


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, President, YSU-APAS  
MS. LORI A. FACTOR, Exec. Director, YSU Alumni Assoc.  
ATTY. SANDRA L. DENMAN, University Legal Counsel

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

DATE: June 11, 1999

RE: Minutes of Regular Meeting of Board of Trustees of March 12, 1999,  
and Special Meetings of April 26, 1999, and May 11, 1999.

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

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

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

Tod Administration Building  
Friday, March 12, 1999

Pursuant to notice duly given, a regular meeting (the one hundred and ninety-fourth) of the Board of Trustees of Youngstown State University convened at 3:00 P.M., Friday, March 12, 1999, in the Board Room in Tod Administration Building.

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

Also present were: Dr. Leslie H. Cochran, President; Dr. James J. Scanlon, Provost; Dr. G. L. Mears, Executive Vice President; Dr. Cynthia A. Anderson, Vice President - Student Affairs; Mr. C. Vernon Snyder, Vice President for Development and Community Affairs; Dr. Charles A. McBriarty, Special Assistant to the President, and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 35 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The Chairperson called the meeting to order.

**ITEM I - PROOF OF NOTICE OF MEETING.**

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

**ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD DECEMBER 11, 1998.**

Prior to the meeting, the secretary had mailed draft copies of the minutes of the board's regular meeting held on December 11, 1998 to each trustee, the student trustee, and to the president. There being no additions, corrections, or revisions to the minutes, they were approved as mailed.

ITEM III - RESOLUTION OF APPRECIATION - MARTIN J. O'CONNELL.

At the request of the chairperson, the secretary to the board read the following proposed resolution:

Resolution of Appreciation

YR 1999-42

WHEREAS, in July of 1987, Mr. Martin J. O'Connell was appointed to the Board of Trustees of Youngstown State University by Ohio Governor Richard F. Celeste to fill the unexpired term of the late Earl W. Brauninger; and

WHEREAS, on April 23, 1990, Governor Celeste appointed Mr. O'Connell to a full term on the Board of Trustees of Youngstown State University; and

WHEREAS, for twelve years Jack O'Connell served faithfully as a Trustee of Youngstown State University, and generously devoted his time, talents, skills and efforts to the best interests of the University, its students, faculty and staff, compiling a near-perfect record of attendance at meetings of the Board and its committees; and

WHEREAS, Mr. O'Connell served with distinction on the Academic Affairs, Affirmative Action, Intercollegiate Athletics, Budget and Finance, Building and Property, Development, Executive, Nominating, Personnel Relations, and Student Affairs Committees of the Board of Trustees of Youngstown State University; and

WHEREAS, as a Trustee, Mr. O'Connell provided great assistance to the University in helping to develop and maintain strong relationships with local labor organizations, and was instrumental in establishing Youngstown State University as a leader in intercollegiate athletics, on and off the playing field; and

WHEREAS, as loyal Penguin, Mr. O'Connell has been seen on visitor playing fields all over the country rooting for a Penguin victory, dancing with the President after a come-from-behind victory in Texas and, on occasion, even wearing the President's red hat in an effort to turn a would-be loss into another victory.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Mr. Martin J. "Jack" O'Connell for his dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

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

Thereupon, Mrs. Atkinson moved for the adoption of the resolution, as read. The motion was seconded by Mrs. Wilkes. The motion received the affirmative vote of all trustees, Mr. O'Connell abstaining, and was declared carried by the chairperson. Mr. O'Connell expressed appreciation for having been given the opportunity to serve as a trustee of Youngstown State University, and thanked the board and administration for their friendship and assistance.

ITEM IV - RESOLUTION OF APPRECIATION - DAVID N. MYHAL.

The chairperson stated that the proposed Resolution of Appreciation for Student Trustee David N. Myhal would be considered at the next regular meeting of the board.

ITEM V - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Cochran provided the following informational reports:

1. Capital Campaign Final Report. Dr. Cochran reported that the Capital Campaign concluded having raised \$26,345,690. Dr. Cochran commended the partnership and team effort provided by the campus and greater community in achieving this outstanding success. Mr. Snyder reported that the Capital Campaign exceeded its \$22,000,000 goal by 19%. Mr. Snyder reported that 176 businesses contributed \$6.9 million, 21 foundations contributed \$6.9 million, and 5,015 individuals contributed \$12.55 million to the Capital Campaign.

2. Special Commendation. Dr. Mears distributed a letter from Dr. Gerald Eskay (a copy of which is attached to these minutes) commending Lt. Gregory L. Clementi and Officer Margaret I. Simcox of the YSU Police Department for the kindness showed to Dr. Eskay's children at a recent YSU basketball game.

3. Faculty Presentation - Dr. Janet E. Del Bene. Dr. Scanlon introduced Dr. Janet E. Del Bene, Professor of Chemistry, an internationally-recognized scholar in the field of quantum chemistry. Dr. Del Bene provided a multimedia presentation on computational quantum chemistry. Dr. Del Bene stated that

computers are now a critical component in the study of chemistry, and that computer-assisted research has become an equal partner to experimentation. Dr. Del Bene described a number of long-distance scholarly collaborations in which she participates and made possible through the use of computers.

ITEM VI - REPORTS OF THE COMMITTEES OF THE BOARD.

The board considered the following committee reports and recommendations:

1. Academic Affairs Committee

Dr. Scanlon discussed efforts toward the creation of three new associate degree offerings. The Associate in Applied Science in Telecommunications Technology will prepare technicians in the new digital broadcast technology. Two new majors are being planned under the Associate of Applied Science in Electrical Engineering Technology: Computer Engineering Technology and Instrumentation and Process Control Technology

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

Resolution to Authorize  
Conferral of Honorary Degree - Dr. Susan Zelman

YR 1999-43

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 Dr. Susan Zelman, 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 - Chancellor Roderick Chu

YR 1999-44

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, *honoris causa*, upon Mr. Roderick G. W. Chu, 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  
Academic Senate Policy

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Academic Senate, policy number 1010.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article II, Section 4, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit A attached hereto.

Mr. Cushwa moved that the motion to adopt the proposed resolution be tabled. Mr. Cushwa's motion was seconded by Mr. O'Connell. Following discussion, the motion to table received the affirmative vote of all trustees present, with Mrs. Atkinson abstaining. The chairperson declared the motion carried and the resolution tabled.

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

Resolution to Rescind  
Academic Affairs Related Policies

YR 1999-45

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

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

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

WHEREAS, the Commencement Policy can now be rescinded because the time, place, and procedures for commencement exercises have been standardized; and

WHEREAS, the description of the Provost position can now be rescinded based upon approval of policy 9001.01 -- Selection of Administrative and Executive Officers of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind Article VI, Section 1, governing Commencement; and Article I, Section 3, governing the Provost position, of the *Policies of the Board of Trustees of Youngstown State University*, shown as Exhibit B attached hereto.

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

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

Resolution to Ratify  
Changes in the Charter of the University Academic Senate

YR 1999-46

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, the Charter of the Academic Senate is subject to the Board's review; and

WHEREAS, the Academic Senate has seen fit to amend its Charter 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 amendment to Article IV, Section 1 of the Charter of the Youngstown State University Academic Senate as shown on the attached Exhibit C.

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  
Consortium Master of Public Health Degree

YR 1999-47

WHEREAS, the Graduate Council has approved a new consortium program with The University of Akron, Cleveland State University, Kent State University, Youngstown State University, and the Northeastern Ohio Universities College of Medicine leading to the Master of Public Health; and

WHEREAS, the Graduate Dean, the Provost, and the President concur in providing this needed program.



NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Board of Trustees does hereby approve this new program and its submission to the Ohio Board of Regents for action

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

Ms. Orton provided a brief staff report noting that the number of persons registering with the disabilities office has nearly doubled in the past several years. The Chairperson recognized Mr. Cushwa, chairperson of the Affirmative Action Committee, who stated that the committee had no resolutions for consideration by the Board.

## 3. Budget and Finance Committee

Dr. Mears described the Resolution to Approve Changes to Student Fees and Charges, Fiscal Year 2000 recommended by the Budget and Finance Committee. Dr. Mears stated that several years earlier, the administration identified conditions necessary to stabilize student fees and costs. Among the conditions identified were stabilization of enrollment and the budget. Dr. Mears reported that these goals have been in most part achieved.

Dr. Mears stated that in preparing this year's changes to student fees and charges, the administration attempted to follow several guiding principles: (1) to keep the rate of increases to a bare minimum, and (2) to avoid any increase at all where possible. Dr. Mears reported that there were only two fees and charges in which any increase is recommended, and that there is one new fee. The proposed changes are (1) an increase in the student parking fee of \$3.00 per quarter, and in the employee parking fee of \$5.00 per quarter; and (2) an increase in annual room and board charges of \$139, or 2.9%. Dr. Mears noted that, after the increases, YSU students would pay the third lowest room and board charges among state-assisted institutions. Dr. Mears stated that the one new charge of \$125 per week is for the newly-created child care program.

Following Dr. Mears report, the chairperson recognized Mr. Nohra, chairperson of the Budget and Finance Committee, who stated that the committee was recommending one resolution for adoption by the board. On behalf of the committee, he then moved the adoption of the following resolution:

Resolution to Approve  
Changes to Student Fees and Charges, FY 2000

YR 1999-48

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students; and

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

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

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

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

4. Building and Property Committee

Mr. Hyden reported that the current phase of the Bliss Hall renovations program will be completed in April. Programming of the final renovations phase has begun. Completion of the Beecher Center project at the Butler Institute of American Art is expected in late June. Construction of the Sweeney Welcome Center should begin in early summer.

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

Resolution to Rescind  
Building and Property Related Policies

YR 1999-49

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 policies, or the deletion of policies no longer needed; and

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

WHEREAS, the policy dealing with the use of University facilities for commercial advertising can be rescinded because this issue has been addressed in existing policies 4003.01, Use of University Facilities; 4003.02, University Facilities Fees; and 4003.03, University Facilities Priorities; and the Duplication of Keys Policy can now be rescinded because State law prohibits duplication of keys which is printed on each University key;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind Article IX, Section 2.3, and Article IX, Section 8, of the *Policies of the Board of Trustees of Youngstown State University* governing use of University facilities for commercial advertising, and governing Duplication of Keys, shown as Exhibit E attached hereto.

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 gifts to the Annual Fund for the quarter ending December 31, 1998 increased by 38% from the previous year. Following Mr. Snyder's report, the chairperson recognized Dr. Kohli, chairperson of the Development Committee, who stated that the committee was recommending six resolutions for adoption by the board. On behalf of the committee, he then moved for adoption of the following resolution:

Resolution to Name  
Bitonte College of Health and Human Services

YR 1999-50

WHEREAS, Youngstown State University implemented its first-ever comprehensive capital

campaign in the history of the institution;  
and

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

WHEREAS, the College of Health and Human Services, founded on July 1, 1993, provides programs in human services in response to the community's need for highly trained and versatile employees; and

WHEREAS, Dr. Dominic A. Bitonte, retired dentist, and Helen M. Bitonte, his spouse, lifelong residents of Youngstown, respected community leaders and philanthropists, share a common interest in the support of health care education and providing opportunities for YSU students to build successful careers and rewarding lives; and

WHEREAS, Dr. Dominic A. Bitonte and Helen M. Bitonte have demonstrated exemplary community leadership by contributing a gift of one million dollars to the College of Health and Human Services to provide scholarship assistance to deserving students and to provide funding for general support for programs within the College; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to Dominic A. and Helen M. Bitonte for their significant commitment to our students and to education;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates the Dominic A. and Helen M. Bitonte College of Health and Human Services; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Dr. and Mrs. Dominic Bitonte.

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

On behalf of the committee, Dr. Kohli then moved the adoption of the following resolution:

Resolution to Name  
Paula and Anthony Rich Child Study Center

YR 1999-51

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

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

WHEREAS, the Beeghly College of Education has as part of its mission to provide for the educational needs of children and their families within the Child Study Center; and

WHEREAS, The Paula and Anthony Rich Center for the Study and Treatment of Autism, through an agreement with the University and the Beeghly College of Education, provides for the special needs of children with autism and their families; and

WHEREAS, the Board of Directors for the Paula and Anthony Rich Center for the Study and Treatment of Autism, through their commitment, have attracted private support throughout the community for the Center; and

WHEREAS, these efforts by the Board of Directors of the Paula and Anthony Rich Center have provided significant funding for the Center and opportunities for our students and teachers throughout the region to better understand children with autism; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to the Board of Directors of the Paula and Anthony Rich Center for the Study and Treatment of Autism for their significant commitment to children, our students, and to education;

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

designates the Paula and Anthony Rich Child Study Center in the Beeghly College of Education; and

BE IT FURTHER RESOLVED, that copies of this Resolution be presented to the Board of Directors of the Paula and Anthony Rich Center for the Study and Treatment of Autism.

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

On behalf of the committee, Dr. Kohli then moved for adoption of the following Resolution:

Resolution to Approve  
Endowment Funds Policy

YR 1999-52

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 policies, or the deletion of policies no longer needed; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Endowment Funds, policy number 5009.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article IX, Section 10.5.4, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit F attached hereto.

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

On behalf of the committee, Dr. Kohli then moved for adoption of the following Resolution:

Resolution to Approve  
Public Service Institute Policy

YR 1999-53

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing the Public Service Institute, policy number 5010.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article IX, Section 18, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit G attached hereto.

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

On behalf of the committee, Dr. Kohli then moved for adoption of the following Resolution:

Resolution to Rescind  
Development Related Policy

YR 1999-54

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

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

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

WHEREAS, the News Service Policy can now be rescinded because this function has been incorporated into the existing Office of University Relations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind Article VII, Section 1, of the *Policies of the Board of Trustees of Youngstown State University* governing News Service, shown as Exhibit H attached hereto.

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

On behalf of the committee, Dr. Kohli then moved for adoption of the following Resolution:

Resolution to Accept  
Development Gifts

YR 1999-55

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

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

The chairperson recognized Mr. Cushwa, a member of the Intercollegiate Athletics committee who stated that the committee had no matters for consideration by the board.

