



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

Secretary to the Board of Trustees

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MEMO TO: MR. THOMAS ATWOOD, Interim Director - Maag Library
MR. MARK SHUTES, President, YSU-OEA
MR. ROMAN SWERDAN, 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: September 10, 1999

RE: Minutes of Regular Meeting of Board of Trustees of June 11, 1999, and
Special Meeting of July 26, 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, June 11, 1999

Pursuant to notice duly given, a regular meeting (the one hundred and ninety-seventh) of the Board of Trustees of Youngstown State University convened at 3:00 P.M., Friday, June 11, 1999, in the Board Room in Tod Administration Building.

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

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; Dr. Charles A. McBriarty, Special Assistant to the President, and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 50 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 MARCH 11, 1999, AND SPECIAL MEETINGS HELD APRIL 26, 1999 AND MAY 11, 1999.

Prior to the meeting, the secretary had mailed draft copies of the minutes of the board's regular meeting held on March 11, 1999, and the special meetings held on April 26, 1999, and May 11, 1999, 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 - DAVID N. MYHAL.

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

Resolution of Appreciation

YR 1999-78

WHEREAS, David N. Myhal was appointed a Student Trustee of Youngstown State University in 1997 by Governor George V. Voinovich; and

WHEREAS, as a Student Trustee, Mr. Myhal has served Youngstown State University, its faculty, staff, and especially its students, with distinction, bringing to the Board of Trustees a valued and respected perspective; and

WHEREAS, during his two-year term as Student Trustee, Mr. Myhal served on the Academic Affairs, Building and Property, and Budget and Finance Committees of the Board of Trustees; and

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

WHEREAS, Mr. Myhal's enthusiasm, good humor, and perspective will be greatly missed by the members of this Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to David N. Myhal 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

FURTHER, that a copy of this Resolution be furnished to Mr. Myhal.

Thereupon, Mr. Esterly moved for the adoption of the resolution, as read. Dr. Chiu seconded the motion. The motion received the affirmative vote of all trustees, and was declared carried by the chairperson. Mr. Myhal expressed appreciation for having been given the opportunity to serve as a student trustee of Youngstown

State University, and thanked the board and administration for their friendship and assistance.

ITEM IV - OATH OF OFFICE OF NEW TRUSTEE - F. W. KNECHT III.

The chairperson reported that Governor Taft had appointed Mr. F. W. Knecht III as a trustee for the term expiring May, 2008. The chairperson requested the secretary to the board to administer the oath of office to Mr. Knecht. Thereupon, the secretary administered the oath to Mr. Knecht, and Mr. Knecht was invited to take his seat with the board of trustees.

ITEM V - OATH OF OFFICE OF NEW STUDENT TRUSTEE - CARRIE A. WILSON.

The Chairperson reported that Governor Taft had appointed Ms. Carrie A. Wilson as a Student Trustee for the term expiring May, 2000. The Chairperson requested the Secretary to the Board to administer the Oath of Office to Ms. Wilson. Thereupon, the Secretary administered the Oath to Ms. Wilson, and Ms. Wilson was invited to take her seat with the Board of Trustees.

ITEM VI - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Cochran provided the following informational reports:

1. Resolution Concerning University Leadership Merit Award. At Dr. Cochran's request, the secretary read the following resolution:

Resolution Concerning
University Leadership Merit Award

YR 1999-79

WHEREAS, it is appropriate for the Board of Trustees of Youngstown State University to recognize exemplary leadership efforts made on behalf of the University; and

WHEREAS, the planning necessary to achieve the mission of the University has been well integrated into the academic component of the University; and

WHEREAS, planning and development of new academic programs has become an important and successful element in building the future of the University; and

WHEREAS, assessment of educational outcomes has

become increasingly significant in shaping the quality of academic programs; and

WHEREAS, national accreditation has been attained initially or renewed successively by virtually all academic programs to which accreditation is appropriate; and

WHEREAS, in 1998, after an extensive self-study process with broad campus participation, the University received full ten-year accreditation from the North Central Association; and

WHEREAS, during 1998-99, interest-based bargaining has served well the relationship of administration and faculty and the future of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby acknowledge the success of Assistant Provost for Planning, Dr. Janice Elias, in providing leadership for the initiatives described above; and

BE IT ALSO RESOLVED, that the Board of Trustees does hereby direct that Dr. Elias be awarded the sum of \$3,000 as the 1999 recipient of the University Leadership Merit Award.

The resolution was moved by Mrs. Wilkes, seconded by Mrs. Atkinson, and was unanimously adopted. Dr. Elias expressed her appreciation and thanks for the award, and stated that the achievements described in the resolution were all the results of team efforts.

2. Resolution of Appreciation. At Dr. Cochran's request, the secretary read the following resolution:

Resolution of Appreciation

YR 1999-80

WHEREAS, Mr. Vern Snyder began his career at Youngstown State University in January 1993 as Executive Director of University Development with a staff of one and was subsequently promoted to Vice President of Development and Community Affairs in July 1997, building the Office of University Development to include six staff and over one hundred and forty employees in the division; and

WHEREAS, the Annual Fund raised \$40,000, and the campus had only experienced one capital campaign (roughly \$3 million) for the football stadium, Mr. Snyder started building a campaign plan; and

WHEREAS, Mr. Snyder indicated to the President that it would take five or six years to be ready to start a capital campaign, and the President acknowledged that the campaign needed to be finished in that timeframe; and

WHEREAS, Mr. Snyder provided effective leadership in the University's fundraising activities by serving in a major leadership role to ensure success of the University's first-ever comprehensive capital campaign by raising \$26.3 million, over 19% above the original goal of \$22 million; and

WHEREAS, Mr. Snyder developed many partnerships with individuals and corporations in the community to increase awareness, improve communication, and foster financial support of the University's mission, and this interaction with the community forged a backbone of support for Youngstown State University; and

WHEREAS, Mr. Snyder assumed a major leadership role for the highly successful intercollegiate athletic program; and

WHEREAS, Mr. Snyder has also provided effective leadership in Annual Fund, Athletic Development, Events Preparation, Media Services, Public Service Institute, Special Events, University Relations, and WYSU by devoting his time, talents, skills, and efforts to advance the best interests of the University; and

WHEREAS, Mr. Snyder has been a valued member of the President's Cabinet, adding his common sense logic to complex problems;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees of Youngstown State University express their sincere appreciation to Mr. Vern Snyder for his dedicated service and extend their best wishes

to him as he moves onto new challenges; and

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

The resolution was moved by Dr. Chiu, seconded by Mrs. Atkinson, and was unanimously adopted. Dr. Cochran reported that Mr. Snyder is off-campus representing the University at a meeting of the National Collegiate Athletic Association.

3. Resolution to Authorize Conferral of Honorary Degree. Dr. Cochran distributed a proposed resolution conferring an honorary degree upon summer commencement speaker, Mr. Bernie J. Kosar, Jr. Thereupon, Mrs. Atkinson read and moved the following resolution:

Resolution to Authorize
Conferral of Honorary Degree

YR 1999-81

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Science (D.Sc.) degree, *honoris causa*, upon Mr. Bernie J. Kosar, Jr., with all the rights and privileges attendant thereto.

Mr. Esterly seconded the motion, which received the affirmative vote of all trustees present.

4. Access, Success, and Academic Progress. Dr. Cochran reported that due in part to Mr. Beeghly's leadership on the state funding commission, YSU and other institutions are able to examine the freezing of tuition rates for at least some students. It is anticipated that the governor and legislature will act to provide substantial funds to YSU which must be dedicated to assisting students in three different ways: (1) tuition and fee restraint, (2) incentives for degree completion, and (3) assistance to students identified as "at risk" academically. Dr. Cochran stated that several resolutions are on the board's agenda to implement policies and procedures addressing these goals.

ITEM VII - REPORTS OF THE COMMITTEES OF THE BOARD.

The board considered the following committee reports and recommendations:

1. Academic Affairs Committee

The chairperson recognized Mrs. Atkinson, chairper-

son of the Academic Affairs Committee, who stated that the committee had ten resolutions for consideration by the board. On behalf of the committee, she then moved the adoption of the following resolution:

Resolution to Approve
Part-Time Faculty Policy

YR 1999-82

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Part-Time Faculty, policy number 1001.02 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 26, of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit A attached hereto.

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

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

Resolution to Approve
Adjunct Faculty Policy

YR 1999-83

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 Adjunct Faculty, policy number 1009.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 22, 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 Approve
Academic Senate Policy

YR 1999-84

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*, shown as Exhibit C attached hereto.

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

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

Resolution to Approve
Continuing Education Unit Policy

YR 1999-85

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 Continuing Education Unit, policy number 1011.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article VI, Section 5, of the *Policies of the Board of Trustees of Youngstown State University*, shown as Exhibit D 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 Approve
Teaching by Staff Policy

YR 1999-86

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Teaching by Staff, policy number 1012.01 of the *University Guidebook*, and does hereby rescind a significant portion of the former corresponding YR 1993-7 -- Article III, Section 9.1, of the *Policies of the Board of Trustees of Youngstown State University*, 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.

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

Resolution to Approve
Integrity in Research - Use of Human Participants Policy

YR 1999-87

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Integrity in Research -- Use of Human Participants, policy number 1014.01 of the *University Guidebook*, and does hereby rescind the former Article IV, Section 10, of the *Policies of the Board of Trustees of Youngstown State University*, 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, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Approve
Fringe Benefits to Part-Time Faculty Policy

YR 1999-88

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Fringe Benefits to Part-Time Faculty, policy number 7015.05 of the *University Guidebook*, 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, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Approve Employment of
Graduate Assistants and Teaching Assistants Policy

YR 1999-89

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 Employment of Graduate Assistants and Teaching Assistants, policy number 9003.03 of the *University Guidebook*, 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, Mrs. Atkinson then moved the adoption of the following resolution:

Resolution to Approve
Faculty Rank and Tenure for Designated Administrators Policy

YR 1999-90

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 Faculty Rank and Tenure for Designated Administrators, policy number 9005.01 of the *University Guidebook*, and does hereby rescind the former corresponding YR 1993-51 -- Article III, Section 17.3, of the *Policies of the Board of Trustees of Youngstown State University*, shown as Exhibit I attached hereto.

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

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

Resolution to Rescind Faculty
Improvement Leave for Academic Chairpersons Policy

YR 1999-91

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 1008.01, Sabbatical Leave for Department Chairpersons, was approved by the Board of Trustees on September 11, 1998;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind Article III, Section 25, of the *Policies of the Board of Trustees of Youngstown State University* governing Faculty Improvement Leave for Academic Department Chairpersons, shown as Exhibit J attached hereto.

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

2. Affirmative Action Committee

The chairperson stated that the Affirmative Action Committee had no resolutions for consideration by the Board.

3. Budget and Finance Committee

Dr. Mears stated that he had come before the board 19 times over the last two decades to propose student tuition increases, but that this was the first time he had come before the board asking to hold down tuition. Dr. Mears stated that the administration was recommending that Fiscal Year 2000 tuition for freshmen and sophomores be frozen at current levels, and increased by 4% for juniors and seniors. Graduate student tuition will increase by 7.3%. It is expected that a similar resolution will be forthcoming at this time next year. Dr. Mears stated that the tuition freeze would have a relatively neutral effect upon YSU's budget, as Access and Success Challenge funds will be used to make up the shortfall.

Mr. Beeghly stated that it is important to note that the Access Challenge program is mandated for tuition relief for two-year programs. Mr. Beeghly stated that YSU is going considerably beyond the state mandate by extending the tuition freeze to all first and second year students, regardless of whether they are in a two-year or a four-year program.

Following Dr. Mears report, the chairperson recognized Mrs. Wilkes, a member of the Budget and Finance Committee, who stated that the committee was recommending two resolutions for adoption by the board. On behalf of the committee, she then moved the adoption of the following resolution:

Resolution to Approve
Changes to Student Tuition, Fiscal Year 2000

YR 1999-92

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

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

WHEREAS, the FY 2000-01 state budget provides that the University shall separately identify the Instructional Fee, the General Fee, the Tuition Charge, and the Tuition Surcharge; and

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

WHEREAS, the budget for the State of Ohio for the biennium starting July 1, 1999 has not yet been completed; and

WHEREAS, it is desirable to stabilize tuition for students with 95 or fewer credit hours completed.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the "tuition charge" shall be the sum of the Instructional Fee and the General Fee and does hereby establish the tuition and other fees included in Exhibit K to become effective Summer Term, 1999 and to

remain in effect until changed by the Board of Trustees; and

BE IT ALSO RESOLVED, that should Access Challenge and Success Challenge grants funding not be received substantially as provided for in H.B. 282, as amended, and OBOR projections of the YSU share, then tuition for students with 95 or fewer credit hours completed will be the same as for all other undergraduate students.

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

1. Fees of noncredit courses, institutes, and workshops offered or coordinated through the University Outreach department;

2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions;

3. Service charges for loans to students;

4. A special fee for programs such as the international student training programs under contract and the "Executive Master's of Business Administration" program. It shall be understood that such special fees, if authorized, shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as are other University operating budgets; and,

In all cases, the revenue generated by such fees and charges shall be expended in conformity with appropriately approved budgets.

It shall be understood that: (a) prices of books and other items for sale in the Bookstore, Kilcawley Center, and through vending machines shall be established in conformity with good business practices by the managers of those units; (b) charges for unreturned or damaged equipment checked out to a student shall be established by the cognizant University staff person and the charge shall be sufficient to recover replacement costs and with a charge to cover processing costs; (c)

for such charges as noted in (a) and (b) above, the approval of neither the President nor the Board of Trustees shall be required; and (d) the President or his designees shall have the authority to designate parking facilities by location or by time which may be utilized either without charge or for a reduced charge.

Fines which are authorized in this resolution may be assessed against nonstudents who are authorized to use University services as well as against students; and, the rates detailed in this resolution shall replace the rates adopted in Resolution YR 1998-44 and in any other resolution in conflict, and it shall continue to be the policy of this Board to review and adopt all fees, service charges, and fines annually in order that students and others are informed as to rates for the coming year and budgets may be finalized.

