Upon completion of the review and drafting process, the appropriate vice president or designee, shall insure that the administrative procedure is in the appropriate format and is posted on the website of the appropriate division, department or unit.
- (6) Divisional administrative procedures should be reviewed on a regular basis to insure relevancy and applicability.

3356-7-02 Americans with Disabilities Act (ADA).

Previous Policy Number: 7001.02 (~~new~~)
Responsible Division/Office: Human Resources
Responsible Officer: ~~Vice President for Finance and Administration~~ Legal Affairs and Human Resources

Revision History: December 2010; March 2016
Board Committee: ~~Internal~~ University Affairs
Effective Date: ~~December 15, 2010~~ March 16, 2016
Next Review: ~~2015~~ 21

- (A) Policy statement. Youngstown state university is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) of 1990](#), as amended, and other applicable federal and state laws (hereinafter applicable law[s]). ~~All personnel who are responsible for the implementation of the university's mission are charged to support this policy.~~ Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.
- (B) Purpose. To provide common understandings of definitions, relevant information, and uniform guidelines to promote a work and educational environment at Youngstown state university that is free from discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.
- (C) Scope. This policy applies to current and prospective students and employees, and to visitors and guests of the university. All personnel who are responsible for the implementation of the university's mission are charged to support this policy.

(D) Definitions.

- (1) Disability. A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment.
- (2) Major life activities. Include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of major bodily functions.
- (3) Major bodily functions. Major bodily functions include but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- (4) Reasonable accommodation. A change or modification to a job, work or academic environment or university program, which does not impose an undue hardship on the university, and enables a qualified individual with a disability to enjoy the same opportunities and benefits as others without disabilities. Examples of reasonable accommodation can include:
 - (a) Acquiring auxiliary aids and services.
 - (b) Modifying equipment, devices, or schedules.
 - (c) Adjusting or modifying examinations, training materials, or policies.
- (5) Qualified individual. An individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other university-sponsored programs and activities such that he/she can perform the

essential functions of an employment position or met the essential requirements of an educational program or activity.

(6) Essential function/requirement. A fundamental duty of an employment position or a core requirement of a program or activity. A number of considerations impact whether a function/requirement may be considered essential, including but not limited to:

(a) Whether a requirement is basic to a position or program or any directly related licensing requirement.

(b) If the job/position exists to perform that function.

(c) There are a limited number of employees available who can perform that function.

(d) The function is highly specialized such that the incumbent in the position is hired for his/her expertise or ability to perform the particular function.

(7) Undue hardship. Action which requires significant difficulty or expense when considered in light of the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the university's operation, or which would fundamentally alter the nature or structure of a program, operation or employment unit.

(8) Interactive process. The informal, communicative process to identify the limitations resulting from a disability and potential reasonable accommodations.

(BE) Parameters.

~~(1) This policy applies to faculty, staff, applicants for employment, and students.~~

~~(2) The Americans with Disabilities Act prohibits discrimination in the workplace on the basis of disability and requires that employers provide reasonable accommodations to qualified individuals with~~

~~disabilities. It is the intent of this policy and the associated procedures to establish uniform guidelines in order to promote a work and educational environment at Youngstown state university that is free of discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.~~

~~(3) The Americans with Disabilities Act and section 504 of the Rehabilitation Act of 1973 require Youngstown state university to provide appropriate employment and educational accommodations to employees and students with documented disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the university community, or fundamentally alter the nature of the university's employment or academic mission.~~

(1) The university will engage in an interactive process with ~~the~~a student or employee to determine the individual's disability status and particularized accommodation needs.

(42) The chief human resources officer in collaboration with the director of equal opportunity and policy ~~compliance~~development and the assistant director for the center for student progress disability services are authorized to develop procedures for the implementation of this policy.

(3) The office of facilities maintenance and support services is responsible for promoting compliance with campus physical and architectural access.

(4) The office of disability services is responsible for organizing the university response to requests for accommodation and provision of academic services that support the needs of students with disabilities.

(5) The office of human resources is responsible for coordinating the university response to requests for accommodation in employment.

(F) Procedures.

(1) Students.

(a) A student who wishes to request a reasonable accommodation must be registered with the university's center for student progress (CSP) disability services. To be registered with CSP disability services, a student must first be accepted by the university through the office of undergraduate recruitment and admissions.

(b) To ensure the provision of reasonable and appropriate accommodations, CSP disability services requires current, within 1 year, and comprehensive documentation of the disability from a current physician or specialist. CSP disability services information and forms are available from the CSP disability services office or on the CSP website (<http://www.yzu.edu/csp/disabilityservices/dspdf/newDocumentationForm.pdf>). Where applicable, the documentation should include information that describes how the disorder was diagnosed, the symptoms of the disorder, severity of the condition, treatment and medication prescribed, and recommendations for accommodations.

(c) The information provided to the CSP office of disability services is confidential and does not become a part of a student's academic record.

(2) Employees.

(a) An employee who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can choose to make a request in either of the following ways:

(i) Complete a request for reasonable accommodation form.

(ii) Contact the immediate supervisor or the office of human resources manager of compensation and employee benefits (HR manager). When a request is made verbally, employees seeking a reasonable accommodation should follow up the verbal request either by completing the request for reasonable

accommodation form or otherwise confirming their request in writing (email is acceptable) to the HR manager. Information and forms are available from the office of human resources or on the human resources website (<http://www.ysu.edu/administrative-offices/human-resources/human-resources>).

- (b) Determination of disability. Following the initial request for accommodation, the HR manager will determine whether the employee has a disability as defined by applicable federal and state laws. The HR manager may consult with appropriate university representatives to determine if the condition meets the definition of disability as defined by applicable federal and state laws.
- (c) An employee may be required to submit documentation to substantiate their request including but not limited to a request for documentation of physical/mental health condition.
- (d) Submitted documentation will be confidentially maintained in a file separate from an employee's personnel file.
- (e) Interactive process. The interactive process takes place after the employee's condition is determined to be a disability as defined by applicable laws and will vary depending on the nature and type of disability and requested accommodation. While the individual with a disability is not required to specify a precise accommodation; the employee needs to describe the problems which need accommodation. Additionally, suggestions from the employee with a disability may assist the university in determining the type of reasonable accommodation to provide. Where the employee and/or the university are unfamiliar with possible accommodations, the university may consult with public and/or private resources to help identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.

- (f) If the employee's condition is determined not to be a disability, as defined by applicable laws, the employee will be notified that their request is denied.
- (G) Genetic Information Nondiscrimination Act of 2008 (GINA). GINA prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. Therefore, employees and health care providers should not provide any genetic information when responding to a request for medical information. As defined by GINA, genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (H) Discrimination. Individuals who believe that they have been discriminated against on the basis of disability in an educational program or activity or employment situation at Youngstown state university, may contact the office of equal opportunity and policy development to seek information or to file a complaint.

3356-7-02 Americans with Disabilities Act (ADA).

Previous Policy Number: 7001.02
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: December 2010; March 2016
Board Committee: University Affairs
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. Youngstown state university is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, and other applicable federal and state laws (hereinafter applicable law[s]). Ensuring an accessible and inclusive educational and work environment is the responsibility of every member of the university community.
- (B) Purpose. To provide common understandings of definitions, relevant information, and uniform guidelines to promote a work and educational environment at Youngstown state university that is free from discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.
- (C) Scope. This policy applies to current and prospective students and employees, and to visitors and guests of the university. All personnel who are responsible for the implementation of the university's mission are charged to support this policy.
- (D) Definitions.
 - (1) Disability. A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment.

- (2) Major life activities. Include but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of major bodily functions.
- (3) Major bodily functions. Major bodily functions include but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive systems.
- (4) Reasonable accommodation. A change or modification to a job, work or academic environment or university program, which does not impose an undue hardship on the university, and enables a qualified individual with a disability to enjoy the same opportunities and benefits as others without disabilities. Examples of reasonable accommodation can include:
 - (a) Acquiring auxiliary aids and services.
 - (b) Modifying equipment, devices, or schedules.
 - (c) Adjusting or modifying examinations, training materials, or policies.
- (5) Qualified individual. An individual who, with or without reasonable accommodation(s), meets the eligibility requirements for employment, educational programs or other university-sponsored programs and activities such that he/she can perform the essential functions of an employment position or met the essential requirements of an educational program or activity.
- (6) Essential function/requirement. A fundamental duty of an employment position or a core requirement of a program or activity. A number of considerations impact whether a function/requirement may be considered essential, including but not limited to:
 - (a) Whether a requirement is basic to a position or program or any directly related licensing requirement.
 - (b) If the job/position exists to perform that function.

- (c) There are a limited number of employees available who can perform that function.
 - (d) The function is highly specialized such that the incumbent in the position is hired for his/her expertise or ability to perform the particular function.
- (7) Undue hardship. Action which requires significant difficulty or expense when considered in light of the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the university's operation, or which would fundamentally alter the nature or structure of a program, operation or employment unit.
- (8) Interactive process. The informal, communicative process to identify the limitations resulting from a disability and potential reasonable accommodations.
- (E) Parameters.
- (1) The university will engage in an interactive process with a student or employee to determine the individual's disability status and particularized accommodation needs.
 - (2) The chief human resources officer in collaboration with the director of equal opportunity and policy development and the assistant director for the center for student progress disability services are authorized to develop procedures for the implementation of this policy.
 - (3) The office of facilities maintenance and support services is responsible for promoting compliance with campus physical and architectural access.
 - (4) The office of disability services is responsible for organizing the university response to requests for accommodation and provision of academic services that support the needs of students with disabilities.
 - (5) The office of human resources is responsible for coordinating the university response to requests for accommodation in employment.

(F) Procedures.

(1) Students.

- (a) A student who wishes to request a reasonable accommodation must be registered with the university's center for student progress (CSP) disability services. To be registered with CSP disability services, a student must first be accepted by the university through the office of undergraduate recruitment and admissions.
- (b) To ensure the provision of reasonable and appropriate accommodations, CSP disability services requires current, within 1 year, and comprehensive documentation of the disability from a current physician or specialist. CSP disability services information and forms are available from the CSP disability services office or on the CSP website (<http://www.yzu.edu/csp/disabilityservices/dspdf/newDocumentationForm.pdf>). Where applicable, the documentation should include information that describes how the disorder was diagnosed, the symptoms of the disorder, severity of the condition, treatment and medication prescribed, and recommendations for accommodations.
- (c) The information provided to the CSP office of disability services is confidential and does not become a part of a student's academic record.

(2) Employees.

- (a) An employee who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can choose to make a request in either of the following ways:
 - (i) Complete a request for reasonable accommodation form.