7. Personnel Relations Committee.

Ms. Jean Wainio, Interim Executive Director - Human Resources, briefly summarized the resolutions proposed for board action. The chairperson recognized Mrs. Wilkes, chairperson of the Personnel Relations Committee, who stated that the committee was recommending thirteen resolutions for adoption by the board. On behalf of the committee, she then moved for adoption of the following resolution:

Resolution to Ratify Faculty/Staff Appointments

YR 1999-56

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

WHEREAS, new appointments have been made subsequent to the December 11, 1998, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 1998-99 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 J attached hereto.

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

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

Resolution to Approve  
Civic Leave Policy

YR 1999-57

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 policies, or the deletion of policies no longer needed; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Civic Leave, policy number 7002.07 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 11, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve  
Sick Leave Policy

YR 1999-58

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 policies, or the deletion of policies no longer needed; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Sick Leave, policy number 7002.09 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 5 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit L 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve  
President's Leadership Merit Award Policy

YR 1999-59

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Drug-Free Environment, policy number 7006.01 of the *University Guidebook*, and does hereby rescind the former corresponding policy number 7006.01, effective December 14, 1997, of the *Policies of the Board of Trustees of Youngs-*

town State University, both shown as Exhibit M attached hereto.

Following the committee's recommendation, Mrs. Wilkes moved to amend the resolution by adding the words "and approval" at the end of the sentence in the "Procedure" section of the Policy. Mrs. Wilkes's motion to amend was seconded by Mr. Nohra. Following discussion, the motion to amend received the affirmative vote of all trustees present. Thereafter, Mrs. Wilkes moved the adoption of the amended motion. Mr. O'Connell seconded the motion. Following discussion, the amended resolution received the affirmative vote of all trustees present. The Chairperson declared the motion carried and the amended resolution adopted.

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

Resolution to Approve  
Fringe Benefits, Employee Fee Remission Program Policy

YR 1999-60

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits, Employee Fee Remission Program, policy number 7015.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article VIII, Section 2.5 and 2.6, and Section 2.6 as revised by Board resolution YR 1992-25 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit N 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve  
Fringe Benefits, Discount Programs Policy

YR 1999-61

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits, Discount Programs, policy number 7015.02 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 24, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit O 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve  
Fringe Benefits, Use of University Facilities Policy

YR 1999-62

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

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

new policies, or the deletion of policies no longer needed; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Fringe Benefits, Use of University Facilities, policy number 7015.03 of the *University Guidebook*, shown as Exhibit P attached hereto.

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

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

Resolution to Approve  
Fringe Benefits, Continuing Education Fee Remission Policy

YR 1999-63

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Fringe Benefits, Continuing Education Fee Remission, policy number 7015.04 of the *University Guidebook*, and does hereby rescind the former corresponding Article VIII, Section 4, of the *Policies of the Board of Trustees of Youngs-*

*town State University*, both shown as Exhibit Q 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve  
Resignation Policy

YR 1999-64

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Resignation, policy number 7018.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 7, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit R 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve  
Supplemental Pay for Staff Policy

YR 1999-65

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Supplemental Pay for Staff, policy number 7023.01 of the *University Guidebook*, and does hereby rescind a significant part of Board resolution YR 1993-7 - Article III, Section 9.1, including Appendix I, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit S 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve Payment to Employee  
Serving as University Consultant Policy

YR 1999-66

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

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



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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Payment to Employee Serving as University Consultant, policy number 7023.02 of the *University Guidebook*, and does hereby rescind a significant part of Board resolution YR 1993-7 - Article III, Section 9.1, including Appendix I, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit T 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve  
Employment (Hiring) of  
University Faculty and Staff Policy

YR 1999-67

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employment (Hiring) of University Faculty and Staff, policy number 9003.01 of the *University Guidebook*, and does hereby note that the relevant

portion of the former corresponding Article I, Section 2, of the *Policies of the Board of Trustees of Youngstown State University* was previously rescinded; both are shown as Exhibit U 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, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Approve  
Acting President Policy

YR 1999-68

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Acting President, policy number 9004.01 of the *University Guidebook*, and does hereby note that the relevant portion of the former corresponding Article I, Section 2, of the *Policies of the Board of Trustees of Youngstown State University* was previously rescinded; both are shown as Exhibit V attached hereto.

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

8. Student Affairs Committee

Dr. Anderson reported that three honorary societies had recently formed at Youngstown State University: Alpha Lambda

Delta, for freshmen with a minimum 3.5 grade point average; Alpha Kappa Mu, for African-American students with a minimum 3.3 grade point average; and Omicron Delta Kappa, a leadership honorary.

Following Dr. Anderson's report, the Chairperson recognized Mr. O'Connell, chairperson of the Student Affairs Committee, who stated that the committee had one resolution for consideration by the Board. On behalf of the committee, Mr. O'Connell then moved the adoption of the following resolution:

Resolution to Approve  
Student Residency Status for Tuition Purposes Policy

YR 1999-69

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Student Residency Status for Tuition Purposes, policy number 8003.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article VIII, Sections 2.1 and 2.3 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit W attached hereto.

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

10. Nominating Committee

The chairperson requested the secretary to the board to report on the recommendations of the Nominating Committee. Mr. Bennett stated that the board's *By-Laws* provide that the Nominating Committee shall report its recommendations at the time of the March regular meeting, and that election of board officers shall take

place at the time of the June regular meeting. Mr. Bennett reported that the Nominating Committee, composed of Mr. Beeghly, Mrs. Wilkes and Mrs. Atkinson, had met and was recommending the following slate of Board officers for the year 1999-2000:

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

9. Executive Committee

Resolution to Adopt  
Presidential Search Advisory Committee Composition Model

YR 1999-70

Mr. O'Connell stated that the Executive Committee had met and was recommending the board's adoption by resolution of the Presidential Search Advisory Committee composition model attached to these minutes. Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

Resolution to Appoint  
Representatives from the Board of Trustees  
to the Presidential Search Advisory Committee

YR 1999-71

Mr. O'Connell stated that the Executive Committee recommends the board's appointment by resolution of Mr. Beeghly, Mrs. Wilkes, Dr. Chiu, and Mrs. Atkinson as the board's representatives to the Presidential Search Advisory Committee, and that Dr. Chiu be appointed as chairperson of the committee. Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

Resolution to Modify  
President Cochran's Salary

YR 1999-72

Mr. O'Connell stated that the Executive Committee recommends the that the board increase by resolution President Cochran's annual salary to \$185,000, effective March 1, 1999. Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

ITEM VII - COMMUNICATIONS, MEMORIALS

The were no communications or memorials considered by the board.

ITEM VIII - UNFINISHED BUSINESS

There was no unfinished business considered by the board.

ITEM IX - NEW BUSINESS

The chairperson stated that requests for proposals had been sent to five consulting firms experienced in university president search processes. It is expected that a special meeting of the board will be necessary in mid-April to select a search consultant.

ITEM X - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

YR 1999-73

The chairperson noted that the board's regular meeting in June was being moved forward by one week. Upon motion made by Mr. Cushwa, seconded by Mrs. Atkinson, which received the affirmative vote of all trustees present, the trustees resolved to set the following date and time for the next regular meeting of the board:

3:00 P.M., on Friday, June 11, 1998

ITEM XI - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 4:27 p.m.

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Chairperson

ATTEST:

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Secretary to the Board of Trustees



*UNIVERSITY GUIDEBOOK*

**Subject: Academic Senate**

Developed by: James C. Morrison	Authorized by: James J. Scanlon
Title: Chairperson, Academic Senate	Title: Provost
Date: October, 1998	<b>EFFECTIVE:</b>

**Policy:** The Academic Senate of Youngstown State University, as designated by its Charter (approved by the Board of Trustees' Resolution 74-41), is responsible for development of undergraduate academic policy and is also authorized to conduct studies and make recommendations to the administration. (Nothing in the language of this policy statement, or in that of referenced documents, shall be construed as limiting the general governance authority of the Board of Trustees as imposed by state law or the responsibility of the Academic Affairs Committee as stipulated at Article III, Section 9.b.6. of the *Bylaws* of the Youngstown State University Board of Trustees.)

RESOLUTION NUMBER: YR 1999

**Purpose:** The establishment of the Academic Senate as an integral part of the governance structure of the University recognizes the essential role and primary responsibility of the faculty in the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

**Parameter:**

- The Academic Senate establishes bylaws for its own operation, which are consistent with its Charter and the mission of the University.

**Procedures:**

1. Operating procedures for the Academic Senate are found in the *Charter of the Academic Senate* and *Bylaws of the Academic Senate*.
2. Amendments to the *Charter of the Academic Senate* passed in accordance with Article VI, Section 1c, are presented to the President, or designee, and the Board of Trustees for action.

**Agenda Item G.1.d.  
Exhibit A**

3. Amendments to the *Bylaws of the Academic Senate*, which are approved by the Academic Senate, are forwarded to the Provost and presented at a regular meeting of the Academic Affairs Committee of the Board of Trustees.
4. Copies of the *Charter of the Academic Senate* and the current *Bylaws of the Academic Senate* are available in the offices of the Academic Senate and the Provost.

## EXISTING POLICY—TO BE RESCINDED

### Section 4. Youngstown State University Academic Senate

An Academic Senate of Youngstown State University shall be maintained and shall function for the purposes and pursuant to the provisions of the Charter for such Senate as approved on June 22, 1974, by Youngstown State University Board of Trustees' Resolution 74-41, and as amended from time to time by the Youngstown State University Board of Trustees, or as such Charter may be amended (with the approval of the Board of Trustees). The Academic Senate may establish bylaws for its own operation provided they are consistent with the Charter approved by the Board, and with approved policies of the Board of Trustees. (See Appendix A)

#### 4.1 Scope of Responsibility of the Academic Senate

It is the intent of the Board of Trustees as defined in Article I, Section 9 and Article II, Sections 3 and 3.1 of these Policies that rules, regulations, programs and curriculum matters pertaining to the Graduate School are to be under the jurisdiction of the Graduate Dean, the Graduate Council, and the Graduate Faculty.

It is the Board of Trustees' intent to limit the Senate's responsibilities to academic policy matters only as they pertain to undergraduate programs and activities.



**EXISTING POLICY—TO BE RESCINDED**

**ARTICLE VI. COMMENCEMENT - DEGREES AND DIPLOMAS**

**Section 1. Commencement**

The time, place, and procedures for commencement exercises shall be prescribed by the Board of Trustees of the University upon the recommendation of the President.

## EXISTING POLICY—TO BE RESCINDED

### Policies of the Board of Trustees of Youngstown State University

#### Article I.

##### Section 3. Provost

The Provost shall be employed by the Board upon recommendation of the President and shall serve at the discretion of the President. He/she shall hold a professional/administrative appointment subject to the stated terms of a contract of employment.

The Provost is the principal academic officer of the University and reports to the President. He/she shall be responsible for supervision of all instructional activities and faculty matters in conformity with the policies of the Board or directives of the President. He/she shall be a member of the University faculty and an ex-officio member of each school or college faculty. He/she may call meetings of the University faculty, and school or college faculties and preside at such meetings. He/she shall be responsible for leadership in maintenance of academic standards; development and coordination of instructional, scholarships, and research activities, and selection, promotion, professional development, tenure, and termination of faculty members. ~~He/she shall serve as liaison officer to the Northeastern Ohio Universities College of Medicine.~~

The Associate Provost and Dean of Graduate Studies, the deans of the schools and colleges, the University Librarian, the Director of the Computer Center, and such other persons as the President shall specify shall be included in the Provost's area of responsibilities.

The Provost shall attend all meetings of the Board of Trustees and of the Academic Affairs Committee of the Board and may attend meetings of other committees of the Board unless specifically excused by the President or a majority of the Board or committee, in which case that fact shall be noted in the minutes of the Board or committee.

CHARTER

Academic Senate

Changes appear on page 4.

PREAMBLE

In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

In further recognition of the responsibilities of the faculty to the University community, the Senate shall have the right to make such studies as it considers necessary, and recommend to the administration changes that said studies indicate are appropriate.

ARTICLE I

**PURPOSE** The purpose of this charter shall be the furtherance of the recognized role of the faculty concerning academic functions and activities of the University; to provide an orderly manner, including the establishment of Bylaws, through which the faculty may assume its role; to provide for the expression of opinions from others in the University community who are also interested in the academic functions and activities of the University; and, to provide the faculty with the means to conduct such studies as may become necessary to the expression of a responsible opinion.

It is directed that a Senate be established for the purpose of implementing the recognized role of the faculty. It shall be known as THE ACADEMIC SENATE.

ARTICLE II

**DEFINITIONS** For the purpose of this Charter and Bylaws, the meaning of the following terms shall be:

Section 1. College

College shall mean an academic unit under the direction of an undergraduate dean regardless of the name assigned to the academic unit.

Section 2. Academic Department

An academic department shall be defined as one of the following:

- (a) An academic unit which provides instruction for academic credit and which is administered by a chair budgeted under, and responsible to, the dean of an undergraduate college.
- (b) A college which is not separated into academic departments.
- (c) A school which is a subdivision of a college, which is not separated into academic departments, and which is responsible to the undergraduate dean of that college.

Section 3. Faculty

Faculty shall include all those employed as full service personnel who hold academic rank and are paid, at least in half-part, by one or more academic departments. Their home department shall be that academic department in which the greater portion of their salary is budgeted and where they shall have the right to cast ballots. In cases where a major portion cannot be defined, the home

department shall be the academic department where the person holds academic rank.

#### Section 4. Administrators

Administrators shall include all non-classified employees of the University who do not meet the above definition as Faculty.

#### Section 5. Faculty Administrators

For the purpose of this Charter and Bylaws, all academic department chairs, assistant deans of colleges, and directors of schools, who meet the above definition as Faculty, shall also be considered as administrators.

### ARTICLE III

Section 1. Membership - The Senate shall have a membership of not less than one hundred, composed of the following representation:

- (a) Student representatives shall number fifteen.
- (b) Administrators shall number fifteen.
- (c) Faculty representatives shall number not less than seventy.