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

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

DATE OF ACCEPTANCE BY REGISTRAR

Courses with a duration of 10 weeks or more:

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

Courses with a duration of 5-9 weeks:

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

Courses with a duration of less than 5 weeks:

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

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

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

DATE OF ACCEPTANCE BY REGISTRAR

Courses with a duration of 10 weeks or more:

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

Courses with a duration of 5-9 weeks:

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

Courses with a duration of less than 5 weeks:

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

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

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

On behalf of the committee, she then moved the adoption of the following resolution:

Resolution Concerning
Annual Budget, Fiscal Year 2000

YR 1999-93

WHEREAS, the proposed Fiscal Year 1999-2000 Annual Budget has been reviewed by the Budget and Finance Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Fiscal Year 1999-2000 Annual Budget for Youngstown State University as presented to the Budget and Finance Committee be approved; and that approval includes:

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

2. Salaries for OEA and ACE employees at the FY 1998-99 rates subject to modification upon the approval of a Labor Agreement by the union membership and the YSU Board of Trustees;

3. Salaries for all other employees shall be continued at the FY 1999-2000 rates subject to adjustments and as recommended for exempt employees;

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

5. Salaries for graduate assistants are budgeted as follows:

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

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

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

6. Wage rates of \$6.25 per hour for research assistants, \$5.90 per hour for students supervising other student employees as approved by the Executive Vice President, and \$5.15 per hour for all other student employees subject to modification;

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

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

9. Contract duration for professional/administrative staff who serve on multi-year contracts under the provisions of Article III, Section 17.3 of the *Policies of the Board of Trustees*;

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

11. Affirmation of the tuition, fee, and charges schedule as approved at the March 12 and June 11, 1999 meetings of the Board of Trustees; and

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

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

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

The chairperson recognized Mr. Esterly, chairperson of the Building and Property Committee, who stated that the committee was recommending two resolutions for adoption by the board. On behalf of the committee, he then moved the adoption of the following resolution:

Resolution to Approve
University Police Policy

YR 1999-94

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 University Police, policy number 4008.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article IX, Section 17, of the *Policies of the Board of Trustees of Youngstown State University*, shown as Exhibit M attached hereto.

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

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

Resolution to Approve
University Health and Safety Policy

YR 1999-95

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 University Health and Safety, policy number 4010.01 of the *University Guidebook*, 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.

5. Development Committee

The chairperson recognized Dr. Kohli, chairperson of the Development Committee, who stated that the committee was recommending five resolutions for adoption by the board. On behalf of the committee, he then moved for adoption of the following resolution:

Resolution to Accept
Development Gifts

YR 1999-96

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 O 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.

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

Resolution to Approve
Alcoholic Beverages on Campus Policy

YR 1999-97

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 Alcoholic Beverages on Campus, policy number 5011.01 of the *University Guidebook*, and does hereby rescind the former corresponding YR 1992-40 - Article IX, Section 6, of the *Policies of the Board of Trustees of Youngstown State University*, both 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, Dr. Kohli then moved for adoption of the following Resolution:

Resolution to Approve
Use of Alcoholic Beverages at Campus Events Policy

YR 1999-98

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 Use of Alcoholic Beverages at Campus Events, policy number 5011.02 of the *University Guidebook*, and does hereby rescind the former corresponding YR 1992-40 - Article IX, Section 6, of the *Policies of the Board of Trustees of Youngstown 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, Dr. Kohli then moved for adoption of the following Resolution:

Resolution to Approve
Sale of Alcoholic Beverages on Campus Policy

YR 1999-99

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 Sale of Alcoholic Beverages on Campus, policy number 5011.03 of the *University Guidebook*, and does hereby rescind the former corresponding YR 1992-40 - Article IX, Section 6, 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, Dr. Kohli then moved for adoption of the following Resolution:

Resolution to Approve Alcoholic Beverages
Advertising, Promotion, and Sponsorship Policy

YR 1999-100

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 Alcoholic Beverages - Advertising, Promotion, and Sponsorship, policy number 5011.04 of the *University Guidebook*, and does hereby rescind the former corresponding YR 1992-40 - Article IX, Section 6, 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.

6. Intercollegiate Athletics Committee

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

7. Personnel Relations Committee.

The chairperson recognized Mrs. Wilkes, chairperson of the Personnel Relations committee, who stated the following motion:

I move that the Board of Trustees of Youngstown State University enter executive session for the purpose of reviewing collective bargaining negotiations with University employees concerning their compensation or other terms and conditions of their employment.

Mrs. Atkinson seconded the motion to enter executive session. The chairperson asked the secretary to conduct a roll call vote on the motion, the results of which are as follows (a vote of YES being a vote in favor of the motion to enter executive session):

Dr. Chiu	YES	Mr. Beeghly	YES
Mrs. Wilkes	YES	Mrs. Atkinson	YES
Dr. Kohli	YES	Mr. Esterly	YES
Mr. Knecht	YES		

The vote being unanimous, the chairperson declared the motion carried. The board entered into executive session in the Manchester Room at 3:47 p.m. Present in executive session were the trustees and the student trustee, Dr. Cochran, Dr. Scanlon, Dr. Mears, Dr. Elias, Mr. Hirsch, Ms. Wainio, and the secretary

to the board. While in executive session, the board reviewed collective bargaining negotiations with the YSU/OEA and YSU/ACE bargaining units. The board returned to public session at 4:25 p.m.

Upon returning to public session, the chairperson recognized Mrs. Wilkes, who moved for adoption of the following resolution:

Resolution to Ratify YSU/OEA Labor Agreement

YR 1999-101

WHEREAS, an Agreement for 1999-2000, 2000-2001, and 2001-2002 between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association, an affiliate of the National Education Association and the Ohio Education Association, has been negotiated; and

WHEREAS, the faculty membership of the Ohio Education Association has ratified the proposed Agreement; and

WHEREAS, Board Policy 7020.01 (Compensation and Salary Studies) authorizes the President of the University to pursue the development of salary plans for all University employee groups that provide for comparable pay; and

WHEREAS, the Agreement is guided by this Policy and is within prescribed parameters.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that the Agreement between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association for the period September 15, 1999 through September 15, 2002, is hereby ratified.

Dr. Chiu seconded the motion. Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

The chairperson recognized Mrs. Wilkes, who stated that the Personnel Relations Committee was recommending fifteen resolutions for adoption by the board. On behalf of the committee, Mrs. Wilkes then moved the adoption of the following resolution:

Resolution to Ratify
Faculty Staff Appointments

YR 1999-102

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

WHEREAS, new appointments have been made subsequent to the March 12, 1999, 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 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 Authorize
Conferral of Emeritus Status

YR 1999-103

WHEREAS, Policy 7003.01 of the *University Guidebook* provides for the conferral of emeritus status upon faculty and professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

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

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

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

Resolution to Approve
University Organizational Chart

YR 1999-104

WHEREAS, the Board of Trustees of Youngstown State University has reserved to itself the approval of the organizational structure for positions reporting to the President; and

WHEREAS, the existing University organizational structure continues to provide a strong campus-wide leadership;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the executive level organizational plan as shown in the attached Exhibit V.

Following the committee's recommendation, Mrs. Wilkes moved to amend the resolution by adding the word "vacant" in the office of Vice President of Development and Community Affairs on Exhibit V. Mrs. Wilkes's motion to amend was seconded by Mrs. Atkinson. Following discussion, the motion to amend received the affirmative vote of all trustees present. Thereafter, Mrs. Wilkes moved the adoption of the amended 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
Military (Uniformed Service) Leave Policy

YR 1999-105

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 Military (Uniformed Service) Leave, policy number 7002.08 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 10, 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.

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

Resolution to Approve
Consulting Services Policy

YR 1999-106

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

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

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

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

Institutional Policy governing Consulting Services, policy number 7004.01 of the University Guidebook, and does hereby rescind the former corresponding Article III, Section 9, of the Policies of the Board of Trustees of Youngstown State University, both shown as Exhibit X 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
Nepotism, and Potential Conflicts in Employment Situations Policy

YR 1999-107

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 Nepotism and Potential Conflicts in Employment Situations, policy number 7013.01 of the University Guidebook, shown as Exhibit Y 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 - Employee Parking Policy

YR 1999-108

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 - Employee Parking, policy number 7015.06 of the *University Guidebook*, shown as Exhibit Z 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 - Provision For Consulting
Services of Exempt Professional/Administrative Staff Policy

YR 1999-109

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 - Provision for Consulting Services of Exempt Professional/Administrative Staff, policy number 7015.08 of the *University Guidebook*, shown as Exhibit AA 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
Multiple-Year Contracts Policy

YR 1999-110

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 Multiple-year Contracts, policy number 7016.01 of the *University Guidebook*, and does hereby rescind the former corresponding YR-1993-51 - Article III, Section 17.3 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit BB 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
Employee Files Policy

YR 1999-111

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Employee Files, policy number 7019.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 12, and Appendix B of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit CC 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
Compensation and Salary Studies Policy

YR 1999-112

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 Compensation and Salary Studies, policy number 7020.01 of the *University Guidebook*, and does hereby rescind the former corresponding YR 1993-33 - Article III, Section 20 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit DD 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
Classified Civil Service Policy

YR 1999-113

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 Classified Civil Service Employees, policy number 7021.01 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 8 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit EE 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
Professional/Administrative Staff Policy

YR 1999-114

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 Professional/Administrative Staff, policy number 7021.02 of the *University Guidebook*, shown as Exhibit FF 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
Part-Time Professional/Administrative Staff Policy

YR 1999-115

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 Part-Time Professional/Administrative Staff, policy number 7021.03 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 23 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit GG 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
Externally Funded Professional/Administrative Staff Policy

YR 1999-116

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 Externally Funded Professional/Administrative Staff, policy number 7021.04 of the *University Guidebook*, and does hereby rescind the former corresponding Article III, Section 21 of the *Policies of the Board of Trustees of Youngstown State University*, both shown as Exhibit HH 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

The Chairperson recognized Mr. Esterly, a member of the Student Affairs Committee, who stated that the committee had two resolutions for consideration by the Board. On behalf of the committee, Mr. Esterly then moved the adoption of the following resolution:

Resolution to Approve Employment of Undergraduate Students (Other Than Work-Study) Policy

YR 1999-117

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 the Institutional Policy governing Employment of Undergraduate Students (Other Than Work-Study), policy number 9003.02 of the *University Guidebook*, shown as Exhibit II attached hereto.

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

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

Resolution to Approve
Employment of Students - Federal Work-Study Policy

YR 1999-118

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 the Institutional Policy governing Employment of Students - Federal Work-Study Program, policy number 9003.04 of the *University Guidebook*, shown as Exhibit JJ 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. Executive Committee

The chairperson requested the secretary to the board to report on the recommendations of the Executive Committee.

Mr. Bennett stated that the board's Bylaws provide that amendments to the board's Bylaws shall first be reported at a meeting of the board, and may be acted upon at the next subsequent meeting of the board. The Executive Committee recommends that that the board's Bylaws be amended as follows:

(1) That a new Section 1, Paragraph B. be added which states: "B. Any Board member may waive notice of a regular meeting. Attendance of a Board member at a regular meeting shall constitute a waiver of notice of the regular meeting."

(2) That the name of the Affirmative Action Committee be changed to the Equal Opportunity Committee.

ITEM VIII - COMMUNICATIONS, MEMORIALS

There were no communications or memorials considered by the board.

ITEM IX - UNFINISHED BUSINESS

There was no unfinished business considered by the board.

ITEM X - NEW BUSINESS

There was no new business considered by the board.

ITEM XI - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

YR 1999-119

Upon motion made by Dr. Kohli, 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 meetings of the board:

3:00 P.M., on Friday, September 10, 1999
3:00 P.M., on Friday, December 10, 1999
3:00 P.M., on Friday, March 10, 2000
3:00 P.M., on Friday, June 16, 2000

ITEM XII - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 4:38 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees



UNIVERSITY GUIDEBOOK

Subject: Part-Time Faculty

Developed by: Gordon Mapley
Title: Assistant Provost
Date: January, 1999

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

Policy: The University employs faculty with the degrees and other credentials appropriate to their responsibilities.

RESOLUTION NUMBER: YR 1998 - 16/1999 -

Parameters:

- Part-time faculty supplement the full-time faculty to meet departmental instructional needs.
- Part-time faculty are appointed by the appropriate college dean upon the recommendation of the department chairperson, subject to review by the Provost. Such appointments are for one academic term.
- Part-time faculty are paid on the basis of workload hours taught and highest earned degree held. The rate of pay is identified in the Annual Operating Budget approved by the Board of Trustees.
- Part-time faculty may teach up to eight quarter hours per term and up to twenty quarter hours per academic year. The Provost may waive this limitation when it is in the best interest of the University.
- Procedures, benefits, and other matters affecting part-time faculty are found in the *Part-time Faculty Manual* available in the Office of the Provost.

**Agenda Item H.1.b.
Exhibit A**

EXISTING POLICY—TO BE RESCINDED

Section 26. Limited-Service Faculty

The University utilizes the service of limited-service faculty in situations in which the number of full-service faculty in a department is not adequate to cover the instructional needs of the Department for a given quarter. Limited-service faculty are appointed for one quarter, and such appointments are renewable. Limited-service faculty are appointed by the cognizant academic dean, upon the recommendation of the Department Chairperson, and subject to review by the Provost. Limited-service faculty are paid on the basis of credit hours taught and highest earned degree held; the rate structure is established annually by the Board of Trustees as a part of the adoption of the University budget. Limited-service faculty may teach up to eight (8) credit hours in a given quarter, effective January 1, 1982, and up to twenty (20) credit hours in a given academic year; the Provost of the University may waive this limitation for a specific limited-service faculty member in a given quarter or academic year; but exceptions are made only under rare and unusual circumstances. Limited-service faculty who teach three (3) or more credit hours in a given quarter are entitled to remission of one-half of the instructional fee for courses in which they are enrolled during that quarter, up to a maximum of six (6) credit hours. Limited-service faculty who are enrolled in the Ohio State Teachers Retirement System earn retirement service credit on a prorated basis, derived from the assumption that forty (40) credit hours equals a full year of teaching service. The assignment and utilization of limited-service faculty are subject to such regulations as may be promulgated by the President of the University or his designee.



UNIVERSITY GUIDEBOOK

NUMBER
1009.01
PAGE 1 of 1

Subject: Adjunct Faculty

Developed by: Gordon Mapley
Title: Assistant Provost
Date: February, 1999

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

Policy: The University encourages the affiliation of non-University individuals engaged in appropriate professional activity as an adjunct faculty.

