


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

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

DATE: September 11, 1998

RE: Minutes of Regular Meeting of Board of Trustees of June 26, 1998.

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

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

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

Tod Administration Building  
Friday, June 26, 1998

Pursuant to notice duly given, a regular meeting (the one hundred and ninety-first) of the Board of Trustees of Youngstown State University convened at 3:00 P.M., Friday, June 26, 1998, in the Board Room in Tod Administration Building.

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

Also present were: Dr. Leslie H. Cochran, President; Dr. James J. Scanlon, Provost; Dr. G. L. Mears, Executive Vice President; Dr. Cynthia A. Anderson, Vice President - Student Affairs; Mr. C. Vernon Snyder, Vice President for Development and Community Affairs; Dr. Charles A. McBriarty, Special Assistant to the President, and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 40 persons, including deans, members of the faculty, students, administrators and members of the news media.

The Chairperson called the meeting to order.

ITEM I - PROOF OF NOTICE OF MEETING.

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

ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD MARCH 13, 1998.

Prior to the meeting, the Secretary had mailed draft copies of the minutes of the Board's regular meeting held on March 13, 1998 to each Trustee, the Student Trustees, and to the President. There being no additions, corrections, or revisions to the minutes, they were approved as mailed.

ITEM III - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Cochran provided the following informational reports:

1. Q2S Progress Update. Dr. Cochran introduced Dr. Nancy A. White, President of the YSU-OEA, and Chairperson of the Q2S Transition Team. Dr. White stated that the Transition Team was appointed by Dr. Cochran in December, 1997, to guide the conversion process from quarters to semesters. A document entitled, "Report to the Campus on the Progress of Semester Conversion," was distributed to the trustees (a copy of which is attached to these minutes). Dr. White described the functions of the four subcommittees formed by the transition team: Academic Affairs Subcommittee, Business and Finance Subcommittee, Student Affairs Subcommittee, and Development and Community Affairs Subcommittee. Dr. White concluded stating that the transition team has accomplished much in a relatively short period of time, and that the team is confident that efforts will continue moving forward to assure as smooth a transition to semesters as possible.

2. Capital Projects Update. Dr. Cochran distributed a letter received from Clyde Eberhardt, Director of Capital Development for the Ohio Board of Regents, a copy of which is attached to these minutes. Dr. Cochran stated that the defeat of Issue 2 is anticipated to result in a 20% - 40% reduction in capital projects appropriations, with the possibility that there may be no capital appropriations at all. Dr. Cochran stated that Mr. Eberhardt's letter essentially permits the commencement of approved capital projects prior to actual receipt of funds on campus. Dr. Cochran explained that there occasionally is a lengthy period of time between the approval of a capital project and actual receipt of funds for that project. Dr. Cochran stated that legislative action is not anticipated until after the November, 1998 elections.

3. University Scholars Program Update. Dr. Cochran introduced Dr. Nathan P. Ritchey, Associate Professor of Mathematics, who provided a report on the University Scholars program. Dr. Ritchey distributed two one-page documents pertaining to the University Scholars program, both of which are attached to these minutes. Dr. Ritchey reported that the sixth class of University Scholars would be coming to YSU this Fall. Dr. Ritchey stated that the University Scholars program has been a tremendous success, and has benefited all of YSU's students. Dr. Ritchey stated that University Scholars have been accepted at some of the country's finest graduate schools and businesses. Dr. Ritchey reported that a mechanical engineering graduate scored in the top 1% on the Law School Admissions Test (LSAT), and would be attending the University of Chicago Law School in the Fall. The total number of scholarships in the University Scholars program now stands at

200. Of the 160 students in the program, 83 had a GPA of 4.0 for the 1998 Spring Quarter.

4. Resolution of Appreciation for AnneMarie McCollum. At the request of the Chairperson, the Secretary to the Board read the following resolution:

Resolution of Appreciation

YR 1998-38

WHEREAS, AnneMarie McCollum was appointed a Student Trustee of Youngstown State University in 1996 by Governor George V. Voinovich; and

WHEREAS, as a Student Trustee, Ms. McCollum has served Youngstown State University, its faculty, staff, and students, with energy and candor, bringing a valued perspective to the Board of Trustees; and

WHEREAS, during her term as Student Trustee, Ms. McCollum served on the Academic Affairs, Intercollegiate Athletics, and Student Affairs Committees of the Board of Trustees; and

WHEREAS, Ms. McCollum's enthusiasm and insight will be greatly missed by the members of this Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to AnneMarie McCollum for her 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

FURTHER, that a copy of this Resolution be furnished to Ms. McCollum.

Mrs. Atkinson moved, and Dr. Kohli seconded, the adoption of the resolution as read by the Secretary. Thereupon, having received the affirmative vote of all trustees present, the Chairperson declared the motion carried and the resolution adopted.

5. "College of Education Showcase." Dr. Cochran distributed Volume 3, Number 1 of the College of Education's "Showcase" magazine.

6. Tuition Monthly Payment Plan. Dr. Cochran reported that YSU students now have the option of enrolling in a



tuition monthly payment plan. The plan is administered by Academic Management Services, the leading payment plan provider to colleges and universities.

ITEM IV - REPORTS OF THE COMMITTEES OF THE BOARD.

The Board considered the following committee reports and recommendations:

1. Academic Affairs Committee

Dr. Scanlon described successes in increasing outside funding to the University. Dr. Scanlon reported that from March, 1997, to March, 1998, the number of funded proposals increased by 38%. The amount of outside funding received for the period increased by 83%, from approximately \$1.1 million to more than \$2 million. Dr. Scanlon recognized Dr. Peter Kasvinsky, Dean of the Graduate School, and Mr. Eric Lewandowski, Director of Grants and Sponsored Studies, for their efforts in achieving these successes.

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

Resolution to Authorize  
Conferral of Honorary Degree - John R. Cole

YR 1998-39

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Music (D.Mus.) degree, honoris causa, upon Mr. John R. Cole, with all the rights and privileges attendant thereto.

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

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

Resolution to Authorize  
Conferral of Honorary Degree - Sam A. Covelli

YR 1998-40

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humanities (H.H.D.) degree, honoris causa, upon Mr. Sam A. Covelli, with all the rights and privileges attendant thereto.

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

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

Resolution to Approve  
Policy Creation, Modification, and/or Recision

YR 1998-41

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

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

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

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

1007.01 Instruction, Organization of  
as shown on the attached page of the University Guidebook, Exhibit A; and

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

Article II, Section 1

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

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

Resolution to Ratify  
Changes in Bylaws of University Academic Senate

YR 1998-42

WHEREAS, the Board of Trustees of Youngstown State University has previously approved the Charter and Bylaws of the Academic Senate by resolution, with the understanding that, in compliance with the authority and responsibilities, vested in the Board by law, the Charter, Bylaws and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject; and

WHEREAS, the Academic Senate has seen fit to amend its Bylaws, as attached hereto as Exhibit B; and

WHEREAS, such amendments are to expedite the workings of the Academic Senate and the President and the Provost have concurred in the above mentioned amendments;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the aforesaid amendment to the Bylaws of the Youngstown State University Academic Senate.

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

At the request of Mrs. Atkinson, the Secretary to the Board then read the following resolution recommended by the committee:

Resolution of Appreciation for  
Leadership in the NCA Accreditation Process

YR 1998-43

WHEREAS, the Commission on Institutions of Higher Education of the North Central Associa-

tion of Colleges and Schools is the primary agency accrediting the University; and

WHEREAS, in 1996-97, the University began specific preparation for the reaccreditation visit of a team representing the North Central Association; and

WHEREAS, the preparation for the visit resulted in widespread involvement of faculty, staff, students, alumni, and administration in a comprehensive self-study process; and

WHEREAS, the result of the self-study process was a comprehensive institutional report submitted to the North Central Association that reflected on a decade of change in the University, detailed how the University has met the challenges of the decade, and projected the future of the University on the foundation built further during the past decade; and

WHEREAS, the response of the visiting team designated by the North Central Association to the University's self-study was a clear affirmation of the quality of the University and its people; and

WHEREAS, effective coordination of the self-study process was provided by a steering committee of individuals drawn from across the University; and

WHEREAS, excellent leadership for the self-study process was provided by Dr. Janice Elias, Assistant Provost for Planning, and excellent editorial judgment for the self-study report was provided by Dr. Bege Bowers, Professor of English;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates the faculty, staff, students, and administration of the University for the success of the self-study process; and expresses special gratitude to Dr. Janice Elias and Dr. Bege Bowers for their role in the process.

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

## 2. Affirmative Action Committee

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

## 3. Budget and Finance Committee

Dr. Mears distributed a two-page document entitled "Youngstown State University Student Fees vs Student Aid 1990-91 Through 1996-97," a copy of which is attached to these minutes. Dr. Mears discussed the resolutions recommended for adoption by committee. Dr. Mears reported that the proposed tuition increase of 4% equates to \$141. Dr. Mears stated that the proposed increase is the lowest in terms of percentage, and the second-lowest in terms of actual dollars, among Ohio's public universities proposed for the coming year. Dr. Mears stated that from 1990-91 through 1996-97, the total tuition and fees paid by YSU students has increased by 29%, while total student aid received by YSU students from all sources for the period has increased by 103%. Referring to the distributed document, Dr. Mears stated that the average out-of-pocket cost to YSU students has decreased significantly as the increase in the rate of available student aid has outpaced the rate of tuition increases.

Dr. Mears introduced Ms. Beth Kushner, who will become the Director of the Budget upon the retirement of Mr. Ed James on June 30. Following Dr. Mears's report, the Chairperson recognized Mr. Nohra, chairperson of the Budget and Finance Committee, who stated that the committee was recommending three resolutions for adoption by the Board. On behalf of the committee, he then moved the adoption of the following resolution:

### Resolution Concerning Tuition and Other Student Fees and Charges, Fiscal Year 1999

YR 1998-44

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

WHEREAS, the Ohio Revised Code also provides that each Board may establish special purpose

fees, service charges, and fines, and that a tuition surcharge shall be paid by all students who are not residents of Ohio; and

WHEREAS, the FY 1998-99 state budget provides that the University shall separately identify the Instructional Fee, the General Fee, the Tuition Charge, and the Tuition Surcharge; and

WHEREAS, it is desirable to provide preferential nonresident tuition surcharge rates for nonresident students from the Youngstown State University Regional Service Area;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the "tuition charge" shall be the sum of the Instructional Fee and the General Fee and does hereby establish the tuition and other fees included in Exhibit Q to become effective Summer Term, 1998, except as may be specifically noted otherwise and to remain in effect until changed by the Board of Trustees; and

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

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

In all cases, the revenue generated by such fees and charges shall be expended in confor-

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

Fines which are authorized in this resolution may be assessed against non-students who are authorized to use University services as well as against students; and, the rates detailed in this resolution shall replace the rates adopted in Resolution YR 1997-43 and in any other resolution in conflict, and it shall continue to be the policy of this Board to review and adopt all fees, service charges, and fines annually in order that students and others are informed as to rates for the coming year and budgets may be finalized.

It is understood that charges, fines, penalties, and assessments to students and non-students will not be waived except as specifically authorized by proper authority. The President or his designee shall review and, as appropriate, authorize in writing persons or departments to grant waivers with the specific understanding that no waivers will be granted that are in violation of the Ohio Revised Code or the policies of Youngstown State University.

If a student is permitted to withdraw from the University or if a student reduces his or her academic load, a refund of the tuition (i.e., the instructional fee and the general fee), and of the nonresident tuition surcharge, where applicable, shall be made in conformity with the following schedule. If the withdrawal



is after the prescribed time limits, all fees are forfeited. All applicable fees, fines and penalties due must be paid before the refund is paid.

DATE OF ACCEPTANCE BY REGISTRAR

Courses with a duration of 10 weeks or more:

Prior to 7th day of term	100% of fee
7th day or later	No refund

Courses with a duration of 5-9 weeks:

Prior to 6th day of term	100% of fee
6th day or later	No refund

Courses with a duration of less than 5 weeks:

Prior to 4th day of term	100% of fee
4th day or later	No refund

(Beginning the first day of each academic term excluding Sundays. See current University Bulletin for complete details.)