Section 2. Selection of membership - The selection of Senators shall be:

- (a) For students:
  - (1) Non-elected representatives; by virtue of their elected posts, the President, Vice-President, and Second Vice-President of Student Government shall have automatic Senate membership.
  - (2) Elected representatives:
    - (A) One student shall be elected from each college as defined by Student Council; and,
    - (B) The remaining student representatives shall be elected at large from among the student body.

All elected student representatives shall be elected in accordance with the rules, regulations, and qualifications established by Student Council, except that every elected Senator shall be in good standing at the time of the elections.

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Provost and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
  - (1) Each college as an academic unit shall be assigned four seats; and
  - (2) The remaining seats shall be apportioned to each college in proportion to the total faculty departmental assignments (including fractional parts and also including all of a department chair's departmentally budgeted time) in that college. The determination of faculty departmental assignments in each college shall be at a time and in a manner provided in the Bylaws.
  - (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among

themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.

- (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.
- (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

Section 3. Terms of Office - Senate members shall have the following terms of office which shall begin at a time specified in the Bylaws.

- (a) The Student Senators' term of office shall be one year and they may succeed themselves.
- (b) Administrative Senators
  - (1) By virtue of their administrative posts, the Provost and undergraduate Deans shall have an indefinite term of office.
  - (2) Appointed members of the Administration shall have a term of one year and may be reappointed by the President of the University.
- (c) Faculty Senators
  - (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
  - (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate

- (a) A Chair of the Senate shall be elected annually by the Senate from among the Senate members as provided in the Bylaws.
- (b) The runnerup shall be designated as the Vice Chair.
- (c) The Chair of the Senate shall appoint a Secretary and a Parliamentarian with confirmation by the Senate.

Section 5. Meetings

- (a) The Senate shall meet at least twice each fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chair of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees which necessitate Senate voting, together with the agenda, shall be circulated to members of the Academic Senate, the Faculty, and any others designated by the Executive Committee at least five days prior to a Senate meeting at which such recommendations are to be considered. Simple motions of acceptance of a report shall not constitute Senate voting or endorsement. All proceedings of the Senate shall be reduced to minutes and similarly distributed.
- (d) A quorum for any meeting shall consist of a majority of the membership.
- (e) Except as otherwise provided, all business of the Senate shall be governed by Roberts' Rules of Order.

**ARTICLE IV**

**SENATE COMMITTEES**

The Senate shall have two classifications of committees, chartered and those created by the Executive Committee.

Section 1. The chartered committees of the Senate are its standing committees and shall be divided into two **THREE** categories, elected, and appointed, **AND ELECTED/APPOINTED** chartered committees.

(a) Elected charter committees:

- (1) The Elections and Balloting Committee
- (2) The Charter and Bylaws Committee
- (3) The Executive Committee

(b) Appointed chartered committees (as listed in the Bylaws of the Charter of the Academic Senate).

**(C) ELECTED/APPOINTED CHARTERED COMMITTEES.**

Section 2. The composition and function of the elected chartered committees shall be:

(a) The Elections and Balloting Committee

- (1) The membership of the Elections and Balloting Committee shall consist of one faculty member from each college to be elected from that college by the faculty of that college, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.

(b) The Charter and Bylaws Committee

- (1) The Charter and Bylaws Committee shall consist of six members, with three members elected annually by the Senate, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Charter and Bylaws Committee shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

This committee shall make interpretations of the meaning and intent of Articles and Bylaws when questions are brought to the committee by Senate members or Senate Committees. Such interpretations are to be reported to the Senate for its information. If the Senate, by majority vote, objects to an interpretation, the Charter and Bylaws Committee must submit a proposal for a Charter and Bylaws revision which would clarify the issue. Until the issue is resolved, any action based on the disputed interpretation shall be held in abeyance.

(c) The Executive Committee

(1) (A) Composition

- (i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee.

To serve on the Executive Committee, Senate membership shall be required only at the time of election;

- (ii) The Administrative Senators shall elect one of themselves as a member of the committee;
- (iii) The student Senators shall elect one of themselves as a member of the Committee; and,
- (iv) The Chair of the Senate by virtue of the office shall be a member and chair of the Committee.

(B) The terms of office

- (i) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such members of the Executive Committee may be elected for two full consecutive terms.
- (ii) All other members of the Committee shall have a term of one year and may succeed themselves.

(2) Functions

- (A) The Executive Committee shall assign members of the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters either directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad hoc committees as it deems appropriate. If directed by the Senate, the Executive Committee shall establish such committees.
  - (B) The Executive Committee shall specify the charge for any subcommittee or ad hoc committee it establishes.
  - (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive Committee shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
  - (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

CHALLENGE OF A SENATE ACTION

Any action (including amendments to the Bylaws) of the Senate, and reports (interpretations) to the Senate under Article IV, Section 2 (b) (3) may be challenged either by the President of the University or a member of the Faculty.

Section 1. Challenge of a Senate action.

- (a) The President's challenge, along with the reasons for the challenge, must be given to the Executive Committee in writing within nineteen calendar days of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.

- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The President or his or her designate may speak on behalf of his or her challenge.
- (e) If the challenge is supported by a majority of the Senate members present, then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

Section 2. Any member of the faculty may challenge any action of Senate.

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with the reasons to the Executive Committee within nineteen calendar days of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The challenger shall have the right to speak on behalf of his or her challenge.
- (e) If the challenge is supported by a majority of the Senate members present, then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

#### ARTICLE VI

##### Amendments

Section 1. The Charter and Bylaws Committee shall propose any Amendments to this Charter and shall submit them in the following manner:

- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
- (b) At the meeting of the Senate at which the amendment is to be considered, the Charter and Bylaws Committee Chair shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary. The Secretary shall be assisted by two tellers who are members of the Academic Senate and the results shall be announced at the next Senate meeting.



- (c) Upon a two-thirds affirmative vote of the voting Faculty, with at least one-half of the Faculty having voted, the amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
- (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.




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

Office of the Executive Vice President

(330) 742-3130

February 16, 1999

To: Leslie H. Cochran,  
President

From:  G.L. Mears,  
Executive Vice President

Subject: Student Fees and Charges, FY 2000

It is customary to have action at the March meeting of the Board of Trustees in regard to any changes in student fees and charges for the coming fiscal year. In preparation for the March, 1999 meeting of the Trustees, Debbie Fitzsimons and I have reviewed the fees and charges with the appropriate departments and I offer the following recommendations:

**Parking fees:** As you will recall, three years ago a long term agreement was developed with the cooperation of Student Government for parking fees. For FY 2000 the agreement calls for a \$3 increase in the student parking fee and a \$5 increase in the employee parking fee. Parking for employees is a fringe benefit. No changes in daily parking rates are anticipated. The increase in fees will provide revenue for the operation, maintenance, and development of additional parking facilities.

Parking Services is an auxiliary and as such bears the full costs of the operations.

**Room and Board Charges:** As a followup to the discussions in which it was agreed that Room and Board charges would be kept to a minimum, K.J. Satrum has proposed a 2.9 percent increase in the charges. For FY 2000 the Room and Board charges are to increase to \$4,695 from the current rate of \$4,560 for students living in Kilcawley House, Lyden House, and Cafaro House. Student living in the Wick and Weller apartments will pay \$3,000 per academic year which is an increase of \$120. No changes in the voluntary meal plans are being proposed. These rates place YSU among the lower rates for comparable room and board plans among the state universities. Statewide comparison data is shown on the next page.

Housing Services is an auxiliary and bears the full costs of its operations with the exception of a subsidy for the bond debt service.

**Child Study Laboratory:** Dean Jennings has proposed a fee of \$125 per week for children enrolled in the Child Study Laboratory located in Beeghly Hall. In addition a \$25 Application Fee is proposed. Both the weekly rate and the Application Fee are in line with charges for this service at other state universities and at child care centers in the local area. Dean

Agenda Item G.3.b.  
Exhibit D

Jennings and the Financial Services staff are developing a budget for the operation of the Center, but it is not likely that the Center can be operated as an auxiliary bearing its own expenses.

There will be no other changes in student fees and charges; thereby maintaining all other fees and charges at their current rates. Recommendations for changes in tuition rates will be presented for action at the June, 1999 meeting of the Board of Trustees.

Comparison of Room and Board Charges  
State Assisted Universities, FY 1998-99

University of Cincinnati	\$6,039
Bowling Green State University	5,254
Ohio State University	5,202
University of Toledo	5,180
Miami University	5,070
Ohio University	4,980
Cleveland State University	4,848
Wright State University	4,835
Akron University	4,775
Central State University	4,697
Youngstown State University	4,560
Kent State University	4,314
Shawnee State University	4,096



Youngstown State University / One University Plaza / Youngstown, Ohio 44555-3130

Office of the Executive Vice President

TO: G.L. Mears, Executive Vice President

(330) 742-3130

FROM: Debra L. Fitzsimons, Executive Director-Financial Services

FAX (330) 742-2285

DATE: February 17, 1999

SUBJECT: Student Fees and Charges FY 1999-2000

The Student Fees and Charges have been reviewed by the various areas responsible across campus, with the understanding that increases would be made only if they were a necessity. Below are the recommendations for changes:

1. **Parking Fees:** A Long Range Plan to Provide Adequate Campus Parking was developed by Parking Services and agreed upon by Student Government, Academic Advisory Council, and President's Cabinet. Included in this plan was a three year parking fee schedule for employee and student parking. In accordance to the agreement, the Parking Fee for employees will increase \$5, from \$50 per quarter to \$55 per quarter. The Parking Fee for students will increase \$3, from \$38 per quarter to \$41 per quarter. No increases are recommended for daily or special permit parking or for parking fines.
2. **Housing:** The Housing and Voluntary Board Plan Fees represent a 2.9% increase. The increase is requested for both bond indebtedness and administrative overhead expenses. The annual rate for Room and Board per academic year is proposed to increase by \$135, from \$4560 to \$4695. University apartments would increase by \$120. There would be a small increase to the charge for Resident Hall Summer Session and University Apartments summer session of \$15, from \$400 to \$415. All other rates would remain the same, including the Voluntary Board Plans.
3. **Child Study Center Fees:** It has been recommended that the enrollment rate for the children enrolled in the new Child Study Center be \$125 per week per child. This has been compared to other child care facilities and other university campuses for reasonableness. It includes the cost of materials. A one-time Application Fee is recommended of \$25.

All other fees will remain unchanged.

cc: B. Kushner, Budget  
B. Yeatts, Bursar

## EXISTING POLICY—TO BE RESCINDED

- 2.3 The Executive Director of Facilities may permit the use of University buildings, equipment, or campus scenes in the production of television or print commercials by private business enterprise provided one purpose of the commercial message is promotion of a University activity or event. Should such commercials include personnel of the Athletic Department the Athletic Director shall be responsible for development of a written recommendation to the Executive Director of Facilities. Under no circumstances may the University's facilities or personnel be utilized in such manner as to imply endorsement of a commercial product or service.

Agenda Item G.4.b.  
Exhibit E

**EXISTING POLICY—TO BE RESCINDED**

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**Section 8. Duplication of Keys**

Unless the President of the University shall so authorize, no person shall make, or cause to be made, any key for any building, laboratory, facility, or room of the University.



UNIVERSITY GUIDEBOOK

**Subject: Endowment Funds**

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

**Policy:** The Board of Trustees authorizes the establishment of Endowment Funds by the President or designee. Such funds are established with the understanding that the principal remains inviolate and only the income derived from this principal is utilized.

RESOLUTION NUMBER: YR 1999

**Parameters:**

- Endowment Fund guidelines are established by the Development Council and approved by the Development Committee of the Board of Trustees.
- Endowment Funds may be created and payments to such funds may be made at any time.
- The Youngstown State University Foundation will serve as manager of all Endowment Funds.

**Procedures:**

1. Unless otherwise provided by a donor, all endowment fund assets will operate in accordance with a "share value" method.
2. Income will be distributed quarterly. Income held by the manager until distribution is invested in U.S. Treasury Bills, Certificates of Deposit, Repurchase Agreements, or other interest-bearing accounts.
3. The shares valuation of the pool is determined each June 30.
4. Annually, a list of all endowment funds will be provided at a regular meeting of the Development Committee of the Board of Trustees.

Note: For acceptance of gifts, including endowment funds, see 5007.01.

**Agenda Item G.5.d.  
Exhibit F**

EXISTING POLICY—TO BE RESCINDED

10.5.4 The endowment fund will be operated in accordance with a "share value" method, similar to an open-end investment trust. Unless otherwise provided by the donor, all assets will be invested using this method. The following procedures are applicable:

- (a) Income is distributed quarterly. Income held by the agent until distribution is invested in U.S. Treasury Bills, Certificates of Deposit, Repurchase Agreements, or other interest-bearing accounts.
- (b) The shares valuation of the pool is determined each June 30.

52a

- (c) New endowments or additions to the corpus of existing endowments are accepted into the investment pool only at the date of a quarterly distribution of income. New endowments purchase the percentage share of the pool at the rate set by the most recent evaluation. New endowments, or increases in corpus, of \$25,000 or more will be accounted for separately and receive prorated interest until the start of the next quarter.



*UNIVERSITY GUIDEBOOK***Subject: Public Service Institute**

Developed by:	C. Vernon Snyder	Authorized by:	Leslie H. Cochran
Title:	Vice President	Title:	President
Date:	November, 1998	EFFECTIVE:	

**Policy:** The Board of Trustees authorizes the establishment of a Public Service Institute that shall include separate but coordinated centers.

RESOLUTION NUMBER: YR 1999

**Purpose:** The purpose of the Institute shall be to facilitate the public service and applied research activities of the University.

**Parameters:**

- The centers shall consist of the Cushwa Small Business Development Center, the Center for Human Services Development, the Center for Labor-Management Relations, and the Center for Urban Studies.
- The President, or designee, may add to or remove these centers through the process of developing the annual operating budget.
- It is the intent of the Board of Trustees that the Public Service Institute be funded from external grants and contracts to the maximum extent practicable.