RESOLUTION NUMBER: YR 1999

Definition: Adjunct Faculty are professionals, employed by cooperating organizations or agencies, who provide on-site assistance for the various University programs that require students to gain experience in clinical or field settings.

Parameters:

- Adjunct faculty have no regular teaching assignments in the University and are not compensated by the University.
- Typically, adjunct faculty are appointed annually. Under certain circumstances, the Provost may extend an appointment to three years.
- Suitable recognition may be given adjunct faculty and the agency in which they are employed.
- Adjunct faculty receive a University Identification Card that entitles them to use University facilities (see 7015.03 Fringe Benefits, Use of University Facilities) and to participate in University discount programs (see 7015.02 Fringe Benefits, Discount Programs).

**Agenda Item H.1.c.
Exhibit B**

EXISTING POLICY—TO BE RESCINDED

Section 22. Adjunct Staff

Effective Fall Quarter 1979, professionals employed by cooperating agencies in the Youngstown area which participate in various programs at the University that require students to gain experience in clinical or field settings may be designated as Adjunct Staff. Although Adjunct Staff members will have no formal teaching assignments at the University, and receive no compensation from the University, they provide valuable assistance to the teaching mission of the University by sharing with students a professional environment directly related to an academic program. Such appointments are made on an annual basis by the President of the University upon recommendation by the Provost, and suitable recognition may be given to those so designated and to the Agency in which they are employed.



UNIVERSITY GUIDEBOOK

Subject: Academic Senate

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

Policy: Under authority delegated to the Academic Senate of Youngstown State University by the Board of Trustees “in recognition of the essential role of the faculty in the development of policies concerning the (undergraduate) 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 (undergraduate) academic functions and activities of the University.” (“Preamble” to the *Charter of the Academic Senate*, Board of Trustees’ Resolution YR 1974-41.) Where required, or as appropriate, such policy recommendations shall be subject to review by the Provost and, in its oversight capacity, by the Board’s Academic Affairs Committee, particularly as to “statements of institutional mission; academic plans; University-wide standards of admission, retention, and graduation; and deletions or changes in academic programs and new programs leading to certificates or degrees.” (“Article III, Section 9.B.6” of the *Bylaws* of the Youngstown State University Board of Trustees, Resolution YR 1995-27.) Where required, or as appropriate, the Academic Affairs Committee will inform, or make recommendations to, the Board.

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 1.c, are presented to the President, or designee, and the Board of Trustees for action.
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.



UNIVERSITY GUIDEBOOK

NUMBER
1011.01
PAGE 1 of 1

Subject: Continuing Education Unit

Developed by: Sandra W. Stephan
Title: Interim Executive Director
Metropolitan College
Date: January, 1999

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

Policy: The University may award the Continuing Education Unit (CEU) for non-credit courses, workshops, seminars, and conferences that have been recommended by the Academic Senate.

RESOLUTION NUMBER: YR 1999

Parameters:

- The Academic Senate's University Outreach Committee is responsible for making recommendations on the awarding of the Continuing Education Unit (CEU).
- Continuing Education Units (CEU's) may not be used to satisfy diploma or degree requirements of any kind.
- Procedures for participation, for maintaining records and reporting systems, and for awarding CEU's are outlined in one of two publications, *Manual for Awarding and Recording the Continuing Education Unit* and *Participant Information*, available in the Office of University Outreach.

EXISTING POLICY—TO BE RESCINDED

Section 5. Conferring of Continuing Education Credit

The Office of Continuing Education may award the Continuing Education Unit (CEU) for those non-credit courses, workshops, seminars and conferences approved in accordance with the academic policy recommended by the Academic Senate and approved by the President. Procedures for participation, for maintaining records and reporting systems, and for awarding and granting the CEU shall be developed and administered by the President or his designee. No degree or diploma shall be awarded on the basis of continuing education units, nor shall such units be credited toward any undergraduate degree.

**UNIVERSITY GUIDEBOOK****Subject: Teaching by Staff**

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

Authorized by: James J. Scanlon
Title: Provost
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 purposes of this policy, a staff member is defined as any full-time employee who is not a member of the faculty bargaining unit.

Parameters:

- Assignment of a staff member to teach shall be based solely upon the academic needs of the University and the appropriateness of the individual's academic credentials.
- Normally, a staff member may not receive payment for any course taught during their regular workday.
- A staff member shall not receive payment for any course taught as part of their normal workload.
- A staff member may teach no more than one course per term, without the express written consent of that staff member's supervisor and the approval of the Provost.
- Prior to the assignment, the staff member's supervisor shall certify in writing that any teaching assignment will not interfere with the staff member's regular responsibilities.

Procedures

1. A staff member having appropriate academic credentials may contact the appropriate academic chairperson to express a willingness to teach in that department.
2. If it is determined that the staff member has the appropriate credentials and that there are occasions when the teaching services of the staff member might be needed, the staff member submits a formal written request, including credentials, to the department chairperson.
3. The staff member's request and accompanying credentials will be forwarded to the faculty of the department for review and approval. Once approval is granted, the staff member becomes eligible to teach in the department.
4. A department chairperson wishing to have an eligible staff member teach a class will initiate the appropriate part-time teaching contract and secure the written approval of the staff member's supervisor.

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.

EXISTING POLICY—TO BE RESCINDED

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. Supplementary payment to persons so employed is authorized under the conditions stipulated in Appendix I.

APPENDIX I

UNIVERSITY POLICIES ON SUPPLEMENTARY PAYMENT TO EMPLOYEES FOR TEACHING AND CONSULTING

I. OVERLOAD TEACHING POLICY FOR ADMINISTRATIVE EMPLOYEES¹

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.

¹For 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 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: Integrity in Research - Use of Human Participants

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

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

Policy: The University conducts research with integrity requiring the protection of the rights, well-being, and personal privacy of all persons utilized as participants. The University is responsible for the development of procedures that are in conformance with, but not limited to, relevant federal and state regulations. All research conducted under University auspices that involves human subjects shall fall under the purview of this policy and its procedures.

RESOLUTION NUMBER: YR 1999

Parameters:

- The Dean of Graduate Studies is responsible for the administration of this policy and its procedures.
- The Dean of Graduate Studies annually forms a Human Subjects Review Committee composed of both University and non-University personnel. The committee is charged with maintaining review procedures for research projects and programs that utilize human subjects.

Procedure: The Human Subjects Review Committee has established procedures that are in accordance with federal regulations to review, approve, modify, or disapprove research activities involving human participants. These procedures and other information concerning human subjects issues and procedures are described in *Human Subjects Research: Regulations and Procedures*, which is available in the Office of Grants and Sponsored Programs.

EXISTING POLICY—TO BE RESCINDED

Section 10. Policy on Human Subjects Research

No proposal for a grant, contract, or award for research involving human subjects shall be approved for submission unless a review establishes that the project or activity, as described in the application, will not interfere with or impair the rights and welfare of the subjects, nor involve risks that outweigh either potential benefits to the subjects or the expected value of the knowledge sought. No project or activity involving human subjects shall deny the rights of the subject to adequate and appropriate informed consent. After such a project or activity has been initiated, it shall be subject to continuing review.

All research conducted under University auspices which involves human subjects shall fall under the purview of this policy, whether the project is to be funded by the University, an outside agency, or by the investigator himself.

The University shall establish procedures and regulations consistent with this policy and required for its implementation.



UNIVERSITY GUIDEBOOK

Subject: Fringe Benefits to Part-Time Faculty

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

Procedures:

- 1. Fee Remission.** Part-time faculty who teach three or more workload hours in a given quarter at the University receive remission of one-half of the instructional fee for up to six quarter hours of credit. (This means that the maximum fee remission in any quarter is the equivalent of three credit hours, or one-half of six.) Fee remission may be used within the quarter of employment or ensuing quarter(s) of the same academic year including summer. The Office of Scholarships and Financial Aid administers this program (see 7015.01 Fringe Benefits, Employee Fee Remission Program).
- 2. Parking.** Part-time faculty will be given a parking permit that entitles them to use University parking facilities for any term they teach. To obtain a permit, a copy of the executed part-time faculty appointment form must be presented at the Office of Parking Services (see 7015.06 Fringe Benefits, Parking).
- 3. Retirement.** Part-time faculty are enrolled in the State Teachers Retirement System (STRS). Participation of each individual is funded by an employer contribution equal to 14% of gross pay, and an employee contribution of 9.3%. The part-time faculty member's service during any academic year is reported to STRS on a pro-rated basis in which forty workload hours are the equivalent of one year of service (see 7015.07 Fringe Benefits, Retirement Plans).

4. **Discounts.** Part-time faculty receive a discount of 20% on all purchases of \$5 or more at the University Bookstore with the presentation of a valid Identification Card. They also receive discounts on tickets to intercollegiate athletic events and the University Theater (see 7015.02 Fringe Benefits, Discount Programs).
5. **Facility Use.** Part-time faculty are entitled to use Maag Library and the recreational facilities in Beeghly Center and Stambaugh Stadium. A valid Identification Card is required (see 7015.03 Fringe Benefits, Use of University Facilities).
6. Further information about part-time faculty can be found in the *Part-Time Faculty Manual* (1997 Edition). Copies are available in the Office of the Provost.



UNIVERSITY GUIDEBOOK

Subject: Employment of Graduate Assistants and Teaching Assistants

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

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

Purpose: The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty graduate students provide a service to the University and gain valuable academic experience.

Parameter: The Dean of Graduate Studies is responsible for the administration of the program and appointment of graduate assistants and teaching assistants.

Procedures:

1. An academic department may recommend only graduate students with regular degree status.
2. The Dean of Graduate Studies makes the official appointment of graduate assistants and teaching assistants.
3. Graduate assistants shall not hold full-time employment. They may accept occasional or temporary employment subject to the approval of the department chairperson or the graduate supervisor of the department.
4. The duties to which graduate assistants may be assigned include: instruction, research, and other academic services appropriate to the academic program in which the student is enrolled.
5. A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant.

6. The college dean must approve the use of part-time faculty funds for graduate assistants designated as teaching assistants.
7. All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
8. Additional information about graduate assistants or teaching assistants may be found in the *Graduate Bulletin*, *School of Graduate Studies Policy Book*, and the *Handbook for Graduate Assistants*. Copies are available in the Office of Graduate Studies.

**UNIVERSITY GUIDEBOOK****Subject: Faculty Rank and Tenure for Designated Administrators**

Developed by: Office of the President
Date: March, 1999

Authorized by: Leslie H. Cochran
Title: President

EFFECTIVE:

Policy: Appropriate to their experience and position, persons hired to serve as president, provost, vice president, or dean may be appointed with earned faculty rank and tenure.

RESOLUTION NUMBER: YR 1999

Procedures:

1. If appointment is to be with faculty rank and tenure, the academic credentials of the candidate will be presented to the appropriate department and dean for review.
2. The department will prepare a written recommendation regarding the viability of candidate's receipt of faculty rank and tenure. This recommendation will be forwarded to the dean of the college (unless it is a candidate for the position of dean, in such case the recommendation is forwarded to the Provost) who will forward the department's and his/her recommendation to the Provost.
3. The Provost will make the final recommendation regarding faculty rank and tenure of candidates for dean, vice president, or president. The President will make the final recommendation regarding faculty rank and tenure of the candidate for Provost.

EXISTING POLICY—TO BE RESCINDED

Article III. Personnel

17.3 Eligibility for Multiple-Year Contracts

- a. New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure except as provided in this section. In lieu thereof, persons appointed as vice president, provost, associate or assistant provost and vice president, executive director, academic dean, associate or assistant academic dean, and others as approved by the Board of Trustees, may receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review.
- b. The president, provost, vice presidents, associate and assistant provosts and vice presidents, deans, associate and assistant deans ~~MAY shall~~ be appointed with earned faculty rank appropriate to their experience and position, with tenure upon initial appointment, or designated as eligible for EARNED FACULTY RANK AND tenure upon reappointment after three years of service, as determined by the Board of Trustees. If appointment or reappointment is to be with tenure the academic department in which tenure is to reside and the cognizant dean shall receive a curriculum vitae of the person or persons being considered and shall be provided an opportunity to comment in writing on the compatibility of the appointment with the present or future needs of the department; however, the department shall not have the authority to veto a proposed appointment.
- c. Vice presidents, deans and assistant deans WHO WERE APPOINTED TO THESE POSITIONS PRIOR TO JULY 1, 1992, ~~whose multiple-year contracts expire June 30, 1992, or June 30, 1993,~~ ~~MAY shall~~ be considered ~~prior to that date~~ for REappointment with earned rank and tenure in conformity with the procedure in 17.3.b.
- d. Full-time head athletic coaches shall receive initial contracts of three-year duration; thereafter, following performance evaluation by the Executive Director of Athletics and the President and review by the Board of Trustees or the Board's Athletic Committee, Head Athletic Coaches shall receive contracts with term length determined by the Board of Trustees. Assistant coaches shall receive contracts of up to one-year upon recommendation of the Head Coach and the Executive Director of Athletics and approval by the President.

EXISTING POLICY—TO BE RESCINDED

17.3 Eligibility for Multiple-Year Contracts

New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure. In lieu thereof, persons appointed as vice president, provost, associate or assistant vice president, academic dean, associate or assistant academic dean, and others, as approved by the Board of Trustees, shall receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review. Full-time Head Athletic Coaches shall receive initial contracts of three-years duration, and thereafter, following performance review and evaluation, shall receive contracts with term length as determined by the Board of Trustees.

EXISTING POLICY—TO BE RESCINDED

Section 25. Faculty Improvement Leave for Academic Department Chairpersons

25.1 Authority and Administration: Under the provisions of Section 3345.28 of the Ohio Revised Code, academic department chairpersons may be granted a Faculty Improvement Leave for a period not to exceed one academic year to engage in further education, research, or other appropriate professional endeavor. The Provost shall be responsible for administering this program and forwarding recommendations to the President. Professional leaves provided for under this policy require approval in advance by the Board of Trustees, upon the recommendation of the President.