- (ii) Contact the immediate supervisor or the office of human resources manager of compensation and employee benefits (HR manager). When a request is made verbally, employees seeking a reasonable accommodation should follow up the verbal request either by completing the request for reasonable accommodation form or otherwise confirming their request in writing (email is acceptable) to the HR manager. Information and forms are available from the office of human resources or on the human resources website (<http://www.ysu.edu/administrative-offices/human-resources/human-resources>).
- (b) Determination of disability. Following the initial request for accommodation, the HR manager will determine whether the employee has a disability as defined by applicable federal and state laws. The HR manager may consult with appropriate university representatives to determine if the condition meets the definition of disability as defined by applicable federal and state laws.
- (c) An employee may be required to submit documentation to substantiate their request including but not limited to a request for documentation of physical/mental health condition.
- (d) Submitted documentation will be confidentially maintained in a file separate from an employee's personnel file.
- (e) Interactive process. The interactive process takes place after the employee's condition is determined to be a disability as defined by applicable laws and will vary depending on the nature and type of disability and requested accommodation. While the individual with a disability is not required to specify a precise accommodation; the employee needs to describe the problems which need accommodation. Additionally, suggestions from the employee with a disability may assist the university in determining the type of reasonable accommodation to provide. Where the employee and/or the

university are unfamiliar with possible accommodations, the university may consult with public and/or private resources to help identify reasonable accommodations once the specific limitations and workplace barriers have been ascertained.

- (f) If the employee's condition is determined not to be a disability, as defined by applicable laws, the employee will be notified that their request is denied.
- (G) **Genetic Information Nondiscrimination Act of 2008 (GINA).** GINA prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. Therefore, employees and health care providers should not provide any genetic information when responding to a request for medical information. As defined by GINA, genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (H) **Discrimination.** Individuals who believe that they have been discriminated against on the basis of disability in an educational program or activity or employment situation at Youngstown state university, may contact the office of equal opportunity and policy development to seek information or to file a complaint.

3356-7-09 **Vacation leave, ~~exempt~~ professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.**

Previous Policy Number: 7002.05
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for ~~Finance and Administration~~ Legal Affairs and Athletics
Revision History: May 1998; September 2009; October 2010; March 2016
Board Committee: ~~Internal~~ University Affairs
Effective Date: ~~October 2, 2010~~ March 16, 2016
Next Review: 2015 21

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Scope. This ~~policy~~ ~~parameters and procedures~~ applies to ~~exempted~~ professional/ administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code (“Externally ~~F~~unded ~~P~~rofessional/~~A~~administrative ~~S~~taff”). Other employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
- (1) Full-time ~~exempted~~ professional/administrative staff and department chairpersons on twelve-month contracts earn 7.33 hours per pay period or one hundred seventy-six hours of paid vacation leave each fiscal year.
 - (2) Full-time staff with annual contracts for less than twelve months and part-time staff with a .75 or greater full-time equivalent (“FTE”) shall earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.

- (3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- (4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of three hundred twenty hours.
- (5) Employees whose vacation balance reaches three hundred twenty hours will not accrue vacation until the balance is reduced below the forty-day maximum. Employees are responsible for monitoring the vacation balance.
- (6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of two hundred forty hours).
- (7) Vacation leave accrual begins on the effective date of the initial employment and may be requested once the staff member has successfully completed three months of service.
- (8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work, provided an thirty-day acceptable notice of resignation has been submitted to the office of human resources.
- (9) Full-time externally funded professional/administrative staff earns vacation leave in accordance with university policy 3356-7-43~~7.33~~ (see rule 3356-7-43 of the Administrative Code) ~~hours per pay period or one hundred seventy-six paid vacation hours per year, which must be taken during the contract period in which it was earned. Authorization to carry forward unused vacation leave into the next fiscal year requires written approvals of the department head and the chief human resources officer by June 30.~~
- (10) Department chairpersons and other administrators holding earned rank and tenure (see rule 3356-9-05 of the Administrative Code) who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment.
- (11) Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued

through the last day employed.

- (12) If the vacation balance of classified staff member who transfers to professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than two hundred eighty hours.

(D) Procedures.

- (1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
- (2) The staff member will ~~complete the "Vacation Request, Professional/Administrative Staff" and submit it to~~request approval from the immediate supervisor in advance of the leave. The staff member will report the use of vacation leave utilizing the electronic leave reporting system for the pay period in which the leave is utilized.
- (3) The supervisor ~~completes the form and forwards it to the office of human resources prior to the date of the leave~~ approves the vacation leave as reported utilizing the electronic leave reporting system.

3356-7-09 Vacation leave, professional/administrative staff and department chairpersons not covered by a collective bargaining agreement.

Previous Policy Number: 7002.05
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Athletics
Revision History: May 1998; September 2009; October 2010;
March 2016
Board Committee: University Affairs
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Scope. This policy applies to professional/ administrative staff and department chairpersons who are not part of a recognized bargaining unit. Employees in externally funded positions are provided with benefits in accordance with rule 3356-7-43 of the Administrative Code (Externally funded professional/administrative staff). Other employees covered by collective bargaining may refer to their respective labor agreement.
- (C) Parameters.
- (1) Full-time professional/administrative staff and department chairpersons on twelve-month contracts earn 7.33 hours per pay period or one hundred seventy-six hours of paid vacation leave each fiscal year.
 - (2) Full-time staff with annual contracts for less than twelve months and part-time staff with a .75 or greater full-time equivalent (“FTE”) shall earn vacation leave on a prorated basis, derived from the formula for twelve-month staff. Part-time staff employed less than .75 FTE do not earn vacation leave.

- (3) Individuals whose employment begins or ends during a given fiscal year shall earn a prorated amount of vacation leave during the fraction of the fiscal year employed.
- (4) Vacation leave for full-time twelve-month staff may be accrued up to a maximum of three hundred twenty hours.
- (5) Employees whose vacation balance reaches three hundred twenty hours will not accrue vacation until the balance is reduced below the forty-day maximum. Employees are responsible for monitoring the vacation balance.
- (6) Vacation leave for part-time staff, .75 or greater FTE, may not exceed the maximum accrual for the prorated FTE and should be requested in hours (e.g., a .75 FTE staff member would have a maximum accrual of two hundred forty hours).
- (7) Vacation leave accrual begins on the effective date of the initial employment and may be requested once the staff member has successfully completed three months of service.
- (8) Accrued vacation leave may be taken prior to the effective date of separation or a cash payment will be made for vacation accrued through the last day of work, provided an acceptable notice of resignation has been submitted to the office of human resources.
- (9) Full-time externally funded professional/administrative staff earn vacation leave in accordance with university policy 3356-7-43(see rule 3356-7-43 of the Administrative Code).
- (10) Department chairpersons and other administrators holding earned rank and tenure (see rule 3356-9-05 of the Administrative Code) who revert to faculty status will receive a cash payment for accrued vacation earned through the last day of the administrative appointment.
- (11) Accrued vacation leave may be taken prior to the effective date of retirement, or a cash payment will be made for vacation accrued through the last day employed.
- (12) If the vacation balance of classified staff member who transfers to

professional/administrative status exceeds the maximum accrual permitted, a cash payment will be made available to reduce the balance to an amount no less than two hundred eighty hours.

(D) Procedures.

- (1) Vacation leave may be taken at a time that is mutually agreed upon by the staff member and the immediate supervisor.
- (2) The staff member will request approval from the immediate supervisor in advance of the leave. The staff member will report the use of vacation leave utilizing the electronic leave reporting system for the pay period in which the leave is utilized.
- (3) The supervisor approves the vacation leave as reported utilizing the electronic leave reporting system.

3356-7-37 **Administrative complaint process – professional/
administrative ~~exempt employees~~ staff not covered by a
collective bargaining agreement.**

Previous Policy Number: 7017.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for ~~Finance and Administration~~
Legal Affairs and Human Resources
Revision History: July 1999; March 2011; March 2016
Board Committee: ~~Internal~~ University Affairs
Effective Date: **March 18~~6~~, 2011~~6~~**
Next Review: 20~~16~~21

- (A) Policy statement. The university is committed to equitable employment practices and maintains a complaint process that may be utilized by professional/administrative ~~exempt employees~~ staff to provide prompt and equitable resolution of disputes resulting from ~~certain~~-administrative employment-related decisions, i.e., reclassification, promotion, discipline, working conditions and termination decisions.
- (B) Parameters.
- (1) Employees with a complaint about an administrative decision are encouraged to initiate informal discussion with their immediate supervisor prior to filing a formal complaint.
 - (2) Employees may file a formal complaint of an administrative decision ~~regarding termination, discipline, or disputes concerning working conditions or promotion.~~ that will be reviewed and a final determination made.
 - (3) This policy is not applicable to members of collective bargaining units.
 - (4) The chief human resources officer is authorized to develop procedures for the implementation of this policy.

(C) Procedures.

- (1) A formal written complaint identifying the specific grounds must be filed no later than ten (10) working days of the occurrence or knowledge of the occurrence. This complaint is to be directed to the person's immediate supervisor.
- (2) The supervisor will conduct an appropriate review and respond to the complaint in writing within ten (10) working days of its receipt.
- ~~(3) — If the person filing the complaint is not satisfied with the supervisor's response, the employee may forward a written notification within ten working days, with particulars, to the appropriate dean, executive director, or other appropriate university official for review. A written response will be provided the employee within ten working days of its receipt.~~
- (43) If this response does not satisfy the employee, a written complaint may be sent to the chief human resources officer within ten (10) working days from receipt of the supervisor's response. The chief human resources officer, in consultation with the appropriate vice president, will ~~appoint a three-person panel to~~ review all information submitted and render a final written decision. Said written decision will be provided within ~~twenty-one~~ ten (10) working days from the date on which the ~~panel meets to review the submitted information~~ complaint is received.

**3356-7-37 Administrative complaint process – professional/
administrative staff not covered by a collective bargaining
agreement.**

Previous Policy Number: 7017.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human
Resources
Revision History: July 1999; March 2011; March 2016
Board Committee: University Affairs
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. The university is committed to equitable employment practices and maintains a complaint process that may be utilized by professional/administrative staff to provide prompt and equitable resolution of disputes resulting from administrative employment-related decisions, i.e., reclassification, promotion, discipline, working conditions and termination decisions.
- (B) Parameters.
- (1) Employees with a complaint about an administrative decision are encouraged to initiate informal discussion with their immediate supervisor prior to filing a formal complaint.
 - (2) Employees may file a formal complaint of an administrative decision that will be reviewed and a final determination made.
 - (3) This policy is not applicable to members of collective bargaining units.
 - (4) The chief human resources officer is authorized to develop procedures for the implementation of this policy.
- (C) Procedures.
- (1) A formal written complaint identifying the specific grounds must be filed no later than ten (10) working days of the occurrence or

knowledge of the occurrence. This complaint is to be directed to the person's immediate supervisor.

- (2) The supervisor will conduct an appropriate review and respond to the complaint in writing within ten (10) working days of its receipt.
- (3) If this response does not satisfy the employee, a written complaint may be sent to the chief human resources officer within ten (10) working days from receipt of the supervisor's response. The chief human resources officer, in consultation with the appropriate vice president, will review all information submitted and render a final written decision. Said written decision will be provided within ten (10) working days from the date on which the complaint is received.