EXISTING POLICY—TO BE RESCINDED

Section 13. Public Service Institute

*Article IX*

The President is authorized to establish a Public Service Institute which shall include separate but coordinated units called Centers. The Institute shall assist the Centers by provision of those common services needed by the Centers. The purpose of the Institute shall be to facilitate the public service and applied research activities of the University, its faculty and staff, as contrasted to the faculty research activities coordinated by the Associate Provost and Dean of Graduate Studies. The Institute shall consist of the Urban Studies Center, the Cushwa Center for Industrial Development, the Engineering Services Center, and the Human Resource Development Center. The President may, through regular budget procedures, add to or subtract from this list. It is the intent of the Board of Trustees that the Institute be funded from grants and contracts to the maximum extent practicable.

ARTICLE VII. UNIVERSITY RELATIONS

Section 1. News Service

It shall be the responsibility of the President to promote the relationship of the University with all its publics. All news releases about the University shall be released through the News Service. The News Service shall provide for planned news releases in order to assure equal coverage by all news media within the presumed service area of the University.



EXECUTIVE SUMMARY  
GIFTS  
FOR THE PERIOD OCTOBER 1 - DECEMBER 31, 1998

UNIVERSITY DEVELOPMENT (SEE ATTACHMENT 1):

	NUMBER RECEIVED	TOTAL
CASH	1,022	\$360,793.09
NON-CASH	6	49,555.00
<b>TOTAL</b>	<b>1,028</b>	<b><u>\$410,348.09</u></b>

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WYSU-FM (SEE ATTACHMENT 2):

	NUMBER RECEIVED	TOTAL
CASH	632	<u>\$44,005.00</u>
<b>TOTAL</b>	<b>632</b>	<b><u>\$44,005.00</u></b>



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

DESCRIPTION	NUMBER OF GIFTS	TOTAL
Cash	1,022	\$360,793.09
Non-Cash	<u>6</u>	<u>49,555.00</u>
<b>Total</b>	<b>1,028</b>	<b>\$410,348.09</b>

**RANKING OF CASH GIFTS:**

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$5,000+	12	\$142,994.53
\$1,000 - \$4,999	72	111,059.48
\$500 - \$999	55	29,049.66
Below \$500	<u>883</u>	<u>77,689.42</u>
<b>Total</b>	<b>1,022</b>	<b>\$360,793.09</b>

## CASH CONTRIBUTIONS BY RANK

### \$5,000+

Anonymous  
Accountancy Board of Ohio  
W.R. & Ann Ascham  
Bank One  
Buckeye Elks Youth Center  
Goodyear Tire & Rubber Company

Mr. Robert A. Hogue  
Wm. G. Lyden, Jr. Memorial Golf Classic  
National City Bank, Northeast  
Edward W. & Alice R. Powers Trust  
Youngstown Country Club  
Youngstown Foundation

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

Allegro Microsystems, Inc.  
Alpha Tau Gamma  
Altronic Incorporated  
AMVETS National Service Organization  
Babcock & Wilcox  
Bank One, Steubenville  
Byron D. Beacom Educational Assn.  
Dr. George & Betty Beelen  
Bill Bodine Music  
Better Business Bureau  
Drs. Barbara Brothers & Lawrence Haims  
Mr. Don R. Brothers  
Mr. Sean G. Burke  
Butler, Wick & Company  
Mr. Robert A. Calcagni  
Stephen & Rosemarie Cepin  
Chrysler Fund  
Citizens' Scholarship Fdtn. of America  
Cleveland Scholarship Program  
Drs. Les & Lin Cochran  
Cohen & Company  
Crane Fund for Widows & Children  
Dr. Jere & Karen Creed  
Croatian Fraternal Union Scholarship  
Mr. Darrell L. Davis  
Ralph & Alice Dillon  
Kathy Lynn & Philip Feld  
Mr. C. Kenneth Fibus  
First Presbyterian Church

First Western Trust  
Mr. Thomas Gay  
General Extrusions  
Mrs. Tomar Green  
Theresa Trucksis Hickey  
C. Gilbert & Adeline James  
Junior Civic League  
Mr. & Mrs. Bernard J. Kosar, Sr.  
Mahoning National Bank  
Mahoning Restaurant Business, Inc.  
Marine Corps Scholarship Foundation  
Dr. William & Virginia Martin  
Monday Musical Club, Inc.  
Jon M. Naberezny  
NAPHCC Educational Foundation  
National Association of Secondary  
School Principals  
National City Bank of Pennsylvania  
National Italian American Foundation  
Negro Educational Emergency Drive  
Nestle USA  
North Star Steel Company.  
Northeastern Educational Television  
Ohio Board of Regents  
Ohio Presbyterian Retirement Services  
Penguin Club  
Ms. Rose Pollice  
Polonia Foundation of Ohio  
RASP Scholarship Service

Mr. Sanford D. Rivers  
Ms. Margaret M. Sadler  
Saint Maron Parish  
Mr. Willard J. Scott  
Anthony & Patricia Sgambati  
Vern & Sue Snyder  
Mrs. Helen R. Stambaugh  
Jerry & Carolyn Stoneburner

Tri-State Area Citizens' Scholarship Fdn.  
The Vindicator  
The Raymond John Wean Foundation  
Western Reserve Care System  
Warren P. Williamson, Jr. Fund  
Women Hand in Hand  
Dr. Ralph & Helen Yingst

**\$500 - \$999**

American Business Women's Assoc.  
American Legion Post 737 Auxiliary  
American Postal Workers Union Local 44  
Mr. Lawrence M. Baytos  
Mr. Paul E. Beckman  
Bedford Foundation  
Mr. R. Thornton Beeghly  
Mr. Robert J. Boyd  
Mr. Daniel W. Carnevale  
Chaney Gridiron Club  
Chaney High School Foundation  
Dr. Gregory A. Claypool  
Mrs. Jean F. Collins  
Community Fdn. of Greater Lorain County  
Ms. Anita DeVivo  
Miss Phoebe Jane Dixon  
Mr. Lee R. Hively, Jr.  
Dr. Sally M. Hotchkiss  
Ms. Lynnette R. Howell  
I Know I Can  
IBEW Local Union 712  
Key Bank Corporation  
Mr. Paul R. Lambing  
Landmark Credit Union  
Ms. Barbara B. Law  
Leetonia Ruritan Club  
Lorain County Community College Fdn.  
Lordstown People Interested in Education

Mr. Richard M. Magner  
Markovitz Enterprises, Inc.  
Ohio Contractors Association  
Ohio Edison of Youngstown  
Olsavsky & Jaminet Architects  
Drs. Richard & Diana Phillips  
William & Paula Powell  
Dr. Victor & Mary Richley  
Rogers Elementary  
Roy & Lois Scarazzo, Sr.  
Dr. James & Kathy Schrode  
Second National Bank of Warren  
Sharon Herald  
Ms. Mary B. Smith  
Mr. Paul Spigler  
Springfield Ruritan Club  
St. Anthony's Society  
Dr. & Mrs. David T. Stephens  
Tribune Chronicle  
Trumbull County Tennis Assoc.  
United Trans. Union Insurance Assoc.  
Dr. Warren R. Webster  
Robert M. Wright, D.D.S.  
Dr. Warren & Sandra Young  
Youngstown Area Fed. Of Women's Clubs  
Youngstown District O.H.S.S.L.  
Dr. & Mrs. Bernard J. Yozwiak

## Below \$500

Abbott Labs  
Ms. Adeline T. Ackerman  
James & Sheila Adsit  
Mr. Ronald W. Albert  
George & Michele Albertini  
Mrs. F. Nelle Alderfer  
Dr. Joseph P. Altinger  
S. Louis & Mary Jane Ames  
Mr. Christopher R. Anderson  
Mr. Glenn T. Anderson  
Mr. Lawrence R. Anderson  
Ms. Nancy Andrew  
Dr. James H. Andrews  
Dr. Victor & Dolores Angel  
Mr. Robert Antonucci  
Dr. Alida V. Merlo Ashley  
John & Cynthia Asimakopoulos  
Robert & Rosemary Athey  
Thomas & Lorraine Atwood  
Austintown Local Schools  
Charles & Virginia Axtmann  
Clarence & Mary Ellen Baber  
Mrs. Nancy L. Babos  
Robert & Linda Bacha  
Dr. Roy M. Bacon  
Mrs. Marilyn J. Badger  
Dr. Dora L. Bailey  
George & Denise Baker  
Richard & Doris Baker  
Mr. Conrad F. Balazs  
Mr. Richard H. Balestra  
Drs. Dean & Darlene Ball  
Mrs. Ellen W. Banks  
Mark & Donna Baranski  
Sally L. Barnes  
Chris Barrickman  
Norman & Lucile Bartelmay  
Ms. Beth A. Bartlett  
Edward & Deborah Basista  
Mr. Kenneth R. Bauer  
Ms. Ann K. Baun  
Alan & Sandra Baxter  
James & Carol Baxter  
Mr. John Bechtel  
Mr. Robert R. Becki  
Bruce & Nancy Beeghly  
Mr. Thomas John Belle  
Mrs. Richard C. Belsan  
Atty. Franklin S. Bennett, Jr.  
Dennis & Faye Bensinger  
Dr. Anna F. Benson  
Mr. John A. Bergman  
Dr. James & Susan Berny  
Mr. Phillip J. Besoin  
Mrs. Elva Bevington  
Ms. Jacqueline M. Bibo  
Mrs. Gay S. Birnbaum  
Mr. Gregory J. Blasiman  
Mr. Ronald G. Blasko  
Mr. William A. Blewitt  
Ms. Nancy A. Bodziach  
Mrs. Laura B. Boich  
Jack & Roberta Bolha  
Mr. Lawrence P. Bombara  
Dr. Susan Borchert  
Mr. Mark J. Borys  
Mr. Thomas Bosse  
Walter & Emily Bossick  
Mrs. Pauline A. Boston  
Paul & Jayne Boucherle  
Dr. Bege K. Bowers  
Mr. Willard G. Bowers  
Mr. James A. Bozin  
Mr. Michael J. Bozzo  
LTC Samuel & Norma Bradlyn, Ret.  
Dr. William A. Brady  
Zack O. Brandes, Sr.  
J. Randolph & JoAnne Brashen  
Ms. Jacquelyn W. Brauninger  
John G. Breedlove, Jr.  
Mr. Herbert G. Brooks, Jr.  
Mr. & Mrs. David Bregitzer  
Ms. Anna Marie Brekoski  
Mr. Michael R. Brekoski  
Ms. Catherine M. Breneman  
Mr. Edward R. Bretz



Mr. Michael A. Briggs  
Bristol-Myers Squibb Foundation  
Wayne & Mary Kay Brodnan  
Brookfield Local School District  
Joyce & Loran Brooks  
George & Edith Brown  
Dr. Steven R. Brown  
Ms. Cynthia A. Brunot  
Richard & Mary Buchenic  
Dr. John & Cheryl Buoni  
Dr. Holly J. Burge-Stafford  
Ms. Alice D. Burger  
Mr. Barry A. Burke  
Dr. Anita C. Burris  
Mr. James D. Burrows  
Carla Wilson Buss  
Mrs. Linda S. Butcher  
Ms. Betty P. Buzzelli  
Mr. Matthew N. Byer  
Ms. Michelle M. Byers  
Mr. Lew Caccia, Jr.  
Mr. Donald Cagigas  
Mr. Randall F. Cailor  
Mr. Rand R. Cairey  
Dr. Martin & Catherine Cala  
Raymond & Lori Calcagni  
Ms. Donna J. Canja  
Herman & Patricia Carach  
Cardinal Mooney High School  
David & Margaret S. Carle  
Dr. & Mrs. Robert V.C. Carr  
Mr. Daniel E. Carrocce  
Dr. Jeff & Diane Carroll  
William & Mildred Carson  
Mr. Stephen A. Caruso  
Catholic Diocese of Pittsburgh  
David & Alice Chapman  
Mr. John C. Charnas  
Atty. Diane L. Chermely  
Carmen B. Chick  
Peter & Phyllis Chila  
Robert & Elaine Christmas  
Mr. Theodore Chuparkoff  
Mr. Michael J. Ciccone  
Dr. & Mrs. A. B. Cinelli

Mr. Gerald T. Cirka  
Mr. Edward J. Cleary  
Dr. Roger & Gail Clouse  
Mr. David J. Clovsky  
Jodi & Don Clowes  
Mr. Lee C. Coates  
Coca-Cola Bottling Company  
Dr. Irwin Cohen  
Ms. Linda E. Cohen  
Mrs. Frances E. Colabine  
Mr. Francis F. Colburn  
College Club West Scholarship Fund  
Mr. William T. Collier  
Darrell & Karen Combs  
Mr. Kenneth D. Conatser  
Mr. Edward P. Condo  
Louis H. Conti  
Mr. Michael R. Conti  
Donald & Stephanie Cook  
Thomas P. Cornelius, CPA  
James & Denise Courtwright  
CPA Wives Auxillary  
Ms. Marguerite H. Craciun  
Mr. Jack Cramb  
Mr. Richard A. Crepage  
Mr. Keith R. Crews  
Mr. Kevin W. Crews  
Dr. Margaret A. Crishal  
Mr. James J. Crowe  
Kevin & Mary Ann Crowley  
Ms. Frances Crowther  
Mr. William A. Cruikshank  
Debra Crum-LaGrasta  
Christopher & Janice Cubbison  
Mr. Norman L. Cubellis  
Mrs. Marie D. Cullen  
Mary L. Curll  
Ms. Carol E. Cuthbertson  
Gregory & Nikki Cvetkovic  
Mr. William R. Dailey  
Atty. J.P. & Jean Daliman  
Mr. David J. D'Angelo  
Mr. Salvatore A. D'Angelo  
Mr. Charles W. Darling  
Mr. Hal H. Davies