- 25.2 Purpose: The purpose of leaves granted under this policy shall be to enhance the individual's training and professional experience as preparation for future contributions to the University. Professional leaves are not rewards for prior service.
- 25.3 Definitions: For the purposes of this policy, an academic department chairperson is a faculty member. An academic year is a fiscal year during which an individual was under contract and provided full-time service to the University during Fall, Winter, and Spring quarters.
- 25.4 Eligibility: A chairperson is eligible to apply for leave under this policy if he or she has served as a chairperson and/or full-service faculty member for seven academic years (as defined in the preceding section) and has served as chairperson for five years. An individual who is granted professional leave is not eligible to receive another professional leave until he or she has served an additional seven academic years. (The requirement of seven years service between Faculty Improvement Leaves applies to all leaves granted under this policy and under the Faculty Improvement Leave program established in the AGREEMENT with the bargaining agent representing the full-service faculty): An individual who is granted a professional leave under this policy must, as a condition of acceptance of the leave, agree to return to the University for a minimum of two years of additional full-time service following completion of the leave, or to reimburse the University the salary paid during the leave.
- 25.5 Procedure: An individual who is eligible for professional leave under this program and who wishes to request leave shall submit, on a form provided by the office of the Provost, an outline of the activities he or she wishes to pursue during the requested leave, including the duration of the requested leave. Requests for professional leaves must be submitted in a timely fashion, as established by the Provost. The written leave request is to be forwarded by the leave applicant to the academic dean, and with the written recommendation of the dean to the Provost. Both the initial leave request and the recommendation of the dean shall address the replacement of the leave applicant during the period of proposed leave. The Provost shall inform all leave applicants of the disposition of the individual requests for leave.
- 25.6 Provisions: Leave recipients will receive 100% of their budgeted salaries for the periods of approved leave. Up to three professional leaves will be approved each year, the number contingent upon available resources. Individuals on leave will be



**STUDENT FEES AND CHARGES
FY 1999-2000**

	FY 1998-1999	FY 1999-2000	Change
UNDERGRADUATE CHARGES:			
Instructional Fee			
Part-time undergraduate (1-11 credits)			
Students with 95 credits or less completed	\$79 per credit	\$79 per credit	\$0
All other part-time undergraduate students	\$79 per credit	\$82 per credit	\$3
Full-time undergraduate (12 or more credits)			
Students with 95 credits or less completed	\$980 per quarter	\$980 per quarter	\$0
All other full-time undergraduate students	\$980 per quarter	\$1,019 per quarter	\$39
Undergraduate credits in excess of 18 per quarter	\$42 per credit	\$44 per credit	\$2
Joint Engineering Program		\$104 per credit	
General Fee:			
Part-time undergraduate (1-11 credits)			
Students with 95 credits or less completed	\$20 per credit	\$20 per credit	\$0
All other part-time undergraduate students	\$20 per credit	\$21 per credit	\$1
Full-time undergraduate (12 or more credits)			
Students with 95 credits or less completed	\$233 per quarter	\$233 per quarter	\$0
All other full-time undergraduate students	\$233 per quarter	\$242 per quarter	\$9
NONRESIDENT TUITION SURCHARGE:			
Regional Service Area			
Undergraduate-			
Students registering part-time	\$49 per credit	\$51 per credit	\$2
Students registering full time	\$588 per quarter	\$612 per quarter	\$24
Excess credits	\$49 per credit	\$51 per credit	\$2
Outside of Regional Service Area			
Undergraduate-			
Students registering part-time	\$111 per credit	\$116 per credit	\$5
Students registering full time	\$1,332 per quarter	\$1,387 per quarter	\$55
Excess credits	\$111 per credit	\$116 per credit	\$5
GRADUATE CHARGES:			
Instructional Fee:			
Master of Public Health		\$254 per credit	
All other Graduate Programs	\$90 per credit	\$97 per credit	\$7
General Fee:			
Graduate students	\$20 per credit	\$21 per credit	\$1
NONRESIDENT TUITION SURCHARGE:			
Regional Service Area	\$54 per credit	\$59 per credit	\$5
Outside of Regional Service Area	\$112 per credit	\$122 per credit	\$10

YOUNGSTOWN STATE UNIVERSITY

ANNUAL BUDGET



Fiscal Year 1999-00



Youngstown State University / One University Plaza / Youngstown, Ohio 44555-0001
Office of the Executive Vice President
(330) 742-3130

TO: Leslie Cochran, President
FROM: G. L. Mears, Executive Vice President
DATE: May 21, 1999
SUBJECT: RECOMMENDED FY 1999-2000 BUDGET

Attached are the summary tables and charts for the recommended FY 1999-2000 budget. The total Current General Fund budget is \$96,571,000 which is an increase of \$132,000 from FY 1998-99. Major adjustments to the revenues include a decrease in state subsidy funding of \$61,701 to \$46,231,550; an increase in tuition of 4%; and a decrease in sales and services of educational activities of \$216,900 to \$219,700. The FY 1999-2000 balance forward for divisional based budgeting is for one year of projected balance forward, instead of two years as was reflected in the 1998-99 budget.

State support comprises 49% of the total Current General Fund budget, while student tuition and fees are at 47%, with the remaining budgeted revenues from other miscellaneous sources including investment income and divisional based budgeting balance forward.

Significant increases in expenditures include diversity, salary adjustments, scholarships/financial aid, College of Education Child Study Center, gender equity, utilities, and the Beecher Academic Center. When salaries are adjusted, they will be reflected in revised Salary Working Papers.

The Division of Academic Affairs is budgeted at \$53,462,555, which accounts for 55.4% of the total FY 1999-2000 budget. The other divisions include Business and Financial Affairs (17.4%), Development and Community Affairs, including Intercollegiate Athletics' support (7.5%), Student Affairs, including Kilcawley Center support (6.3%), Institutional Affairs (.9%), and Institutional Wide Accounts, including the ERIP programs (12.5%).

The proposed budget is balanced, but was formulated approximately one month earlier than usual. Consequently, the estimates used in preparing the FY 2000 budget were developed with less information than is usually available. The State of Ohio Budget for FY 2000/FY 2001 is not yet complete. Subsidy support for YSU could change. The proposed FY 1999-2000 budget has been reviewed with this in mind.

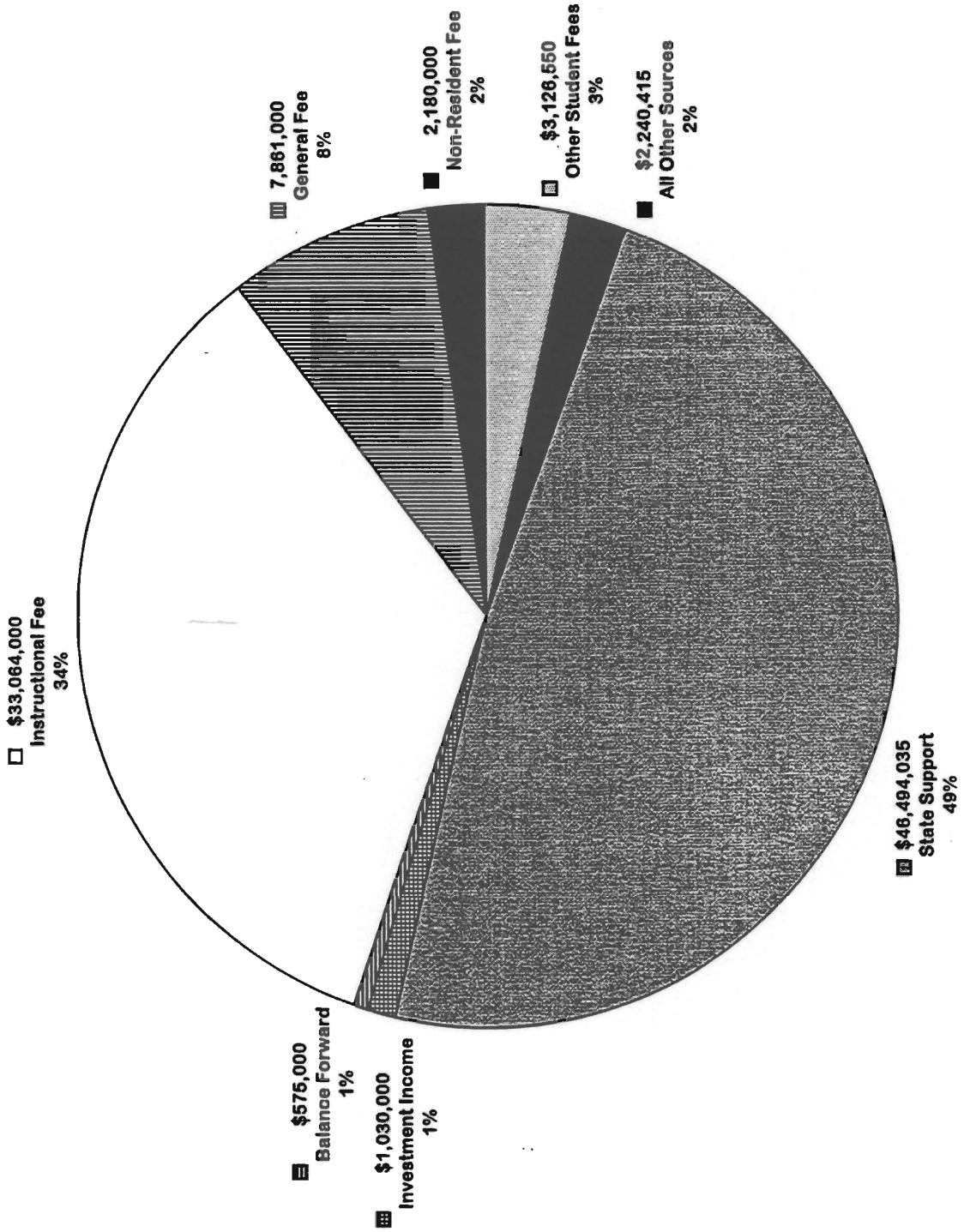
I recommend that it be submitted to the Board of Trustees for their action at the June, 1999 board meeting.

TABLE 1
YOUNGSTOWN STATE UNIVERSITY
EDUCATIONAL & ASSOCIATED OPERATIONS
CURRENT GENERAL FUND - FY 1999-00

INCOME SOURCE	FY 1998-99 BUDGET	FY 1999-00 BUDGET	DIFFERENCE
TUITION AND FEES:			
Instructional Fee	\$31,980,961	\$33,064,000	\$1,083,039
General Fee	7,601,553	7,861,000	259,447
Non-resident Tuition Surcharge	2,052,045	2,180,000	127,955
Multi-service Fee	888,012	890,000	\$1,988
Computer Laboratory/Lab. Materials Fee	1,127,759	1,318,000	190,241
Academic Computing	576,600	590,000	13,400
Miscellaneous	330,000	328,550	(1,450)
Subtotal - Tuition & Fees	\$44,556,930	\$46,231,550	\$1,674,620
SERVICE CHARGES	\$53,175	\$51,375	(\$1,800)
FINES AND PENALTY ASSESSMENTS	\$235,000	\$245,000	\$10,000
SUBTOTAL	\$44,845,105	\$46,527,925	\$1,682,820
STATE APPROPRIATIONS:			
Instructional Subsidy	\$46,555,736	\$46,494,035	(\$61,701)
SALES & SERV. OF EDUC. ACTIVITIES	\$436,600	\$219,700	(\$216,900)
OTHER SOURCES:			
Operating Capital Invest. Income	\$1,030,000	\$1,030,000	\$0
Administrative Charge - Auxiliary	629,996	636,168	6,172
Other-Miscellaneous	943,000	974,075	31,075
Subtotal - Other Sources	\$2,602,996	\$2,640,243	\$37,247
BALANCE FORWARD	\$1,998,563	\$689,097	(\$1,309,466)
TOTAL CURRENT GENERAL FUND REVENUE	\$96,439,000	\$96,571,000	\$132,000