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
10/16/15 through 1/15/16

Appointments – 18

New Positions – 2

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

Replacement Positions – 16

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 7
- Faculty – 1

Separations – 11

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 4
- Faculty – 1

Reclassifications – 4

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 1

Promotions – 4

- Professional Administrative Excluded – 1
- Faculty – 3

Transfers – 3

- Professional Administrative Excluded – 1
- Faculty – 2

Salary Adjustments/Position Audits – 5

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 3
- Faculty – 1

Displacements – 0

Layoffs – 0

Agenda Item E.4.i
Exhibit L

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Summer Barker	APAS	Staff Architect	Facilities Maintenance	11/16/2015	0.35	\$ 21,000.00
Michael Cardwell	APAS	Operations Manager	Kilcawley Center	11/1/2015	1.00	\$ 39,715.00
Kathy Cody	APAS	Coordinator	Center for International Studies & Programs	12/16/2015	1.00	\$ 43,000.00
Troy Evans	APAS	Systems Engineer	ITS Operations	1/11/2016	1.00	\$ 70,000.00
Carolyn Jesko	APAS	Interim Assistant Director of Programing	Housing & Residence Life	12/9/2015	1.00	\$ 36,593.00
Myisha Jennings	Excluded	Temporary Program Coordinator	Metropolitan College	12/16/2015	1.00	\$ 30,000.00
Matthew Lynch	Excluded	Assistant Men's Basketball Coach	Athletics	10/16/2015	1.00	\$ 40,007.00
Diane Stahl	Excluded	Temporary Counselor	Registration & Records	12/16/2015	1.00	\$ 31,820.00
Christopher Wentz	Excluded	Associate Director Information Security Officer	Network Security	11/1/2015	1.00	\$ 100,500.00
Mary Defino	Externally Funded	Center Operations Coordinator	Rich Center for Autism	11/16/2015	1.00	\$ 25,675.00
Scott Gereb	Externally Funded	Instruction Specialist	Rich Center for Autism	10/16/2015	1.00	\$ 22,446.00
Rhianna, Hughes Eddy	Externally Funded	Instruction Specialist	Rich Center for Autism	11/16/2015	1.00	\$ 22,446.00
Julianne Laird	Externally Funded	Instruction Specialist	Rich Center for Autism	10/16/2015	1.00	\$ 21,175.00
Katherine O'Neill	Externally Funded	Instruction Specialist	Rich Center for Autism	11/16/2015	1.00	\$ 22,446.00
Alexis Paidas	Externally Funded	Instruction Specialist	Rich Center for Autism	11/16/2015	1.00	\$ 21,175.00
David Sisk	Externally Funded	Instruction Specialist	Rich Center for Autism	12/1/2015	1.00	\$ 21,175.00
James Wargacki	Externally Funded	Manager Add Manufacturing Lab	Mechanical & Industrial Engineering	11/23/2015	1.00	\$ 55,000.00
Andrea Barrick	Faculty	Assistant Professor	Social Work	1/4/2016	1.00	\$ 51,230.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
SEPARATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF SEPARATION	FTE	SALARY
Elizabeth Cardwell	APAS	Housing Coordinator	Housing & Residence Life	12/13/2015	1.00	\$ 28,179.00
Mary Khumprakob	APAS	Assistant Director Conditional Admissions	Center for Student Progress	12/31/2015	1.00	\$ 48,515.28
Matthias Zeller	APAS	Staff Scientist	Materials Science and Engineering	12/10/2015	1.00	\$ 55,341.12
Jack Fahey	Excluded	Vice President	Student Affairs	11/30/2015	1.00	\$ 143,630.00
James Kleeh	Excluded	Associate Director	Open Source & ERP Programming	1/10/2016	1.00	\$ 78,000.00
Daniel Procopio	Excluded	Associate Director, Student One Stop	Registration Records	11/16/2015	1.00	\$ 48,394.92
Andrew Bush	Externally Funded	Technology Manager	News Outlet	1/15/2016	0.75	\$ 30,000.00
Ricky George	Externally Funded	Associate Director	Center for Human Service Development	1/8/2016	1.00	\$ 54,305.82
Rhianna Hughes Eddy	Externally Funded	Instruction Specialist	Rich Center for Autism	12/31/2015	1.00	\$ 22,446.00
Mary Sweetwood	Externally Funded	News Outlet Coordinator	News Outlet	1/15/2016	0.38	\$ 15,200.00
Deborah Graham	Faculty	Assistant Professor	Teacher Education	12/31/2015	1.00	\$ 55,608.14

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
RECLASSIFICATIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	NEW SALARY	PREVIOUS SALARY
Kellie Mills-Dobozi	APAS	Senior Academic Advisor	Dean - Health & Human Services	3/16/2015	1.00	\$ 43,949.00	\$ 39,954.42
Dennis Gajdos	APAS	Systems Administrator	Media & Academic Computing	8/14/2014	1.00	\$ 67,725.00	\$ 61,568.00
Brian Wells	APAS	Senior Academic Advisor	Dean - Health & Human Services	4/1/2015	1.00	\$ 43,421.00	\$ 39,474.00
Igor Jourin	Excluded	Supervisor, International Admissions & Immigration Unit	Center for International Studies & Programs	12/16/2015	1.00	\$ 48,195.00	\$ 45,900.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 10/16/15 THORUGH 1/15/16
PROMOTIONS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT APPT. DATES	FTE	NEW SALARY	PREVIOUS SALARY
Becky Jasinski	Excluded	Manager, Collections	University Bursar	12/16/2015	1.00	\$ 58,000.00	\$ 37,714.50
Christopher Krummel	Faculty	Acting Director and Professor	Dana School of Music	1/1/2016	1.00	\$ 98,053.00	\$ 78,718.00
Charles Vergon	Faculty	Chair and Professor	Education Foundation Research Technology and Leadership	1/11/2016	1.00	\$ 129,864.00	\$ 112,529.00
Yaqin Wang	Faculty	Professor	Economics	11/16/2015	1.00	\$ 80,842.00	\$ 75,742.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
TRANSFERS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Sue Beiling	Excluded	Manager, Accounts Payable Travel Services	Procurement Services	11/16/2015	1.00	\$ 67,816.00
Marybeth Earnhardt*	Faculty	Associate Professor	Communications	1/1/2016	1.00	\$ 66,154.30
David Davis*	Faculty	Instructor	Communications	1/1/2016	1.00	\$ 51,510.00

*Journalism moved from the English Department to the Communications Department

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
SALARY ADJUSTMENTS/POSITION AUDITS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	NEW FTE	NEW SALARY	OLD FTE	PREVIOUS SALARY
Summer Barker	APAS	Staff Architect	Facilities Maintenance	1/1/2016	0.80	\$ 48,000.00	0.35	\$ 21,000.00
Amy Cossentino	Excluded	Director	University Scholars & Honors Program	7/1/2015	1.00	\$ 84,849.00	1.00	\$ 79,097.00
Daniel O'Connell	Excluded	Director	Parking Services	7/1/2015	1.00	\$ 94,369.00	1.00	\$ 75,495.30
Gloria Kobus	Excluded	Bursar	University Bursar	7/1/2015	1.00	\$ 87,598.00	1.00	\$ 77,520.00
Alice Wang*	Faculty	Associate Professor	Dana School of Music	1/11/2016	1.00	\$ 66,154.00	1.00	\$ 85,489.00
*Interim Chair returned to Faculty								

**YOUNGSTOWN STATE UNIVERSITY
 PROFESSIONAL ADMINISTRATIVE AND FACULTY
 PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
DISPLACEMENTS RESULTING FROM LAYOFF**

EMPLOYEE NAME	EMPLOYEE TYPE	NEW POSITION TITLE	NEW DEPARTMENT	DATE DISPLACED	FTE
None					

**YOUNGSTOWN STATE UNIVERSITY
 PROFESSIONAL ADMINISTRATIVE AND FACULTY
 PERSONNEL ACTIONS 10/16/15 THROUGH 1/15/16
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	DATE OF LAYOFF	FTE	SALARY
None						

ORC Chapter 3356 as of August 22, 2015

§ 3356.01. Appointment of trustees - term

(A)

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

(B)

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

Cite as R.C. § 3356.01

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

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

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

Cite as R.C. § 3356.02

History. Effective Date: 08-15-1967; 2008 HB562 09-22-2008

§ 3356.03. Powers and duties of board of trustees

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

Cite as R.C. § 3356.03

History. Effective Date: 08-15-1967

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

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

Cite as R.C. § 3356.04

History. Effective Date: 08-15-1967

§ 3356.05. General assembly to support university - other sources

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

Cite as R.C. § 3356.05

History. Effective Date: 08-15-1967

§ 3356.10. *[Repealed Effective 9/10/2017]* Conveyance of Youngstown University parcels

During the five-year period after the effective date of this section, the governor may execute deeds in the name of the state conveying to one or more purchasers and the purchasers' heirs and assigns or successors and assigns all of the state's right, title, and interest in any or all parcels of real estate held for the use and benefit of Youngstown state university and located in the city of Youngstown, Mahoning county, in an area known as "smokey hollow" and bounded on the north by the east-bound service road of the Madison avenue expressway, on the east by Andrews avenue, on the south by Rayen avenue, and on the west by Wick avenue. The parcel or parcels of real estate may be transferred individually or as a group or multiple groups to a single purchaser or to multiple purchasers.

The consideration for conveyance of the parcel or parcels of real estate shall be a purchase price and any terms and conditions acceptable to the board of trustees of Youngstown state university. The consideration may include in whole or in part the benefit that will inure to the university and the students attending the university from development of a mixed-use urban neighborhood that will provide convenient housing, retail outlets, parks, and employment opportunities on a site adjacent to the university's core campus.

All costs of the conveyance of the parcel or parcels of real estate shall be paid by the board of trustees of the Youngstown state university unless otherwise specified in the agreement for transfer of the property.

Upon adoption of a resolution by the board of trustees of Youngstown state university specifically describing the parcel or parcels of real estate to be conveyed, identifying the purchaser or purchasers of the real estate, and specifying the consideration paid or to be paid, the auditor of state, with the assistance of the attorney general, shall prepare a deed or deeds to the parcel or parcels of real estate described in the resolution. The deed or deeds shall state the consideration specified in the resolution. The deed or deeds shall be executed by the governor in the name of the state, countersigned by the secretary of state, sealed with the great seal of the state, presented in the office of the auditor of state for recording, and delivered to the purchaser or purchasers. The purchaser or purchasers shall present the deed or deeds for recording in the office of the Mahoning county recorder.

Each deed to any property described in this section shall contain any exceptions, reservations, or conditions and any right of reentry or reverter clause specified in the resolution. Any exceptions, reservations, or conditions or any right of reentry or reverter clause contained in any deed authorized by this section may be released by the university without the necessity of further legislation, provided the release is specifically authorized by the board of trustees of Youngstown state university.