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

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

Resolution Concerning Annual Budget, Fiscal Year 1999

YR 1998-45

WHEREAS, the proposed FY 1998-99 Annual Budget has been reviewed by the Budget and Finance Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the FY 1998-99 Annual Budget for Youngstown State University as presented to the Budget and Finance Committee be approved; and that approval includes:

1. Salaries for OEA, ACE, APAS and FOP members as provided for in the current Labor Agreements with the respective bargaining units;

2. Salaries for all other employees shall be continued at the FY 1997-98 rates subject to adjustments and as recommended for exempt employees;

3. The University Organizational Chart with the understanding that changes in positions reporting to the President are subject to approval by the Board of Trustees with all other positions as approved by the President;

4. Salaries for limited-service faculty at workload hour rates of \$425 for those with baccalaureates, \$525 for those with masters or J.D.'s, and \$700 for those with doctorates;

5. Salaries for graduate assistants are budgeted as follows:

a. in the Biology, Chemistry, and Mathematics departments and all College of Engineering departments - \$7,500 each (\$15,000 per FTE);

b. all other instructional departments - \$6,000 each (\$12,000 per FTE);

c. plus waiver of tuition and nonresident tuition surcharge for the academic year;

6. Wage rates of \$6.65 per hour for research assistants, \$5.90 per hour for students supervising other student employees as approved by the Executive Vice President, and \$5.15 per hour for all other student employees;

7. The authority to approve expenditures and transfers as described in the budget document, noting that absolute position control shall be in effect. Each pay period the incumbent is either paid or, if the position becomes vacant, the funds for the position may be used for a replacement person subject to approval by the divisional Vice President.

8. Exemption of all professional/administrative positions from the overtime provisions of Section 124.18 of the Ohio Revised Code;

9. Contract duration for professional/administrative staff who serve on multi-year contracts under the provisions of Article

III, Section 17.3 of the Policies of the Board of Trustees.

10. Approval for interfund transfers of budgeted compensation amounts as required to facilitate changes in personnel necessary in meeting University mission and goals and maintaining financial stability.

11. Affirmation of the tuition, fee, and charges schedule as approved at the March 13 and June 26, 1998, meetings of the Board of Trustees.

12. Savings accumulated under the divisional based budgeting plan will be credited to the divisional transfer accounts at the end of each year. Savings are for one-time expenses.

BE IT FURTHER RESOLVED, that although designated University officers have authority to transfer monies from budgeted reserves within their budgeted areas of administrative responsibility, it shall require the approval of the Board of Trustees for transfer of money from the "Unallocated Reserve" in any fund.

The Chairperson recognized Dr. Debra Pomponio, Associate to the Executive Vice President and Director of the Budget, who reviewed the 1998-99 Annual Budget. Dr. Pomponio reported that the Annual Budget of \$96,439,000 is a balanced budget, reflecting an increase of 4.6% over the 1997-98 budget. When auxiliary services are included, the total budget is approximately \$109,000,000. Dr. Pomponio stated that the budget was prepared upon a number of assumptions including: (1) a tuition increase of 4%, (2) stable state support, (3) implementation of the Academic Computing Fee, and (4) continuation of division-based budgeting. Dr. Pomponio stated that state support composes 48.27% of budgeted revenues, and that student tuition, fees and charges compose 46.5% of budgeted revenues. Dr. Pomponio reviewed budgeted expenditures, noting that a significant portion of the proposed tuition increase was designated to fund academic excellence scholarships.

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

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

Resolution to Approve  
Policy Creation, Modification, and/or Recision

YR 1998-46

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

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

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

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

3002.02 Student Fees, Development and Assessment of  
as shown on the attached pages of the University Guidebook, Exhibit R;

3002.03 Student Tuition, Development and Assessment of  
as shown on the attached pages of the University Guidebook, Exhibit S;

3003.01 Bid Limits for Purchasing  
as shown on the attached pages of the University Guidebook, Exhibit T; and

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

Article VIII, Section 2.2

Article IX, Section 4.2

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

4. Building and Property Committee

Mr. Hyden provided a status report on current construction projects. Mr. Hyden reported that Beeghly Hall is progressing nicely and that the general contractor has made up a

majority of lost time on the project. Mr. Hyden reported that the Bliss Hall renovations project went out to bid on May 27, and that the low bid received was under the project dollars available. Work will begin on the project on July 6. Mr. Hyden briefly discussed the status of the Ward Beecher Phase II Renovations and Beecher Center for Technology in the Arts project with the Butler Institute of American Art.

Following Mr. Hyden's report, the Chairperson recognized Mr. Esterly, chairperson of the Building and Property Committee, who stated that the committee was recommending four resolutions for adoption by the Board. On behalf of the committee, he then moved the adoption of the following resolution:

Resolution to Approve  
Policy Creation, Modification, and/or Recision

YR 1998-47

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

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

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

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

4003.01 University Facilities, Use  
as shown on the attached pages of the University Guidebook, Exhibit C;

4003.02 University Facilities, Fees  
as shown on the attached pages of the University Guidebook, Exhibit D;

4003.03 University Facilities, Priorities  
as shown on the attached pages of the University Guidebook, Exhibit E; and

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

the Board of Trustees of Youngstown State University:

Article IX, Section 2

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

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

Resolution to Approve  
Policy Creation, Modification, and/or Recision

YR 1998-48

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

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

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

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

4004.01 Naming of Buildings and Other Spaces

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

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

Article IX, Section 3

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

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

Resolution to Approve  
Policy Creation, Modification, and/or Recision

YR 1998-49

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

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

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

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

4005.01 Acquisition of Real Estate  
as shown on the attached pages of the University Guidebook, Exhibit G.

Mr. Esterly commented that the proposed policy would set the procedure by which real estate may be obtained by the University. Mr. Esterly thanked Dr. Cochran, Mr. Nohra, Dr. Mears and other administrators for their work in creating the proposed policy. Following discussion, the motion received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the Resolution adopted.

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

Resolution Concerning Mutual Aid

YR 1998-50

WHEREAS, Youngstown State University and the City of Youngstown maintain separate police departments pursuant to Sections 3 and 7 of Article XVII of the Ohio Constitution and Ohio Revised Code, Section 3345.04, respectively; and

WHEREAS, the University and the City desire to provide for mutual assistance and interchange of their police personnel and equipment in



situations where one department needs and requests the assistance of the other; and

WHEREAS, the University by virtue of Ohio Revised Code, Section 3345.041, and the City by virtue of XVIII of the Ohio Constitution, are empowered to provide such mutual assistance by means of this agreement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve and accept the Mutual Aid Agreement found at Exhibit H attached hereto; and

BE IT ALSO RESOLVED, that the President or his/her designee is authorized to renew the Mutual Aid Agreement, on substantially the same terms as the current agreement, as may be necessary in the future.

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

#### 5. Development Committee

Mr. Snyder reported that for the quarter ending March 31, 1998, the amount of money contributed to the Annual Fund had declined, but that the number of donors had increased. Mr. Snyder reported that the Phonathon had exceeded its goal of \$50,000 by \$10,000. Mr. Snyder thanked The Vindicator for its contribution of advertising space to honor the contributors to the Capital Campaign. Following discussion, the Chairperson recognized Mr. Nohra, a member of the Development Committee, who stated that the committee was recommending one resolution for adoption by the Board. On behalf of the committee, he then moved for adoption of the following Resolution:

#### Resolution to Accept Development Gifts

YR 1998-51

WHEREAS, Resolution YR 1980-34 provides that the President shall compile a list of gifts to the University for each meeting of the Board of Trustees and present the list accompanied by his recommendation for action by the Board; and

WHEREAS, the President has reported that the gifts as listed in Exhibit I attached hereto

are being held pending acceptance and he recommends their acceptance;

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

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

#### 6. Intercollegiate Athletics Committee

Mrs. Pauline Saternow, Associate Executive Director - Intercollegiate Athletics, reported that the NCAA certification process had been successfully completed. YSU received highest marks in 15 of 17 areas. Ms. Saternow reported that the certification team stated that the self-study documents were among the most comprehensive they had seen. The certification team also praised YSU's student-athletes.

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

#### Resolution to Approve Policy Creation, Modification, and/or Recision

YR 1998-52

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

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

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

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

does hereby approve the modification of the Institutional Policy governing:

6001.01 Scheduling of Intercollegiate Athletics Activities During Final Examination Period

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

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

Article V, Section 5

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

At the request of the Chairperson, the Secretary to the Board then read the following resolution recommended by the committee:

Resolution of Appreciation for  
Leadership in the NCAA Certification Process

YR 1998-53

WHEREAS, on April 27-30, 1998, a NCAA Peer Review Team visited Youngstown State University to review the policies and procedures set forth by the Department of Intercollegiate Athletics regarding Governance and Rules Compliance, Academic Integrity, Fiscal Integrity, and Equity; and

WHEREAS, the NCAA Self-Study Steering Committee, under the exemplary leadership of Dr. Cynthia Anderson, Vice President for Student Affairs; Pauline Saternow, Associate Executive Director of Intercollegiate Athletics; sub-committee chairs, Dr. Gordon Mapley, Dr. Paul Peterson, Dr. Debra Pomponio, and Bassam Deeb; fifty-four sub-committee members; and Donna Wainio, Chief Report Writer, worked diligently on a three-year process to complete the Intercollegiate Athletics Operations Manual, Student-Athlete Handbook, and NCAA Self-Study Report; and

WHEREAS, members of the NCAA Peer Review Team praised the Department of Intercollegiate

Athletics Operations Manual and Student-Athlete Handbook, requesting permission to use these documents as models for other institutions; and

WHEREAS, the members of the NCAA Peer Review Team cited the Self-Study Report to be one of the most complete, accurate and easy-to-read documents they have ever reviewed; and

WHEREAS, the University is in substantial conformity with fifteen operating principles of the NCAA, areas of Governance and Rules Compliance, Academic Integrity, Fiscal Integrity, and must make only minor revisions in the area of Equity and Minority Opportunities; and

WHEREAS, the University anticipates receiving a decision of "Fully Certified" by December 1998 by the NCAA Peer Review Team;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees of Youngstown State University extend their deepest appreciation to Dr. Cynthia Anderson, Pauline Saternow and the NCAA Self-Study Steering Committee and sub-committees for their dedication and efforts to promote Youngstown State University as a premier metropolitan university to the NCAA Peer Review Team; and

BE IT FURTHER RESOLVED, that individual copies of this Resolution be presented to Cyndy Anderson, Pauline Saternow, and the members of the Steering Committee.

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

#### 7. Personnel Relations Committee.

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

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

Resolution to Ratify Faculty/Staff Appointments

YR 1998-54

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

WHEREAS, new appointments have been made subsequent to the March 13, 1998, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1997-98 Budget and with the University policy on Equal Employment Opportunity;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the appointments as listed in Exhibit K attached hereto.

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

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

Resolution to Adopt a Tax-Deferred  
Payroll Plan to Purchase STRS/PERS Retirement Credit

YR 1998-55

WHEREAS, Internal Revenue Code (IRC) Section (414)(h)(2) permits employer "pick-up" of the employee portion of contributions to a retirement plan, thereby resulting in tax deferral of employee contributions; and

WHEREAS, under the State Teachers Retirement System of Ohio (STRS) and the Public Employees Retirement System of Ohio (PERS) laws and rules, members may: (1) redeposit contributions previously withdrawn plus interest, and/or (2) purchase eligible service credit;

NOW, THEREFORE, BE IT RESOLVED, that in order to permit tax deferral for these additional amounts, any employee who wishes to purchase or restore STRS or PERS credit by payroll deduction must enter into a binding irrevoca-

ble payroll deduction authorization and such employee shall not have the option of choosing to receive the amounts directly instead of having them paid by Youngstown State University to STRS and PERS; and

BE IT ALSO RESOLVED, that additional amounts herein specified, through payroll deduction from salary, are designated as being picked up by Youngstown State University and paid by Youngstown State University in accordance with Internal Revenue Code requirements.

This resolution adopted by Youngstown State University shall have an effective date of September 1, 1998.

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

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

Resolution to Confer Emeritus Status

YR 1998-56

WHEREAS, Article III, Section 27 of the Policies of the Board of Trustees provides for the conferral of emeritus status upon faculty and professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

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

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

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

Resolution to Approve  
Policy Creation, Modification, and/or Recision

YR 1998-57

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

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

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

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

7002.03 Leave Without Pay, Exempt Professional/Administrative Staff as shown on the attached pages of the University Guidebook, Exhibit M;

7002.04 Medical Leave Without Pay, Exempt Professional/Administrative Staff as shown on the attached pages of the University Guidebook, Exhibit N;

7007.01 Designation of University Holidays as shown on the attached page of the University Guidebook, Exhibit O; and

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

Article III, Section 19  
Article IX, Section 13

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

8. Student Affairs Committee

Dr. Anderson provided a report regarding efforts underway to improve student retention. Dr. Anderson reported that



it is typical for enrollment to fall off during the Winter and Spring quarters. Dr. Anderson stated that this past year enjoyed the highest rate of students returning in 9 out the last 10 years. Dr. Anderson credited the supplemental instruction and mentoring programs, and the Center for Student Progress with assisting in this improvement in retention.

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

Resolution to Approve  
Policy Creation, Modification, and Recision

YR 1998-58

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

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

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

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

8002.01 Student Publications  
as shown on the attached pages of the University Guidebook, Exhibit P; and

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

Article V, Section 3

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

9. Executive Committee

The Chairperson stated that the Executive Committee had no report.