Ms. Martha A. Davies  
Mr. James Dean  
Antoinette & Joseph DeAngelis  
Mr. Vito R. DeBlasio  
Ms. Gilda M. DeCapita  
Dr. James W. DeGarmo  
Dr. Robert T. DeHoff  
Dr. Terry & Helen Deiderick  
Louis & Marie DeMarinis  
John Demetruk  
Ms. Darlene M. Demjen  
Mr. Harry J. Deskin  
Mr. Robert M. Detelich  
Jeffrey C. Dick  
Ms. Sara L. Dickson  
Robert & Mary Lisa DiDomenico  
Ms. Jeannette F. Dietz  
Mrs. Claudia DiFanni  
LTC Phil M. DiPiero, Ret.  
Gary & Mary Lou DiPillo  
Ben & Margaret DiRienzo  
Anthony & Lisa DiTommaso  
Mr. Ronald A. DiTullio  
Ms. Janet L. Divelbiss  
Dr. Ted B. Domanski  
Mr. Robert J. Dombrowe  
Mrs. Christine L. Domhoff  
Mr. Albert L. Donadio  
John & Jody Donchess  
Mr. Michael A. Donofrio  
Edward & Dorothy Doria  
Dr. James & Antonia Douglass  
Mr. & Dr. G. Timothy Dove  
Dow Jones Company  
Ms. Joyce A. Doyle  
Gene & Mona Draa  
Ms. Diane L. Drapcho  
Mr. K. William Dreier  
Mr. Richard W. Duesing  
Mrs. Jean Denise Dundee  
Mr. Richard S. Eberhardt  
Andrew J. Eckhardt  
Dr. Christopher & Denise Eddy  
Mr. Robert L. Edeburn  
Mr. John V. Edwards

Dr. Robert J. Edwards  
Mr. D. Keith Eichorn  
Mr. Paul I. Emch  
Dr. Barbara G. Engelhardt  
Ms. Jeanette S. Engle  
Mr. Daniel C. English, Jr.  
David & Barbara Enoch  
Mr. Robert C. Ernst  
Dr. John N. Esposito  
Michael & Marianne Evans  
Dr. Joseph A. Ezzo  
Ms. Mary A. Fabian  
Elizabeth & Samuel Faccioben  
Mr. Samuel R. Faccioben, Jr.  
James & Jeanne Fairbanks  
Mr. Guy J. Falzetta  
Farmers Naional Bank  
Mr. James R. Farris  
Miss JoAnn Felde  
LTC Paul W. Fellingner, Ret.  
Ms. Nancy J. Felton  
Mr. Stephen E. Ference  
Anthony G. Ferradino  
Ms. Jan A. Ferrell  
Robert & Barbara Ferro  
Mrs. Margaret R. Filaccio  
Robert & Rosemarie Filips  
Mr. D.A. Clarke Finneran  
Mr. James C. Finnigan  
First Cavalry Division Association Fdtn.  
First Energy Foundation  
First Federal Savings Bank of Youngstown  
First Knox National Bank  
Mr. Matthew T. Fisher  
Mrs. Patricia Fisher  
Ms. Nancy A. Fitch  
Atty. Alfred & Suzanne Fleming  
Mr. Tom S. Flores  
Mary Ann Fontanarosa, M.D.  
Ford Motor Company  
Philip & Margaret Ford  
S.N. Ford & Ada Ford Fund  
Mr. Kenton L. Fourman  
Mr. Gerald L. Fox  
Mr. Raymond A. Fredrick

Mrs. Donna M. Fredrickson  
Mr. Leroy Freeman  
Mrs. Mary I. French  
Ms. Mary E. Friedman  
Ms. Audrey L. Frost  
Thomas & Martha Furey  
Mrs. Chris A. Gabrick  
Mr. James W. Gaidry  
Mr. Richard J. Gal  
George & Renee Garchar  
Ms. Olga Garcia  
Mr. Urbano Garcia  
Mr. Frank Gargiulo  
Gene & Bonnie Garritano  
Mr. Anthony L. Gates  
Ms. Jean O. Gates  
Gary & Michele Gatto  
Miss Jacquelyn A. Gawron  
Jason Gay & Kristin Eichenberger  
Dr. Penelope Gay & Atty. Sean Sheely  
T. Geoffrey Gay & Susan Bean  
Sanford Gaylord, M.D.  
Mr. Thomas E. George  
James & Judith Gerlach  
Mrs. Anne C. Geyer  
Mr. Anthony D. Giampetro  
Ms. Kathleen A. Gibson  
Dr. Philip Ginnetti  
Ms. Mary K. Goclano  
Golden Dawn Restaurant  
Mr. J. Bernhard Goldman  
Ellman M. Goodman  
Miss Anne I. Gorant  
Mr. Anthony N. Gorant  
Francis R. Gottron, III  
Michael & Elaine Graban  
Dr. Stephen A. Graf  
Dr. Beverly A. Gray  
Mr. John E. Greaf  
Greater Youngstown Columbus Day  
Committee  
Mr. Douglas S. Green  
Mrs. Frances Y. Greenberg  
Drs. William & Betty Greenway  
Daniel Grieco, Jr.

Fred & Theresa Griffiths  
Mr. Grover Griggs  
Mr. D. Doug Gross  
Jack & Dorothy Gruber  
John & Mary Grzebieniak  
GTE Foundation  
Vincent A. Guandolo  
Dr. Charles S. Gulas  
Mr. David R. Gundry  
Mr. William R. Habay  
Robert Hagan & Michele Lepore-Hagan  
Mr. Charles H. Haggis  
Dr. Marvin & Gwendolyn Haire  
Mrs. Kathryn S. Hall  
Susan & George Hall  
Thomas & Mary Jane Hall  
Mr. Gary E. Halstead  
Mr. David J. Halt  
Dr. Kenneth Hankins  
Mr. Curtis L. Hanni  
Marilyn A. Hanton  
Mr. Harold T. Harmon  
Ms. Sandra L. Harrsen  
Mr. David J. Hart  
Mr. Daryl L. Hatch  
Ms. Patricia Hauschildt  
Darren & Maria Hayes  
Dr. Vernon F. Haynes  
Heather L. Heaven  
Kenneth & Phyllis Hecker  
William J. Helwig, M.D.  
Donna R. Hemberger  
Robert & Agnes Hendrickson  
Mr. Mark E. Henninger  
Joseph & Shannon Hercules  
Mr. Robert A. Herman  
Mr. Charles P. Hernan  
Mr. James W. Herr  
Mr. John F. Herubin  
Mrs. Beth Hickson  
Atty. Thomas A. Hill  
Ms. Natalee R. Hillman  
Mr. James F. Hoffman  
Mr. Michael S. Hoffman  
Dr. John P. Holcomb

Mr. A.W. Holdford  
Robert & Karen Holmes  
Ms. Sandra M. Homrighouse  
William & Mary Lou Hood  
Mrs. S. Lynette Host  
Mrs. Betty L. Houlton  
Mary M. Hovanes  
Ms. Jennifer L. Howard  
Ms. Dorothy Howenstine  
Ms. Lillian Hromiko  
Mr. Pei Huang  
Dr. Russell & Marilyn Hudoba  
Mr. James E. Hulton  
Scott & Susan Hunter  
Wallace & Lillian Huziak  
Hy-Tek Materials Handling, Inc.  
IMC Global, Inc.  
MG Donald R. Infante, Ret.  
Mr. Christopher J. Inglis  
Dr. Joseph & Doris Irilli  
ITT Industries, Inc.  
Mrs. Helga Ives  
Floyd & Patricia Jackson  
Dr. Glenna S. Jackson  
Ms. Elaine A. Jacobs  
Mr. Gordon D. James  
Ms. Janis James-Rubin  
Mr. Raymond J. Jaros  
Dr. Clara M. Jennings  
Ms. Valeria A. Jesionek  
Ms. Eva F. Joanou  
Tom & Carol Jochman  
Daniel & Martha Johnson  
Jacqueline & Gerald Johnson  
Ms. Mary A. Johnson  
Nancy & Allen Johnson  
Randall & Amy Johnson  
Richard D. Johnson  
Mr. Anthony L. Jones  
Mr. Denton M. Jones  
Mr. Lawrence J. Jones  
Ms. Mary J. Jones  
William & Martha Jones  
Mr. James Jordan  
Mr. Thomas A. Joseph

Dr. Janice M. Jura  
Mr. Ned J. Kaufman  
Mr. Joel H. Kay  
Mrs. Nancy L. Kayne  
Mrs. Melissa R. Keating  
John & Elizabeth Keiser  
Ms. Dorothy M. Kennedy  
Marilyn & Walter Kenner  
Ms. Sandra L. Ketchem  
Susan H. Khawaja  
Mr. John R. Kijowski  
Mr. Dennis L. Klembara  
Mr. William J. Klucher  
Ms. Joann Knopic  
Mr. & Mrs. F.W. Knecht, III  
James & Maxine Knowles  
Mr. Daniel R. Kohl  
Dr. James M. Kohut  
Ms. Karen Kolenich  
Dr. Donald E. Koontz  
Robert & Lynne Kopac  
Mr. Joseph B. Kope, TTEE  
Ms. Cheryl L. Kosco-Carney  
Mr. Joseph S. Kosek  
Ms. Louise Kostecki  
Thomas & Debra Kostelic  
Mr. William J. Kotchish  
Rick & Paula Kotel  
Mr. & Mrs. Thomas Kozusko  
Ms. Dawn L. Kramer  
Mr. Glen M. Kramer  
Ms. Sandy B. Kreisman  
Mr. John S. Kresovsky  
Mrs. Linda M. Krieger  
Drs. Rama & Ahalya Krishnan  
Mr. Fredrick C. Krolopp  
Dr. James J. Krumpak  
Frank & Tina Kryzan  
Stephen R. Kurowsky, Ph.D.  
Ms. Virginia B. Ladig  
William & Joann LaGuardia  
James & Christian LaLumia  
Mr. Thomas C. Lance  
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Latchaw Fund

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**\$360,793.09**

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General Motors Lordstown	12,205.00	1996 Chevy Z24 Cavalier for Mechanical Engineering Department
Lamar Advertising	2,500.00	Billboard Advertising for Diversity Workshop
Rubino Floors	5,186.00	Materials and Labor to Carpet Men & Women's Basketball Offices
Sparkle Supermarkets	115.00	Donuts, Cookies & Cider for Beeghly College of Education Open House
YSU Foundation	\$24,549.00	City Lots #4013 & #4861
<b>Total Non-Cash Contributions</b>	<b>\$49,555.00</b>	



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<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
Cash	632	<u>\$44,005.00</u>
<b>Total</b>	<b>632</b>	<b>\$44,005.00</b>

RANKING OF CASH GIFTS:

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$1,000 - \$4,999	2	3,580.00
Below \$500	<u>630</u>	<u>\$40,425.00</u>
<b>Total</b>	<b>632</b>	<b>\$44,005.00</b>

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Tedrow & Susan Perkins  
Robert W. Peterson  
Thomas W. Pfahles  
Elizabeth C. Pierce  
Lyla Pilorusso  
Poland Education Association  
John Polanski & Margaret M. Minghetti  
Barbara A. Poremba  
William R. Powell  
Richard & Mary Prest  
Andrew Probala  
George B. Pugh  
Robert R. Ranallo  
James E. Ray  
David & Sharon Reed  
Patricia Reeder  
Walter Reeseey  
Robert & Charlene Rehner



Martin Repasky  
Dan Resinger  
Victoria J. Reto  
Christy Rice  
Gary Richards  
Winifred Richards  
Gareth Ridout & Nancy Taylor  
Teresa Riley  
J.P. & Eileen Rinehart  
Charity Roberts  
Mrs. Joan Roberts  
R. Keller & Christine Rohde  
Robert L. & Gwyneth Rollin  
Benita Rollins  
Joseph & Denise Romano  
Cheryl Roqueplot  
Jennifer Rose  
Harold Rosenblum  
Richard Rosenblum  
Russell E. Ross  
Nicole Rothbauer  
Dr. Gregory Roush  
Pat Rowland  
Joe Ruffner  
Frank Rulli  
Ann R. Rundorff  
Donna Rupert  
Karen Russo  
Susan Russo  
Jack & Deborah Safier  
James & Cynthia Sahli  
St. Anthony's Church  
St. Joseph Health Center  
St. Patrick's Church  
Edward Salter  
Gary & Kathy Salvner  
Larry Sapir  
Pauline Saternow  
Lowell & Ellen Satre  
Susan Savastuk  
Cynthia L. Schaefer  
Jim Hagan & Emily Schaff  
Sara Schaff  
Mark Scheel  
Gina M. Schiavone

St. Luke's School  
Dr. & Mrs. Bernard Schultz  
Joan Schwartzman  
William Scragg  
Daniel & Sara Scudier  
Patty Seachman  
Marybeth D. Shaffer  
Jim Shantz  
John & Sue Sharrer  
Bradly L. Sheeler  
David A. Sheperd  
Albert & Mary Anne Shiderly  
Dr. Nancie M. Shillington  
David K. & Janice S. Shriver  
Margaret A. Silver  
Stephen J. Simunich  
Barbara Singler  
Robert Sinsheimer  
William & Gloria Slocum  
Dr. Jeffrey A. Smiley  
Gene & Shirley Smith  
James C. & Donna M. Smith  
Melissa Smith  
Tamar Smith  
David Smyntek  
Constance G. Snyder  
Judith A. Snyder  
Katherine Soman  
Nancy E. Sontich  
Rosemary Sontich  
John & Florence Sopko  
John Sperry  
Patricia J. Springer  
Rebecca Stabile  
Majorie Stadtmiller  
Evangelos & Donna Jean Stamoolis  
Jack Stein  
C. Alan & Sandra W. Stephan  
Debora M. Stephens  
Jerome Stephens  
Dr. & Mrs. Charles A. Stevens  
Donald Stimple  
David K. Stiver  
Sharon Stringer  
Gregg & Rochelle Strollo