The net proceeds of the sale of the parcel or parcels of real estate shall be paid to Youngstown state university and deposited in university accounts for purposes to be determined by the board of trustees.

Cite as R.C. § 3356.10

History. Repealed by 129th General Assembly File No.127, HB 487, §105.10, eff. 9/10/2017.

Added by 129th General Assembly File No.127, HB 487, §101.01, eff. 9/10/2012.

SECTION 369.180. HIGHER EDUCATION - BOARD OF TRUSTEES

(A) Funds appropriated for instructional subsidies at colleges and universities may be used to provide such branch or other off-campus undergraduate courses of study and such master's degree courses of study as may be approved by the Chancellor of Higher Education.

(B) In providing instructional and other services to students, boards of trustees of state institutions of higher education shall supplement state subsidies with income from charges to students. Except as otherwise provided in this act, each board shall establish the fees to be charged to all students, including an instructional fee for educational and associated operational support of the institution and a general fee for noninstructional services, including locally financed student services facilities used for the benefit of enrolled students. The instructional fee and the general fee shall encompass all charges for services assessed uniformly to all enrolled students. Each board may also establish special purpose fees, service charges, and fines as required; such special purpose fees and service charges shall be for services or benefits furnished individual students or specific categories of students and shall not be applied uniformly to all enrolled students. A tuition surcharge shall be paid by all students who are not residents of Ohio.

The board of trustees of a state institution of higher education shall not authorize a waiver or nonpayment of instructional fees or general fees for any particular student or any class of students other than waivers specifically authorized by law or approved by the Chancellor. This prohibition is not intended to limit the authority of boards of trustees to provide for payments to students for services rendered the institution, nor to prohibit the budgeting of income for staff benefits or for student assistance in the form of payment of such instructional and general fees.

Each state institution of higher education in its statement of charges to students shall separately identify the instructional fee, the general fee, the tuition charge, and the tuition surcharge. Fee charges to students for instruction shall not be considered to be a price of service but shall be considered to be an integral part of the state government financing program in support of higher educational opportunity for students.

(C) The boards of trustees of state institutions of higher education shall ensure that faculty members devote a proper and judicious part of their work week to the actual instruction of students. Total class credit hours of production per academic term per full-time faculty member is expected to meet the standards set forth in the budget data submitted by the Chancellor of Higher Education.

(D) The authority of government vested by law in the boards of trustees of state institutions of higher education shall in fact be exercised by those boards. Boards of trustees may consult extensively with appropriate student and faculty groups. Administrative decisions about the utilization of available resources, about organizational structure, about disciplinary procedure, about the operation and staffing of all auxiliary facilities, and about administrative personnel shall be the exclusive prerogative of boards of trustees. Any delegation of authority by a board of trustees in other areas of responsibility shall be accompanied by appropriate standards of guidance concerning expected objectives in the exercise of such delegated authority and shall be accompanied by periodic review of the exercise of this delegated authority to the end that the public interest, in contrast to any institutional or special interest, shall be served.

Bylaws of the Board of Trustees

ARTICLE I. DEFINITIONS

As used in these Bylaws:

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

ARTICLE II. MEETINGS

Section 1. Regular Meetings

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

Section 2. Special Meetings

- A. Special meetings of the Board may be called by written request (the "Call") signed by the Chairperson, the President, or by three Trustees, and delivered to the Secretary. The Call for a special meeting shall specify the date, time, place, and purposes thereof, although other business than that specified in the Call may be considered at any such meeting. Upon receipt of a Call for a special meeting, and no less than ~~seventy-two (72)~~ **forty-eight (48)** hours prior to the time of commencement of the special meeting, the Secretary shall provide notice of the special meeting to every member of the Board and to the President. Notice of a special meeting shall include the date, time, place, and purposes thereof, as set forth in the Call. Notice of a special meeting may be given in oral or written form, and

may be given directly to the Board member by telephone or direct conversation, or by facsimile, hand delivery, electronic or first class mail sent to the Board member's residence or place of business.

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

Section 3. Emergency Meetings

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

Section 4. Place of Meeting

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

Section 5. Quorum

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

C. A Trustee may abstain from voting on a matter. A Trustee that abstains from voting shall be counted in the determination of a quorum, but shall not be counted as voting in favor or against the matter upon which the vote is taken. Trustees having a direct personal or pecuniary interest in a matter that is not common to other members of the Board should declare that interest and refrain from discussing and voting on that matter.

Section 6. Organization of Meetings

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

Section 7. Order of Business

- A. The order of business at all regular and special meetings of the Board shall be as follows:
- (a) Roll Call
 - (b) Proof of Notice of Meeting
 - (c) Disposition of Minutes (Minutes shall be prepared and ~~mailed-provided~~ to the Board as soon as practicable after each Board meeting in order that members may be prepared for discussion. Upon approval, all minutes shall be promptly recorded and open to public inspection.)
 - (d) Report of the President
 - (e) Report of the Committees of the Board
 - (f) Communications and Memorials
 - (g) Unfinished Business
 - (h) New Business
 - (i) Chairperson's Remarks (Optional)
 - (j) Election of Board Officers (as pertinent)
 - (k) Time and Place of Next Regular Meeting of the Board
 - (l) Adjournment

Section 8. Parliamentary Procedure

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

Section 9. Procedures for Presentation of Items to be Considered

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

Section 10. Public Notice of Meetings

- A. Public notice of all Board meetings shall meet or exceed that required by Ohio law.
- B. Any person or news medium may ascertain the time and place of all regularly scheduled Board meetings, and the time, place, and purpose of all special Board meetings by:

1. Written request mailed or delivered to the Office of the President; or
 2. Inquiry by telephone or in person at the Office of the President during normal business hours.
- C. Any news media representative may obtain notice of the time, place, and purpose of all special meetings of the Board by re-requesting in writing that such notices be provided and by paying an annual fee of fifteen dollars (\$15) to compensate the University for the special services required of it in providing such notice. Such notices will be furnished to one named representative of any particular publication or radio or television station. All requests for such notification shall be addressed to the Secretary of the Board of Trustees of Youngstown State University. Each such request shall provide the name of the individual media representative to be contacted, his or her mailing address, his or her telephone facsimile number (if available), and not to exceed two telephone numbers at which such representative may be reached.
1. The Secretary shall maintain a list of all news media representatives who have requested notice of special meetings pursuant to this Paragraph C, and who have paid the service charge described above. In the event of a special meeting (which is not of an emergency nature), the Secretary shall notify each media representative on said list of such meeting by doing at least one of the following:
 - a. Mailing written notice to the representative at his or her given mailing address, which written notice must be deposited in United States first class mail no later than three calendar days prior to the day of the special meeting;
 - b. Calling the representative by telephone no later than twenty-four (24) hours prior to the special meeting. Such telephone notice shall be deemed complete if a message has been left for the representative at either of his or her given telephone numbers, or if, after reasonable effort, the Secretary has been unable to provide such telephone notice;
 - c. Sending notice addressed to the representative via telephone facsimile to the facsimile number provided by the representative;
 - d. Sending notice addressed to the representative via electronic mail to the electronic mail address provided by the representative;
 - e. Informing such representative personally no later than twenty-four (24) hours prior to the special meeting.
 2. In the event of an emergency requiring immediate official action, the individual or individuals calling the meeting shall direct the Secretary to notify immediately those news media representatives appearing on the list described in the preceding paragraphs of the time, place, and purpose of the meeting.
 3. In furnishing the notices required by this Section 10, the Secretary may rely upon the assistance provided by the President (or the President's designee), and any such notice shall be deemed complete if given in the manner provided in this Section 10.
 4. The Secretary shall maintain a list of the names, addresses, electronic mail addresses, telephone numbers, telephone facsimile numbers, and business affiliation, if given, of all persons who have provided written request of all regular and special Board meetings, and of all news media representatives who have qualified for notices of special and emergency meetings.

**ARTICLE III.
OFFICERS AND ORGANIZATIONS**

Section 1. Powers of the Board

- A. The Board shall have the power, not inconsistent with law or these Bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the University. No individual Trustee, Student Trustee or committee of the Board shall have authority to commit or bind the Board or the University to any policy, action, or agreement unless specifically authorized by action of the Board.

Section 2. Officers of the Board

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

Section 3. Qualifications, Election, and Term of Office

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

Section 4. Chairperson

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

Section 5. Vice Chairperson

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

Section 6. Secretary

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

Section 7. Attorney General

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

Section 8. Removal of Board Officers

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

Section 109. Student Trustees

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

Section 110. Permanent Vacancies

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

~~Section 9. Board Committees~~

ARTICLE IV BOARD COMMITTEES

- ~~A. Membership – All Trustees and Student Trustees shall be voting members of all Board standing and special committees, unless otherwise provided by these Bylaws. ~~The President shall be a nonvoting *ex officio* member of all committees, unless otherwise provided.~~~~

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

- ~~C. Quorum and Conduct of Committee Meetings~~

- ~~1. Six (6) members of a standing committee shall constitute a quorum, unless otherwise provided. A majority of the members of subcommittee of a standing committee shall constitute a quorum, unless otherwise provided. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the committee or subcommittee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee or subcommittee meeting in order for the committee to conduct business: (a) the Chairperson, (b) the Vice Chairperson, (c) the (sub)committee chairperson, or (d) the~~

(sub)committee vice chairperson. A committee member may abstain from voting on a matter. A committee member that abstains from voting shall be counted in the determination of a quorum, but shall not be counted as voting in favor or against the matter upon which the vote is taken. Committee members having a direct personal or pecuniary interest in a matter that is not common to other members of the Board should declare that interest and refrain from discussing and voting on that matter.

2. A majority of the members of a special or ad hoc committee, including any Student Trustees, shall constitute a quorum. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the special or ad hoc committee.

3. The Board and University administration will mutually develop committee agendas, with the Chairperson having authority to approve all final agendas.

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

BE. Standing Committees – The Board’s standing committees, and their respective duties and areas of responsibility, shall be as follows:

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

- a. To consider those matters ~~which~~-that warrant Board attention or require Board action relating to:
 - academic policies which provide for and govern faculty teaching, research, and service;
 - establishment of new academic programs, changes in or deletions of existing academic programs, and the issuing of certificates or the granting of degrees;
 - policies which provide for and govern student recruitment, admission, financial aid, retention, and graduation, including but not limited to, diversity issues, enrollment management, and general education requirements;
 - policies which provide for and govern student housing and student life; and
 - institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the Academic ~~Quality~~ and Student ~~Success~~-Affairs Committee.
- b. To assist the Board in the exercise of its oversight responsibilities relating to those academic and administrative departments within the purview of the Academic ~~Quality~~ and Student ~~Success~~-Affairs Committee.
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.