SUMMARY OF REVENUE SOURCES

Current General Fund, FY 1999-00



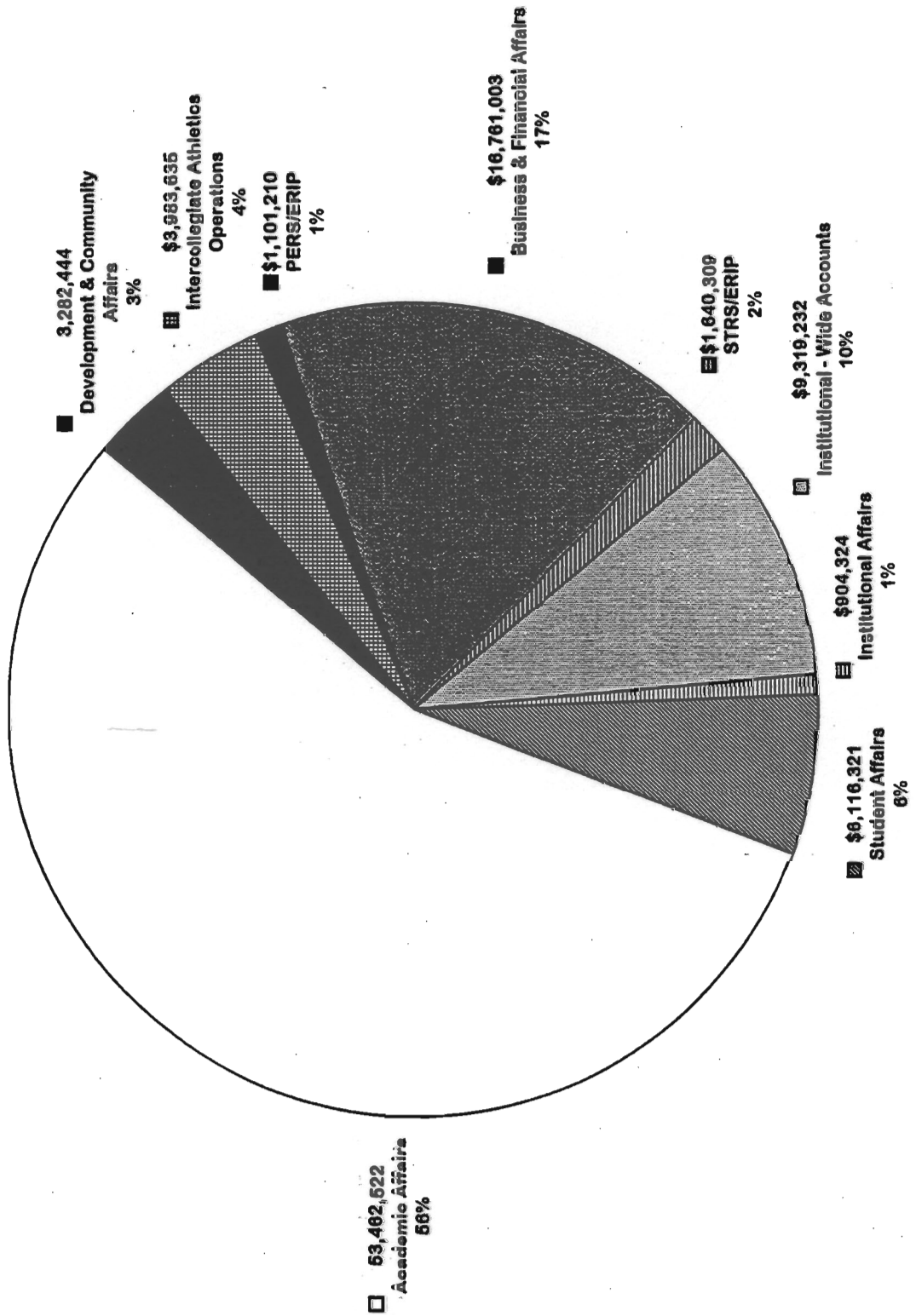
\$96,571,000

TABLE 2
YOUNGSTOWN STATE UNIVERSITY
EXPENDITURES BY DIVISION
CURRENT GENERAL FUND - FY 1999-00

<u>DIVISION</u>	<u>BUDGETED COMPENSATION</u>	<u>BUDGETED OPERATING EXPENDITURES</u>	<u>TOTAL</u>
ACADEMIC AFFAIRS			
Academic Support	\$13,936,403	\$5,251,278	\$19,187,681
College of Arts & Sciences	14,423,146	648,442	15,071,588
College of Business Administration	3,497,844	127,039	3,624,883
College of Education	2,948,597	341,811	3,290,408
College of Engineering & Technology	2,597,026	91,159	2,688,185
College of Fine & Performing Arts	3,675,694	264,411	3,940,105
College of Health & Human Services	4,624,653	327,895	4,952,548
Graduate Studies	555,408	151,716	707,124
SUBTOTAL - Academic Affairs	\$46,258,771	\$7,203,751	\$53,462,522
BUSINESS & FINANCIAL AFFAIRS	\$13,025,970	\$3,735,033	\$16,761,003
DEVELOPMENT & COMMUNITY AFFAIRS	\$2,426,615	\$855,829	\$3,282,444
Intercollegiate Athletics Operations		\$3,983,635	\$3,983,635
STUDENT AFFAIRS	\$4,039,637	\$2,076,684	\$6,116,321
INSTITUTIONAL AFFAIRS	\$666,353	\$237,971	\$904,324
INSTITUTION-WIDE ACCOUNTS/TRANSFERS	\$0	\$9,319,232	\$9,319,232
PERS/ERIP Payment	\$0	\$1,101,210	\$1,101,210
STRS/ERIP Payment	\$0	\$1,640,309	\$1,640,309
TOTAL	<u>\$66,417,346</u>	<u>\$30,153,654</u>	<u>\$96,571,000</u>

EXPENDITURES BY DIVISION

Current General Fund, FY 1999-00



\$96,571,000

TABLE 3

**YOUNGSTOWN STATE UNIVERSITY
PERS and STRS E RIP PROGRAMS**

BUDGET YEAR	1992 STRS/ERIP PAYOUT	1995			1995		1995		TOTAL DOLLARS REQUIRED
		STRS/ERIP PAYOUT	STRS/ERIP SICK LEAVE PAYOUT	1995 PERS/ERIP PAYOUT	1995 PERS/ERIP SICK LEAVE PAYOUT	1995 PERS/ERIP VACATION PAYOUT			
1995	\$1,110,129	\$113,623	\$61,449	\$186,813	\$33,308	\$65,383		\$1,570,705	
1996	1,011,434	627,825	292,558	752,695	100,732	180,847		2,966,091	
1997	828,564	2,186,718	893,416	1,427,213	173,082	212,561		5,721,554	
1998	0	2,053,320	0	1,403,026	0	0		3,456,346	
1999	0	1,919,921	0	1,342,698	0	0		3,262,619	
2000	0	1,640,309	0	1,101,210	0	0		2,741,519	
2001	0	1,000,522	0	556,523	0	0		1,557,045	
TOTAL DOLLARS	\$2,950,127	\$9,542,238	\$1,247,423	\$6,770,178	\$307,122	\$458,791		\$21,275,879	

**TABLE 4
YOUNGSTOWN STATE UNIVERSITY**

**DIVISION OF ACADEMIC AFFAIRS
CURRENT GENERAL FUND - FY 1999-00**

DIVISION OF ACADEMIC AFFAIRS	COMPENSATION	OPERATING	TOTAL
ACADEMIC SUPPORT			
Academic Computing	\$0	\$291,137	\$291,137
Academic Senate Support	2,525	3,395	5,920
Accreditation Expenses	0	44,353	44,353
Beeghly School Partnership	0	6,178	6,178
Continuing Education Courses	36,600	120,000	156,600
Center for Academic Computing	245,866	0	245,866
Center for International Studies	214,494	29,111	243,605
Center for Teaching & Learning	113,910	8,700	122,610
Dean - A. & S.	430,231	27,991	458,222
Dean - Business Administration	484,440	40,874	525,314
Dean - Education	317,077	37,382	354,459
Dean - Engineering & Technology	367,991	18,840	386,831
Dean - Fine & Performing Arts	260,618	24,252	284,870
Dean - Health & Human Services	361,931	16,874	378,805
Distinguished Professor Award	0	27,000	27,000
Diversity Seminars	1,836	1,674	3,510
GER	1,283	9,716	10,999
Instr./Dept. Research Transfer Account	7,471,060	1,996,458	9,467,518
Institutional Research/Assessment	86,003	2,782	88,785
Interface Program - Art	0	0	0
Interface Program - Music	0	0	0
Interface Program - Theatre	0	0	0
Library	1,810,672	1,806,596	3,617,268
Library Over/Short	0	0	0
Library Data Searches	0	200	200
McDonough Museum	83,714	28,336	112,050
Metropolitan College	527,071	379,747	906,818
NEOUCOM Liaison	34,946	7,490	42,436
New Beginnings for Academics	13,491	35,670	49,161
Provost's Office	541,251	232,284	773,535
Q2S	4	500	504
Quest	0	0	0
Teacher Educ. Certification	8,493	5,267	13,760
University Outreach	284,692	16,524	301,216
University Scholars Program	63,356	15,375	78,731
University Counseling Center	172,848	16,572	189,420
TOTAL - ACADEMIC SUPPORT	\$13,936,403	\$5,251,278	\$19,187,681

**TABLE 4
YOUNGSTOWN STATE UNIVERSITY**

**DIVISION OF ACADEMIC AFFAIRS
CURRENT GENERAL FUND - FY 1999-00**

	<u>COMPENSATION</u>	<u>OPERATING</u>	<u>TOTAL</u>
COLLEGE OF ARTS & SCIENCES			
A&S-Teaching Enhancement	\$0	\$17,941	\$17,941
A&S-Transfer Account	14,299	115,578	129,877
American Studies	0	1,350	1,350
Biological Sciences	1,100,974	113,170	1,214,144
Black Studies	3,151	13,830	16,981
Center for Ethics	0	4,800	4,800
Center for Women's Studies	2,927	3,000	5,927
Chemistry	1,180,983	115,518	1,296,501
Computer/Information Sciences	1,021,472	29,702	1,051,174
Economics	883,488	15,058	898,546
English	2,019,640	35,280	2,054,920
Environmental Studies	18,079	3,790	21,869
Foreign Languages	588,388	8,657	597,045
Geography	389,773	10,354	400,127
Geology	503,368	12,944	516,312
History	1,068,416	15,499	1,083,915
Mathematics	1,782,287	32,406	1,814,693
Peace & Conflict Studies	460	4,230	4,690
Philosophy	707,034	10,712	717,746
Physics & Astronomy	683,944	18,175	702,119
Poetry Center	1,530	5,645	7,175
Political & Social Sciences	433,836	9,525	443,361
Psychology	1,379,015	19,771	1,398,786
Sociology & Anthropology	637,022	14,567	651,589
Working Class Studies	3,060	16,940	20,000
TOTAL-ARTS & SCIENCES	\$14,423,146	\$648,442	\$15,071,588
COLLEGE OF BUSINESS ADMINISTRATION			
Accounting & Finance	\$1,478,398	\$14,100	\$1,492,498
Executive MBA Program	1,206	73,456	74,662
Management	1,251,018	13,750	1,264,768
Marketing	728,487	10,600	739,087
WCBA-Teaching Enhancement	0	2,433	2,433
WCBA-Transfer Account	38,735	12,700	51,435
Weekend College	0	0	0
TOTAL-BUSINESS ADMINISTRATION	\$3,497,844	\$127,039	\$3,624,883

TABLE 4
YOUNGSTOWN STATE UNIVERSITY

DIVISION OF ACADEMIC AFFAIRS
CURRENT GENERAL FUND - FY 1999-00

	<u>COMPENSATION</u>	<u>OPERATING</u>	<u>TOTAL</u>
COLLEGE OF EDUCATION			
Child Study Center	\$10,926	\$217,580	\$228,506
Counseling	335,605	12,679	348,284
Early & Middle Childhood Educ.	0	0	0
Ed. Admin., Research, & Foundation	967,980	19,393	987,373
Educ.-Teaching Enhancement	0	2,138	2,138
EDUCATION - Transfer Acct.	34,804	29,949	64,753
Reading & Study Skills	148,699	8,722	157,421
Student Field Experiences	104,908	22,040	126,948
Teacher Education	1,345,675	29,310	1,374,985
TOTAL-EDUCATION	<u>\$2,948,597</u>	<u>\$341,811</u>	<u>\$3,290,408</u>
COLLEGE OF ENGINEERING & TECHNOLOGY			
Civil/Envir. & Chemical Engr.	\$747,856	\$13,983	\$761,839
Electrical Engr.	499,971	6,365	506,336
ENGINEERING - Transfer Acct.	8,160	40,104	48,264
Engr.-Teaching Enhancement	160	1,467	1,627
Mechanical & Industrial Engr.	800,208	14,130	814,338
School of Technology	540,671	15,110	555,781
TOTAL-ENGINEERING	<u>\$2,597,026</u>	<u>\$91,159</u>	<u>\$2,688,185</u>
COLLEGE OF FINE & PERFORMING ARTS			
Art	\$989,155	\$26,723	\$1,015,878
Art Materials	0	0	0
Communication & Theater	836,939	13,193	850,132
Dana Concert Series	1,006	11,656	12,662
Dana School of Music	1,649,742	68,722	1,718,464
Family Entertainment Series	287	3,204	3,491
F&PA-Teaching Enhancement	0	2,778	2,778
F. & P. A. - Transfer Acct.	87,786	65,365	153,151
Forensics	0	0	0
Marching Band	31,250	11,640	42,890
University Theater	79,529	61,130	140,659
TOTAL-FINE & PERFORMING ARTS	<u>\$3,675,694</u>	<u>\$264,411</u>	<u>\$3,940,105</u>

**TABLE 4
YOUNGSTOWN STATE UNIVERSITY**

**DIVISION OF ACADEMIC AFFAIRS
CURRENT GENERAL FUND - FY 1999-00**

	<u>COMPENSATION</u>	<u>OPERATING</u>	<u>TOTAL</u>
COLLEGE OF HEALTH & HUMAN SERVICES			
Health Professions	\$939,530	\$77,214	\$1,016,744
Criminal Justice	360,853	8,900	369,753
Military Science	52,430	6,600	59,030
Nursing	1,261,154	21,581	1,282,735
Social Work	477,425	12,916	490,341
Teaching Enhancement	0	3,309	3,309
Human Ecology	465,156	10,646	475,802
Human Perform./Exercise Science	683,347	9,335	692,682
Human Ecology-Quant.Food Luncheons	0	5,600	5,600
Physical Therapy	351,200	32,300	383,500
H. & H.S.-Transfer Account	33,558	139,494	173,052
TOTAL-HEALTH & HUMAN SERVICES	<u>\$4,624,653</u>	<u>\$327,895</u>	<u>\$4,952,548</u>
GRADUATE STUDIES			
Dean of Graduate Studies	\$262,281	\$41,565	\$303,846
Faculty Research Reprints	0	6,000	6,000
Organized Research Reserve	185,448	82,200	267,648
Office of Grants/Sponsored Prg	107,679	21,951	129,630
TOTAL-GRADUATE STUDIES	<u>\$555,408</u>	<u>\$151,716</u>	<u>\$707,124</u>
TOTAL - DIVISION OF ACADEMIC AFFAIRS	<u>\$46,258,771</u>	<u>\$7,203,751</u>	<u>\$53,462,522</u>

**TABLE 5
YOUNGSTOWN STATE UNIVERSITY**

**DIVISION OF BUSINESS & FINANCIAL AFFAIRS
CURRENT GENERAL FUND - FY 1999-00**

	<u>COMPENSATION</u>	<u>OPERATING</u>	<u>TOTAL</u>
DIVISION OF BUSINESS & FINANCIAL AFFAIRS			
BUSINESS & FINANCIAL AFFAIRS-OTHER			
Affirmative Action	\$190,491	\$26,268	\$216,759
Area Contingency-EVP	0	9,700	9,700
Campus 2000	107,294	5,750	113,044
Environmental Health & Safety	356,221	167,544	523,765
Executive Vice President	241,551	34,125	275,676
Internal Audit	168,451	3,809	172,260
TOTAL-BFA OTHER	\$1,064,008	\$247,196	\$1,311,204
ADMINISTRATIVE SERVICES			
Care of Grounds	\$637,138	\$120,641	\$757,779
Executive Director of Admin. Services	112,896	7,189	120,085
Janitorial Services	179,508	1,132,145	1,311,653
Maint. & Repair. of Bldgs.	1,995,354	733,185	2,728,539
Materials Management Dept.	873,424	36,920	910,344
Motor Pool	69,834	46,000	115,834
Maintenance of Office Machines	0	8,800	8,800
Power Plant & Dist. System	153,981	46,825	200,806
Recycling Operations	0	2,950	2,950
Student Escort Service	31,528	630	32,158
Telephone Service	262,856	149,018	411,874
University Purchasing Services	0	2,700	2,700
YSU Police Dept.	1,974,014	(176,925)	1,797,089
TOTAL-ADMINISTRATIVE SERVICES	\$6,290,533	\$2,110,078	\$8,400,611
FINANCIAL SERVICES			
Accounts Payable	\$292,465	\$35,200	\$327,665
Budget Office	169,824	6,250	176,074
Bursar Office	768,472	75,900	844,372
Executive Director-Financial Services	149,597	24,249	173,846
General Accounting	505,360	5,905	511,265
Payroll Office	136,976	10,717	147,693
TOTAL-FINANCIAL SERVICES	\$2,022,694	\$158,221	\$2,180,915