Sam Stuhlmiller  
Gerri Sullivan  
Dr. George E. Sutton  
Jim Swanson  
William W. Swanson  
Robert Sweeney Trust  
Esther Szakach  
Marian Takoch  
Lois M. Tamplin  
Paul Tanona  
Perry & April Tarantine  
Patricia Taylor  
Roberta Taylor  
Taylor Winfield Foundation  
Tom Teague  
James & Michelle Thomas  
Mary P. Thomas  
Robert L. Thomas  
Deloris Thompson  
Michael & Jeannine Thompson  
Zachary Thompson  
Dr. Charles A. & Louise J. Thorne  
Joan J. Thumm  
Lucille Tilly-Gay  
Patrick & Karen Timlin  
Dr. Stephanie A. Tingley  
Nancy L. Tirpak  
John Tottenham  
Dr. & Mrs. Thomas Touris  
Fred E. Trucksis  
Klara Trusova  
Darrell & Catherine Turney  
Myron Ullman  
Edward Ulrich  
Cemil Ulus  
Richard D. Unkefer  
Ursuline Motherhouse  
Jerry Vee  
Daniel M. Venglarcik  
John S. Venglarcik  
Frank & Elizabeth Verterano  
L. Allen Viehmeyer

Catherine Vodrey  
David Vosburgh  
Gordon D. Vujevic  
Helen Wagner  
James Walker  
Tom Walker, Jr.  
David & Cindy Wardale  
Sieglinde Warren  
Warren Civic Music Association  
Warren Symphony Society, Inc.  
Waterworks, Inc.  
James Watson-Hardy  
Ilene Kay Weisberg  
Elaine Welsh  
M. Frederic Welter  
Michael & Nancy Wherry  
John R. White  
Sam H. White  
Deborah Whitfield  
Joseph & Carol Wiercinski  
Phil & Jamie Wilcox  
Howard & Ellen Wilhelm  
Mark Wilhelm  
Ed & Mary Wilson  
JoAnn Wilson  
Jessie H. Wilt  
Sonya Wilt  
James B. & Joyce A. Winner  
Rev. Willam Witt  
Arthur & Helen Wolfcale  
Women's Committee for Children's Concerts  
Jeanette Yaryan  
Nancy Yauger  
Fred & Debby Yeager  
David J. Young  
Judith A. Young  
Harold A. Zealley  
William & Victoria Zeiger  
Dennis & Patty Zitello  
Richard Zitto  
Julius & Helene Zlotnick

**Total Cash Contributions:**

**\$44,005.00**

# SUMMARY SHEET

## NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS

*For the Period 11/17/98 thru 2/11/99*

EMPLOYEE GROUP	FULL-TIME			PART-TIME			TOTALS
	NEW HIRES	RE-HIRES	PROMOTIONS	NEW HIRES	RE-HIRES	PROMOTIONS	
Faculty	1	0	0	N/A	N/A	N/A	1
Professional/Administrative Staff	9	0	*2	5	0	0	16
Externally-Funded Staff	1	2**	0	0	2	0	5
<b>TOTALS</b>	11	2	2	5	2	0	22

\* Includes one interim promotion  
 \*\* Contract extensions

**YOUNGSTOWN STATE UNIVERSITY  
RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS  
AS OF March 3, 1999**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Mr. Richard L. Bacha	Instructor	Management	01/04/99	\$18,000	4	Temporary (1st Year)
Ms. Allison B. Brungard	Assistant Reference Librarian	Maag Library	12/14/99	\$13,352 Base:\$26,500	6.5	New hire: 12/14/98-06/30/99
Ms. Sandra E. Ciminero	Coordinator of the Summer Festival of the Arts	University Development	12/07/98	\$ 7,015 .50 FTE	7	New hire: 12/07/98-06/30/99
Dr. John Dalbec	Applications Programmer/Analyst	Computer Services	01/01/99	\$14,924 Base:\$29,848	6	New hire: 01/01/99-06/30/99 (temporary)
Mr. Charles Davis	Assistant Director -- Loan Programs	Financial Aid & Scholarships	01/19/99	\$12,636 Base:\$28,000	5	New hire: 01/19/99-06/30/99
Ms. Suzanne Fleming	Research Associate II	Center for Human Services Development	11/01/98	\$ 5,200 .60 FTE Base:\$26,000	4	Contract extension: 11/01/98-02/28/99; externally funded
Ms. Katherine Fischer	Research Associate I/Job Development Specialist	Center for Urban Studies	12/09/98	\$ 3,421 Base:\$23,000	1.5	New hire: 12/09/98-01/30/99; externally funded,
Mr. Darron Henry	Associate Registrar	Registration & Records	01/19/99	\$15,953 Base:\$35,350	5.5	Promotion 01/19/99-06/30/99
Ms. Jennifer Herron	Assistant Athletic Trainer	Intercollegiate Athletics	12/16/98	\$23,123 Base:\$20,000	6.5	New hire: 12/16/98-06/30/99
Mr. Richard Hideg	Associate Director	General Accounting	02/01/99	\$16,927 Base:\$40,625	5	New hire: 02/01/99-06/30/99
Ms. Tianyuan Hou	Assistant Reference Librarian	Maag Library	01/15/99	\$12,163 Base:\$26,500	5.5	New hire: 01/15/99-06/30/99
Mr. Scott Lehman	Research Associate III/Computer Learning Center	Center for Urban Studies	11/01/98	\$ 9,000 Base:\$36,000	3	Contract extension: 11/01/98-01/31/99; externally funded

**YOUNGSTOWN STATE UNIVERSITY**  
**RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS**  
**AS OF March 3, 1999**

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>	<u>DATE OF EMPL</u>	<u>SALARY</u>	<u>CONTRACT MONTHS</u>	<u>COMMENTS</u>
Mr. Bruce S. Levison	Manager:Center of Biomedical and Environmental Research	Biological Sciences	02/01/99	\$20,208 Base:\$48,500	5	New hire: 02/01/99- 06/30/99
Ms. Wendy Miller	Research Associate I	Center for Human Services Development	01/01/99	\$ 9,063 .80 FTE	6	Contract extension: 01/01/99-06/30/99; externally funded
Mr. George Powell	Assistant Coach, Baseball	Intercollegiate Athletics	01/15/99	\$ 2,778 Base:\$20,202 .33 FTE	5	New hire: 01/15/99- 06/15/99
Ms. Susan Scavelli	Research Associate I/Evaluator	Center for Human Services Development	11/01/98	\$7,284 Base:\$29,135	3	Contract extension: 11/01/98-01/31/99; externally funded
Dr. Sandra Stephan	Interim Executive Director	Metropolitan College	01/01/99	\$42,500 Base:\$85,000	6	Promotion: 01/01/99- 06/30/99
Mr. Dennis R. Vince	Assistant Coach, Baseball	Intercollegiate Athletics	02/01/99	\$ 1,000 .20 FTE	5	New hire: 02/01/99- 05/31/99
Ms. Marilyn K. Ward	Assistant to the Executive Vice President	Office of the Executive Vice President	02/15/99	\$14,323 Base:\$38,000	5.5	New hire: 02/15/99- 06/30/99
Mr. James Watkins	Administrative Assistant	College of Education	01/04/99	\$ 9,872 .50 FTE	6	New hire: 01/04/99- 06/30/99; temporary
Ms. Donna Wells	Staff Auditor	Internal Audit	01/19/99	\$12,636 Base:\$28,000	5.5	New hire: 01/19/99- 06/30/99
Mr. Brian Winston	Assistant Coordinator, Men's & Women's Cross Country and Track & Field	Intercollegiate Athletics	01/04/99	\$ 4,000 .55 FTE	5	New hire: 01/04/99- 05/31/99



## UNIVERSITY GUIDEBOOK

### Subject: Civic Leave

Developed by:	Jean R. Wainio	Authorized by:	G. L. Mears
Title:	Interim Executive Director Human Resources	Title:	Executive Vice President
Date:	October, 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

#### Parameters:

- As provided in Ohio Administrative Code Section 123:1-34-03 and Ohio Revised Code Section 124.135, employees shall be granted civic leave with full pay and benefits when: a) subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action; b) summoned for jury duty by any court of competent jurisdiction; or c) appointed to serve in an unpaid position on an advisory board or commission, or to solicit for charities for which University payroll deductions are made.
- Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.
- Employees who are appellants in any action before the State Personnel Board of Review (SPBR) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

#### Procedures:

1. Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave, e.g., a copy of the summons or subpoena, shall be attached to the notification.

2. Upon completion of the leave, all compensation or reimbursement received for jury duty or court attendance compelled by subpoena in excess of fifteen dollars per day, when such duty or attendance is performed during an employee's normal working hours, shall be deposited with the Office of the Bursar. Reimbursement is not required of employees on vacation status.
3. The deposit slip (receipt for the compensation received) from the Office of the Bursar and a copy of the documentation of the employee's service will be forwarded to the Office of Human Resources in a timely manner.
4. Employees covered by collective bargaining should refer to their respective agreement.

## EXISTING POLICY—TO BE RESCINDED

### Section 11. Jury Duty

Full-service employees shall be granted court or jury duty leave during normal work hours without loss in compensation. All compensation received from court or jury duty shall be deposited with the University's Bursar's Office; however, fees earned during such duty on an employee's day off do not have to be remitted to the University.

An employee shall be expected to return to his work assignment if he is temporarily excused from court or jury duty service.





## UNIVERSITY GUIDEBOOK

### Subject: Sick Leave

Developed by:	Jean R. Wainio	Authorized by:	G. L. Mears
Title:	Interim Executive Director Human Resources	Title:	Executive Vice President
Date:	January, 1999	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 1999

#### Parameters:

- Full-time employees earn fifteen days of sick leave per year - faculty at a rate of 1.67 days for each month of the academic year; full-time professional/administrative staff at a rate of 1.25 days for each calendar month of service; and classified civil service employees at a rate of 4.6 hours of sick leave for each completed eighty hours of service.
- Sick leave may be accumulated without limit during active service at the University.
- At the time of retirement, all employees completing ten or more years of active service or a combination of active University service together with other State of Ohio units as specified by law, shall receive payment for one-fourth of the unused sick leave days up to a maximum of fifty days. Payment is based on the rate of pay at the time of retirement. Such payment will be made only once to an employee. Upon accepting payment, all remaining sick leave credit accrued will be eliminated. (Classified Civil Service staff should refer to their labor agreement for sick leave conversion information.)
- A retired employee who returns to University service may accrue and use sick leave as before, but cannot receive a second sick leave conversion payment.
- Sick leave conversion does not apply to any termination or separation other than retirement.

- Employees covered by collective bargaining should refer to their respective labor agreement.

**Procedures:**

1. Employees utilizing sick leave should notify their immediate supervisor as soon as possible.
2. Employees will complete the appropriate sick leave form in advance of the leave, when possible, or upon return to work.
3. Employees will forward the completed form to their immediate supervisor.
4. The Supervisor reviews and signs the form and forwards it to the Office of Human Resources, where the official leave files are maintained.



## UNIVERSITY GUIDEBOOK

### Subject: **President's Leadership Merit Award**

Developed by: Leslie H. Cochran  
 Title: President  
 Date: December, 1998

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

**Policy:** The University recognizes employees for outstanding performance of duties and grants awards for such achievement.

RESOLUTION NUMBER: YR 1999

#### Definitions:

- Executive Officers of the University are the Vice President for Student Affairs, Vice President for Development and Community Affairs, Executive Vice President, Provost, and President.
- Administrative Officers of the University include the College Deans, Dean of Graduate Studies, and Executive Directors.

#### Parameters:

- The Leadership Merit Award for outstanding service and commitment to the University is typically presented during the regular June meeting of the Board of Trustees.
- All Executive and Administrative Officers of the University, except the President, are eligible to receive this award. In recognition of exceptional service and commitment, the President may select other members of the University community to receive this award.
- Each award carries a stipend of \$3,000.

#### Procedure:

Prior to making the award, the President will share the name of the recipient with the Personnel Relations Committee of the Board of Trustees for information and discussion.



UNIVERSITY GUIDEBOOK

**Subject: Fringe Benefits, Employee Fee Remission Program**

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: December, 1998	EFFECTIVE:

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999

**Parameters:**

- Instructional and general fees for up to twenty-four quarter hours per academic year and eight quarter hours each summer session are available to full-time and .75 FTE employees.
- Instructional fee remission is available for spouses of full-time and .75 FTE employees.
- Instructional fee remission is available for full-time and .75 FTE employees' dependents to the end of the academic year during which the dependent reaches age twenty-four.
- Instructional fees and general fees are available for retirees, their spouses, and dependents (to the end of the academic year during which the dependent reaches age twenty-four).
- Dependent children of an employee who dies are eligible for fee remission of instructional and general fees until they reach the end of the academic year during which the dependent reaches age twenty-four.
- A surviving spouse of an employee who dies is eligible for fee remission of instructional and general fees as long as they remain unmarried.

- A part-time employee whose appointment equals or exceeds .5 FTE may receive 50% remission of instructional and general fees for up to eight quarter hours during the fiscal year of employment.
- Part-time faculty who teach three or more workload hours in a given quarter receive remission of one-half of the instructional fee for up to six quarter hours during that same quarter. (This means that the maximum fee remission in any term is the equivalent of three quarter hours, or one-half of six quarter hours.)
- Fee remission is available to eligible employees enrolling in classes bearing YSU credit.
- Enrollment is restricted to times that do not interfere with the performance of assigned duties and responsibilities.
- In those cases where a supervisor has granted permission to enroll in classes during regular work hours, arrangements must be made to make up missed work time.

**Procedures:**

1. An employee wishing to enroll in a University class that is offered during normal work hours must initiate a discussion of the matter with the appropriate academic department chairperson or department/unit supervisor well in advance of the class registration period.
2. If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee will complete a Tuition Remission Form and forward it to the Office of Human Resources. Tuition Remission Forms may be obtained from the Office of Human Resources or the Office of Financial Aid and Scholarships.
3. The Office of Human Resources will certify eligibility of the applicant and forward it to the Office of Financial Aid and Scholarships for processing.
4. Employees covered by collective bargaining should refer to their respective agreement.

## EXISTING POLICY—TO BE RESCINDED

2.5 When enrolling as students of the University, dependent children and spouses of the full-service employees of the University shall be granted remission of the Instructional Fees and the non-resident tuition surcharge. Such benefits will be continued only to the end of the current academic term when the full-service employee resigns or is terminated for reason other than retirement or death. In case of retirement or death of the full-service employees, eligibility for benefits is continued for dependent children until age twenty-three (23) and for unremarried spouses.