2. Institutional Engagement Committee

- a. To consider those matters ~~which~~-that warrant Board attention or require Board action relating to:
 - policies ~~which~~-that provide for and govern the external relationships established by or required of the University, excluding matters assigned to other of the Board's standing committees;
 - policies ~~which~~-that provide for and govern University fundraising, including but not limited to, institutional advancement through the YSU Foundation, the YSU Research Foundation, the annual fund, capital campaigns, special projects and solicitations;
 - the Youngstown State University Development Agreement between the University and the YSU Foundation.
 - policies ~~which~~-that provide for and govern continuing University relations with its graduates, including but not limited to, alumni associational activity;
 - policies ~~which~~-that provide for and govern University operations directed toward effective communications, public relations, marketing, and the enhancement of community goodwill;
 - policies ~~which~~-that provide for and govern University public service in, and partnerships with, the larger community, or segments thereof, including but not limited to, those relationships which are contractual; policies which provide for and govern University intergovernmental relationships, including but not limited to, those with the City of Youngstown, Mahoning County, as well as with agencies and departments of state and federal governments; and
 - institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the Institutional Engagement Committee.
- b. To assist the Board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the Institutional Engagement Committee.
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.

3. Finance and Facilities Committee

- a. To consider those matters ~~which~~-that warrant Board attention or require Board action relating to:
 - financial and budgetary policies, including but not limited to, the annual operating budget, and the capital improvement budget;
 - policies governing investments and debt instruments issued by the University;
 - the financial and budgetary impact of major agreements, contracts, programs, plans or initiatives to be recommended to the Board by any standing, ad hoc, or special committee, including but not limited to, recommendations regarding University personnel, insurance, and donations;

- the acquisition of real property by purchase, gift, or ~~eminent domain~~otherwise; the disposition of real property; the acquisition or disposition of significant property broadly classified as technology;
 - major projects, including but not limited to, the construction, demolition, or remodeling of facilities, and, as appropriate, the selection of architects and engineers; and
 - institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the Finance and Facilities Committee.
- b. To assist the Board in the exercise of its oversight responsibilities relating to those administrative departments and functions within the purview of the Finance and Facilities Committee, including but not limited to, the conduct, and scrutiny of the auditor's work product, of the annual audit, as well as any special audits, undertaken by (i) the University's internal auditor, (ii) external auditors, and (iii) state auditor. Auditor's work product includes findings, management letters, and all other relevant documentation.
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.
- d. The Finance and Facilities Committee will include the following two permanent subcommittees:

(1) Audit Subcommittee

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

(2) Investment Subcommittee

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

4. University Affairs Committee

- a. To consider those matters ~~which~~that warrant Board attention or require Board action relating to:
- policies ~~which~~that provide for and govern the internal administrative operations of the University, excluding matters assigned to other of the Board's standing committees;
 - policies ~~which~~that provide for and govern University employment where collective bargaining agreements apply, including but not limited to, oversight of the collective bargaining process and labor negotiations with unions representing University employees~~review of negotiated agreements~~;
 - policies ~~which~~that provide for and govern University employment exempt from collective bargaining agreements, including but not limited to, oversight of contractual arrangements with exempt personnel;
 - policies ~~which~~that provide for equal opportunity standards and govern equal opportunity practices in University employment and operations, including but not limited to, implementation of affirmative action initiatives;
 - policies ~~which~~that provide for and govern the University's participation in intercollegiate athletics, including but not limited to, issues of compliance, diversity and gender equity;
 - policies ~~which~~that provide for the acquisition, development, access, and use of electronic technology; and
 - institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the University Affairs Committee.
- b. To assist the Board in the exercise of its oversight responsibilities relating to those administrative departments within the purview of the University Affairs Committee.
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.

~~d. The University Affairs Committee will include the following two permanent subcommittees:~~

~~(1) Collective Bargaining and Negotiations Subcommittee~~

~~(a) The Collective Bargaining and Negotiations Subcommittee, chaired by the Chairperson of the University Affairs Committee, will be composed of three additional Trustees who will be appointed annually by the Chairperson of the Board. The Chairperson of the Board and the President will be non-voting *ex officio* members of the subcommittee.~~

~~(b) The Collective Bargaining and Negotiations Subcommittee will meet as needed and perform those duties as assigned by the University Affairs Committee relating to collective bargaining and labor negotiations with unions representing University employees.~~

~~(2) Intercollegiate Athletics Subcommittee~~

~~(a) The Interecollegiate Athletics Subcommittee, chaired by the Vice Chairperson of the University Affairs Committee, will be composed of three additional Trustees who will be appointed annually by the Chairperson of the Board. The Chairperson of the Board and the President will be non-voting *ex officio* members of the subcommittee.~~

~~(b) The Interecollegiate Athletics Subcommittee will meet as needed and perform those duties assigned by the University Affairs Committee. The subcommittee will report its findings and recommendations to the Committee and to the Board.~~

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

15. Executive Committee

a. The membership of the Executive Committee shall consist of the Chairperson (presiding), the Vice Chairperson, and the chairpersons of ~~the each Board standing committee:~~ Academic Quality and Student Success Affairs Committee, the Institutional Engagement Committee, the Finance and Facilities Committee, and the University Affairs Committee. ~~The President of the University shall be a non-voting *ex officio* member of the Executive Committee.~~ The Executive Committee will consider those matters that warrant Board attention or require Board action relating to:
~~meet on an “as needed” basis to:~~

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

- ~~• consider matters of presidential assessment and compensation, with recommendation to the Board, as appropriate, for its attention or action; for purposes of this consideration, the President may be excused from the committee's proceedings; and~~
- ~~• consider matters relative to the employment, assessment and compensation of the Secretary, with recommendation to the Board, as appropriate, for its attention or action; for purposes of this consideration, the Secretary may be excused from the committee's proceedings; and~~
- ~~consider~~ other matters as appropriate to an Executive Committee, or as assigned by the Board.

2.6. Trusteeship-Governance Committee

- a. The Trusteeship-Governance Committee shall be chaired by the Chairperson, except as otherwise provided herein, and will meet on an "as needed" basis to:
 - consider proposed changes in the Bylaws of the Board, with recommendation to the Board, as appropriate, for its attention or action;
 - consider proposed changes in Board and committee procedures, in full or in part, not stipulated in the Bylaws, including but not limited to, scheduling, administrative staff participation or assistance, etc., with recommendation to the Board, as appropriate, for its attention or action;
 - develop and schedule Board retreats, workshops, seminars, orientation programs, and other special events, with recommendation to the Board, as appropriate, for its attention or action;
 - provide for periodic Board self-evaluation and assessment;
 - recommend to the Board nominees for its annual election of officers; such nominations to be presented to the Board at its regularly scheduled quarterly meeting preceding its last regularly scheduled quarterly meeting of the University's fiscal year, at which time said election shall take place. When the Trusteeship-Governance Committee is engaged in the making of nominations, it shall be chaired by the Trustee whose term is expiring and is therefore not eligible to serve as an officer. When the Trusteeship-Governance Committee is engaged in the making of nominations, the President of the University shall be excused from the committee's proceedings; and
 - annually survey the trustees, prior to nomination of officers, regarding their interest, willingness and qualifications to serve as Board officers or in other leadership roles in the forthcoming term. The ~~Secretary, in consultation with the~~ Chairperson, shall conduct the survey and submit a report to the trustee designated as committee chair for the purpose of nomination of Board officers. That trustee shall also be responsible for the development of a nomination process.
 - consider other matters as appropriate to a Trusteeship Committee, or as assigned by the Executive Committee or the Board.

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

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

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

~~1. Six (6) members of a standing committee (including the President and Student Trustees) shall constitute a quorum, unless otherwise provided. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee meeting in order for the committee to conduct business: (a) the Chairperson, (b) the Vice Chairperson, (c) the committee chairperson, or (d) the committee vice chairperson.~~

~~2. A majority of the members of a special or ad hoc committee, including the President and any Student Trustees, shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.~~

~~3. The Board and University administration will mutually develop committee agendas, with the Chairperson having authority to approve all final agendas.~~

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

~~**Section 10. Student Trustees**~~

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

~~**Section 11. Permanent Vacancies**~~

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

ARTICLE IV.

ADMINISTRATION OF THE UNIVERSITY

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

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

Section 2. Other Personnel

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

Section 3. Reports to the Board

- A. **Budget** - At ~~the meeting next preceding a meeting of the Finance and Facilities Committee prior to~~ the Board's last regular meeting of the University's fiscal year, the President shall present to the Board the draft budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the University's major areas of expenditure in accordance with general account classifications of the State of Ohio, and shall be accompanied by a review describing the major changes. As may be necessary, the budget may be revised from time to time by the Board. After approval by the Board, the budget shall govern financial transactions. The President shall establish procedures for the expenditure of all budgeted funds in accordance with the ~~regulations policies~~ of the Board. In administering the budget, the President may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures. Whenever income fails to meet budgeted income, the President shall ~~direct reductions in budgeted expenditure of a corresponding amount~~ present to the Board for its review and approval a plan to address any anticipated shortfalls.
- B. **Revisions of Fees and Other Charges** - From time to time, but no less than annually, the President shall recommend to the Board for its approval a continuation or revision of the instructional fees, tuition, general fees, and other uniform charges ~~which the President may deem appropriate.~~
- C. **Service Charges** - The President may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the President.
- D. **Purchase of Insurance**
1. The President shall cause to have prepared and submitted to the Board, at or before its first regular meeting after January 1 of each year, a report that tabulates all insurance policies in force, including coverage, current premiums and premiums paid during the previous two years, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, officers and directors' liability, medical and hospitalization contracts, or any other policy for the protection of Youngstown State University's personnel and property.
 2. All insurance shall be purchased through the President or his or her designee.
- E. **Inventory of Real Property** - At the close of each fiscal year, the President shall cause to be prepared and submitted to the Board, at or before its first regular meeting after September 1 of each year, an inventory of all real property managed, owned, leased, rented, or under option to the University. This report shall include acreage held, an estimate of land and building values, a general statement on the condition of the physical plant, and such other details as may be directed by the Board or the President.
- F. **Obligations of the University** - At the close of each fiscal year the President shall cause to be prepared and submitted to the Board a report describing the obligations of the University, financial and otherwise, the terms and conditions of repayment or satisfaction of such obligations and any security given by the University toward such obligations.

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

H. Youngstown State University Development Service Agreement - At the end of each fiscal year the President shall cause to be prepared and submitted to the Board a report pertaining to the University's development functions. Said report shall include detailed information regarding the University's relationship with the YSU Foundation and activities performed by the Youngstown State University Development Service Agreement entered into between the University and the YSU Foundation.

Section 4. Purchasing Practice

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

ARTICLE VI. UNIVERSITY ORGANIZATIONS

Section 1. Auxiliary Agencies

- A. As recommended by the President and approved by the Board, certain University operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The President shall cause to be prepared and submitted to the Finance and Facilities Committee-Board, at or before its first ~~regular~~ meeting after September 1 of each year, an annual report including an itemization of income and expenditures and a résumé of the operation for the year.
- B. Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other University purposes as directed by the President with the approval of the Finance and Facilities Committee.
- C. The rental policies of the University as approved by the Board also apply to all auxiliary activity facilities.