**TABLE 5
YOUNGSTOWN STATE UNIVERSITY**

**DIVISION OF BUSINESS & FINANCIAL AFFAIRS
CURRENT GENERAL FUND - FY 1999-00**

	<u>COMPENSATION</u>	<u>OPERATING</u>	<u>TOTAL</u>
COMPUTING & INFORMATION SERVICES			
Electronics Maintenance Serv.	\$329,126	\$48,720	\$377,846
Computing & Information Systems	246,471	15,370	261,841
Computer Services	1,859,789	879,876	2,739,665
Network Services	389,786	36,798	426,584
TOTAL-COMPUTING & INF. SVS.	<u>\$2,825,172</u>	<u>\$980,764</u>	<u>\$3,805,936</u>
HUMAN RESOURCES			
Human Resources	\$738,113	\$63,721	\$801,834
Personnel Recruit. & Reloc.	32,000	52,393	84,393
Training & Development	0	18,600	18,600
Retiree Benefits	50,000	0	50,000
Faculty/Staff Recognition	3,450	29,060	32,510
Presidential Search	0	75,000	75,000
TOTAL-HUMAN RESOURCES	<u>\$823,563</u>	<u>\$238,774</u>	<u>\$1,062,337</u>
TOTAL - BFA DIVISION	<u>\$13,025,970</u>	<u>\$3,735,033</u>	<u>\$16,761,003</u>

**TABLE 6
YOUNGSTOWN STATE UNIVERSITY**

**DIVISION OF DEVELOPMENT & COMMUNITY AFFAIRS
CURRENT GENERAL FUND - FY 1999-00**

	<u>COMPENSATION</u>	<u>OPERATING</u>	<u>TOTAL</u>
DIVISION OF DEVELOPMENT & COMMUNITY AFFAIRS			
Annual Fund	\$61,820	\$51,785	\$113,605
Area Contin. - V.P. Dev. & Commun. Aff.	0	8,080	8,080
Center for Urban Studies	311,901	24,237	336,138
Commencement	6,057	48,717	54,774
Development - Athletics	0	15,000	15,000
Events Preparation	212,958	8,822	221,780
Media Services	769,162	97,700	866,862
Promotional Events	0	16,500	16,500
Special Events	529	28,877	29,406
Stadium Club Facilities	0	0	0
Summer Festival of the Arts	0	20,000	20,000
University Development	350,584	186,236	536,820
University Relations	344,088	292,300	636,388
Web Site Maintenance	7,650	2,750	10,400
WYSU-FM	361,866	54,825	416,691
TOTAL-DEVELOPMENT & COMMUNITY AFFAIRS	<u>\$2,426,615</u>	<u>\$855,829</u>	<u>\$3,282,444</u>

**TABLE 7
YOUNGSTOWN STATE UNIVERSITY**

**DIVISION OF STUDENT AFFAIRS
CURRENT GENERAL FUND - FY 1999-00**

	<u>COMPENSATION</u>	<u>OPERATING</u>	<u>TOTAL</u>
DIVISION OF STUDENT AFFAIRS			
STUDENT AFFAIRS - OTHER			
Area Contingency - Student Affairs	\$0	\$9,700	\$9,700
Greek Life	0	7,000	7,000
Student Affairs Enhancement Reserve	0	58,200	58,200
Student Orientation	1,224	37,683	38,907
Vice President - Student Affairs	229,457	134,673	364,130
TOTAL-STUDENT AFFAIRS OTHER	<u>\$230,681</u>	<u>\$247,256</u>	<u>\$477,937</u>
ENROLLMENT SERVICES			
Enrollment Services	\$279,552	\$21,559	\$301,111
Financial Aid and Scholarships	793,336	52,034	845,370
Registrar/Records	688,755	90,842	779,597
Special Admissions/Testing	50,667	13,565	64,232
Undergrad. Recruitment/Admissions	618,022	190,409	808,431
TOTAL-ENROLLMENT SERVICES	<u>\$2,430,332</u>	<u>\$368,409</u>	<u>\$2,798,741</u>
STUDENT LIFE			
Campus Recreation/Intramural Sports	\$275,876	\$17,715	\$293,591
Career Services	291,244	29,846	321,090
Center for Student Progress	321,505	29,069	350,574
Jambar	35,653	107,696	143,349
Penguin Review	0	3,250	3,250
Student Activities	144,793	48,258	193,051
Student Activities Welcome Week	0	18,000	18,000
Student Government-Discount Tickets		600	600
Student Government-Homecoming		11,500	11,500
Student Government-Advertising		500	500
Student Government-Office	11,648	50,430	62,078
Student Government-Appropriations		37,560	37,560
Student Life	208,021	22,673	230,694
TOTAL-STUDENT LIFE	<u>\$1,288,740</u>	<u>\$377,097</u>	<u>\$1,665,837</u>
STUDENT SERVICES			
Kilcawley Center Non-Mandatory Transfer	\$0	\$1,013,836	\$1,013,836
Student Health Services	89,476	64,443	153,919
Women's Programs	408	5,643	6,051
TOTAL-STUDENT SERVICES	<u>\$89,884</u>	<u>\$1,083,922</u>	<u>\$1,173,806</u>
TOTAL - DIVISION OF STUDENT AFFAIRS	<u>\$4,039,637</u>	<u>\$2,076,684</u>	<u>\$6,116,321</u>

**TABLE 8
YOUNGSTOWN STATE UNIVERSITY**

**DIVISION OF INSTITUTIONAL AFFAIRS
CURRENT GENERAL FUND - FY 1999-00**

	<u>COMPENSATION</u>	<u>OPERATING</u>	<u>TOTAL</u>
INSTITUTIONAL AFFAIRS			
Board of Trustees	\$3,200	\$45,850	\$49,050
Contingency Reserve	0	0	0
General Counsel	168,032	19,830	187,862
Legislative Relations	37,204	10,300	47,504
President's Office	457,917	161,991	619,908
TOTAL-INSTITUTIONAL AFFAIRS	<u>\$666,353</u>	<u>\$237,971</u>	<u>\$904,324</u>
INSTITUTIONAL-WIDE ACCOUNTS			
Banking Services Fees	\$0	\$182,000	\$182,000
CERT	0	100,000	100,000
Collection Expenses	0	69,615	69,615
Day Care Services - Financial Aid	0	40,000	40,000
Debt Service for Housing	0	625,000	625,000
Institutional Reserve	0	500,000	500,000
Doctor of Education Scholarships	0	10,000	10,000
ERIP/PERS	0	1,101,210	1,101,210
ERIP/STRS	0	1,640,309	1,640,309
Federal Work Study Match	132,600	0	132,600
General Insurance	0	237,000	237,000
Graduate Scholarships	0	240,000	240,000
Legal Contingency	0	0	0
Long Range Investment Reserve	0	(84,569)	(84,569)
Nontraditional Undergraduate Scholarships	0	30,000	30,000
OSHA Compliance	0	0	0
Professional Fees	0	325,000	325,000
Research Incentive Trans. - Instit. Resv.	0	146,097	146,097
Reserve for Compensation Adjust.	0	1,250,000	1,250,000
Reserve for Salary Adjust.	0	258,000	258,000
Reserve for Sick Leave Payouts	125,000	0	125,000
Scholarship for Acad. Excellence-Supplement	0	1,433,000	1,433,000
Senate Bill 140-Student Aid	0	250,000	250,000
SEOG Match	0	120,000	120,000
Short Term Investment Reserve	0	0	0
Special Parking	0	20,000	20,000
University Memberships	0	67,000	67,000
University Promotions	0	75,000	75,000
Utilities Purchased	0	3,068,489	3,068,489
YSU Match Perkins Loan	0	100,000	100,000
TOTAL-INSTITUTIONAL WIDE ACCOUNTS	<u>\$257,600</u>	<u>\$11,803,151</u>	<u>\$12,060,751</u>
TOTAL - INSTITUTIONAL AFFAIRS	<u>\$923,953</u>	<u>\$12,041,122</u>	<u>\$12,965,075</u>

TABLE 9
YOUNGSTOWN STATE UNIVERSITY
Operating Fund
FY 1999-00 Expenditures

<u>FUND NAME</u>	<u>FY 1999-00 Budget</u>
Current General Fund	\$96,571,000
Less Non-Mandatory Transfers Out:	
Intercollegiate Athletics	(3,983,635)
Kilcawley Center	(1,013,836)
Current General Fund	<u>\$91,573,529</u> a
Intercollegiate Athletics	\$6,042,373
Kilcawley Center	\$1,953,338
Bookstore	\$4,011,555
Housing Services	\$3,898,150
Parking Services	\$1,995,500
Athletic Facilities - Rentals	\$64,408
Athletic Concessions	\$250,000
Pete & Penny Stores	\$464,322
Telephone Service-Residence Hall	\$138,000
TOTAL	<u><u>\$110,391,175</u></u>

NOTES:

- a. Excludes Current General Fund Support to Intercollegiate Athletics and Kilcawley Center.

TABLE 10
YOUNGSTOWN STATE UNIVERSITY
Budgeted Positions by Employee Group
FY 1998-99 and FY 1999-00, Approved Budgets

Employee Group	Current General Fund		Auxiliary		Total	
	1998-99	1999-00	1998-99	1999-00	1998-99	1999-00
FACULTY AND DEANS:						
Full Service Faculty:						
Professor	170.90	175.00			170.90	175.00
Associate Professor	124.50	128.00			124.50	128.00
Assistant Professor	96.50	88.00			96.50	88.00
Instructor	16.00	20.00			16.00	20.00
Subtotal - Faculty	407.90	411.00			407.90	411.00
Extend. Teach. Serv. Fac.	2.64	2.64			2.64	2.64
Summer School Faculty	66.84	54.69			66.84	54.69
Limited Service Faculty	77.58	82.47			77.58	82.47
Continuing Educ. Faculty	3.12	1.50			3.12	1.50
Academic Dept. Chairpersons	18.50	18.50			18.50	18.50
Academic Deans	9.00	9.00			9.00	9.00
Subtotal - Faculty & Deans	585.58	579.80			585.58	579.80
PROF./ADMIN. STAFF:						
Full-time	163.30	178.30	52.70	51.55	216.00	229.85
Part-time	10.30	9.85	12.07	13.07	22.37	22.92
Subtotal - Prof./Admin. Staff	173.60	188.15	64.77	64.62	238.37	252.77
CLASSIFIED STAFF:						
Full-time	345.58	350.08	27.25	27.75	372.83	377.83
Part-time	21.10	21.10	4.73	5.08	25.83	26.18
Subtotal - Classified Staff	366.68	371.18	31.98	32.83	398.66	404.01
Subtotal - Staff	540.28	559.33	96.75	97.45	637.03	656.78
Subtotal - Faculty, Deans, & Staff	1125.86	1139.13	96.75	97.45	1222.61	1236.58
STUDENT EMPLOYEES:						
Graduate Assistants	70.17	70.15			70.17	70.15
Research Assistants	4.63	4.62			4.63	4.62
Hourly Wage Student Worker	180.33	171.71	68.72	66.47	249.05	238.18
Student Worker/Supervisor	4.33	3.33	13.40	15.99	17.73	19.32
Subtotal - Student Employees	259.46	249.81	82.12	82.46	341.58	332.27
TOTAL FTE POSITIONS	1385.32	1388.94	178.87	179.91	1564.19	1568.85



UNIVERSITY GUIDEBOOK

Subject: University Police

Developed by: Philip Hirsch	Authorized by: G. L. Mears
Title: Executive Director	Title: Executive Vice President
Administrative Services	EFFECTIVE:
Date: January, 1999	

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

RESOLUTION NUMBER: YR 1999

Parameters:

- The University Police shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff, and visitors and the protection of University property.
- The University Police shall enforce the laws of the State of Ohio and the ordinances of the City of Youngstown.
- The University Police shall assist the Vice President for Student Affairs with the enforcement of rules and regulations governing student behavior and shall assist the other Executive Officers with the enforcement of all other University rules and regulations.
- The University Police shall cooperate with the Youngstown Police Department in compliance with the terms of the mutual aid agreement between the University and the City of Youngstown.

Procedures:

1. All University Police are required to take an oath of office, wear the badge of office, and wear an approved uniform while on duty.
2. All sworn officers shall be armed with a weapon and ammunition approved and issued by the YSU Chief of Police, and they shall carry only such additional equipment as approved and issued by the Chief.

3. Each officer is required to meet and maintain minimum standards of proficiency and fitness for the office. At the time of appointment, each sworn peace officer shall be certified by the Ohio Peace Officers Training Council and shall annually demonstrate proficiency with firearms, physical fitness, and mental stability.
4. Departmental operating procedures and regulations for the conduct of officers shall be published, and amended as necessary, by the Chief of the YSU Police Department.
5. All full-time officers are members of the Fraternal Order of Police Association.

Section 17. Campus Security Department

17.1 Mission of Department

The President shall have the authority to do those things necessary to regulate the use of University facilities and the conduct of students, staff, faculty and visitors so that law and order are maintained. The Campus Security Department shall have as its primary mission the protection and safety on campus of the person and property of students, faculty, staff and visitors and the protection of University property. The Campus Security Department shall enforce on Youngstown State University property the laws of the State of Ohio, shall assist the Associate Vice President, Student Services with the enforcement of rules and regulations governing student conduct, and shall assist the President with the enforcement of all other University rules and regulations. The Campus Security Department shall be conducted in conformity with this policy statement and the adopted operating budget of the University.