10. Nominating Committee

The Chairperson requested the Secretary to the Board to report on the recommendations of the Nominating Committee. The Secretary stated that, in accordance with the Board's By-Laws, the Nominating Committee had placed before the Board the committee's recommendations for Board officers for the year 1998-99. The Secretary reported that the recommendations of the Nominating Committee were:

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

Following the report, the Chairperson asked whether there were any further nominations for the Board offices. There being none, Mr. Nohra moved, and Mrs. Atkinson seconded, that the nominations be closed. The motion received the affirmative vote of all trustees present, and the Chairperson declared the nominations closed.

ITEM V - COMMUNICATIONS, MEMORIALS

There were no communications or memorials considered by the Board.

ITEM VI - UNFINISHED BUSINESS

There was no unfinished business considered by the Board.

ITEM VII - NEW BUSINESS

There was no new business considered by the Board.

ITEM VIII - ELECTION OF BOARD OFFICERS

Noting that the nominations for Board officers had been closed, the Chairperson asked for vote on the recommendation of the Nominating Committee to elect the slate of officers presented by the committee. Thereupon, the trustees unanimously elected the following individuals to the Board offices noted for the year 1998-99:

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

ITEM IX - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

YR 1998-59

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

- 3:00 P.M., on Friday, September 11, 1998
- 3:00 P.M., on Friday, December 11, 1998
- 3:00 P.M., on Friday, March 12, 1999
- 3:00 P.M., on Friday, June 18, 1998

ITEM X - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 4:30 p.m.

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Chairperson

ATTEST:

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Secretary to the Board of Trustees



## UNIVERSITY GUIDEBOOK

### Subject: Instruction, Organization of

Developed by:	Janice A. Elias	Authorized by:	James J. Scanlon
Title:	Assistant Provost Planning	Title:	Provost
Date:	February, 1998	Date:	June, 1998
		EFFECTIVE:	

**Policy:** The faculty, affiliated with an academic department and associated with a school or college, delivers instruction at Youngstown State University. Departments, schools, and colleges may be established, altered, or abolished by the President upon the recommendation of the Provost and approval of the Board of Trustees.

RESOLUTION NUMBER: YR 1998

#### Existing Colleges include:

- College of Arts and Sciences
- Williamson College of Business Administration
- Beeghly College of Education
- Rayen College of Engineering and Technology
- College of Fine and Performing Arts
- College of Health and Human Services

#### Existing Schools include:

- Dana School of Music in the College of Fine and Performing Arts
- School of Technology in the Rayen College of Engineering and Technology
- School of Graduate Studies

Agenda Item E.1.d.  
Exhibit A

- (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he or she is completing a full term) shall be eligible for election to the Executive Committee.
- (2) After the election of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators to be seated in the Fall from the appropriate colleges, and for the proper conduct of the elections of the Executive Committee members from those colleges by June 1.
- (3) College representatives shall be elected to the Executive Committee for three year terms beginning September 15. Elections shall be on a rotating basis for the following terms:

1991-1994 : Arts and Sciences; Fine and Performing Arts  
 1992-1995 : Health and Human Services; Business Administration  
 1993-1996 : Engineering and Technology; Education  
 1994-1997 : Arts and Sciences; Fine and Performing Arts  
 1995-1998 : Health and Human Services; Business Administration  
 1996-1999 : Engineering and Technology; Education  
 and so on.

(b) Administrative and Student Members

- (1) As provided in Article IV, Section 2, (c) (1)(A)(ii) and (iii), the Administrative and student Senators selected for the forthcoming Senate shall meet separately in the Spring, if possible, but no later than September 15, to elect from themselves one administrative and one student Senator to serve as members of the Executive Committee.
- (2) The term of office for administrative and student Senators of the Executive Committee shall be one year, beginning September 15.

Section 5. The chair of all elected chartered committees shall be elected annually by the committee at their organizational meeting.

The organizational meeting shall be called by the member whose name is first alphabetically.

**SECTION 6. THE OHIO FACULTY COUNCIL**

- (A) **THERE WILL BE TWO REPRESENTATIVES TO THE OHIO FACULTY COUNCIL: THE CHAIR OF THE SENATE AND ONE REPRESENTATIVE ELECTED AT-LARGE FROM THE UNIVERSITY.**
- (B) **ANYONE ELIGIBLE FOR SENATE MEMBERSHIP SHALL BE ELIGIBLE FOR ELECTION AS AT-LARGE REPRESENTATIVE.**
- (C) **CANDIDATES FOR AT-LARGE REPRESENTATIVE SHALL BE NOMINATED AT THE ORGANIZATIONAL MEETING OF THE SENATE AND SHALL BE ELECTED BY MAIL BALLOT.**

- (D) **THE TERM OF AT-LARGE REPRESENTATIVE SHALL BE TWO YEARS BEGINNING NOVEMBER 1.**

## **BYLAW 5 DUTIES OF SENATE OFFICERS**

### **Section 1. Chair (and Vice Chair)**

The Chair shall preside at all Senate meetings and perform such other duties as are required. The Chair shall be responsible for the communication of all Senate action to the Administration. In the event the Chair is temporarily unable to preside, the Vice Chair shall preside. In the event the Chair resigns or is unable to perform the duties, the Vice Chair shall assume the Chair. The Chair shall maintain a current copy of the Charter and Bylaws of the Academic Senate.

### **Section 2. Secretary**

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting. At all Senate meetings the Secretary shall maintain a record of attendance as evidenced by signatures of members. A summary of attendance shall be distributed prior to the at-large elections each year.

All proceedings of the Senate shall be published within seven calendar days after the Senate meeting and distributed in the same manner as the agenda.

### **Section 3. Parliamentarian**

The parliamentarian shall advise the chair, upon request, on all matters pertaining to proper parliamentary procedures.

## **BYLAW 6 APPOINTED CHARTERED COMMITTEES**

### **Section 1. Appointed Chartered Committees and Subcommittees, General Provisions:**

- (a) The membership of each committee and subcommittee shall include faculty members, administrative members, and student members. In addition to nonvoting ex officio members, (as stipulated below in Section 2), all administrative members, except for the Student Academic Grievances Subcommittee, shall be nonvoting members. Quorum shall consist of a simple majority of the voting and nonvoting membership.
- (b) Committee and subcommittee members shall be selected as follows:
  - (1) Faculty members, congruent with provisions in Section 2, shall be appointed by the Senate Executive Committee.
  - (2) Administrative members, congruent with provisions in Section 2, shall be appointed annually by the President of the University.
  - (3) Student members, congruent with provisions in Section 2, shall be appointed by



## UNIVERSITY GUIDEBOOK

### Subject: University Facilities, Use

Developed by:	Richard Bevly	Authorized by:	
Title:	Events Manager	Title:	
	University Relations	Date:	
Date:	March, 1998	EFFECTIVE:	

**Policy:** The Board of Trustees authorizes the President to establish the fees, priorities, and procedures for the use of University facilities.

RESOLUTION NUMBER: YR 1998

#### Parameters:

- University facilities may be made available to non-University organizations and groups to conduct programs and activities that are consistent with the educational role and mission of the University.
- The use of University facilities by non-University organizations and groups are subject to fees (see "University Facilities, Fees" - 4003.02) and to established priorities (see "University Facilities, Priorities" - 4003.03).

#### Procedures:

1. The Events Manager is responsible for scheduling the use of all University facilities except for Kilcawley Center, Christman Commons, and University Residence Houses which are the responsibility of the Executive Director of Student Services.
2. The Events Manager or Executive Director of Student Services will coordinate the services necessary to support the event or activity scheduled with sufficient lead-time for the supporting departments to respond. The services may include any or all of the following:
  - Determining if requested use of space is consistent with the Mission of the University and existing University Procedures.
  - Quoting usage-fees and associated costs.
  - Preparing and completing agreements or contracts.
  - Securing evidence of appropriate insurance coverage.
  - Coordinating the necessary police assistance.



3. The Chief of Police or designee will determine the level of police protection for all events.



*UNIVERSITY GUIDEBOOK*

**Subject: University Facilities, Fees**

Developed by:	Richard Bevly	Authorized by:	
Title:	Events Manager	Title:	
	University Relations	Date:	
Date:	March, 1998	EFFECTIVE:	

**Policy:** The Board of Trustees authorizes the President to establish the fees, priorities, and procedures for the use of University facilities.

RESOLUTION NUMBER: YR 1998

**Purpose:** These procedures are designed to establish a consistent system of assessing fees for the use of University facilities.

**Parameters:**

- University facilities are available at no charge for events which are consistent with the mission of the University and existing University procedures if such events are sponsored by University divisions, colleges, departments, or units; Academic Senate; Student Government; or Registered Student Organizations.
- Usage and associated fees are assessed other non-University entities dependent upon the facility used and the priority of usage as outlined in "University Facilities, Priorities" (4003.03).

**Procedures:**

1. University facilities used by faculty or staff for outside consulting or research purposes are available at the direct costs.
2. A fee schedule for each of the facilities available for usage by non-University entities is developed by the Vice President for University Development and Community Affairs in consultation with the Executive Vice President and the Vice President for Student Affairs.
3. The fee schedule utilized for not-for-profit agencies is designed to cover all direct expenses and any special event-related expenses associated with the particular facility or equipment.

4. The fee schedule utilized for the profit-making entities will be sufficient so as to preclude the University from claims of unfair business competition.
5. Copies of the fee schedules are available in the Offices of the Executive Vice President, the Vice President for University Development and Community Affairs, and the Vice President for Student Affairs.



UNIVERSITY GUIDEBOOK

**Subject: University Facilities, Priorities**

Developed by: Richard Bevly	Authorized by:
Title: Events Manager	Title:
University Relations	Date:
Date: February, 1998.	<b>EFFECTIVE:</b>

**Policy:** The Board of Trustees authorizes the President to establish the fees, priorities, and procedures for the use of University facilities

RESOLUTION NUMBER: YR 1998

**Parameters:**

- The majority of University facilities contain classrooms, laboratories, and associated faculty and administrative offices. The primary purpose of these facilities is devoted to the teaching and learning process and the usage priorities reflect this purpose and are listed as "General Priorities."
- Certain facilities have multi-purpose use designed to facilitate other dimensions of the University, e.g., student life, student activities, intramural activities, intercollegiate athletics, etc. The usage priorities for these facilities differ from the "General Priorities," and are listed as "Specialized Priorities."

**General Priorities:** The availability of the majority of University facilities is subject to the following usage priorities:

- Priority 1 Programs of instruction, research, and public service
- Priority 2 University-wide functions, activities, events, and programs
- Priority 3 Training and development programs for University employees; Divisional, College or Unit programs, meetings, workshops, and activities: or Registered Student Organizations' (including Student Government and student publications) meetings, programs, and activities
- Priority 4 Faculty and staff social and recreational programs and events
- Priority 5 Governmental agencies and not-for-profit (501(c)(3) or equivalent) agencies
- Priority 6 Profit-making entities for functions or activities consistent with the Mission of the University

**Specialized Priorities:** The facilities designed to facilitate specific needs of the University, e.g., student life, student activities, intramural activities, intercollegiate athletics, etc., include: Beeghly Center, Christman Commons, DeBartolo Stadium Club, Kilcawley Center, Outdoor Classrooms, Recreational Areas, Residence Houses, and Stambaugh Stadium.