ARTICLE VII. INSTRUCTION AND DEGREES

Section 1. Degrees and Certificates

- A. Degrees, titles, and certificates shall be awarded by the Board upon recommendation of the University faculty and transmitted to the Board by the President. All diplomas issued to those receiving degrees and titles from the University shall be signed by the Chairperson, the President, and the Secretary. Facsimile signatures may be used.
- B. Honorary Degrees - The Board may from time to time adopt policies pertaining to commencement speakers and the conferral of honorary degrees.

ARTICLE VIII. MISCELLANEOUS

Section 1. Appearances Before Governmental Offices

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

Section 2. Use of University Facilities

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

ARTICLE ~~VIII~~.

BYLAWS, RULES, AND POLICIES

Promulgation, Amendment, and Repeal

Section 1. Statement of Purpose

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

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

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

Section 3. Amendments to Bylaws

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

Notes to Bylaws

1. The responsibility and authority of the Board committees existing prior to the adoption of the new Bylaws on June 15, 2001, as referenced in the University Guidebook or other University documentation, are transferred to the Board committees existing after such adoption as follows: Academic Affairs and Student Affairs Committees transferred to the Academic and Student Affairs Committee; Development Committee transferred to the External Relations Committee; Budget and Finance Committee and Building and Property Committee

transferred to the Finance and Facilities Committee; Equal Opportunity, Intercollegiate Athletics, and Personnel Relations Committees transferred to the Internal Affairs Committee; Executive Committee transferred to the Executive Committee; and Nominating Committee transferred to the Trusteeship Committee.

The responsibility and authority of the Board committees existing prior to the adoption of revisions to the Bylaws on June 17, 2011, as referenced in the University Guidebook or other University documentation, are transferred to the Board committees existing after such adoption as follows: Academic and Student Affairs Committee transferred to the Academic Quality and Student Success Committee; External Relations Committee transferred to the Institutional Engagement Committee; and Internal Affairs Committee transferred to the University Affairs Committee.

The responsibility and authority of the Board committees and subcommittees existing prior to the adoption of revisions to the Bylaws on December 16, 2015, as referenced in the University Guidebook or other University documentation, are transferred to the Board committees existing after such adoption as follows: Academic Quality and Student Success Committee transferred to the Academic and Student Affairs Committee; Collective Bargaining and Negotiations Subcommittee to the University Affairs Committee; Intercollegiate Athletics Subcommittee to the University Affairs Committee and Trusteeship Committee to the Governance Committee.

2. The former Ad Hoc Committee on Trusteeship recommended guidelines for the appointment of standing committee chairpersons and vice chairpersons. The guidelines recommended are that the four most senior Trustees serve as committee chairpersons, and that the remaining Trustees serve as committee vice chairpersons.
3. Protocol for Requests to Address the Board and/or its Committees.
 - a. Any and all persons desiring to address the Board shall submit in writing a request for permission to address the Board. Such request shall be submitted not less than three (3) weeks prior to the meeting of the Board at which the party requests to be heard
 - b. All such requests shall be submitted to the Board Chairperson through the Secretary to the Board of Trustees, by submission either directly to the Secretary or through the office of the President of the University.
 - c. All such requests shall state the subject of the matter to be addressed to Board, the identity or identities of the person(s) who will speak to the subject matter before the Board, the relationship(s) of such person(s) to the University and the matter being brought to the attention of the Board, the postal and electronic mail addresses and daytime telephone number of the person(s) requesting permission to address the Board.
 - d. As the standing committees of the Board are composed of all of the Board's trustees, the Board Chairperson may, in his or her discretion, refer any request to address the Board to such committee of the Board as the Chairperson deems appropriate.
 - e. Any presentation to the Board or a committee thereof contemplated under this procedure shall not be longer than five (5) minutes in total length. The Board Chairperson and/or the Chair of the Board committee before which such presentation is to be delivered may at any time, in his or her discretion, increase or decrease the number of persons addressing the Board or committee, and/or lengthen, shorten or cancel the time permitted for any address or presentation.

- f. The format and substance of any address or presentation to the Board or its committees shall at all times remain within the bounds of relevance, civility and decorum as shall be determined in the sole discretion of the chairperson of the body before which the matter is addressed or presented. The chairperson of that body shall at all times possess the authority to lengthen, shorten or cancel, without notice or action of the body, the time allotted to any address or presentation.
- g. No request to address the Board or any of its committees shall knowingly be permitted or permitted to proceed if the substance or purpose of such address is or may be a subject of litigation, collective bargaining, employment relations involving the University, its employees, and/or students; or any other matter which is not properly within the public interest or the interest of the University.

CERTIFICATE

I certify that these Bylaws were adopted by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on March 10, 1995, amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a special meeting held on July 26, 1999, further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 15, 2001, further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on March 18, 2005, further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 23, 2006, ~~and~~ further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 17, 2011 and further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on December 16, 2015.

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

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

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

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

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

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

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

§ 3356.03. Powers and duties of board of trustees

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

~~History, Effective Date: 08-15-1967~~

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

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

~~History, Effective Date: 08-15-1967~~

§ 3356.05. General assembly to support university—other sources

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

~~**History.** Effective Date: 08-15-1967~~

~~**§ 3356.10. (Repealed) Conveyance of certain parcels**~~

~~**History.** Effective Date: 01-10-2006, Repealed effective 01-10-2014~~

~~:~~

ORC Chapter 3356 as of August 22, 2015

§ 3356.01. Appointment of trustees - term

(A)

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

(B)

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

Cite as R.C. § 3356.01

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

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

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

Cite as R.C. § 3356.02

History. Effective Date: 08-15-1967; 2008 HB562 09-22-2008

§ 3356.03. Powers and duties of board of trustees

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

Cite as R.C. § 3356.03

History. Effective Date: 08-15-1967

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

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

Cite as R.C. § 3356.04

History. Effective Date: 08-15-1967

§ 3356.05. General assembly to support university - other sources

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

Cite as R.C. § 3356.05

History. Effective Date: 08-15-1967

§ 3356.10. *[Repealed Effective 9/10/2017]* Conveyance of Youngstown University parcels

During the five-year period after the effective date of this section, the governor may execute deeds in the name of the state conveying to one or more purchasers and the purchasers' heirs and assigns or successors and assigns all of the state's right, title, and interest in any or all parcels of real estate held for the use and benefit of Youngstown state university and located in the city of Youngstown, Mahoning county, in an area known as "smokey hollow" and bounded on the north by the east-bound service road of the Madison avenue expressway, on the east by Andrews avenue, on the south by Rayen avenue, and on the west by Wick avenue. The parcel or parcels of real estate may be transferred individually or as a group or multiple groups to a single purchaser or to multiple purchasers.

The consideration for conveyance of the parcel or parcels of real estate shall be a purchase price and any terms and conditions acceptable to the board of trustees of Youngstown state university. The consideration may include in whole or in part the benefit that will inure to the university and the students attending the university from development of a mixed-use urban neighborhood that will provide convenient housing, retail outlets, parks, and employment opportunities on a site adjacent to the university's core campus.

All costs of the conveyance of the parcel or parcels of real estate shall be paid by the board of trustees of the Youngstown state university unless otherwise specified in the agreement for transfer of the property.

Upon adoption of a resolution by the board of trustees of Youngstown state university specifically describing the parcel or parcels of real estate to be conveyed, identifying the purchaser or purchasers of the real estate, and specifying the consideration paid or to be paid, the auditor of state, with the assistance of the attorney general, shall prepare a deed or deeds to the parcel or parcels of real estate described in the resolution. The deed or deeds shall state the consideration specified in the resolution. The deed or deeds shall be executed by the governor in the name of the state, countersigned by the secretary of state, sealed with the great seal of the state, presented in the office of the auditor of state for recording, and delivered to the purchaser or purchasers. The purchaser or purchasers shall present the deed or deeds for recording in the office of the Mahoning county recorder.

Each deed to any property described in this section shall contain any exceptions, reservations, or conditions and any right of reentry or reverter clause specified in the resolution. Any exceptions, reservations, or conditions or any right of reentry or reverter clause contained in any deed authorized by this section may be released by the university without the necessity of further legislation, provided the release is specifically authorized by the board of trustees of Youngstown state university.

The net proceeds of the sale of the parcel or parcels of real estate shall be paid to Youngstown state university and deposited in university accounts for purposes to be determined by the board of trustees.

Cite as R.C. § 3356.10

History. Repealed by 129th General Assembly File No.127, HB 487, §105.10, eff. 9/10/2017.

Added by 129th General Assembly File No.127, HB 487, §101.01, eff. 9/10/2012.

SECTION 369.180. HIGHER EDUCATION - BOARD OF TRUSTEES

(A) Funds appropriated for instructional subsidies at colleges and universities may be used to provide such branch or other off-campus undergraduate courses of study and such master's degree courses of study as may be approved by the Chancellor of Higher Education.

(B) In providing instructional and other services to students, boards of trustees of state institutions of higher education shall supplement state subsidies with income from charges to students. Except as otherwise provided in this act, each board shall establish the fees to be charged to all students, including an instructional fee for educational and associated operational support of the institution and a general fee for noninstructional services, including locally financed student services facilities used for the benefit of enrolled students. The instructional fee and the general fee shall encompass all charges for services assessed uniformly to all enrolled students. Each board may also establish special purpose fees, service charges, and fines as required; such special purpose fees and service charges shall be for services or benefits furnished individual students or specific categories of students and shall not be applied uniformly to all enrolled students. A tuition surcharge shall be paid by all students who are not residents of Ohio.

The board of trustees of a state institution of higher education shall not authorize a waiver or nonpayment of instructional fees or general fees for any particular student or any class of students other than waivers specifically authorized by law or approved by the Chancellor. This prohibition is not intended to limit the authority of boards of trustees to provide for payments to students for services rendered the institution, nor to prohibit the budgeting of income for staff benefits or for student assistance in the form of payment of such instructional and general fees.

Each state institution of higher education in its statement of charges to students shall separately identify the instructional fee, the general fee, the tuition charge, and the tuition surcharge. Fee charges to students for instruction shall not be considered to be a price of service but shall be considered to be an integral part of the state government financing program in support of higher educational opportunity for students.

(C) The boards of trustees of state institutions of higher education shall ensure that faculty members devote a proper and judicious part of their work week to the actual instruction of students. Total class credit hours of production per academic term per full-time faculty member is expected to meet the standards set forth in the budget data submitted by the Chancellor of Higher Education.

(D) The authority of government vested by law in the boards of trustees of state institutions of higher education shall in fact be exercised by those boards. Boards of trustees may consult extensively with appropriate student and faculty groups. Administrative decisions about the utilization of available resources, about organizational structure, about disciplinary procedure, about the operation and staffing of all auxiliary facilities, and about administrative personnel shall be the exclusive prerogative of boards of trustees. Any delegation of authority by a board of trustees in other areas of responsibility shall be accompanied by appropriate standards of guidance concerning expected objectives in the exercise of such delegated authority and shall be accompanied by periodic review of the exercise of this delegated authority to the end that the public interest, in contrast to any institutional or special interest, shall be served.