17.2 Operating Policy

All YSU Police Department employees required to take an oath of office, wear the badge of office, and serve as peace officers shall wear an approved uniform while on duty. An allowance for maintenance and replacement of such uniforms shall be provided. Sworn officers shall be armed with a revolver and ammunition approved and issued by the Department Director and shall carry only such additional equipment as approved and issued by the Director. Only firearms, ammunition or other police equipment approved by the Director of the YSU Police Department may be carried by an officer on duty or stored in department vehicles or offices.

Because of the unique duties, responsibilities, and visibility of uniformed officers, it is imperative that each officer meet and maintain minimum standards of proficiency and fitness for office. Therefore, at the time of appointment, each sworn peace officer shall be certified by the Ohio Peace Officers Training Council in conformity with Ohio law. Each sworn peace officer shall annually demonstrate continued proficiency with firearms, physical fitness, and mental stability. The University will make a reasonable effort to assist sworn peace officers already employed to remain qualified and pass proficiency examinations to standards determined by the Director and approved by the President. Failure of an officer to demonstrate proficiency may lead to reassignment or to separation; however, all actions taken under this provisions shall be consistent with the Ohio Revised Code and any applicable collectively bargained agreement.

The Director shall develop written procedures for reporting crimes to the Youngstown Police Department (YPD) and to the Law Enforcement Automatic Data System (LEADIS). If a YSU Police Department officer arrests any

individual, that person, whenever possible, shall be transported to the Youngstown Police Department in a YPD vehicle for booking or processing as appropriate.

The YSU Police Department shall assist the Parking Services Department as requested; however, responsibility for operation of designated parking facilities and enforcement of parking regulations in those facilities shall reside in the Parking Services Department.

17.3 Department Procedures

Departmental operating procedures and rules for the conduct of officers shall be published and amended as necessary by the Director after approval by the President. A copy of such procedures and rules shall be provided each Campus Security Department employee and he/she shall be responsible for knowledge of and adherence to those procedures and rules.



UNIVERSITY GUIDEBOOK

Subject: University Health and Safety

Developed by:	Leonard A. Perry	Authorized by:	G. L. Mears
Title:	Director, Environmental and Occupational Health and Safety	Title:	Executive Vice President
Date:	March, 1999	EFFECTIVE:	

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

RESOLUTION NUMBER: YR 1999

Parameters:

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

Procedures:

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

EXHIBIT N



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
UNIVERSITY DEVELOPMENT GIFT LIST
FOR THE PERIOD OF JANUARY 1 - MARCH 31, 1999**

DESCRIPTION	NUMBER OF GIFTS	TOTAL
Cash	1,843	\$296,997.86
Non-Cash	<u>18</u>	<u>8,281.21</u>
Total	1,861	\$305,279.07

RANKING OF CASH GIFTS:

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
\$5,000+	12	\$111,318.02
\$1,000 - \$4,999	43	73,610.39
\$500 - \$999	43	24,048.08
Below \$500	<u>1,745</u>	<u>88,021.37</u>
Total	1,843	\$296,997.86

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Mr. David J. Wittenauer
Ms. Barbara J. Wolf
Mr. Brian J. Wolf
Ms. Judith D. Wolfe
Robert & Cynthia Wollet
Stanley & Margaret Wondolowski
Mr. William R. Wood
W. Dallas & Velma Woodall
Dr. Peter D. Woodlock
Mr. George B. Woodman
Ms. Carol A. Wortman
Mr. Raymond E. Wylam
Mr. Matthew G. Wyman
Mr. Ronald P. Yaist
Mr. Robert A. Yaksic
Ms. Veronica M. Yaksic
Ms. Wilma R. Yarnal

Mr. Edward T. Yatsco
David & Margaret Yeager
Ms. Beth A. Yeatts
Robert E. Yepsen
Mr. Mark D. Yoder
Ms. Kathryn A. Young
Louis A. Young
William & Candace Young
Youngstown Chapter UNA-USA
John & Patricia Yozwiak
Dr. Raymond & Barbara Yozwiak
YSU Reading & Study Skills
Mrs. Carol A. Yu
Pantelis & Anthie Zairis
Frank & Deborah Zamary
Mr. Dante J. Zambrini
Mr. Jason A. Zapka
Mr. Jerry Zaza
Mr. Richard P. Zbell
Mr. John T. Zebroski
Mrs. Pearl E. Zehr
Ronald & Barbara Zetterquist
G. Wayne Zetts
Ms. Marian Zickefoose
Zidian Company
Dr. Lawrence D. Ziegler
Ms. Anita Ziemak
Thomas & Michele Ziemianski
LTC. Thomas & Lynn Zigoris
Dr. Gary & Rosemary Zipay
Philip J. Zitello, M.D.
Mr. Gerald R. Zoccali, Sr.
Mr. Bruce J. Zoldan
Ms. Rose Zornes
Mr. Gary F. Zornjak
Phillip & Linda Zukowsky
Lawrence & Nancy Zunic
Mr. Richard A. Zuzik
Bill & Linda Zwick

Total Cash Contributions:

\$305,279.07

NON-CASH CONTRIBUTIONS

Anchor Cigar & Candy	126.00	Candy Bars for Phonathon Volunteers
Arby's Restaurants	50.00	Gift Certificates for Phonathon
Burger King Restaurants	50.00	Gift Certificates for Phonathon
Coca-Cola Bottling Company	88.50	Beverages for Athletic Alumni Day
Comdoc, Inc.	50.00	Gift Certificates for Phonathon
Covelli Enterprises	85.00	Beverages for Campus Lights Tree Contest and Gift Certificates for Phonathon
Dr. Kenneth & Dawn Kuhn	1,310.31	Eye Exams & Glasses for Student-Athletes
Mahoning Parent	510.00	Advertising for the S.M.A.R.T.S. Program
Papa John's Pizza	179.15	Pizzas for Math Dept. Conference Attendees
Dick & Roseann Schwarz	600.00	Hats & Shirts for Athletic Alumni Day
Dr. Raymond J. Shuster	2,040.00	Clothing for the Theatre Department
Something New Florist	540.00	Centerpieces & Props for Chinese New Year Celebration
Sparkle Supermarkets	465.00	Pop, Cookies & Paperware for Phonathon
Trolio's	337.00	T-shirts for Athletic Alumni Day
Wedgewood Pizza	1,435.25	Pizza for Phonathon & Campus Lights
Wood Dining	60.00	Gift Certificates for Phonathon
YSU Bookstore	320.00	Mugs for Phonathon
YSU Print Shop	35.00	Gift Certificates for Phonathon
Total Non-Cash Contributions:	\$8,281.21	



**YOUNGSTOWN STATE UNIVERSITY BOARD OF TRUSTEES
WYSU-FM GIFT LIST
FOR THE PERIOD OF JANUARY 1 - MARCH 31, 1999**

<u>DESCRIPTION</u>	<u>NUMBER OF GIFTS</u>	<u>TOTAL</u>
Cash	350	<u>\$21,273.00</u>
Total	350	\$21,273.00

RANKING OF CASH GIFTS:

	<u>NUMBER RECEIVED</u>	<u>TOTAL</u>
Below \$500	<u>350</u>	<u>\$21,273.00</u>
Total	350	\$21,273.00

CASH CONTRIBUTIONS BY RANK

Below \$500:

Stacey L. Adger
Ugur S. Aker
Amy Alduino
Chester A. Amedia, Jr.
John & Frances Amer
S. Louis Ames
Nancy Andrew
James H. Andrews
Brenda Antenucci
Antenucci Inc.
Dominic Arcari
Gail A. Arneson
Ralph Bacon
Donald & Marilyn Badger
Frank & Toni Badolato
Clarence & Patricia Bailey
Michael Ballish
Julia Baluch
Ellen Wakeford Banks
Elizabeth Bannon
Francis & Rosemary Bare
Vere Bellian
William S. Benedikt
Byron & Juanita Bezdek
Margaret Bidinotto
Charles & Wilma Black
Corinne Blosser
David & Laura Boich
Joseph H. Bolotin, M.D.
Verena Botzenhart-Viehe
Robert & Kathleen Boykin
Ruth E. Broad
Steven Brown
Holly Burnett
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Donald W. Byo
Thelma Caggiano
Anne Callahan
Herman & Patricia Carach
Charles T. Carl
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Ann Casarsa
A. Dwight & Ann Castro
Adrienne N. Cerimeli
Richard Chamberlain
David R. Chenoweth
Haroid Chevien
Stephen & Karen Chikosky
Karen Christensen
Albert B. Cinelli, M.D.
Robert Ciotola
Michael & Nina Clayman
Jodi & Don Clowes
Harry M. Coates
Mrs. Bonnie Conner
James W. Converse
William Cooke
Delma Cooper
David Cornell
Evelyn Cunnigham
Rebecca Dale
Sam & Rosalie D'Angelo
Karen Davis
David & Joan Dawson
Edward Daytner
Evelyn Dearing
Donna M. DeBlasio
Rosemary Deciker
Bassam & Jodi Deeb
Karen DeMatteo
Nancy J. DeSalvo
Robert & Mary Ellen Detwiler
James M. Diffley
Joan DiGiulio
Rev. Deborah R. Dockstader
James Donatelli
Alex Downie
Kathleen Dragoman
Diane Drapcho
James Driscoll

Patricia Droba
Art & Susan Druschel
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Donald & Judith Duran
Lee Ebert
C. William & Karen Eichenberger
Thomas C. Eisweirth
John & Margaret Ellison
Lois Elser-Williamson
Louis P. Epstein
Joseph Evans, Jr.
William T. Evans
Annmarie Fabilli
First Presbyterian Church
Richard J. Fitch
Dorcas C. Fitzgerald
William J. Flynn
Augustine A. Fornataro
Preston E. Foster
Friends of Fellows Riverside Gardens
Friends of Maag Library
Friends of Music
Tyrus W. Frolund
Ronald & Eileen Galip
Elizabeth J. Gantler
Cindy Gardiner
Jean Gates
Joseph A. George
Mary Bess George
Karl R. Gettmann
Michael P. Good, Sr.
Joseph Gorman
Robert Gourley
MaryJane Graebing
Plimpton Gaul, Jr.
Judith Graziano
Joseph & Betty Jean Green
Greg Greenwood
Andreas Grotewold
Richard & Louise Groucutt
Gary & Joan Grover
Michael Halliday
Clyde Hankey
Edward Hassay
Alan Hassel

James Hathaway
Labros Hatzilabrou
Norma J. Hazelbaker, M.D.
Jeffery M. Hedrich
William H. Heintzelman
H.J. Heinz Company Foundation
John & Nancy Heiser
Richard & Joanne Hendry
Mary Hermance
Robert Herring
Bruce Herron
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Carol L. Homrighausen
Lois Hopkins
Robert E. Hopkins
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Bob Huck
Charles & Susan Hudak
Mary Elizabeth Huesken
Harlene E. Huffstetler
Patricia Humbertson
Allan Hunchuk
James Itts
Isaiah Jackson
Doris C. Jacoby
Warren & Mae Jensen
Rev. Arthur Joachim
Raymond Johnson
William Karg
Bertram Katz
Martha Katz
Charles L. Keller
Gary Keller
Joseph Kengor
Gerald Kessler
June N. Kleeman
Cornel Kmentt
Christine A. Knuth
Friedrich Koknat

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Frank Krautter
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David Leonard
Alayne Leone
Andrea D. Leone
Keith & Ann Lepak
John Loch
Suzanne B. Lockhart
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Laretta Luggie
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Ingrid Lundquist
Leon & Claire Luyckx
Rita MacBain
Lewis Mahoney
Michael Malkin
John Mancino
Raymond P. Manley
Louis Manno
Fred & Arleen Marinucci
Ivan Markulin
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Elsie E. Maurer
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Jean McGeary
Samuel McNaugher
Robert S. Meermans
Dorothy G. Mettler
Deborah L. Metzger
Wesley & Cecile Midgley
Laura Miller
Lloyd Miller Construction
Brendan Minogue
John Mitchell
Robert & Linda Mizwa
Chris H. Moinet
Paul & Virginia Monseau
David Montanaro
Peggy Moore

Joseph Morgan
Michael Morley
Karl A. Morris
Robert Mort
Sue A. Motzer
Carl & Kay Muller
Barbara B. Mummey
Thomas Murphy
Rebecca S. Murray
William J. Murrin
Mary Nadolny
Douglas & Laurie Nasci
Rolf Nissen
Lance A. Ortenzio
Out Spokin' Wheelmen
Tony V. Palo
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Thomas & Carol Patterson
Mary E. Patton
Ralph Paulun
James L. Pazol
Lynn Peterson-Danes
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Joan A. Philipp
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Agnes M. Pierson
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Chinna Babu Potluri
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David A. Ragan
Dr. Wade Raridon
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James B. Resch
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James Rogers
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Pat Rosenthal
Richard E. Rostan
Virginia F. Rostan
Sheila Routh
Alfred Ruck, Jr.
Robert & Carole Sacherman
Rev. Anthony Salim
Raymond & Stacie Salyard
Janet M. Sanders
Mary Lee Sandusky
Frank Santagata
Mary Saxon
Mary Alice Schaff
S. Jerome Schnall
St. Columba Cathedral
James & Nancy Schotten
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Virginia Selanik
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A. G. Sharp Lumber Co.
Terry Sheban
Robert Siffrin III
Thaddeus & Jane Siglow
Shirley S. Silver
Marie Skweir
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Morton Small
Paul E. Smith
Roger G. Smith
Thomas Smotzer
Richard Sokolov
Katherine Soman
William L. Speer
Richard D. Speicher
Dr. Leonard B. Spiegel
Dr. Robert G. Spratt
St. Luke's School
Sr. Elizabeth Staudt

Dr. & Mrs. Paul Stefek
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Reese Wills
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Constance Witt
Samuel & Patricia Woodings
Richard H. Wright
Robert J. Yalch
David H. Yarian
Marian R. Yeagley
Anthony Yereb
Warren & Sandra Young
YSU Chapter of OEA
YSU New Music Society
Carol A. Zacherl

Total Cash Contributions:

\$21,273.00



UNIVERSITY GUIDEBOOK

NUMBER

5011.01

PAGE 1 of 4

Subject: Alcoholic Beverages on Campus

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President Development and Community Affairs	Title: President
Date: March, 1999	EFFECTIVE:

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

RESOLUTION NUMBER: YR 1999

Definitions:

- Alcoholic beverage is any beverage which contains alcohol or is a brewed malt or fermented product, i.e., low-alcohol beverages, beer, wine, wine coolers, and spirituous liquor (distilled beverages and intoxicating liquors).
- Sale or sell is defined in the *Ohio Revised Code* as any exchange, barter, gift, offer for sale, sale, distribution, delivery or transfer of title, or possession of any beer, intoxicating liquor, or any other alcoholic beverage. Sale also includes payment of direct or indirect charges to attend an event at which alcoholic beverages are sold, e.g., serving alcoholic beverages from an "open bar" at an event for which tickets are sold and required for attendance even if the alcoholic beverages provided were donated.
- The campus is any University-owned or -controlled property and non-University facilities that the University has leased or made arrangements for use.
- University organizations or groups include any recognized University entity including, but not limited to divisions, colleges, departments, administrative units, and educational/professional and student organizations and groups.
- Non-university groups include organizations, companies, or individuals not affiliated with the University.