- **Beeghly Center, Outdoor Classrooms, Intercollegiate and Intramural Fields, Recreational Areas, and Stambaugh Stadium:** The availability of these facilities are subject to the following usage priorities:

- Priority 1 Programs of instruction, research, and public service
- Priority 2 Intercollegiate Athletics competitive events and associated practice; Intramural and Recreational activities; and University-wide functions, activities, events, and programs
- Priority 3 Registered Student Organizations' (including Student Government and student publications) meetings, programs, and activities; or Divisional, College, or Unit programs, meetings, workshops, and activities
- Priority 4 Faculty and staff social and recreational programs and events
- Priority 5 Governmental agencies and not-for-profit (501(c)(3) or equivalent) agencies
- Priority 6 Profit-making entities for functions or activities consistent with the Mission of the University

- **Christman Commons and Residence Houses:** Events scheduled in Christman Commons are not typically scheduled during the resident student meal times. The availability of the Commons and meetings areas of the Residence Houses are subject to the following usage priorities:

- Priority 1 Housing programs scheduled by the Director of Housing, Residence House coordinators, or resident assistants for meetings, programs, and activities for resident students or summer camps
- Priority 2 Events sponsored by the Honors Program, registered student organizations (including Student Government, Student Activities, and student publications) for meetings, programs, and activities that are open to the University community
- Priority 3 University-wide functions, activities, events, and programs
- Priority 4 Events sponsored by University divisions, colleges, departments, or other units that are open to the University community
- Priority 5 Events sponsored by University divisions, colleges, departments, or other units open only to that organization

- Priority 6 Governmental and not-for-profit (501(c)(3)) or equivalent) agencies; and profit-making entities for functions or activities consistent with the Mission of the University
- **DeBartolo Stadium Club:** Regularly scheduled classes are not held in the DeBartolo Stadium Club. The Stadium Club serves as the primary venue for University outreach and community service events. The availability of the Club is subject to the following usage priorities:
    - Priority 1 Annual University-sponsored programs open to the University community
    - Priority 2 Events open to the University community sponsored by University divisions, colleges, departments, or other units; or by Student Government or registered student organizations
    - Priority 3 Events or activities that fulfill a public service function
    - Priority 4 Events open to only the sponsoring University division, college, department, or other unit
    - Priority 5 Events open to only students and their guest sponsored by Student Government or registered student organizations
    - Priority 6 Events sponsored by Governmental and not-for-profit (501(c)(3) or equivalent) agencies; and profit-making entities for functions or activities consistent with the mission of the University
  - **Kilcawley Center:** Regularly scheduled classes are not held in Kilcawley Center. The availability of the Center is subject to the following usage priorities:
    - Priority 1 Annual University-sponsored programs open to the University community (e.g., Black History, Homecoming, Honors Convocation, etc.)
    - Priority 2 The Carnation Room (computer training laboratory) is first scheduled by Training and Development, then open to others
    - Priority 3 Events open to the University community sponsored by Student Government or registered student organizations; or by University divisions, colleges, departments, or other units
    - Priority 4 Events open to only students and their guest sponsored by Student Government or registered student organizations
    - Priority 5 Events open to only the sponsoring University division, college, department, or other unit
    - Priority 6 Events sponsored by Governmental and not-for-profit (501(c)(3) or equivalent) agencies; and profit-making entities for functions or activities consistent with the mission of the University



*UNIVERSITY GUIDEBOOK*

**Subject: Naming of Buildings and Other Spaces**

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President	Title: President
Development and Community Affairs	Date:
Date: February, 1998	<b>EFFECTIVE:</b>

**Policy:** The Board of Trustees authorizes the permanent naming of University facilities, including buildings, rooms and other portions within buildings, and areas and spaces within the defined limits of the campus.

RESOLUTION NUMBER: YR 1998

**Parameters:**

- Youngstown State University encourages named gifts acknowledging donors or memorializing donor's friends or family members. These named gift opportunities range from buildings and other facilities to endowments and programs.
- Any University facility, building, room, area within buildings, and areas within the defined limits of campus may be named for an individual in recognition of outstanding service to the University, community, nation, or for significant contributions to the University.
- A building gifted to the University may be named for the individual donor or an individual of the donor's choice following discussion with the President.
- Any University facility, building room, areas within buildings, and areas within the defined limits of campus named in recognition of a significant contribution must be appropriate to the contribution. Information regarding named gift opportunities is available through the Office of University Development.
- Named scholarship endowments or program funding are also encouraged. Information regarding named gift opportunities for scholarship endowments and program support is also available through the Office of University Development.



**Procedures:**

1. Donors wishing to make a named gift to the University will be advised of the naming opportunities available and the levels of giving necessary.
2. The President or the chief development officer shall initiate the action of naming or renaming any University facility.
3. When appropriate, the Development Committee of the Board of Trustees, in consultation with the President, will make recommendations.
4. The recommendation of the Development Committee will be forwarded to the Board of Trustees for action.
5. Once approved, the Named Gift will be added to the Named Gift Register maintained by the Office of University Development.



## UNIVERSITY GUIDEBOOK

### Subject: Acquisition of Real Estate

Developed by:	Harold Yiannaki	Authorized by:	G. L. Mears
Title:	Executive Director	Title:	Executive Vice President
	Campus 2000	Date:	
Date:	April 2, 1998	EFFECTIVE:	

**Policy:** The Board of Trustees designates the geographical area in the vicinity of the campus within which the University may seek to acquire real estate. A willing-seller/buyer approach will be used as a guiding principle on the acquisition of property. However, eminent domain may be used to acquire real estate when good faith negotiations have been exhausted and it is in the best interest of the University. Authority to negotiate purchases of real estate is delegated to the President and/or designee. (Nothing in this policy statement shall be construed as to limit the authority of the Board or of its Building and Property Committee at Bylaws, Article III, Sec. 1-A or Sec. 9-B2.)

RESOLUTION NUMBER: YR 1998

#### Parameters:

- The University has a primary area of geographic interest that has been jointly agreed to by the University and the Board of Regents. This area is defined as follows:
  - A southern boundary beginning approximately 200 feet east of the intersection of Rayen Avenue and Belmont Avenue running east on Rayen Avenue, south on Fifth Avenue, east on Wood Street, north on Phelps Street, east on Rayen Avenue to Andrews Avenue.
  - An eastern boundary generally consisting of the line running north on Andrews Avenue to the intersection with the East Bound Access Road.
  - A northern boundary generally consisting of the line running west on the East Bound Access Road to Wick Avenue, north on Wick Avenue to the West Bound Access Road, north on Bryson Street to Madison Avenue, west on Madison Avenue to the intersection at Fifth Avenue, south on Fifth Avenue to the East Bound Access Road, and west on the East Bound Access Road to Ford Avenue.

- A western boundary generally consisting of the line running south on Ford Avenue to Scott Street, west on Scott Street to Belmont Avenue, south on Belmont Avenue to Rayen Avenue.
- It is the intention of the University to acquire property on the side streets within approximately 200 feet of Belmont Avenue, leaving the Belmont Avenue frontage for commercial development by other entities.
- The University has a secondary area of geographic interest that extends six to eight blocks beyond the primary areas in the north, south, and west sides of the campus.
  - The University maintains a “good neighbor” policy in this area and takes proactive steps to ensure the health and safety of residents of this area.
  - The University is a catalyst to develop this area and encourage commercial, economic, and housing development activity.
  - The overriding goal of this activity is to create a living/learning environment that is conducive to the mission of the institution.
- On occasion, the University may be the recipient of real estate in other locations. The acceptance and disposition of such gifts is determined on a case-by-case basis by the President and recommended to the Development Committee of the Board. Where such gifts include a building, Procedures number 3 shall apply.

**Procedures:**

1. On a periodic basis, typically every two years, the Building and Property Committee of the Board of Trustees will review the property acquisition plans of the University and make any appropriate modifications.
2. As appropriate, the Building and Property Committee agenda will include an item—“Property Acquisition Update.” This status report addresses ongoing activities, pending actions, and issues that need attention.
3. Prior to the acquisition of real estate in the defined area, whether by gift, purchase, or eminent domain, an internal environmental assessment will be made and an economic impact statement will be prepared and submitted to the Building and Property Committee. For real estate without a building, the economic impact statement will identify the intended use and projected cost of acquisition. If the real estate includes a building, the economic impact statement will identify the intended use, projected cost

of acquisition, estimated remodeling or demolition costs, environmental compliance costs, annual operating costs (e.g., utilities, insurance, janitorial services, basic maintenance, staffing costs), an abstract of the environmental assessment, projected revenue earnings, if any, and other pertinent information.

4. At the initiative of the Executive Vice President, approved by the President, and at the recommendation of the Building and Property Committee, the Board may move to invoke eminent domain.
5. Acquisitions of real estate will be at the appraised value or less whenever possible. Exceptions will be approved in advance by the Executive Vice President.
6. All property acquisitions will be submitted to the Building and Property Committee for acceptance into the official log of institutional property.

## MUTUAL AID AGREEMENT

This Agreement, made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 1998, by and between the City of Youngstown, Ohio, hereinafter called the "City", acting pursuant to Ordinance 94-243 passed June 1, 1994, and Youngstown State University, hereinafter called the "University", acting pursuant to a resolution passed by its Board of Trustees on June 24, 1994.

### WITNESSETH

WHEREAS, the City and the University maintain separate police departments pursuant to Sections 3 and 7 of Article XVIII of the Ohio Constitution and Ohio Revised Code, Section 3345.04, respectively; and

WHEREAS, the City and the University desire to provide for a mutual assistance and interchange and use of their police personnel and equipment in situations where one department needs and requests the assistance of the other; and

WHEREAS, the City, by virtue of Article XVIII of the Ohio Constitution, and the University, by virtue of Ohio Revised Code, Section 3345.041, are empowered to provide such mutual assistance by means of this Agreement.

NOW, THEREFORE, in consideration of the promises and obligations which are hereinafter set forth, the parties hereto agree as follows:

1. Under the provisions of Ohio Revised Code, Section 3345.041 (Attachment 1), unless actively engaged in effecting an arrest or related duties, or in an emergency, or when ordered by a superior officer not to render aid, each police officer

employed by either of the parties hereto shall render assistance to the police officers employed by the other party whenever such assistance is requested by officers of a party or a requesting officer's dispatcher. When the University's on-duty police officers are rendering assistance to the City's police officers or when within the areas expressly indicated in Attachment 2, which is incorporated herein as if fully rewritten, and when on City streets and highways en route to or from University property, they shall have full police authority commensurate with the authority held by the City's police officers including, but not limited to, authority to issue parking and traffic citations.

Notwithstanding the provisions of the preceding paragraph, any on-duty University police officer who sees a crime being committed within the corporate limits of the City of Youngstown, or who sees a City police officer who reasonably appears to be in need of assistance, shall have the authority to apprehend or attempt to apprehend the person or persons committing such crime and shall have the authority to aid and assist such police officer.

2. The need for and availability of police equipment and personnel requested shall be subject to priority for use of the responding party within its own territorial limits and the discretion as to what police equipment and personnel are necessary or available to the responding party for use, which discretion shall be solely with the officer on duty in charge of the responding party's police department.

3. In the event that police resources, personnel and/or equipment, are actively engaged within the territorial limits of

the requesting party and some or all of such resources are required in the home area, the right to withdraw any or all of such personnel and equipment is reserved. It is agreed that no liability shall arise for failure to respond to a police emergency or for withdrawal of police resources from a requesting party by either party to this Agreement.

4. A reasonable charge, as mutually agreed upon by the parties, may be made or levied for the services furnished in non-emergency situations by either party pursuant to the Agreement. Each party shall assume the expense of loss or damage to their own equipment or apparatus that may occur while in the requesting party's territorial limits or while responding to a call pursuant to this Agreement. The City will not indemnify and hold harmless the University for any damages awarded by the Court of Claims in any civil action arising from any action or omission of any University law enforcement officer acting pursuant to the Agreement, but will expect to be defended by the University in such situation.

5. All personnel of the responding party, while providing any aid under the terms of this Agreement, including but not limited to, whether under the direction of their officer in charge, responding to a call of a requesting party, reacting to a crime being committed, or assisting a City police officer in distress, shall be acting within the scope of their employment including while en route to, en route from and while within the territory of the requesting party.

6. On any occasion when additional assistance is called, pursuant to the terms of this Agreement, the senior police



officer of the requesting party, present and in charge of the department of such requesting party, shall have full charge of and authority over any assisting equipment and personnel responding pursuant to such a call.

7. Police officers who are rendering aid or assistance under the terms of this Agreement to the other party's department shall be entitled to all the rights and benefits of the Workers' Compensation Act and their respective pension funds, as such may be applicable through the officer's primary employer, to the same extent as when performing services within their respective territories and within their respective scope of employment.

8. To the extent permitted by law, neither of the parties shall be liable for any damages to the other party for failure to or neglect in answering and responding to any request for aid or assistance or for inadequacy, negligent operation of equipment and apparatus, or for any cause whatsoever arising out of or touching upon use of such equipment and apparatus or the performance, qualitatively or quantitatively, of duties by police department members.

9. University police shall have the full authority granted by this Agreement to respond to emergencies at all social fraternities and sororities registered with the University when requested by the City's police or when dispatched by the University.

10. Any authority granted by this Agreement to police officers is limited to and shall only apply during periods when such officers are on active pay status. Such powers shall not

apply when such officers are off-duty but within the jurisdictional limits of the City.

11. This Agreement shall be in effect for the period July 1, 1998 through June 30, 2002. Either party may withdraw from such mutual aid agreement upon giving the other party at least thirty (30) days prior written notice to such effect.

IN WITNESS WHEREOF, said parties hereby have, upon dates hereinafter set forth, caused this Agreement to be executed.

WITNESS

CITY OF YOUNGSTOWN  
By: BOARD OF CONTROL

\_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_

\_\_\_\_\_  
LAW DIRECTOR

\_\_\_\_\_  
FINANCE DIRECTOR

WITNESS

YOUNGSTOWN STATE UNIVERSITY

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
DIRECTOR OF LAW

REVIEWED BY:

\_\_\_\_\_  
INSURANCE AND RISK MANAGER  
CITY OF YOUNGSTOWN

## ATTACHMENT 2

The area within the City of Youngstown referred to in paragraph 1 of the Mutual Aid Agreement by and between the City of Youngstown and Youngstown State University is as follows:

Wood Street from Andrews Avenue west to Belmont Avenue; Belmont Avenue north to the Westbound Service Road; the Westbound Service Road west to Covington Street; Covington Street north to Lexington Avenue; Lexington Avenue east to Belmont Avenue; Belmont Avenue north to Fairgreen Avenue; Fairgreen Avenue east to Ohio Avenue; Ohio Avenue north to Saranac Avenue; Saranac Avenue east to Logan Avenue; Logan Avenue south to Andrews Avenue; Andrews Avenue south to Wood Street.