Bylaws of the Board of Trustees

ARTICLE I. DEFINITIONS

As used in these Bylaws:

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

ARTICLE II. MEETINGS

Section 1. Regular Meetings

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

Section 2. Special Meetings

- A. Special meetings of the Board may be called by written request (the "Call") signed by the Chairperson, the President, or by three Trustees, and delivered to the Secretary. The Call for a special meeting shall specify the date, time, place, and purposes thereof, although other business than that specified in the Call may be considered at any such meeting. Upon receipt of a Call for a special meeting, and no less than forty-eight (48) hours prior to the time of commencement of the special meeting, the Secretary shall provide notice of the special meeting to every member of the Board and to the President. Notice of a special meeting shall include the date, time, place, and purposes thereof, as set forth in the Call. Notice of a special meeting may be given in oral or written form, and may be given

directly to the Board member by telephone or direct conversation, or by facsimile, hand delivery, electronic or first class mail sent to the Board member's residence or place of business.

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

Section 3. Emergency Meetings

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

Section 4. Place of Meeting

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

Section 5. Quorum

- A. A majority of the Trustees, when duly convened pursuant to these Bylaws, shall constitute a quorum for the transaction of business at any meeting of the Board. Student Trustees shall not be considered in the determination of a quorum. If less than a majority of the Trustees are present at or at any time during said meeting, a majority of the Trustees present may adjourn the meeting from time to time without further notice. When, upon reconvening any such adjourned meeting, a quorum is present, any business may be transacted which might have been transacted at the meeting as originally notified.
- B. At any meeting where a quorum is present, a majority vote of those present and voting shall be required for any official action by the Board, except as otherwise permitted by law or by these Bylaws.
- C. A Trustee may abstain from voting on a matter. A Trustee that abstains from voting shall be counted in the determination of a quorum, but shall not be counted as voting in favor or against the matter upon which the vote is taken. Trustees having a direct personal or pecuniary interest in a matter that is not common to other members of the Board should declare that interest and refrain from discussing and voting on that matter.

Section 6. Organization of Meetings

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

Section 7. Order of Business

- A. The order of business at all regular and special meetings of the Board shall be as follows:
 - (a) Roll Call
 - (b) Proof of Notice of Meeting
 - (c) Disposition of Minutes (Minutes shall be prepared and provided to the Board as soon as practicable after each Board meeting in order that members may be prepared for discussion. Upon approval, all minutes shall be promptly recorded and open to public inspection.)
 - (d) Report of the President
 - (e) Report of the Committees of the Board
 - (f) Communications and Memorials
 - (g) Unfinished Business
 - (h) New Business
 - (i) Chairperson's Remarks (Optional)
 - (j) Election of Board Officers (as pertinent)
 - (k) Time and Place of Next Regular Meeting of the Board
 - (l) Adjournment

Section 8. Parliamentary Procedure

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

Section 9. Procedures for Presentation of Items to be Considered

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

Section 10. Public Notice of Meetings

- A. Public notice of all Board meetings shall meet or exceed that required by Ohio law.
- B. Any person or news medium may ascertain the time and place of all regularly scheduled Board meetings, and the time, place, and purpose of all special Board meetings by:

1. Written request mailed or delivered to the Office of the President; or
 2. Inquiry by telephone or in person at the Office of the President during normal business hours.
- C. Any news media representative may obtain notice of the time, place, and purpose of all special meetings of the Board by re-requesting in writing that such notices be provided and by paying an annual fee of fifteen dollars (\$15) to compensate the University for the special services required of it in providing such notice. Such notices will be furnished to one named representative of any particular publication or radio or television station. All requests for such notification shall be addressed to the Secretary of the Board of Trustees of Youngstown State University. Each such request shall provide the name of the individual media representative to be contacted, his or her mailing address, his or her telephone facsimile number (if available), and not to exceed two telephone numbers at which such representative may be reached.
1. The Secretary shall maintain a list of all news media representatives who have requested notice of special meetings pursuant to this Paragraph C, and who have paid the service charge described above. In the event of a special meeting (which is not of an emergency nature), the Secretary shall notify each media representative on said list of such meeting by doing at least one of the following:
 - a. Mailing written notice to the representative at his or her given mailing address, which written notice must be deposited in United States first class mail no later than three calendar days prior to the day of the special meeting;
 - b. Calling the representative by telephone no later than twenty-four (24) hours prior to the special meeting. Such telephone notice shall be deemed complete if a message has been left for the representative at either of his or her given telephone numbers, or if, after reasonable effort, the Secretary has been unable to provide such telephone notice;
 - c. Sending notice addressed to the representative via telephone facsimile to the facsimile number provided by the representative;
 - d. Sending notice addressed to the representative via electronic mail to the electronic mail address provided by the representative;
 - e. Informing such representative personally no later than twenty-four (24) hours prior to the special meeting.
 2. In the event of an emergency requiring immediate official action, the individual or individuals calling the meeting shall direct the Secretary to notify immediately those news media representatives appearing on the list described in the preceding paragraphs of the time, place, and purpose of the meeting.
 3. In furnishing the notices required by this Section 10, the Secretary may rely upon the assistance provided by the President (or the President's designee), and any such notice shall be deemed complete if given in the manner provided in this Section 10.
 4. The Secretary shall maintain a list of the names, addresses, electronic mail addresses, telephone numbers, telephone facsimile numbers, and business affiliation, if given, of all persons who have provided written request of all regular and special Board meetings, and of all news media representatives who have qualified for notices of special and emergency meetings.

**ARTICLE III.
OFFICERS AND ORGANIZATIONS**

Section 1. Powers of the Board

- A. The Board shall have the power, not inconsistent with law or these Bylaws, to do all things necessary for the proper maintenance and successful and continuous operation of the University. No individual Trustee, Student Trustee or committee of the Board shall have authority to commit or bind the Board or the University to any policy, action, or agreement unless specifically authorized by action of the Board.

Section 2. Officers of the Board

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

Section 3. Qualifications, Election, and Term of Office

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

Section 4. Chairperson

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

Section 5. Vice Chairperson

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

Section 6. Secretary

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

Section 7. Attorney General

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

Section 8. Removal of Board Officers

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

Section 9. Student Trustees

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

Section 10. Permanent Vacancies

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

ARTICLE IV BOARD COMMITTEES

- A. Membership – All Trustees and Student Trustees shall be voting members of all Board standing committees, unless otherwise provided by these Bylaws.
- B. Committee Chairperson and Vice Chairperson - The Chairperson shall appoint the chairperson and vice chairperson of each standing committee, and members of such committees that are not otherwise composed of all of the trustees or as otherwise set forth herein, subject to the approval of the Board. Committee chairpersons and vice chairpersons shall be Trustees. The Chairperson will not be a chairperson or vice chairperson of a standing committee.
- C. Quorum and Conduct of Committee Meetings
 - 1. Six (6) members of a standing committee shall constitute a quorum, unless otherwise provided. A majority of the members of subcommittee of a standing committee shall constitute a quorum, unless otherwise provided. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the committee or subcommittee. However, regardless of the existence of a quorum in number, at least one of the following four persons must be present at a committee or subcommittee meeting in order for the committee to conduct business: (a) the Chairperson, (b) the Vice Chairperson, (c) the (sub)committee chairperson, or (d) the (sub)committee vice chairperson. A committee member may abstain from voting on a matter. A committee member that abstains from voting shall be counted in the determination of a quorum, but shall not be counted as voting in favor or against the matter upon which the vote is taken. Committee members having a direct personal or pecuniary

interest in a matter that is not common to other members of the Board should declare that interest and refrain from discussing and voting on that matter.

2. A majority of the members of a special or ad hoc committee, including any Student Trustees, shall constitute a quorum. The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the special or ad hoc committee.

3. The Board and University administration will mutually develop committee agendas, with the Chairperson having authority to approve all final agendas.

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

E. Standing Committees – The Board’s standing committees, and their respective duties and areas of responsibility, shall be as follows:

1. Academic and Student Affairs Committee

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

- academic policies which provide for and govern faculty teaching, research, and service;
- establishment of new academic programs, changes in or deletions of existing academic programs, and the issuing of certificates or the granting of degrees;
- policies which provide for and govern student recruitment, admission, financial aid, retention, and graduation, including but not limited to, diversity issues, enrollment management, and general education requirements;
- policies which provide for and govern student housing and student life; and
- institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the Academic and Student Affairs Committee.

b. To assist the Board in the exercise of its oversight responsibilities relating to those academic and administrative departments within the purview of the Academic and Student Affairs Committee.

c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.

2. Institutional Engagement Committee

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

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

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

3. **Finance and Facilities Committee**

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

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

(1) Audit Subcommittee

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

(2) Investment Subcommittee

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

4. University Affairs Committee

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

- policies that provide for and govern University employment where collective bargaining agreements apply, including but not limited to, oversight of the collective bargaining process and labor negotiations with unions representing University employees;
 - policies that provide for and govern University employment exempt from collective bargaining agreements, including but not limited to, oversight of contractual arrangements with exempt personnel;
 - policies that provide for equal opportunity standards and govern equal opportunity practices in University employment and operations, including but not limited to, implementation of affirmative action initiatives;
 - policies that provide for and govern the University's participation in intercollegiate athletics, including but not limited to, issues of compliance, diversity and gender equity;
 - policies that provide for the acquisition, development, access, and use of electronic technology; and
 - institutional mission, strategic and master plans, or relevant parts thereof, dealing with matters within the purview of the University Affairs Committee.
- b. To assist the Board in the exercise of its oversight responsibilities relating to those administrative departments within the purview of the University Affairs Committee.
- c. To exercise on behalf of the Board ancillary jurisdiction as related to the above, or as assigned by the Board or its Executive Committee.

5. Executive Committee

- a. The membership of the Executive Committee shall consist of the Chairperson (presiding), the Vice Chairperson, and the chairpersons of the Academic and Student Affairs Committee, the Institutional Engagement Committee, the Finance and Facilities Committee, and the University Affairs Committee. The Executive Committee will consider those matters that warrant Board attention or require Board action relating to:
- matters relevant to the employment, assessment and compensation of the President, with recommendation to the Board, as appropriate, for its attention or action; for purposes of this consideration, the President may be excused from the committee's proceedings; and
 - matters relative to the employment, assessment and compensation of the Secretary, with recommendation to the Board, as appropriate, for its attention or action; for purposes of this consideration, the Secretary may be excused from the committee's proceedings; and
 - any institutional mission statement, strategic or master plans, with recommendation to the Board, as appropriate, for its attention or action;
 - matters not within the assigned purview of any Board standing, ad hoc, or special committee; the Executive Committee will report on such matters, as appropriate, to the Board for its attention or action;

- special assignments of particular matters, not clearly within the purview of any Board committee, to one of the Board's standing, ad hoc, or special committees; the designated committee will be instructed to report either to the Executive Committee or to the Board;
- resolution of jurisdictional ambiguities between or among the Board's standing, ad hoc, or special committees;
- other matters as appropriate to an Executive Committee, or as assigned by the Board.