2.6 Full-service employees and former employees on retirement status are themselves eligible to enroll as students and to receive remission of the Instructional Fees and the non-resident tuition surcharge for such courses, provided that the time such courses are taken shall not interfere with the normal working hours of the employed individual. For all full-time classified Civil Service employees who are not members of a recognized collective bargaining unit, the University shall extend the maximum fee remission granted under any bargaining Agreement covering classified Civil Service employees at the University. For unclassified administrative staff, remission of the instructional and general fees shall be granted for up to six (6) credit hours during any quarter. These individuals may take additional credit hours per quarter if they pay the appropriate fees. Limited-service faculty are eligible for remission of the instructional fee in accordance with the provisions of Article III of the Policies of the Board of Trustees.

Part-time professional/administrative staff members shall be eligible for remission of 50% of the University's instructional fee for up to eight (8) quarter hours during any academic year provided that the time such courses are taken shall not interfere with the normal working hours of the employed individual.

EXISTING POLICY—TO BE RESCINDED

Dr. Perry then read and moved for adoption the following Resolution:

Resolution Concerning Fee Remission

YF 192-25

WHEREAS, the University provides financial assistance, through the form of remission of general and/or instructional fees, to employees and former employees on retirement who enroll as students of the University; and

WHEREAS, employees, together with their spouses and dependent children, are also granted fee remission for Continuing Education Courses,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby extend these benefits to those employees who hold permanent or contract positions that have an annual FTE of .5 or greater and who are excluded from collective bargaining;

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend Sections 2.6 and 4 of Article VII of the Policies of the Board of Trustees of Youngstown State University, as included in Exhibit C.

The motion was seconded by Mr. O'Connell, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

## ARTICLE VIII

### Section 2. Rules for Assessing Tuition and Fee

2.6 Full-service employees and former employees on retirement status are themselves eligible to enroll as students and to receive remission of the instructional fees and the non-resident tuition surcharge for such courses, provided that the time such courses are taken shall not interfere with the normal working hours of the employed individual. For all ~~full-time~~ classified Civil Service employees who are not members of a recognized collective bargaining unit AND HOLD PERMANENT PART-TIME POSITIONS OF .5 OR GREATER, the University shall extend the maximum fee remission granted under any bargaining Agreement covering classified Civil Service employees at the University. For unclassified administrative staff, remission of the instructional and general fees shall be granted for up to six (6) credit hours during any quarter. These individuals may take additional credit hours per quarter if they pay the appropriate fees. Limited-service faculty are eligible for remission of the instructional fee in accordance with the provisions of Article III of the Policies of the Board of Trustees.

Part-time professional/administrative staff members shall be eligible for remission of 50% of the University's instructional fee for up to eight (8) quarter hours during any academic year provided that the time such courses are taken shall not interfere with the normal working hours of the employed individual.





**UNIVERSITY GUIDEBOOK**

**Subject: Fringe Benefits, Discount Programs**

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

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999

**Discount Programs:** A variety of University events, activities, performances, and services are made available to employees at discounted rates. Included are the following:

- Campus Bookstore Discount – All full-time employees and .50 FTE or greater part-time employees may receive a 20% discount on all purchases in excess of \$5.00. This discount applies only to items purchased for the personal use of employees and members of their immediate family.
- Intercollegiate Athletic Ticket Discount – All full-time employees and .50 FTE or greater part-time employees may receive a 50% discount on Intercollegiate Athletic tickets. This discount applies only to tickets purchased for the personal use of employees and members of their immediate family.
- University Theatre Discount – All full-time employees and .50 FTE or greater part-time employees may receive a 50% discount on University Theatre tickets. This discount applies only to tickets purchased for the personal use of employees and members of their immediate family.

**Parameters:**

- Employees participating in any of these programs must present a current, validated University identification card to receive the discount.
- Details on each of these programs are available in the office offering the discount.

**EXISTING POLICY--TO BE RESCINDED**

10502 →

✓ **Section 24. Bookstore Discount**

Members of the full time and part-time professional/ administrative staff, the full-time classified Civil Service staff, and the limited service faculty shall receive a discount of 20% on all purchases in excess of \$5.00 at the University Bookstore. This discount applies only to materials purchased for the personal use of the staff members of his immediate family.



*UNIVERSITY GUIDEBOOK*

**Subject: Fringe Benefits, Use of University Facilities**

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: January, 1999	<b>EFFECTIVE:</b>

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999

**Parameter:**

- Employees may use the resources of Maag Library, the recreational facilities in Beeghly Center and Stambaugh Stadium, the Tennis and Track Complex, and other campus recreational areas during regular hours of operation when the use does not conflict with scheduled activities. (The Office of Campus Recreation publishes a schedule of recreational activities and open recreation periods.)

**Procedure:**

A valid University Identification Card is required to be presented at the library to checkout books and may also be required to utilize other resources.



## UNIVERSITY GUIDEBOOK

### Subject: Fringe Benefits, Continuing Education Fee Remission

Developed by:	Jean R. Wainio	Authorized by:	G. L. Mears
Title:	Interim Executive Director Human Resources	Title:	Executive Vice President
Date:	February, 1999	EFFECTIVE:	

**Policy:** The University is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.

RESOLUTION NUMBER: YR 1999

#### Parameters:

- Full-time and .75 employees shall be entitled to instructional fee remission twice per calendar year for non-credit continuing education courses offered through University Outreach. Members of YSU-ACE should refer to their labor agreement.
- An eligible employee's spouse and dependent children shall each be entitled to instructional fee remission once per calendar year for such non-credit continuing education courses, provided there is an enrollment slot available above and beyond the enrollment level required to fund the course. Members of YSU-ACE should refer to their labor agreement.
- Charges for materials, facilities, texts, and consumable or other non-instructional items are the responsibility of the enrollee and shall be payable at the time of registration.
- Final and binding determination of the required enrollment level in any given course rests with the University.

#### Procedure:

Eligible employees or dependents are required to make application in advance of enrollment on a form provided by the Office of University Outreach and in accordance with established deadlines.

## EXISTING POLICY—TO BE RESCINDED

### Section 4. Fee Remission for Continuing Education Courses

Members of the full-time staff who are excluded from collective bargaining, together with their spouses and dependent children, shall be entitled to fee remission once annually for a course offered by the Department of Continuing Education. Fee remission shall not apply to materials charges, facilities charges, or other non-instructional charges, and shall be provided when spaces are available above the minimum paid enrollment level identified by the Department of Continuing Education to permit offering the course.



## UNIVERSITY GUIDEBOOK

### Subject: Resignation

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

**Policy:** The University will establish guidelines to process resignations that facilitate the best interest of both the individual and the institution.

RESOLUTION NUMBER: YR 1999

#### Parameters:

- Employees proposing to resign from the University shall provide a thirty-day written notice unless specified by the applicable collective bargaining agreement.
- Unless otherwise specified by a collective bargaining agreement, vacation benefits will not be paid without at least a thirty-day written resignation notice. (See 7002.05)

#### Procedures:

1. In advance of formally submitting a letter of resignation, it is advised that employees discuss their intent with their immediate supervisor.
2. Employees, except Classified Civil Service staff members, shall send a formal letter of resignation to their supervisor, with copies to the Provost or appropriate Vice President and the Office of Human Resources.
3. Classified Civil Service staff members are expected to provide a minimum two-week notice of resignation and are required to sign a Record of Separation form. These forms are available in the Office of Human Resources.
4. The Office of Human Resources will prepare a letter officially accepting the resignation for the Provost or appropriate Vice President.
5. The Office of Human Resources will process all resignations and authorize any payment of vacation benefit applicable. This office will also notify the appropriate departments, units, and offices of the impending resignation.

6. The resigning employee's supervisor will secure all University property available to the employee (e.g., keys, tools, identification card, parking permit, etc.) prior to the date of separation.
7. The final payroll check will be released on the regular pay date following the official date of separation pending the clearance of all applicable offices and the return of all University property.

**EXISTING POLICY—TO BE RESCINDED**

**Section 7. Resignation**

ARTICLE III

Any unclassified professional employee who proposes to resign from the University shall give official notice of such intent at the earliest possible date to obviate serious embarrassment and difficulty to the University in filling the vacated position. Whenever possible, the intention to leave the University service shall be made known to the University before the budget for the ensuing year has been prepared in order that the change may be reflected in the budget. Failure to provide written notice of resignation ninety days in advance may adversely affect the employee's vacation benefits.





**Subject: Supplemental Pay for Staff**

Developed by: Jean R. Wainio  
Title: Interim Executive Director  
Human Resources  
Date: January, 1999

Authorized by: G. L. Mears  
Title: Executive Vice President  
EFFECTIVE:

**Policy:** On occasion it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties, and to pay employees for these additional services.

RESOLUTION NUMBER: YR 1999

**Definition:** For the purposes of supplemental pay, a staff member is defined as any full-time employee who is not a member of the faculty bargaining unit.

**Parameters:**

- Assignments of additional duties for supplemental compensation are intended to enable the University to deal with short-term staffing problems involving unusual circumstances, unanticipated situations, or occasions when normal staffing practices will not suffice. Such assignments will not be approved as a routine matter or on a continuing basis.
- Supplemental payments to an employee during any fiscal year may not exceed the lesser of 20% of base salary or \$9,000.

**Procedures:**

1. A department or unit supervisor encountering short-term staffing problems that cannot be met through normal staffing practices may explore the possibility of assigning additional duties to a staff member.
2. If the staff member agrees to assume the additional duties, the supervisor will prepare a written justification, which is forwarded to the appropriate Dean or Executive Director for review.
3. After reviewing the request, the Dean or Executive Director may forward the request to the Provost or appropriate Vice President for approval.

EXISTING POLICY—TO BE RESCINDED

Mr. Flask then read and moved for adoption the following Resolution:

Resolution to Revise Policies of the Board of Trustees

YR 1993-7

WHEREAS, Article III, Section 9.1 of the Policies of the Board of Trustees restricts to the lesser of 20% of base salary or \$6,000 the amount of money which may be paid in a fiscal year to University employees for supplemental services in teaching or consulting, beyond the normal scope of their duties; and

WHEREAS, this limitation was established in 1984, and has not been modified to reflect the increase in salaries for faculty and staff;

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Article III, Section 9. 1 of the Policies of the Board of Trustees be and is hereby amended and provided for in Exhibit C attached hereto.

The motion was seconded by Mrs. DeLuca, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

Article III, Section 9.1

**Policies of the Board of Trustees of Youngstown State University**

**Section 9.1 Supplemental Payment to Employees for Teaching and Consulting**

On occasion it is appropriate to have employees perform services above and beyond their normal scope of duties, and to pay employees for these additional services. It is the general policy of the University, however, that the formal assignments of employees to additional duties for supplemental compensation will not be approved as a routine manner or on a regular basis; rather, such assignments will be utilized to enable the University to deal with short-range staffing problems involving unusual circumstances, unanticipated difficulties, or situations in which normal staffing practices will not suffice. Supplementary payments to an employee during any fiscal year may not exceed the lesser of 20% of his or her base salary or ~~\$6,000~~ \$9,000. Supplementary payment to persons so employed is authorized under the conditions stipulated in Appendix I.

UNIVERSITY POLICIES ON SUPPLEMENTARY PAYMENT  
TO EMPLOYEES FOR TEACHING AND CONSULTINGI. OVERLOAD TEACHING POLICY FOR ADMINISTRATIVE EMPLOYEES<sup>1</sup>

An administrative employee at Youngstown State University is eligible to teach a regular academic course in addition to his normal working assignments, subject to the following provisions:

- A. Assignment of administrative employees to overload teaching shall be based solely upon the academic needs of the University.
- B. No employee may be required to teach on an overload basis.
- C. No administrative employee may be assigned to teach a regular academic course on an overload basis if such assignment jeopardizes the employment of a full-service faculty member.
- D. No administrative employee shall receive payment for any course taught during normal working hours (ordinarily, 8:00 a.m. to 4:50 p.m., Mondays through Fridays); administrative employees may teach during these hours without overload pay, as part of their regular work assignments, with the written approval of the vice president in whose area they are employed.
- E. The assignment of an administrative employee to an overload teaching assignment must be recommended by the department chairperson and must be approved by the academic dean, the Provost, and the vice president in whose area the administrator is employed. Final approval, in writing, must be secured prior to the overload assignment.
- F. Administrators who are responsible for scheduling courses and assigning faculty to those courses are not eligible for supplementary payment for overload teaching; normally this restriction applies to academic deans and departmental chairpersons. Exceptions to this rule may be made by the Provost.

<sup>1</sup>For the purpose of this policy, an administrative employee is defined as a University employee who is not a member of the faculty bargaining unit as defined by the YSU/YSU-OEA Agreement.

- G. No administrative employee may teach more than one course per quarter on an overload basis.
- H. Prior to the assignment of an administrative employee to an overload teaching assignment, the employee's supervisor shall certify that to the best of his knowledge the teaching assignment will in no way interfere with the administrator's primary responsibilities.
- I. Administrative employees shall be paid for overload teaching per quarter hour, based on the highest earned degree held.

## II. PAYMENT TO UNIVERSITY EMPLOYEES SERVING AS CONSULTANTS

In the administration of grants and contracts the University regularly secures the services of consultants, experts who provide professional services for the accomplishment of specific tasks, and who receive payment for these services based upon their credentials and the nature of the work performed. Normally, consultants are not full-service faculty members or administrators employed by the University, but on occasion it may be appropriate to hire an employee of the University as a consultant.

The University employee who serves as a consultant on a University grant or project will normally be compensated by by an appropriate reduction in his workload. Occasionally, however, it may be impossible to release the employee from a portion of his normal duties, and in such instances an overload payment for consulting work may be authorized.

However, no employee of Youngstown State University may receive supplementary payment through the University for work as a consultant without the written, prior approval of the Provost and the vice president in whose area the person is employed. The request for approval should contain the following information:

- A. A justification for selecting this individual rather than a consultant from off-campus, including the credentials of the individual which justify hiring him in this role;
- B. A detailed description of the services to be performed by the individual, including the amount of time required for the assignment;
- C. The amount of money to be paid to the individual, and the method of determining the amount;

- D. A statement from the individual's department chairperson, dean, or immediate supervisor indicating that the consultancy has his approval and will in no way interfere with the performance of the employee's regular duties.