EXECUTIVE SUMMARY  
GIFTS  
FOR THE PERIOD JANUARY 1 - MARCH 31, 1998

UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1):

	NUMBER RECEIVED	TOTAL
CASH	1,674	\$127,775.29
NON-CASH	12	2,623.75
TOTAL	1,686	<u>\$130,399.04</u>

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WYSU-FM (SEE ATTACHMENT 2):

	NUMBER RECEIVED	TOTAL
CASH	453	<u>\$28,438.00</u>
TOTAL	453	<u>\$28,438.00</u>



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES  
UNIVERSITY DEVELOPMENT GIFT LIST  
FOR THE PERIOD OF JANUARY 1 - MARCH 31, 1998**

DESCRIPTION	NUMBER OF GIFTS	TOTAL
Cash	1,674	\$127,775.29
Non-cash	<u>12</u>	<u>2,623.75</u>
Total	1,686	\$130,399.04

**RANKING OF CASH GIFTS:**

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$5,000+	3	\$ 21,500.00
\$1,000 - \$4,999	20	28,410.34
\$500 - \$999	23	12,429.04
Below \$500	<u>1,628</u>	<u>65,435.91</u>
Total	1,674	\$127,775.29

## CASH CONTRIBUTIONS BY RANK

### \$5,000+

William M. Cafaro in honor of  
Judge Nathaniel Jones

Cincinnati Bar Foundation  
Dr. Cynthia Simpson

### \$1,000 - \$4,999

Anonymous  
American Ref-Fuel Company  
Bank One  
Bill Bodine Music  
Chevrolet Motor Division  
Thomas Gay  
Mrs. Tomar Green  
Drs. William & Betty Greenway  
Mary V. Hare  
C. Gilbert & Adeline James

Judge Nathaniel & Lillian Jones  
Atty. Leonard A. Olson  
Packard Museum Association  
James & Pari Payiavlas  
Julia Spitzer Memorial Trust  
Arnold D. Stambaugh Memorial Trust  
Lawrence & Celeste Teaberry  
U.S. Can Co.  
The Vindicator  
David & Margaret Yeager

### \$500 - \$999

AT & T Foundation  
Bart & Shirley Bartholomew  
Paul E. Beckman, Jr.  
Bruce & Nancy Beeghly  
Bristol-Myers Squibb Foundation  
Alex Downie Jr.  
Eileen & Robert Greaf  
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David P. Locke  
Francis D. Lyons  
Joan Mock  
Ohio Edison Co.  
Robert W. Peterson  
Dr. Victor & Mary Richley  
RJR Nabisco Foundation  
Nicholas & Ellen Taylor  
Thomson Newspapers  
W.W. Grainger Inc.  
Denise DeBartolo York

### Below \$500

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Alexander A. Adams  
Christopher J. Adams

Laurie J. Adams  
Michael O. Adams  
Roginger Adams

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Kenneth & Susan Aguilar  
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Dr. Chester Jr. & Marilyn Amedia  
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Thomas L. Anania  
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Fred L. Anderson  
Harry & Pat Andreadis  
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George & Cindy Angelo  
Tony Angelo  
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Robert J. Antonucci  
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Lonnie Arnold  
Harold & Nicole Arrowsmith  
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Joseph & Jacqueline Ascione  
Dr. Dorene S. Ash  
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Peter & Helen Asimakopoulos  
Tina F. Asmo  
Eugenia & Richard Atkinson  
Bonnie L. Auletta  
Austintown Local Schools  
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Clarence & Mary Ellen Baber  
Michelle P. Bach  
Albert J. Bagnoli  
Joseph M. Baich  
Susan K. Bailes  
Dr. Dora L. Bailey  
Dr. Carol Baird  
George & Denise Baker

Vicki L. Baker  
Gary M. Balakoff  
Conrad F. Balazs  
Jeff Baldauf  
Mrs. John Baldauf  
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Gordon A. Balmford  
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Lawrence M. Baytos  
John J. Beach  
Lock & Janice Beachum  
Kathy Bearfield  
Jerry Beck  
Robert R. Becki  
Lynnette K. Beecher  
Charles Beers  
Gladys Bell  
Mattie P. Bell  
Mr. & Mrs. Gerald Bemis  
Tracie A. Bender  
Audrey L. Bennett  
Mary Ann P. Bennett  
Deborah & Herbert Benson  
R. Thomas & Kelly Benson  
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Mr. & Mrs. William Bevec  
Paul & Mary Lou Bevilacqua



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Linda M. Diana  
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Dr. Joan DiGiulio in memory of  
Fred Michael  
Claudia DiIanni  
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Gelsomina L. DiLoreto  
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Joanne L. Felden  
LTC. Paul W. Fellingner, Ret.  
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Eric F. Ferchaw  
Stephen E. Ference  
Randall Ferguson & Germaine Santon  
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Patty Fletcher  
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Dr. Penelope Gay & Atty. Sean Sheely  
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Glen L. Weckbacher  
Patricia H. Weickenand  
Fred R. Weimer  
Dave & Victoria Weir  
Kathleen D. Wentz  
Katherine A. Wenzel  
Ronald V. Wertz  
Lillie Wessell  
Jennifer E. Westover  
Westvaco Foundation  
WFMJ TV-21  
Helen Wheland  
Diana L. Whetstone  
Dionna D. White  
Kenneth R. White  
Matthew White  
Michael & Linda White  
Michelle & Dennis White

Barbara Wigle  
Gwendolyn M. Wilkins  
Christopher S. Williams  
Darrell & Carla Williams  
Gayton & Christine Williams  
Herbert W. Williams Sr.  
Holly A. Williams  
Janet K. Williams  
John & Elizabeth Williams  
Josephine Y. Williams  
Linda & Mickey Williams  
Richard D. Williams  
Robert & Barbara Williams  
Ron Williams  
Wanda J. Williams  
Richard & Karen Willshaw  
David & Marlene Wilson  
Harold J. Wilson  
Kera L. Wilson  
Matthew & Maryann Wilson  
Dennis & Bonnie Wingard  
Robert A. Wise  
David & Susan Wittenauer  
Evelyn E. Wlodarski  
Judith D. Wolfe  
Michael & Laura Wolfe  
George B. Woodman  
Joni & Timothy Woofter  
Michael & Michele Woytek  
Raymond & Karen Wright  
Robert A. Yaksic  
Veronica M. Yaksic  
Christopher S. Yanero  
Leroy Yates  
John & Kathleen Yazvac  
Kris A. Yeager  
David J. Young  
George H. Young, Ph.D.  
William & Candace Young  
John & Patricia Yozwiak  
Don E. Yuhasz  
Pantelis & Anthie Zairis  
John P. Zalick  
Frank & Deborah Zamary  
Michael P. Zappa

Dr. Stephanie Zaza  
 Richard P. Zbell  
 Lynn & Phoebe Zehnder  
 Ronald & Barbara Zetterquist  
 G. Wayne Zetts  
 Timothy A. Zetwick  
 Lisa R. Zigo  
 Richard J. Zigrino

Olga Ziobert  
 Dr. Gary & Rosemary Zipay  
 John Zitello  
 Joseph & Linda Zitnik  
 Kenneth P. Zuzik  
 Richard A. Zuzik  
 Bill & Linda Zwick

**Total Cash Contributions            \$127,775.29**

**Non-Cash Contributions**

Arby's Restaurant	50.00	Phonathon Gift Certificates
Burger King Restaurant	66.00	Phonathon Promo Cards
COMDOC Inc.	50.00	Phonathon Gift Certificates
Covelli Enterprises	65.00	Orange drink & coupons for Campus Lights contest
McDonald's Restaurant	30.00	Phonathon Gift Certificates
Mr. Hero	50.00	Phonathon Gift Certificates
Something New Florist	150.00	F & PA Alumni Reception Decorations
Sparkle Supermarkets	395.00	Phonathon Refreshment Supplies
Wedgewood Pizza	1,562.75	Phonathon & Campus Lights Pizzas
YSU Bookstore	165.00	Phonathon Gifts
YSU Print Shop	40.00	Phonathon Gifts
<b>Total Non-Cash Contributions</b>	<b>\$2,623.75</b>	



YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES  
 WYSU-FM GIFT LIST  
 FOR THE PERIOD OF JANUARY 1 - MARCH 31, 1998

<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
Cash	453	\$28,438.00
<b>Total</b>	<b>453</b>	<b>\$28,438.00</b>

**RANKING OF CASH GIFTS:**

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
Below \$500	<u>453</u>	<u>\$28,438.00</u>
<b>Total</b>	<b>453</b>	<b>\$28,438.00</b>

## CASH CONTRIBUTIONS BY RANK

### Below \$500:

Ugur S. Aker	Ruth E. Broad
Neil Altman	Steven Brown
Chester & Marilyn Amedia	Nancy Buffington
John & Fran Amer	Dr. & Mrs. William Bunn
Diane Amsden	James & Barbara Burger
Nancy Andrew	Holly Burnett
James Andrews	Donald W. & June C. Byo
Amy Annico	Thelma Caggiano
Dominic Arcari	Gabriele Cailor
Joseph Arrowsmith	Martin & Catherine Cala
The Asparagus Patch	Patricia L. Campbell
John G. Augustine	Richard & Susanne Campbell
Ralph Bacon & Meeghan Humphrey	Charles & Margaret Carl
Frank J. & Toni Badolato	Bert Carlisle
Sr. Julia Baluch	Robert & Grace Carr
Stanley & Hope Bard	Nancy Carson
Shirley Bartlett	Nicholas Carson & Ingrid Lundquist
William W. Bartley	Ann Casarsa
Richard Basinger	Dwight & Ann Castro
Leonard Batcha	Adrienne Cerimeli
Lloyd Bayer, Jr	Richard & Patricia Chamberlain
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Jo Ann Beh	David R. Chenoweth
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Vere Bellian	Fr. Joseph Ciaiola
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Douglas Bogdan	Robert & Katherine Concilus
Laura & David Boich	Ann Cooper
Dr. & Mrs. Joseph Bolotin	Delma Cooper
Dorcas Borton	Copeland Oaks Music Appreciation Hour
Joe & Emily Boughton	Brian Corbin & Donna DeBlasio
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Evelyn Cunningham  
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Lisa D'Amore  
Sam & Rosalie D'Angelo  
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Harry Davis  
Karen M. Davis  
David & Joan Dawson  
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Rosemary Decker  
Bassam & Jodi Deeb  
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Sara L. Dickson  
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Les S. Domonkos  
James Donatelli  
Pauline Downey  
Alex Downie  
Joyce A. Doyle  
Lynn Doyle  
Kathleen Dragoman  
Diane Drapcho  
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Kelly Echle  
Samuel K. Edwards  
Al Eibel  
Jerry & Martha Eicher  
John & Margaret Ellison  
Louis Epstein  
June Esquibel  
Joseph & Jeanne Evans  
William Evans  
Melvin & Marsha Fader  
William Farragher  
Phil & Diane Fawley  
Mary Feldman  
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Dorcas C. Fitzgerald  
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Philip & Margaret Ford  
Augustine & Grace Fornataro  
John S. & Norma Frank  
Norma Frank  
David & Kathleen Frederick  
Lee Fritts  
Tyrus W. Frolund  
Paul Furman  
Louise J. Galbreath  
Cynthia Gardiner  
Jean O. Gates  
Sanford & Sondra Gaylord  
John P. Ginatos  
Dorothy Ginsburg  
Robert Girts  
Gary & Maxina Gohlke  
Joseph & Denise Gorman  
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Greg & Alice Greenwood  
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Clyde T. Hankey  
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Labrof Hatzilabrou  
Margaret Haushalter  
Matt Hawkins  
Jerome & Louise Hayes  
Emerson & Joan Heald  
Jeffrey M. Hedrich  
H.J. Heinz Co. Foundation  
John & Nancy Heiser  
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Gordon Hill  
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Gerald Hodge  
Scott Hodge  
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John Holocomb

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Thomas & Janene Horne  
Nancy Hospadar  
Jim Hubenthal  
Charles & Susan Hudak  
Harlene E. Huffstetler  
Alan & Anne Hutchison  
Hyon & Myong Hwang  
Eugene Ierace  
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Floyd E. Jackson  
Doris Jacoby  
Arthur & Louise Joachim  
Mary Johnson  
Michael Johnson  
Raymond Johnson  
Robert Jones  
Kenneth & Patricia Jordan  
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Rosemarie Kascher  
Charles & Mary Keller  
Fern Kelly  
Dorothy Kennedy  
Gerald Kessler  
Paul Kimbel  
Matthew J. Kiss  
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Elayne M. Klovis  
Lewis Kness  
Christine A. Knuth  
William R. Koch  
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Ray & Maxine Koski  
Kathleen Kougl  
Mike & Marilyn Kraynanski  
Desai & Indira Krishnarao  
James & Susan Krumpak  
Andy Kuthy  
Roger L. LaFontaine  
Virginia Lamarca