6. Governance Committee

- a. The Governance Committee shall be chaired by the Chairperson, except as otherwise provided herein, and will meet on an "as needed" basis to:
 - consider proposed changes in the Bylaws of the Board, with recommendation to the Board, as appropriate, for its attention or action;
 - consider proposed changes in Board and committee procedures, in full or in part, not stipulated in the Bylaws, including but not limited to, scheduling, administrative staff participation or assistance, etc., with recommendation to the Board, as appropriate, for its attention or action;
 - develop and schedule Board retreats, workshops, seminars, orientation programs, and other special events, with recommendation to the Board, as appropriate, for its attention or action;
 - provide for periodic Board self-evaluation and assessment;
 - recommend to the Board nominees for its annual election of officers; such nominations to be presented to the Board at its regularly scheduled quarterly meeting preceding its last regularly scheduled quarterly meeting of the University's fiscal year, at which time said election shall take place. When the Governance Committee is engaged in the making of nominations, it shall be chaired by the Trustee whose term is expiring and is therefore not eligible to serve as an officer. When the Governance Committee is engaged in the making of nominations, the President of the University shall be excused from the committee's proceedings; and
 - annually survey the trustees, prior to nomination of officers, regarding their interest, willingness and qualifications to serve as Board officers or in other leadership roles in the forthcoming term. The Chairperson shall conduct the survey and submit a report to the trustee designated as committee chair for the purpose of nomination of Board officers. That trustee shall also be responsible for the development of a nomination process.
 - consider other matters as appropriate to a Trusteeship Committee, or as assigned by the Executive Committee or the Board.
- F. Ad Hoc Committees - The Chairperson may appoint from time to time such ad hoc committees as may be required for the proper and continuous operation of the University; however, an ad hoc committee shall not be appointed to consider matters which lie entirely within the purview of a standing committee. The Chairperson shall determine the membership of the ad hoc committee and when the work of the ad hoc committee is completed.

ARTICLE V.
ADMINISTRATION OF THE UNIVERSITY

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

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

Section 2. Other Personnel

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

Section 3. Reports to the Board

- A. **Budget** - At a meeting of the Finance and Facilities Committee prior to the Board's last regular meeting of the University's fiscal year, the President shall present to the Board the draft budget for the ensuing fiscal year. The budget shall be presented in a form showing estimated income and the allocations for the University's major areas of expenditure in accordance with general account classifications of the State of Ohio, and shall be accompanied by a review describing the major changes. As may be necessary, the budget may be revised from time to time by the Board. After approval by the Board, the budget shall govern financial transactions. The President shall establish procedures for the expenditure of all budgeted funds in accordance with the policies of the Board. In administering the budget, the President may make or authorize transfers or adjustments in individual budget accounts or in local unrestricted accounts provided that no such action shall increase the total of budgeted expenditures. Whenever income fails to meet budgeted income, the President shall present to the Board for its review and approval a plan to address any anticipated shortfalls.
- B. **Revisions of Fees and Other Charges** - From time to time, but no less than annually, the President shall recommend to the Board for its approval a continuation or revision of the instructional fees, tuition, general fees, and other uniform charges.
- C. **Service Charges** - The President may fix and announce other fees, fines, and rental or service charges. No such other fees or charges shall be imposed until authorized by the President.
- D. **Purchase of Insurance**
 - 1. The President shall cause to have prepared and submitted to the Board, at or before its first regular meeting after January 1 of each year, a report that tabulates all insurance policies in force, including coverage, current premiums and premiums paid during the previous two years, and agents servicing these policies. This report shall include, but is not limited to: general, fire, liability, bonds, property, automobile, comprehensive, officers and directors' liability, medical and hospitalization contracts, or any other policy for the protection of Youngstown State University's personnel and property.
 - 2. All insurance shall be purchased through the President or his or her designee.
- E. **Inventory of Real Property** - At the close of each fiscal year, the President shall cause to be prepared and submitted to the Board, at or before its first regular meeting after September 1 of each year, an inventory of all real

property managed, owned, leased, rented, or under option to the University. This report shall include acreage held, an estimate of land and building values, a general statement on the condition of the physical plant, and such other details as may be directed by the Board or the President.

- F. **Obligations of the University** - At the close of each fiscal year the President shall cause to be prepared and submitted to the Board a report describing the obligations of the University, financial and otherwise, the terms and conditions of repayment or satisfaction of such obligations and any security given by the University toward such obligations.
- G. **Annual Financial Report** - At the end of each fiscal year, the President shall cause to be prepared and submitted to the Board, at its first regular meeting after the audit of the University has been released by the Auditor of State, a comprehensive Financial Report. The report should summarize all financial transactions, note changes in fund balances, and tabulate expenditures in accordance with generally accepted accounting principles for state agencies.
- H. **Youngstown State University Development Service Agreement** - At the end of each fiscal year the President shall cause to be prepared and submitted to the Board a report pertaining to the University's development functions. Said report shall include detailed information regarding the University's relationship with the YSU Foundation and activities performed by the Youngstown State University Development Service Agreement entered into between the University and the YSU Foundation.

Section 4. Purchasing Practice

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

ARTICLE VI. UNIVERSITY ORGANIZATIONS

Section 1. Auxiliary Agencies

- A. As recommended by the President and approved by the Board, certain University operations, whose income includes substantial amounts of other than imposed fees or appropriated revenue, shall be designated as auxiliary services. For budgeting purposes, an auxiliary service is a fiscal entity. The President shall cause to be prepared and submitted to the Finance and Facilities Committee, at or before its first meeting after September 1 of each year, an annual report including an itemization of income and expenditures and a résumé of the operation for the year.
- B. Except for those auxiliary activity accounts otherwise restricted, there may be a transfer of balances among them or to other University purposes as directed by the President with the approval of the Finance and Facilities Committee.
- C. The rental policies of the University as approved by the Board also apply to all auxiliary activity facilities.

ARTICLE VII. INSTRUCTION AND DEGREES

Section 1. Degrees and Certificates

- A. Degrees, titles, and certificates shall be awarded by the Board upon recommendation of the University faculty and transmitted to the Board by the President. All diplomas issued to those receiving degrees and titles from the University shall be signed by the Chairperson, the President, and the Secretary. Facsimile signatures may be used.
- B. Honorary Degrees - The Board may from time to time adopt policies pertaining to commencement speakers and the conferral of honorary degrees.

ARTICLE VIII. MISCELLANEOUS

Section 1. Appearances Before Governmental Offices

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

Section 2. Use of University Facilities

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

ARTICLE IX. BYLAWS, RULES, AND POLICIES Promulgation, Amendment, and Repeal

Section 1. Statement of Purpose

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

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

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

Section 3. Amendments to Bylaws

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

- B. These Amendments to the Bylaws shall be effective upon adoption by an affirmative vote of not less than six (6) members of the Board.

Notes to Bylaws

1. The responsibility and authority of the Board committees existing prior to the adoption of the new Bylaws on June 15, 2001, as referenced in the University Guidebook or other University documentation, are transferred to the Board committees existing after such adoption as follows: Academic Affairs and Student Affairs Committees transferred to the Academic and Student Affairs Committee; Development Committee transferred to the External Relations Committee; Budget and Finance Committee and Building and Property Committee transferred to the Finance and Facilities Committee; Equal Opportunity, Intercollegiate Athletics, and Personnel Relations Committees transferred to the Internal Affairs Committee; Executive Committee transferred to the Executive Committee; and Nominating Committee transferred to the Trusteeship Committee.

The responsibility and authority of the Board committees existing prior to the adoption of revisions to the Bylaws on June 17, 2011, as referenced in the University Guidebook or other University documentation, are transferred to the Board committees existing after such adoption as follows: Academic and Student Affairs Committee transferred to the Academic Quality and Student Success Committee; External Relations Committee transferred to the Institutional Engagement Committee; and Internal Affairs Committee transferred to the University Affairs Committee.

The responsibility and authority of the Board committees and subcommittees existing prior to the adoption of revisions to the Bylaws on December 16, 2015, as referenced in the University Guidebook or other University documentation, are transferred to the Board committees existing after such adoption as follows: Academic Quality and Student Success Committee transferred to the Academic and Student Affairs Committee; Collective Bargaining and Negotiations Subcommittee to the University Affairs Committee; Intercollegiate Athletics Subcommittee to the University Affairs Committee and Trusteeship Committee to the Governance Committee.

2. The former Ad Hoc Committee on Trusteeship recommended guidelines for the appointment of standing committee chairpersons and vice chairpersons. The guidelines recommended are that the four most senior Trustees serve as committee chairpersons, and that the remaining Trustees serve as committee vice chairpersons.
3. Protocol for Requests to Address the Board and/or its Committees.
 - a. Any and all persons desiring to address the Board shall submit in writing a request for permission to address the Board. Such request shall be submitted not less than three (3) weeks prior to the meeting of the Board at which the party requests to be heard
 - b. All such requests shall be submitted to the Board Chairperson through the Secretary to the Board of Trustees, by submission either directly to the Secretary or through the office of the President of the University.
 - c. All such requests shall state the subject of the matter to be addressed to Board, the identity or identities of the person(s) who will speak to the subject matter before the Board, the relationship(s) of such person(s) to the University and the matter being brought to the attention of the Board, the postal and electronic mail addresses and daytime telephone number of the person(s) requesting permission to address the Board.

- d. As the standing committees of the Board are composed of all of the Board's trustees, the Board Chairperson may, in his or her discretion, refer any request to address the Board to such committee of the Board as the Chairperson deems appropriate.
- e. Any presentation to the Board or a committee thereof contemplated under this procedure shall not be longer than five (5) minutes in total length. The Board Chairperson and/or the Chair of the Board committee before which such presentation is to be delivered may at any time, in his or her discretion, increase or decrease the number of persons addressing the Board or committee, and/or lengthen, shorten or cancel the time permitted for any address or presentation.
- f. The format and substance of any address or presentation to the Board or its committees shall at all times remain within the bounds of relevance, civility and decorum as shall be determined in the sole discretion of the chairperson of the body before which the matter is addressed or presented. The chairperson of that body shall at all times possess the authority to lengthen, shorten or cancel, without notice or action of the body, the time allotted to any address or presentation.
- g. No request to address the Board or any of its committees shall knowingly be permitted or permitted to proceed if the substance or purpose of such address is or may be a subject of litigation, collective bargaining, employment relations involving the University, its employees, and/or students; or any other matter which is not properly within the public interest or the interest of the University.

CERTIFICATE

I certify that these Bylaws were adopted by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on March 10, 1995, amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a special meeting held on July 26, 1999, further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 15, 2001, further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on March 18, 2005, further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 23, 2006, further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on June 17, 2011 and further amended by an affirmative vote of not less than six (6) members of the Board of Trustees of Youngstown State University at a regular meeting held on December 16, 2015.