Any individual who secures the services of a Youngstown State University employee for consultancy work to be paid through the University, without securing written approval in advance from the Provost, shall have incurred a personal liability for which the University will not be responsible.



**Subject: Payment to Employee Serving as University Consultant**

Developed by: Jean R. Wainio	Authorized by: G. L. Mears
Title: Interim Executive Director Human Resources	Title: Executive Vice President
Date: January, 1999	EFFECTIVE:

**Policy:** On occasion it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties, and to pay employees for these additional services.

RESOLUTION NUMBER: YR 1999

**Parameters:**

- Typically, consultants hired by the University are not full-time faculty or staff members, but on occasion it may be appropriate to utilize an employee as a consultant.
- Those employees serving as a consultant on a University grant or project will usually be compensated by an appropriate reduction of workload.
- Occasionally, it is impossible for an employee to be released from assigned responsibilities. In these circumstances overload payment for consultant work may be considered.

**Procedures:**

1. Prior to making any commitments, an employee wishing to serve as a University consultant must first discuss it with the appropriate supervisor.
2. If the employee and supervisor both support the request to serve as a University consultant, a request for approval is submitted in writing to the Provost or appropriate Vice President. Such a request will contain the following information:
  - Supporting credentials of the employee.
  - Detailed description of the services to be performed, including the amount of time required for the assignment.

- The workload reduction needed, or the overload payment to the employee with responsibilities that cannot be reduced, and the method of determining the amount.
- A letter of support from the employee's supervisor.



EXISTING POLICY—TO BE RESCINDED

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YR 1993-7

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WHEREAS, this limitation was established in 1984, and has not been modified to reflect the increase in salaries for faculty and staff;

THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that Article III, Section 9. 1 of the Policies of the Board of Trustees be and is hereby amended and provided for in Exhibit C attached hereto.

The motion was seconded by Mrs. DeLuca, and after discussion received the affirmative vote of all Trustees present. The Chairperson declared the motion carried and the Resolution adopted.

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- D. No administrative employee shall receive payment for any course taught during normal working hours (ordinarily, 8:00 a.m. to 4:50 p.m., Mondays through Fridays); administrative employees may teach during these hours without overload pay, as part of their regular work assignments, with the written approval of the vice president in whose area they are employed.
- E. The assignment of an administrative employee to an overload teaching assignment must be recommended by the department chairperson and must be approved by the academic dean, the Provost, and the vice president in whose area the administrator is employed. Final approval, in writing, must be secured prior to the overload assignment.
- F. Administrators who are responsible for scheduling courses and assigning faculty to those courses are not eligible for supplementary payment for overload teaching; normally this restriction applies to academic deans and departmental chairpersons. Exceptions to this rule may be made by the Provost.

<sup>1</sup>For the purpose of this policy, an administrative employee is defined as a University employee who is not a member of the faculty bargaining unit as defined by the YSU/YSU-OEA Agreement.

- G. No administrative employee may teach more than one course per quarter on an overload basis.
- H. Prior to the assignment of an administrative employee to an overload teaching assignment, the employee's supervisor shall certify that to the best of his knowledge the teaching assignment will in no way interfere with the administrator's primary responsibilities.
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In the administration of grants and contracts the University regularly secures the services of consultants, experts who provide professional services for the accomplishment of specific tasks, and who receive payment for these services based upon their credentials and the nature of the work performed. Normally, consultants are not full-service faculty members or administrators employed by the University, but on occasion it may be appropriate to hire an employee of the University as a consultant.

The University employee who serves as a consultant on a University grant or project will normally be compensated by an appropriate reduction in his workload. Occasionally, however, it may be impossible to release the employee from a portion of his normal duties, and in such instances an overload payment for consulting work may be authorized.

However, no employee of Youngstown State University may receive supplementary payment through the University for work as a consultant without the written, prior approval of the Provost and the vice president in whose area the person is employed. The request for approval should contain the following information:

- A. A justification for selecting this individual rather than a consultant from off-campus, including the credentials of the individual which justify hiring him in this role;
- B. A detailed description of the services to be performed by the individual, including the amount of time required for the assignment;
- C. The amount of money to be paid to the individual, and the method of determining the amount;

- D. A statement from the individual's department chairperson, dean, or immediate supervisor indicating that the consultancy has his approval and will in no way interfere with the performance of the employee's regular duties.

Any individual who secures the services of a Youngstown State University employee for consultancy work to be paid through the University, without securing written approval in advance from the Provost, shall have incurred a personal liability for which the University will not be responsible.



**UNIVERSITY GUIDEBOOK**

**Subject: Employment (Hiring) of University Faculty and Staff**

Developed by: Jean R. Wainio	Authorized by: Leslie H. Cochran
Title: Interim Executive Director Human Resources	Title: President
Date: January, 1999	<b>EFFECTIVE:</b>

**Policy:** While the President has overall responsibility for the management of the University, the responsibility for employment decisions of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

RESOLUTION NUMBER: YR 1999

**Parameters:**

- The Provost and Vice Presidents maintain overall responsibility for divisional employment decisions. These actions are taken within the framework of the various employment agreements, applicable federal and state laws, and University procedures.
- For purposes of compliance with the rules of the *Ohio Revised Code* and the *Ohio Administrative Code* covering classified civil service employees, the Executive Director of Human Resources serves as the designated appointing authority.
- The Executive Director of Human Resources has overall responsibility for managing University personnel matters and serves as a staff resource to the divisional executive officers in these matters.
- The Office of Human Resources is responsible for the administration of all employment procedures including:
  - administering, in cooperation with the Office of Affirmative Action and Disability Services, the process of posting available positions and appointment procedures;
  - providing an orientation program for all new employees;
  - maintaining personnel files for all current and former employees;

- overseeing labor relations, including the interpretation of bargaining agreements;
- clarifying the applicability of the professional/administrative and classified staff salary schedules; and
- interpreting and assuring uniform compliance with all current federal and state personnel laws, rules, and regulations.

**Procedures:**

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director.
2. The recommendation received by the Dean or Executive Director will be reviewed. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the Provost/Vice President.
3. The Provost/Vice President will review the recommendation and determine whether further consideration is appropriate.
  - The Provost will determine the filling of faculty positions.
  - The Provost/Vice President will recommend the filling of staff positions.
4. The President authorizes the filling of all University staff positions, following discussion of each request by the President's Cabinet.
5. Once a position has been authorized, the Provost or appropriate Vice President, the Executive Director of Human Resources, and the Director of Affirmative Action and Disability Services will ensure it is filled in compliance with all applicable state laws and regulations, collective bargaining agreements, and procedures outlined in the Equal Opportunity and Affirmative Action Recruitment and Employment policy (see 2001.02).
6. Once the selection process is complete, the Provost/Vice President will forward the recommendation to fill the position to the Executive Director of Human Resources for processing.
7. The Executive Director of Human Resources will prepare a summary of all filled positions and submit it to the Personnel Relations Committee of the Board of Trustees at their next regularly scheduled meeting.

**A portion of former Article I, Section 2.**

**This section was previously rescinded; see policies 9001.01 and 9002.01.**

The President shall be the appointing authority for all personnel (i.e. make initial appointments, renewals, promotions, and dismissals) and may delegate such authority to the Provost for faculty, to the Executive Director for Personnel Services for classified civil service staff, to the Associate Provost for graduate assistants, and to the Director of Career Services or the Director of Scholarships and Financial Aid for students on hourly wage or task oriented assignments provided he/she informs the Board in writing of such acts of delegation. New appointments of principal administrative officers, as defined in Section 1 of this article, the Associate Provost and Dean of Graduate Studies, and of the deans of schools and colleges, shall be approved in advance by the Board of Trustees. All other appointments except classified civil service positions, hourly wage employees, graduate assistants, and limited-service faculty shall be reported to the Board for ratification at its next regular meeting.



UNIVERSITY GUIDEBOOK

**Subject: Acting President**

Developed by: Office of the President	Authorized by: Leslie H. Cochran
Date: January, 1999	Title: President
<b>EFFECTIVE:</b>	

**Policy:** Whenever the President intends to be absent from the University for three working days or more an Executive Officer of the University will be designated as Acting President.

RESOLUTION NUMBER: YR 1999

**Definition:** In addition to the President, the Executive Officers of the University include the Provost, the Executive Vice President, the Vice President for Development and Community Affairs, and the Vice President for Student Affairs.

**Parameters:**

- The President will prepare the appropriate notification to send to the Board of Trustees with a copy to the Executive Officer designated to serve as Acting President. Such notification will include any parameters or cautions deemed appropriate by the President.
- The Acting President shall have authority to act on behalf of the President in conformity with the notification of designation.



**A portion of former Article I, Section 2; this section was previously rescinded**

The President shall designate an Acting President whenever he/she intends to be absent from the University for two working days or more. The person so designated shall have authority to act on the President's behalf in conformity with the letter of designation.



UNIVERSITY GUIDEBOOK

NUMBER  
8003.01

PAGE 1 of 2

**Subject: Student Residency Status for Tuition Purposes**

Developed by:	Bassam M. Deeb	Authorized by:	Cynthia E. Anderson
Title:	Executive Director Enrollment Services	Title:	Vice President for Student Affairs
Date:	January, 1999	EFFECTIVE:	

**Policy:** The University will develop a system of identifying student residency, for purpose of state subsidy and tuition surcharge, consistent with rules of the Ohio Board of Regents which comply with provisions of the *Ohio Revised Code*, at 3333.31, and the *Ohio Administrative Code*, at 3333-1-10.

RESOLUTION NUMBER: YR 1999

**Parameter:**

- The purpose of the Ohio Board of Regents rules, to determine student residency for the purpose of state subsidy and tuition surcharge, is to exclude those persons entering the state for the primary purpose of receiving the benefit of a state-supported education.

**Procedures:**

1. Residency, for the purpose of assessing tuition and fee charges, is determined at the time of admission or readmission to the University.
2. Students immediately identified as Ohio residents for tuition purposes will include: dependents of parent(s)/guardian(s) who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have supported the student; and those independent applicants who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have demonstrated that they have supported themselves during that time.
3. Students having cause to question their residency status may present documentation supporting their position to the Residency Officer in the Office of Undergraduate Recruitment and Admissions. Those students providing appropriate documentation may be determined to qualify as Ohio residents.

4. Students continuing to question their residency status may file a written appeal with the Residence Classification Board of the University.
5. The Residence Classification Board is the final appeal authority and its decision is final.
6. Information regarding residency status and the Residence Classification Board is available in the Office of Undergraduate Recruitment and Admissions.

ARTICLE VIII.  
UNDERGRADUATE ADMISSION, RETENTION, GRADUATION,  
TUITION AND FEES

**EXISTING POLICY—TO BE RESCINDED**

Section 2. Rules for Assessing Tuition and Fees

- 2.1 Residence, for assessing tuition and fee charges, shall be determined at the time of admission or readmission by the Director of Admissions based on regulations established by the Board of Trustees. University residency requirements shall be identical with Ohio residency requirements as set by the Ohio Board of Regents RG-1-02 adopted on June 20, 1968 by the Ohio Board of Regents and as that rule may be later modified by that Board. Appeals for a change in classification may be made to the Residence Classification Board.
- 2.3 Any student who willfully falsifies evidence of his residency status shall be subject to disciplinary action and shall pay the non-resident tuition surcharge.

**PRESIDENTIAL SEARCH ADVISORY COMMITTEE:**

<b>NO.</b>	<b>GROUP</b>	<b>SELECTED BY</b>
<hr/>		
<b>BOARD OF TRUSTEES</b>		
4	Board Members	Board of Trustees
<hr/>		
<b>UNIVERSITY REPRESENTATION</b>		
2	Administrators (1 woman, 1 man)	Board of Trustees
2	Faculty Representatives (1 woman, 1 man)	Academic Senate
2	Student Representatives (1 woman, 1 man)	Student Government
<hr/>		
<b>COMMUNITY REPRESENTATION</b>		
3	Community Members	Board of Trustees
1	Community Member	Alumni Association
1	Community Member	YSU Foundation

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Youngstown State University / One University Plaza / Youngstown, Ohio 44555-3257

YSU Police Department

(330) 742-3527

**MEMORANDUM**

**TO:** Lt. Gregory L. Clementi  
Officer Margaret I. Simcox

**FROM:** John J. Gocala  
Chief  
YSU Police Department

**DATE:** February 22, 1999

**SUBJECT:** LETTER OF THANKS

Attached is a copy of a letter that was sent to President Cochran from Dr. Gerald A. Eskay thanking you for the kindness you showed his children at a recent YSU basketball game. Let me add my thanks to his; I commend you for taking the initiative to make these children's trip to YSU more memorable and enjoyable.

Your "good deed" exemplifies the service-oriented policing we strive for in the YSU Police Department.

Again, thank you for a job well done!

mm

**Attachment**

**c:** President Cochran (w/Attachment)  
Dr. Gerald A. Eskay  
Mr. Phil Hirsch (w/Attachment)  
Human Resources (w/Attachment)  
YSU File (w/Attachment)

GERALD A. ESKAY, D.D.S.

SUITE 120

5211 MAHONING AVENUE

YOUNGSTOWN, OHIO 44515

TELEPHONE 793-4748

2-16-99

Youngstown State University  
Youngstown Ohio 44555

President Cochran:

Now that the basketball season is over, I feel compelled to relate to you what occurred during one of the earlier YSU basketball games.

I was there with my two mentally and physically handicapped children enjoying the contest when YSU security police (a man and woman) came up to them with a YSU tee shirt and a YSU cup for each of them which they still wear and use often.

I would like to commend these two security personnel and relate to others how considerate and thoughtful they were. Unfortunately I did not get the names of these two police officers.

Sincerely,

Gerald Eskay

cc: Campus Security  
Athletic Director

RECEIVED

FEB 18 1998