James & Charlotte Lanz  
Robert LaPointe  
L'Atelier Custom Woodworking  
Robert & Joan Lees  
Jerome & Louise Lefkort  
Charlotte A. Lehto  
Susan Lehtonen  
William Leitkam  
David Leonard & Linda Wiltz  
Thomas Leonard  
Andrea D. Leone  
Paul Leone  
Keith & Ann Lepak  
Alice Lev  
Steve Lev  
Marie Lew  
Mary Young Liming  
Loretta M. Liptak  
George & Margaret Livingston  
Suzanne Lockhart  
Joseph J. Loftus  
Joseph & Margaret Logan  
Bess M. Lowendorf  
Lucent Technologies  
Peter Lucke  
Louis & Laretta Luggie  
Charles & Ilene Lundquist  
Leon Luyckx  
George & Julia Macleod  
Charles & Monica Maholtz  
Lewis & Delores Mahoney  
Charles Mandrake  
Raymond Manley  
Louis Manno  
Charles & Pam Mansell  
Joseph A. Mansky  
Kathleen Markovich  
Ivan Markulin  
Nancy Marsh-McGarry  
Ben Marshall  
Sandra Marshall  
Eber S. Martin  
Phillip & Carol Martin  
Robert T. Mattson  
Timothy & Joann Matune  
Barbara & Donald Mauch

Jim Maxwell  
Michael L. McBride  
Dan McCauley  
John McClellan  
Jane McDermott  
Elizabeth McDevitt  
Richard & Ruth McFeaters  
Jean McGeary  
Sallie McKelvey  
Alex B. McLane  
C. Ray & Katherine McMillan  
Robert & Susan Meermans  
Deborah Metzger  
Donald J. Metzger  
Richard Michaels  
Donald & Laura Miller  
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Lu Miola  
William & Rosemarie Mitchell  
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Christopher & Judi Moinet  
Vernon & Mary Mook  
Karl & Jeannine Morris  
Sue Motzer  
Barbara B. Mummey  
Thomas & Patricia Murphy  
David & Karie Newman  
John M. & Lillian C. Newman  
John Noga  
Raymond & Eileen Novotny  
John & Martha Odle  
Ohio Edison  
John & Nancy Orr  
Tony V. Palo  
Patricia A. Papp  
Victor Parrott  
Robert A. Pavalko  
Mary Pavilonis, H.M.  
Charles Pemberton  
Scott N. Pergande  
Maryann Pernotto  
John C. Peterson  
Robert W. Peterson  
Dorothy Philipp

Joan A. Philipp  
Laurel A. Phythyon  
William & Agnes Pierson  
Pat Piotter  
Frank Piper  
Pittway Corporation Charitable Fund  
Dale Pokorney  
C. Edward Powell  
Catherine Powers  
Lorie Prince  
Ann N. Przelomski  
Lori Quaranta  
Susan Rashid  
James E. Ray  
David G. Reed  
Ardith Regdon  
Paul & Lucy Repko  
James Resch  
Michael E. Resek  
Brent Reynolds  
Vikram Rival  
David & Ellen Robinson  
Jannette Rogers  
Wilmajane E. Rose  
Clara Ross  
David K. Ross  
Warieta E. Rosselle  
Sam & Terry Roth  
Gregory Roush  
Elizabeth Royster  
Walter Rusnak  
Kenneth G. & Janet Rust  
Robert H. Sacherman  
David & Roselyn Sanders  
Janet M. Sanders  
Morton & Mae Sands  
Marylee & Leona Sandusky  
Larry Sapir  
James Sartor  
Marc & Rhonda Saunders  
Jerome & Jan Schnall  
James & Nancy Schotten  
Scott Schulick  
David & Harriett Schwebel  
William & Eileen Scragg  
Daniel & Sara Scudier



Virgina Selanik  
Louise Sellaro  
John Semivan  
Charles F. Sheppard  
Edward & Virginia Shorten  
Raymond & Martha Shuster  
Gladys G. Sibley  
Shirley Silver  
Edward & Natalie Simchick  
Susan & Karen Simon  
Sisters of the Humility of Mary  
Bill Slocum  
Linn Smith  
Paul E. Smith  
C. Vernon Snyder  
Karl & Pat Soller  
Florence Soltero  
Katherine Soman  
Peter C. Sotus  
Richard Spagnola  
Dorothy Spangler  
William & Elizabeth Speer  
St. Luke School  
Cheryl M. Staib  
Samantha Stanier  
Elizabeth Staudt, H.M.  
Frank & Patricia Stearns  
Paul & Patricia Stefek  
Carolyn S. Steglich  
Jack Stein  
Richard Stevenson  
Martin Stolpe  
Raymond B. Strickland  
Anne Stroia  
Richard W. Stypula  
George Sutton  
Esther M. Szakach  
Mary June Tartan  
Pauline Taylor  
Randy & Patricia Taylor  
Shirley Tegethoff

**Total Cash Contributions:**

L.J. Tessier  
Warren Tessler  
Textron Charitable Fund  
Gary Tharp  
Robert Thomas  
Donald Thurman  
Daniel & Nancy Tidrick  
Andrew Torma  
Klara Trusova  
S.M. Ulicny  
Darrel G. Valentine  
Sagar Vallabh  
Dorothy K. Vaughan  
Peter Von Ostwalden  
Bradley & Kenny Wagner  
Wendle & Phyllis Wagner  
Thomas & Faith Waida  
Homer B. Warren  
Chatrchai Watanakunakorn  
Richard & Susan Webb  
T. Fredrerick & Lorraine Weiland  
Thomas Weller  
Howard & Ann Welser  
William & Melinda Weltman  
Edward K. Wenzel  
Barbara Williams  
Arthur Wolfcale  
Samuel & Patricia Woodings  
Richard Wright  
Elizabeth Wrona  
David & Koral Yarian  
Marian Yeagley  
David J. Young  
Warren & Sandra Young  
Youngstown Symphony Chorus  
YSU Foundation  
YSU New Music Society  
Neil Yutkin  
Harold A. Zealley  
Rose Marie Zocco  
John Zubil

**\$28,438.00**



## UNIVERSITY GUIDEBOOK

### Subject: Scheduling of Intercollegiate Athletics Activities During Final Examination Period

Developed by: James P. Tressel  
 Title: Executive Director  
 Intercollegiate Athletics  
 Date: April, 1998

Authorized by: C. Vernon Snyder  
 Title: Vice President  
 Development & Community Affairs  
 Date:  
**EFFECTIVE:**

**Policy:** Intercollegiate athletic events, including tournaments but not including NCAA and conference-sponsored events, will not be scheduled during any final examination period. Student athletes are to miss no final examinations due to University-sponsored intercollegiate athletic event.

RESOLUTION NUMBER: YR 1998

#### Procedures:

1. The Executive Director of Intercollegiate Athletics, or designee, is responsible for scheduling intercollegiate athletic events.
2. When scheduling intercollegiate athletic events, the "University Schedule of Operations" will be used as a guide in establishing dates and times.
3. No intercollegiate athletic events, except NCAA or conference sponsored, will be scheduled during final examination period.
4. The Executive Director of Intercollegiate Athletics, or designee, will prepare a list of all students participants traveling to an NCAA or conference sponsored event during final examination period and will distribute the list to college deans and appropriate faculty members.
5. Student athletes are responsible for making arrangements to complete all assignments and/or examinations that are missed because of NCAA or conference-sponsored events.

Agenda Item E.6.b.  
 Exhibit J

# SUMMARY SHEET

## NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS

For the Period 03/14/98 thru 05/29/98

EMPLOYEE GROUP	FULL-TIME			PART-TIME			TOTALS
	NEW HIRES	RE-HIRES	PROMOTIONS	NEW HIRES	RE-HIRES	PROMOTIONS	
Faculty	0	0	0	N/A	N/A	N/A	0
Professional/Administrative Staff	3	0	2	0	1	0	6
Externally-Funded Staff	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>3</b>	<b>0</b>	<b>2</b>		<b>1</b>		<b>6</b>

**YOUNGSTOWN STATE UNIVERSITY**  
**RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS**  
**AS OF June 4, 1998**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Dr. Debra Pomponio	Executive Director Designee	Budget & Finance	03/01/98	\$700/Mo. Supplemental Payment	4 Mo.	Promotion: 03/01/98- 06/30/98
Ms. Jennifer E. Roller	Coordinator	Center for Student Progress	03/16/98	7,820 Base: 26,405	3.5 Mo.	New hire: 03/16/98- 06/30/98
Mr. Gregory W. Sherlock	Director of the Labor Management Relations	Public Service Institute	05/01/98	7,083 Base: 42,500	2 Mo.	New hire: 05/01/98- 06/30/98
Ms. Angela Steffy	Coordinator of SCOPE	Enrollment Services	03/01/98	5,220 .63 FTE	4 Mo.	Rehire: 03/01/98- 06/30/98
Ms. Jean R. Wainio	Interim Executive Director	Human Resources	01/07/98	700/Mo. Supplemental Payment	6 Mo.	Promotion: 01/07/98- 06/30/98
Ms. Jennifer S. Zebroski	Head Coach, Women's Soccer	Intercollegiate Athletics	06/01/98	2,708 Base: 32,500	1 Mo.	New hire: 06/01/98- 06/30/98

**EMERITUS  
RECOMMENDATIONS**

<b>NAME</b>	<b>TITLE</b>
Domenico B. Aliberti . . . . .	Professor Emeritus
Charles B. Cushwa, III . . . . .	Director Emeritus
Dale W. Fishbeck . . . . .	Professor Emeritus
Taghi T. Kermani . . . . .	Professor Emeritus
David B. MacLean . . . . .	Professor Emeritus
David J. Robinson . . . . .	Professor Emeritus
Gloria D. Tribble . . . . .	Professor Emeritus



UNIVERSITY GUIDEBOOK

**Subject: Leave Without Pay, Exempt Professional/Administrative Staff**

Developed by:	Jean R. Wainio	Authorized by:	
Title:	Interim Executive Director	Title:	
	Human Resources	Date:	
Date:	March, 1998	EFFECTIVE:	

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

RESOLUTION NUMBER: YR 1998 - 16/33

**Parameters:**

- Employee must be in professional/administrative status and exempted from collective bargaining. Employees covered by collective bargaining should refer to their respective labor agreement.
- Individuals may be granted Leave Without Pay, for periods ranging from one week to one year, to secure additional formal education or training, or other appropriate professional experience, when such training or experience will serve to enhance the individual's contribution to the University. Suitable arrangements must be made to cover the employee's duties during the period of absence.
- Individuals may be granted Leave Without Pay for personal reasons for a period of up to one year, when the individual's services can be spared.
- Employees on Leave Without Pay shall have the option of maintaining the University's group insurance benefits by paying the university group rate for the coverage in effect at the time of the leave.

**Procedures:**

1. Exempted Professional/Administrative staff considering a leave without pay should first discuss their interests with their immediate superior. This preliminary discussion should include reasons for the leave, length of the leave, anticipated workload during the course of the leave, and potential methods of redistributing the workload.

2. If there is agreement that the leave might be pursued, the supervisor will alert the appropriate administrative and/or executive officer to that possibility.
3. A formal request for Leave Without Pay shall be submitted in writing to the individual's supervisor in as far in advance as possible. This written request should specify the reason for the leave, the anticipated duration of the leave, and a suggested method of redistributing the workload.
4. If the supervisor supports the request for a leave, an endorsed copy of the request is forwarded. This process continues until the request, with appropriate endorsements, is forwarded to the Provost or Vice President.
5. Final approval for granting requests of Leave Without Pay is the responsibility of the Provost or Vice President.
6. Once a Leave Without Pay request has been approved it is forwarded to the Executive Director of Human Resources for implementation.



## UNIVERSITY GUIDEBOOK

### Subject: Medical Leave Without Pay, Exempt Professional/ Administrative Staff

Developed by:	Jean R. Wainio	Authorized by:	
Title:	Interim Executive Director Human Resources	Title:	
Date:	March, 1998	Date:	
		EFFECTIVE:	

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

RESOLUTION NUMBER: YR. 1998-16/33

#### Parameters:

- Employees must be in professional/administrative status and exempt from collective bargaining.
- Typically a Medical Leave Without Pay is granted for a period of six months.
- A Medical Leave Without Pay may be extended for an additional six-month period if medical evidence from a physician (or duly qualified medical practitioner) indicates the employee will be able to substantially and materially perform job responsibilities by a specified date that is no later than one year from the last day on the job.
- Employees requesting a Medical Leave Without Pay may be required to undergo a physical examination at the University's expense to confirm the state of the employee's health.
- In the event the employee has exhausted coverage of the Family and Medical Leave Act of 1993 (see: 7002.01) and the accrued sick leave and vacation have been exhausted, the University will maintain, at no cost to the employee, all of the employee's group insurance benefits.
- Employees covered by collective bargaining should refer to their respective labor agreement.



**Procedures:**

1. Exempt Professional/Administrative staff requesting extended medical leave without pay should notify their immediate supervisor as soon as possible.
2. A physician's (or duly qualified medical practitioner's) certification for Leave Without Pay for medical reasons shall be submitted in writing to the individual's supervisor. This written request should specify the reason for the leave, and the anticipated duration of the leave.
3. If the extended medical leave is required, the supervisor will notify the appropriate administrator and/or executive officer.
4. Once a request has been submitted it is forwarded to the Executive Director of Human Resources for documentation and further processing.



**UNIVERSITY GUIDEBOOK**

**Subject: Designation of University Holidays**

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director	Title: Executive Vice President
Human Resources	Date: June, 1998
Date: March 2, 1998	<b>EFFECTIVE:</b>

**Policy:** The Board of Trustees has been authorized by Section 124.19 of the *Ohio Revised Code* to observe certain paid holidays on days other than the date specified in this Section. In turn, the Board authorizes the President to make any changes that most favorably meet the needs of the University community.

RESOLUTION NUMBER: YR 1998

**Parameters:** The movable paid holidays include:

- Martin Luther King, Jr. Day (third Monday in January).
- Presidents' Day (third Monday in February).
- Columbus Day (second Monday in October).

**Procedures:**

1. The President, on the recommendation of the Provost, will designate which of the paid holidays will be moved to better meet the needs of the academic calendar.
2. Annually, the Office of Human Resources will distribute a complete listing of the paid University holidays to the Board of Trustees and members of the University community.



## UNIVERSITY GUIDEBOOK

### Subject: Student Publications

Developed by: Martin T. Manning  
 Title: Associate Director  
 Student Life  
 Date: March, 1998

Authorized by: Cynthia E. Anderson  
 Title: Vice President  
 Student Affairs  
 Date:  
**EFFECTIVE:**

**Policy:** Youngstown State University recognizes and supports the establishment and operation of student publications and the student press as an important medium for communication to the University and as a training laboratory for students. The official student publications are *The Jambar*, a student-operated newspaper, and *The Penguin Review*, a student literary magazine.

RESOLUTION NUMBER: YR 1998

#### Parameter:

- Individuals involved with student publications and the student press are expected to follow all professional journalism standards and guidelines which address matters such as libel, indecency, personal attacks and harassment, undocumented allegations, and other forms of irresponsible journalism.

#### Procedures:

1. The Student Publications Committee oversees the official student publications and is responsible for reviewing complaints, offering recommendations, selecting the publication staff, and ensuring the execution of publication responsibilities.
2. The Vice President for Student Affairs appoints the Student Publications Committee.
3. Each official student publication has a faculty and/or staff advisor. The advisor is responsible for helping students understand the nature, function, and ethics of the student press, for providing instruction that will result in a quality publication and for serving as a liaison to the Student Publications Committee.
4. Concerns regarding a particular article or issue of official student publications may be directed to the current editor or advisor of the respective publication. Other questions may be directed to the Student Publications Committee chairperson, the Executive Director of Student Life, or the Vice President for Student Affairs.

Agenda Item E.8.b.  
 Exhibit P

5. Guidelines and information related to responsible journalism and student publications may be found in *The Student Publications Committee Governing Document*.



**STUDENT FEES AND CHARGES  
1998-1999**

<b>TUITION</b>	<b>Fiscal Year 1997-98</b>	<b>Fiscal Year 1998-99</b>	<b>Change</b>
			\$
<b>Instructional Fee</b>			
Part-time undergraduate	\$75 per credit (1-11 credits)	\$79 per credit (1-11 credits)	\$4
Full-Time undergraduate	\$942 per quarter (12-18 credits)	\$950 per quarter (12-18 credits)	\$38
<b>Undergraduate credits in excess of 18</b>			
per quarter	\$40 per credit	\$42 per credit	\$2
Graduate students	\$88 per credit	\$90 per credit	\$4
<b>General Fee</b>			
Students registering part-time	\$19 per credit (1-11 credits)	\$20 per credit (1-11 credits)	\$1
Students registering full-time	\$224 per quarter (12 or more credits)	\$233 per quarter (12 or more credits)	\$9
<b>Tuition:</b>			
Full-time undergraduate	\$1,166 per quarter (12-18 credits)	\$1,213 per quarter (12-18 credits)	\$47
<b>NON-RESIDENT TUITION SURCHARGE</b>			
<b>Regional Service Area:</b>			
Undergraduate -			
Students registering part-time	\$47 per credit (1-11)	\$49 per credit (1-11)	\$2
Students registering full-time	\$562 per quarter (12-18 credits)	\$588 per quarter (12-18 credits)	\$26
Students registering for more than 18 credits	\$47 per credit	\$49 per credit	\$2
Graduate	\$51 per credit	\$54 per credit	\$3
<b>Outside of Regional Service Area:</b>			
Undergraduate -			
Students registering part-time	\$106 per credit (1-11)	\$111 per credit (1-11)	\$5
Students registering full-time	\$1,261 per quarter (12-18 credits)	\$1,332 per quarter (12-18 credits)	\$71
Students registering for more than 18 credits	\$106 per credit	\$111 per credit	\$5
Graduate	\$96 per credit	\$112 per credit	\$16
<b>SPECIAL PURPOSE FEES, SERVICE CHARGES AND FINES</b>			
Executive MBA program	\$17,000 for 2 year program	\$19,300 for 2 year program	(\$6)
Returned Check or Credit Card Fee	\$35	\$30	



## UNIVERSITY GUIDEBOOK

### Subject: Student Fees, Development and Assessment of

Developed by:	Debra L. Pomponio	Authorized by:	
Title:	Executive Director Financial Services	Title:	
Date:	March 13, 1998	Date:	
		EFFECTIVE:	

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

RESOLUTION NUMBER: YR 1998

#### Parameters:

- The Board of Trustees reserves the right to change any fee, charge, or fine.
- For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission by the Executive Director of Enrollment Services.
- Tuition and fees are assessed at the time of registration.

#### Procedures:

1. Annually, during the fall the Executive Director of Financial Services initiates a process soliciting a review of all miscellaneous fees assessed students.
2. The input received from this solicitation is analyzed and evaluated and a proposed schedule of fees for the upcoming year is prepared.
3. The proposed schedule of fees is reviewed at the President's Cabinet in the late fall or early winter.
4. The proposed schedule of fees, with any modifications offered by the President's Cabinet, is presented to Student Government for their review in January.
5. This proposed schedule is also presented at a winter meeting of the Administrative Advisory Council where broad review and input is encouraged.

6. A final schedule of fees is prepared to be recommended by the President at the March meeting of the Board of Trustees.



*UNIVERSITY GUIDEBOOK*

**Subject: Student Tuition, Development and Assessment of**

Developed by: Debra L. Pomponio  
Title: Executive Director  
Financial Services  
Date: March 13, 1998

Authorized by:  
Title:  
Date:  
EFFECTIVE:

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

RESOLUTION NUMBER: YR 1998

**Parameters:**

- The Board of Trustees reserves the right to change any fee, charge, or fine.
- For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission by the Executive Director of Enrollment Services.
- Tuition and fees are assessed at the time of registration.

**Procedures:**

1. Annually, during the fall the Executive Director of Financial Services initiates a process of the determining if a tuition modification will be required for the upcoming year.
2. This process concludes with the development of a proposed schedule of tuition payments for the upcoming year.
3. The proposed schedule of tuition payments is reviewed at the President's Cabinet in the winter.
4. The proposed schedule, with any modifications offered by the President's Cabinet, is presented to Student Government for their review in February or March.



5. This proposed schedule is also presented at a February or March meeting of the Administrative Advisory Council where broad review and input is encouraged.
6. A final tuition schedule is prepared for the President to recommend at the June meeting of the Board of Trustees.



**UNIVERSITY GUIDEBOOK**

**Subject: Bid Limits for Purchasing**

Developed by:	Richard A. Delisio	Authorized by:	G. L. Mears
Title:	Director Materials Management	Title:	Executive Vice President
Date:	February, 1998	Date:	EFFECTIVE:

**Policy:** In all its business practices the University will adhere fully to all applicable laws, regulations, and rules of the federal, state, and local regulatory bodies. Those conducting business for the University will always seek to protect the interests of the institution.

RESOLUTION NUMBER: YR 1998

**Parameters:**

- Goods and services estimated to be in excess of \$10,000 shall be obtained through a competitive bidding process.
- Construction work estimated to be in excess of \$25,000 shall be obtained through a competitive bidding process.
- Youngstown State University participates in a program of statewide cooperative purchasing organized and implemented through the Inter-University Council (IUC). Purchases made as a result of this program are exempt from bid limit requirements as are purchases made through State of Ohio Contracts.

**Procedures:**

1. The Director of Materials Management, or designee, may require competitive bidding for goods and services or construction with estimated costs below these limits.
2. Written requests for bid waivers must be forwarded to the Department of Materials Management. Such requests must provide justification (e.g., single source) signed by the account signature authority.
3. If the Director of Materials Management finds that sufficient justification has been presented, a recommendation to waive the bidding process is forwarded to the Executive Vice President.

NUMBER

**3003.01**

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4. If the Executive Vice President approves the request for bid waiver, a purchase order will be issued in lieu of bidding. If the request is denied, the Department of Materials Management will initiate the bidding process.

# **Report to the Campus on the Progress of Semester Conversion**

**from**

**The Q2S Transition Team**

## Introduction

In December 1997 President Cochran appointed the Q2S Transition Team. Members are Bill Countryman, Registrar; Janice Elias, Assistant Provost for Planning; Donna Esterly, Executive Director of Computing and Information Systems; Bob Hogue, Assistant to the Dean of Arts and Sciences, and CS&IS; Ram Kasuganti, Chairperson, Management; Floyd Kerr, Assistant Athletic Director; Hana Kilibarda, President, Student Government; Jody Patrick, Advisor, HHS; and Nancy White, Psychology, who serves as Chairperson of the Q2S Team. This group, though small in number, represents a broad set of constituencies from the campus community.

In the first meeting, which was held in early January, the Team divided itself into four subcommittees. Each is responsible for coordinating the conversion activities of a particular division. The Academic Affairs subcommittee consists of Jan Elias, Bob Hogue, Ram Kasuganti, Jody Patrick, and Nancy White. The Student Affairs subcommittee consists of Bill Countryman, Floyd Kerr, Hana Kilibarda, Jody Patrick, and Nancy White. The Business and Finance subcommittee consists of Bill Countryman, Donna Esterly, Bob Hogue, Jody Patrick, and Nancy White. The Development and Community Affairs subcommittee consists of Floyd Kerr and Nancy White. Each subcommittee has been meeting regularly in order to identify and guide necessary conversion actions. In addition, the entire Q2S Team meets regularly to engage in discussion of issues that are beyond the purview of a single subcommittee. This report will outline the general actions taken by the Q2S Team and by the subcommittees during the past five months, and concludes with some general recommendations.

**Q2S Team.** One of the first activities undertaken was the development of a set of Q2S Web pages to provide information for the campus community as the conversion proceeds. The address is: <http://cc.ysu.edu/q2s>. The pages include a "Frequently Asked Questions" section, and a link for sending e-mail to the Q2S Team. Also available are copies of the forms that will be used in the conversion process. These Web pages will be updated periodically as new information or guidelines become available.

Other actions include development of a budget for the conversion, discussions about one or more workshops, travel possibilities to other institutions that are in the process of a semester conversion, and advertising. Many of you have seen the "Q2S Spoken Here" buttons. Flyers, banners, painting of the Rock are in the planning stages. Most recently the Team formulated recommendations to the Provost about summer calendars for 2000 and beyond, based on the recommendation that was approved by the Academic Senate. The calendar has been pieced together by a series of actions in the Administrative Advisory Council, Dean's Council, and other places. The full calendar for 2000 and 2001 is included here, with the new calendar "rules".

January 3 2000	Winter quarter starts
February 12	Last day to withdraw
March 11	Winter quarter ends
March 18	Finals end

March 20 - 25	Spring break
March 27	Spring quarter begins
May 6	Last day to withdraw
June 3	Spring quarter ends
June 10	Finals end
June 19	Summer term A* and full summer term begin
July 15	Summer term A ends
July 17	Summer term B* begins
August 12	Summer term B and full summer term end
August 28	Fall semester begins (last Monday in August)
December 9	Classes end
December 16	Finals end
January 16 2001	Spring semester begins (Tuesday after MLK holiday)
March 12 - 16	Spring break (the week following the eighth week)
May 5	Classes end
May 12	Finals end
May 21	Summer term A and full summer begin
June 18	Summer term B begins
June 30	Summer term A ends
July 2	Summer term C begins
July 28	Summer term B ends
August 11	Summer term C and full summer term end
August 27	Fall semester begins (last Monday in August)
December 8	Classes end
December 15	Finals end

\* Four week summer terms, classes meet five days a week rather than four. This permits a one-week break after Spring Quarter and a two-week break before Fall Semester.

**Academic Affairs Subcommittee.** Since most of the immediate actions affecting this division are under the purview of the Academic Senate, the activities of this subcommittee have consisted primarily of meeting with Senate committees and providing them with information to assist them. Jim Morrison, Chairperson of the Senate, has assisted in the coordination of these efforts. The subcommittee also met with representatives of the Graduate Council for the same purposes. Many Senate actions have already taken place (e.g. adopting the "two-thirds rule", approval of new curriculum and program forms). In addition, the subcommittee developed and distributed some guidelines and monitoring forms for departments and programs to (1) guide them in their activities and (2) allow them to periodically report their progress. Members of the subcommittee will come to department or college meetings to provide guidance or assistance as

needed.

**Business and Finance Subcommittee.** The subcommittee began meeting in late January to discuss an approach that would encourage individuals within the division to begin discussion on how the conversion to semesters would impact current business practices and processing. A brief survey addressing affected functions, services, and staff issues was distributed to each department to focus individuals on how the conversion to semesters might affect their areas. Additionally, the survey requested that a representative from each department be identified to serve as a contact person. The responses from the surveys were summarized and reviewed by the subcommittee. Most of the respondents indicated a need to receive more detailed information regarding the academic calendar before proceeding.

While the University finalized details of the calendar, several Semester Conversion Worksheets were designed specifically for the Business and Finance areas to assist in identifying policies and procedures, contractual agreements, forms and publications that might be affected by the conversion. Several Q2S members indicated that these worksheets could be of assistance in all areas of the University, so they were modified, attached to a three-year calendar, and distributed to each department within the University.

Once the worksheets have been completed and returned, the subcommittee will review the responses from each department within Business and Finance. Based on the level of detail provided, several working groups will be established within the division. These groups will identify specific tasks, timelines for implementation, and monitor progress toward those timelines, in an effort to ensure that every department within the division is prepared for the Fall 2000 conversion to semesters. Those contact people identified in the initial survey will be asked to serve on these working groups beginning Summer 1998.

**Student Affairs Subcommittee.** This subcommittee also developed a questionnaire for each department in the division addressing the semester calendar, scheduling, staff issues, policies and procedures, communication issues, and affected services, and again the need for a calendar was most strongly stated. Worksheets, as described above, were subsequently sent to each department so that needs could be addressed in a more detailed manner. The worksheets will be examined by the subcommittee to determine the next step. Work groups might be formed to handle specific tasks.

Several items were distributed to academic advisors: copies of advisor's handbooks from other institutions undergoing the conversion; "Frequently Asked Questions"; copies of "Student Concerns", a handout prepared by the Summer Work Group; and Q2S buttons. The subcommittee will guide the development of an advisor's handbook for our campus, and will hold workshops for advisors. A flyer was developed for students which includes the "Frequently Asked Questions". It should be available for distribution soon. A questionnaire was developed for students and distributed. The results have not been tabulated as yet, but preliminary examination indicates that students lack information and are unfamiliar with semester systems. There has been some discussion about having the Jambar staff prepare articles about semesters to address student concerns. Finally, the subcommittee is planning a major Q2S awareness

campaign for students that will include a comprehensive information booklet, hopefully to be available by fall quarter, and a transition guide, available winter quarter. Banners, posters, and buttons will appear also.

The subcommittee also attempted to paint the Rock but was deterred by inclement weather. The subcommittee was subsequently successful, but their efforts were promptly covered by another group. Photographs immortalize the occasion.

**Development and Community Affairs Subcommittee.** The subcommittee met with representatives of the departments in this division. Rather than prepare a survey or questionnaire, the group decided that each representative would return to her or his unit to hold discussions and explore issues related to the impact of semester conversion. Areas of concern that have been identified include: the massive amount of work anticipated in the Print Shop because of all of the new forms and publications; possible increased demands on Media Services; altered scheduling of commencements.

**Recommendations.** In light of the progress that has been made, the following are general recommendations that apply to all areas of campus.

1. Be prepared to address students' concerns. They will not be adversely affected either financially or in terms of completing degree requirements in a timely manner because of the change to semesters. Remind them that we are committed to a "student-friendly" transition.
2. If you are replacing any forms try to use "term" instead of quarter. The forms can continue to be used through the transition. Try to make the form flexible enough to be used for quarters or semesters. This will reduce the amount of work that will need to be done later.

The next Report to the Campus is tentatively scheduled for October, 1998.





## MEMORANDUM

TO: College and University Facility Planners  
Ohio Supercomputer Center  
OhioLink  
Ohio Aerospace Institute

FROM: Clyde Eberhardt, Director *Clyde*  
Capital Development, Ohio Board of Regents

DATE: June 22, 1998

SUBJECT: Delay of the FY 1999-2000 Capital Appropriations Bill

In light of the recent defeat of Issue 2, the one-cent sales tax increase to support Primary and Secondary education, we have received an indication from the Office of Budget and Management that the introduction of a capital appropriations bill for fiscal years 1999-2000 will be delayed. Current estimates put the bill's introduction in September or November (at the earliest), with appropriations available ninety days after the Governor signs an enacted bill. There is also some limited talk of not having a capital appropriations bill at all, though that is an option no one wants to exercise at this time.

As a result of the delay, we are recommending that steps be taken by your departments to revise your plans accordingly. This delay also affects the availability of statewide line items such as Basic Renovations, Instructional and Data Processing Equipment, Child Care Grants, Research Grants, and Technology Initiatives. It does not affect the reappropriation of unobligated balances from House Bill 748 or earlier capital bills. The reappropriation bill, S.B. 230, was signed by Governor Voinovich on March 31, 1998.

One alternative commonly considered is a reimbursement of institutional expenditures once the state's funding is available. This reimbursement process applies to ALL capital appropriations including Instructional Equipment and Basic Renovations.

If you choose to consider this as an option we would ask that you observe the following:

Memo to College and University Facility Planners

June 22, 1998

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1) In order to satisfy a federal requirement (IRS), a campus wishing to gain reimbursement must submit a letter to Herb Kruse as Assistant Secretary of the Ohio Public Facilities Commission. This letter must be dated before the date of any invoices or receipts.

2) If you are considering issuing notes or bonds, you must coordinate your issuance with Herb Kruse at the Office of Budget and Management (OBM). We do this to assure that the OBM bond sale date is three (3) months before the maturity date of the institution's bonds, thus satisfying another federal requirement.

3) Please be aware of the maximum risk which is that there may be no capital bill; or if and when a bill is available your project may not be included.

As always, we are available to talk and/or meet with you regarding the best course of action for your institution.

As soon as we hear more on the status of the FY 1999-2000 Capital Appropriations Bill, we will forward the information to you.

CE/dme

cc: College and University Fiscal Officers

Teresa Yu

file



# University Scholars Program

Est. 1992

## Community Service (60 hours annually per Scholar)

American Cancer Association, American Heart Association, American Lung Association, American Red Cross, Animal Charity, Beatitude House, Big Brothers/Sisters, Circle of Friends, Boy Scouts, Habitat for Humanity, Meridian Arms Nursing Home, Park Vista Nursing Home, Radio Reading, Ronald McDonald House, St. Elizabeth Health Center, Second Harvest Foodbank, United Way

## Employment

Diebold Corporation, Bank One, Delloit & Touche, Ernst & Young-Management Consultants, Ford Motor Company, General Motors, LCI Steel, Delphi Packard Electric Systems, Proxair, Origin Systems, Saturn Corporation, SGL Carbon Corporation, Warren City School District

## Graduate School Acceptances with Scholarships

Clemson, Colorado State, Columbia, Duke, Georgia Tech, Johns Hopkins, Medical College of Ohio, Notre Dame, Ohio State, South Carolina, Texas A&M, UCLA, University of Chicago, University of Cincinnati, University of Kentucky, University of Massachusetts, University of Pennsylvania, University of Pittsburgh, University of Tennessee, University of Washington School of Law, University of Wyoming

## Summer Opportunities

### Undergraduate Research Opportunity

NASA, McGee Women's Hospital, University of Akron, Colorado State, University of Delaware, University of Minnesota, University of Pittsburgh, National Security Agency

### Internships

Aspen Colorado Summer Music Program, Delloit & Touche, Disney World, Ford, General Motors, International Camp Counselor (Israel, Poland, Switzerland, Holland), Mahoning County Commissioners, Northwestern Mutual Life Insurance Company, Ohio Department of Transportation, U.S. Steel

## Interesting Facts

Home States/Countries - Alabama, Indiana, Michigan, New York, North Carolina, Ohio, Pennsylvania, Russia, Serbia, Utah, Vermont, West Virginia, Washington

ACT range (28-35) Average = 31 SAT range (1240-1530) Average = 1310

### Honors Program Enrollment

Before 1993 - less than 10

Today - approximately 430



# Profile of the University Scholars VI

Founded in 1992, the University Scholars Program provides a full-cost scholarship to approximately 40 new students annually. In return each University Scholar actively pursues an Honors Degree, donates 60 hours of service to the Youngstown Metropolitan region, and participates in other co-curricular activities. To continue in the program students must maintain a GPA of 3.5 or higher. There are currently 153 University Scholars.

## US VI Statistics

Academic	Number
1. Valedictorian	21
2. ACT above 31 or SAT above 1400	12 (Not included in Valedictorian Number)
3. Average ACT score	31
4. Average SAT score	1330
5. US VI's in the top 5 % of graduating class	36
6. US VI's in top 15 % of graduating class	9

## Breakdown of Chosen Majors

1. Engineering - 9	7. Telecommunication- 1	13. Music Education - 4
2. Biology - 3	8. Computer Science - 3	14. Theater- 2
3. Physical Therapy - 3	9. Mathematics - 3	15. Music Performance - 11
4. Political Science- 2	10. Sociology - 1	16. Education- 3
5. Studio Art - 1	11. Exercise Science - 1	17. Speech Communications - 1
6. Business Management- 1	12. Psychology- 1	18. Undecided - 5

## Geographic Regions Represented

1. Ohio
  - a. Within 50 miles of Youngstown State University - 25
  - b. Greater than 50 miles of Youngstown State University - 15
2. Pennsylvania - 4
3. New York - 1

## Interesting facts about the US VI class

Superior ratings on vocal solos at OMEA  
 Advanced piloting class at the Youngstown Power Squadron  
 1997 Teen Summit at University of Toledo  
 Odyssey of the Mind State Finalist for 3 Years  
 Odyssey of the Mind World Finalist  
 All Steel Valley Tennis All Star team  
 1st Place Broadcasting Award at KSY

NASA Lewis Research Center Intern  
 1st Place UN Landmines Essay Contest  
 Rebuilt houses for Hurricane Andrew victims  
 50 Miler Award for canoeing and hiking  
 Bill Bowser Award for theater  
 Girl Scouts Silver Award  
 Met with Mikail Gorbachev  
 American High School Mathematics Top 1 %

## Recent Activities and Awards of Current University Scholars

1. Summer Research at NASA, University of Pittsburgh, McGee Women's Hospital
2. Internships at Ford, General Motors, National Security Agency, U.S. Steel Mahoning County Commissioners Northwestern Mutual Life Ins.
3. Donated more than 20,000 hours in the past four years to the Youngstown region.
4. B. Goldwater Scholarship Recipient
5. Phi Kappa Phi Graduate Fellowship Recipient
6. J.C. Penney Award for Community Service
7. Full Scholarships to Ohio State, Case Western Reserve, University of Pittsburgh, University of Toledo, Notre Dame, Georgia Tech, Duke, Johns Hopkins, University of North Carolina, Clemson, Columbia, Colorado State, UCLA, and University of Pennsylvania Graduate Schools.



**YOUNGSTOWN STATE UNIVERSITY  
STUDENT FEES vs STUDENT AID  
1990-91 THROUGH 1996-97**

- ★ **Total tuition and fees paid by students from all funding sources has increased by 29%.**
- ★ **Total student aid received by students from all sources has increased by 103%.**
- ★ **For those students receiving financial aid, the out-of-pocket costs for tuition and fees have decreased from 29% in 1990-91 to 16% in 1996-97.**
- ★ **The number of student aid recipients has increased by 9%.**
- ★ **The percentage of the the student body receiving financial aid has increased from 59% to 78%.**
- ★ **The average amount of aid received by student aid recipients has increased by 86%.**
- ★ **Full-time undergraduate tuition has increased by \$1,176 while average aid received by student aid recipients has increased by \$1,719.**

# YOUNGSTOWN STATE UNIVERSITY

## STUDENT FEES vs. STUDENT AID

1990-91 through 1996-97