Parameters:

- All procedures pertaining to the control, sale, consumption, and use of alcoholic beverages on property owned or controlled by the University will be in compliance with applicable state laws.
- Any organization or group authorized to control, sell, consume, or otherwise use alcoholic beverages on campus is responsible for compliance with all laws, policies, procedures, and regulations, and for administering and supervising the event.
- The possession or use of alcoholic beverages in any of the University student residence houses is prohibited (8001.01).
- On-campus advertising, promotion, or marketing of alcoholic beverages, except as authorized in Kilcawley Center, is prohibited.
- On-campus sale of alcoholic beverages is prohibited except at the DeBartolo Stadium Club and Kilcawley Center.
- On-campus use of alcoholic beverages is prohibited except in the following locations:
 - Alumni House
 - Beeghly Center (excluding public seating areas)
 - Bliss Hall Art Gallery
 - Bliss Hall Theater Lobby
 - Kilcawley Center
 - McDonough Museum of Art
 - Stambaugh Stadium limited to the DeBartolo Stadium Club, Scholarship Loges, and Terrace Dining Area only
 - Tailgate Areas including M-24, M-26, F-2, and F-7 Parking Lots and Hospitality Tents
 - Tod Hall
- On a case-by-case basis, other locations at which alcoholic beverages may be served for a specified time period may be identified by the President or designee.
- Any on-campus event which requires a fee or donation for admission at which alcoholic beverages are served requires an appropriate permit from the Ohio Division of Liquor Control and written permission from the President or designee.

Rules: The following rules apply whenever alcoholic beverages are sold or used on campus.

1. The sale or serving of alcoholic beverages will comply with all applicable state and local laws and University policies and procedures.
2. Sale or service of alcoholic beverages must be discontinued at least one hour prior to the conclusion of any event that is scheduled to last four or more hours.
3. Events at which alcoholic beverages are available may not exceed five hours in length.
4. A bartender, appropriately certified, must supervise the sale and/or dispensing of alcoholic beverages. All servers of alcoholic beverages must be at least twenty-one years of age. Bartenders and other servers may not consume alcoholic beverages at any time during the scheduled event and are not permitted to sell or dispense alcoholic beverages if intoxicated.
5. Alcoholic beverage containers may not exceed the following volume:
 - Beer - Twelve ounces
 - Wine - Six ounces
 - Mixed Drinks - One ounce of spirituous liquor and nine ounces of mix
 - Other Alcoholic Beverages - Twelve ounces
6. The sale or consumption of "shots" is not permitted.
7. Non-alcoholic beverages and a variety of foods must be available in quantities sufficient for all guests whenever alcoholic beverages are sold or served. Such beverages and food must be visible and available and shall be provided in compliance with Section 4301.21(c) of the *Ohio Revised Code*, and Section 4301:1-1-58 of the *Ohio Administrative Code*.
8. Guests of the event may not bring alcoholic beverages to the event or take alcoholic beverages from the site of the event, except for private use in a Scholarship Loge or Tailgate Area.
9. Intoxicated individuals shall not be served nor may they possess or consume alcoholic beverages at any on-campus event.
10. Alcoholic beverages may not be sold or served to anyone unable to provide proof of being twenty-one years of age or older.

11. On-campus events at which alcoholic beverages are sold or served may not have the presence of these beverages or their consumption as an event theme. At no time during the event may any manner of consumption of these beverages be encouraged.
12. Gambling and gambling devices are not permitted at any on-campus event where alcoholic beverages are sold or served.
13. All on-campus events at which alcoholic beverages are sold or served are subject to University oversight. Violations of state/local laws or University policy/rules will be grounds to cancel the event and may result in additional sanctions.

EXISTING POLICY—TO BE RESCINDED

5. Student Services

Mrs. DeLuca stated that the Student Services Committee was recommending one Resolution for adoption by the Board. She then read and moved the following Resolution:

Resolution to Amend Alcoholic Beverage Policy

YR 1992-40

WHEREAS, the McDonough Museum of Art building was recently completed; and

WHEREAS, the Dean of Fine and Performing Arts has indicated that the facility has attracted community interest, and he has received inquiries about events scheduled in the facility; and

WHEREAS, the Dean has recommended that the utilization of the facility would be enhanced if wine and/or liquor were permitted to be served during designated programs held in the facility.

NOW, THEREFORE, BE IT RESOLVED, that Section 6, Article IX of the Policies of the Board of Trustees of Youngstown State University be revised as appended at Exhibit M.

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.

POLICIES OF THE BOARD OF TRUSTEES

YOUNGSTOWN STATE UNIVERSITY

ARTICLE IX. MISCELLANEOUS

Section 6. Sale and Use of Alcoholic Beverages on University Property

The Board of Trustees delegates to the President the final authority to enforce all policies and to promulgate procedures pertaining to the control, sale and the consumption of beer and the use of other alcoholic beverages on designated premises of the University in conformity with the policies adopted by the Board of Trustees. The Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES shall be the designated administrative officer responsible to the President for carrying out the following rules and regulations concerning alcohol.

5.1 Beer Policy

6.1.1 The consumption of beer in Kilcawley Center shall be governed by the following rules:

- a. The University shall be authorized to annually purchase a D-1 permit from the State Department of Liquor Control.
- b. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and Kilcawley ~~Residence Hall~~ HOUSE) is hereby designated as the permit premises.
- c. The Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES, after consulting the Kilcawley Center Board, shall recommend procedures for the control of the sale and consumption of beer on the designated premises. Such procedures shall include, but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other procedures as appropriate to assure conformity to State law and University policy. Procedures thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

6.1.2 The consumption of beer in Beeghly Center shall be governed by the following rules:

- a. The concessions contractor is authorized to purchase a D-1 permit from the State Department of Liquor Control.
- b. Room 119 in Beeghly Center is hereby designated as the permit premises.
- c. Beer may be sold and consumed on the permit premises only, and admission to these premises shall be limited to holders of season tickets for the Youngstown Pride.

- d. Beer shall not be sold or consumed on the permit premises except for a period of one hour before game time and during game time. Service and consumption shall stop when the game is over.
- e. Nonalcoholic beverages and food must also be sold on the permit premises when beer is being sold.
- f. When beer is being sold on the permit premises, a YSU Police Department officer shall be stationed at the door of the permit premises to assure that only holders of season tickets to the Youngstown Pride are admitted and that order is maintained.
- g. The contract between the University and the Youngstown Pride shall provide a specific indemnification and hold harmless clause protecting the University from all causes of action arising out of the serving of beer during Pride games. The contract shall also require the Pride to obtain Dram Shop insurance in the amount of \$1 million primary coverage and \$3 million excess coverage, with the University named as an "additional insured."

6.2 Liquor and Wine Policy

- 6.2.1 The University may permit the consumption of liquor and/or wine at programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads; and at employee or alumni on-campus social events in accordance with the following conditions:
 - a. The possession and consumption of liquor and/or wine at on-campus events shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor and/or wine at on-campus events must be obtained in written form from the President of the University at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center, THE MCDONOUGH MUSEUM OF ART, and rooms on the first floor of the Alumni House. The rooms shall be designated by the President of the University.
 - d. Liquor and/or wine may not be sold at an on-campus event.
 - e. The sponsoring group of an event in Kilcawley Center OR THE MCDONOUGH MUSEUM OF ART at which liquor and/or wine is to be served must employ a bartender and purchase set-ups for drinks through the Director of Kilcawley Center STUDENT ACTIVITIES AND AUXILIARY SERVICES.

- f. Liquor and/or wine to be served at events in Kilcawley Center OR THE MCDONOUGH MUSEUM OF ART must be delivered in bulk form to the bartender through the Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES. Any remainder will be removed in bulk form.
- g. Upon approval by the President of service of alcoholic beverages at an event in the Alumni House, the Executive Director of the Alumni Association shall be responsible for all arrangements including assurance that all applicable laws and regulations are followed.
- h. Individuals attending such events shall not possess individual bottles of liquor and/or wine.
- i. Nonalcoholic beverages and food must be served at any on-campus event at which liquor and/or wine is served.
- j. Liquor and/or wine may not be purchased with State funds.

6.2.2 The University prohibits the sale or use of alcoholic beverages in all public areas of the Arnold Stambaugh Stadium. Consumption of liquor is permitted in designated private areas under the following conditions:

- a. The possession and consumption of alcoholic beverages shall be in accord with State and local law and University policy.
- b. The President of the University shall annually designate the rooms of the Stadium and the "tailgate" parking lot where the consumption of alcoholic beverages is permitted.
- c. The rooms and "tailgate" parking lot designated by the President are restricted to the fall football season and to those days when an intercollegiate contest or comparable nonscholastic activity is scheduled.
- d. Nonalcoholic beverages and food must be served at any event at which alcoholic beverages are served.

6.3 Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, consumption and appropriate time of service of alcoholic beverages at on-campus events.

EXISTING POLICY—TO BE RESCINDED

Section 6. Sale and Use of Alcoholic Beverages on University Property

The Board of Trustees delegates to the President the final authority to enforce all policies and to promulgate procedures pertaining to the control, sale, and the consumption of beer and the use of other alcoholic beverages on designated premises of the University in conformity with the policies adopted by the Board of Trustees. The Director of Kilcawley Center shall be the designated administrative officer responsible to the President for carrying out the following rules and regulations concerning alcohol.

6.1 Beer Policy

6.1.1 The consumption of beer in Kilcawley Center shall be governed by the following rules:

- a. The University shall be authorized to annually purchase a D-I permit from the State Department of Liquor Control.
- b. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and the Kilcawley Residence Hall) is hereby designated as the permit premises.

- c. The Director of Kilcawley Center, after consulting the Kilcawley Center Board, shall recommend procedures for the control of the sale and consumption of beer on the designated premises. Such procedures shall include, but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other procedures as appropriate to assure conformity to State law and University policy. Procedures thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.
- 6.1.2 The consumption of beer in Beeghly Center shall be governed by the following rules:
- a. The concessions contractor is authorized to purchase a D-1 permit from the State Department of Liquor Control.
 - b. Room 119 in Beeghly Center is hereby designated as the permit premises.
 - c. Beer may be sold and consumed on the permit premises only and admission to these premises shall be limited to holders of season tickets for the Youngstown Pride.
 - d. Beer shall not be sold nor consumed on the permit premises except for a period of one hour before game time and during game time. Service and consumption shall stop when the game is over.
 - e. Non-alcoholic beverages and food must also be sold on the permit premises when beer is being sold.
 - f. When beer is being sold on the permit premises a YSU Police Department officer shall be stationed at the door of the permit premises to assure that only holders of season tickets to the Youngstown Pride are admitted and that order is maintained.
 - g. The contract between the University and the Youngstown Pride shall provide a specific indemnification and hold harmless clause protecting the University from all causes of action arising out of the serving of beer during Pride games. The contract shall also require the Pride to obtain Dram Shop insurance in the amount of \$1 million primary coverage and \$3 million excess coverage with the University named as an "additional insured."

6.2 Liquor and Wine Policy

- 6.2.1 The University may permit the consumption of liquor and/or wine at programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads; at employee or alumni on-campus social events in accordance with the following conditions:
- a. The possession and consumption of liquor and/or wine at on-campus events shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor and/or wine at on-campus events must be obtained in written form from the President of the University, at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center and rooms on the first floor of the Alumni House. The rooms shall be designated by the President of the University.
 - d. Liquor and/or wine may not be sold at an on-campus event.
 - e. The sponsoring group of an event in Kilcawley Center at which liquor and/or wine is to be served must employ a bartender and purchase set-ups for drinks through the Director of Kilcawley Center.
 - f. Liquor and/or wine to be served at events in Kilcawley Center must be delivered in bulk form to the bartender through the Director of Kilcawley Center. Any remainder will be removed in bulk form.
 - g. Upon approval by the President of service of alcoholic beverages at an event in the Alumni House the Executive Director of the Alumni Association shall be responsible for all arrangements, including assurance that all applicable laws and regulations are followed.
 - h. Individuals attending such events shall not possess individual bottles of liquor and/or wine.
 - i. Non-alcoholic beverages and food must be served at any on-campus event at which liquor and/or wine is served.
 - j. Liquor and/or wine may not be purchased with State funds.

6.2.2 The University prohibits the sale or use of alcoholic beverages in all public areas of the Arnold Stambaugh Stadium. Consumption of liquor is permitted in designated private areas under the following conditions:

- a. The possession and consumption of alcoholic beverages shall be in accord with State and local law and University policy.
- b. The President of the University shall annually designate the rooms of the Stadium and the "tail gate" parking lot where the consumption of alcoholic beverages is permitted.
- c. The rooms and "tail gate" parking lot designated by the President are restricted to the Fall football season and to those days when an intercollegiate contest or comparable non-scholastic activity is scheduled.
- d. Non-alcoholic beverages and food must be served at any event at which alcoholic beverages are served.
- e. Alcoholic beverages may not be purchased with Public funds.

6.3 Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, consumption and appropriate time of service of alcoholic beverages at on-campus events.



UNIVERSITY GUIDEBOOK

NUMBER
5011.02

PAGE 1 of 2

Subject: Use of Alcoholic Beverages at Campus Events

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President Development and Community Affairs	Title: President
Date: March, 1999	EFFECTIVE:

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

RESOLUTION NUMBER: YR 1999

The following procedures outline the steps to be followed to enable the use of alcoholic beverages at both University-sponsored and non-University-sponsored events held on campus. Definitions, parameters, and rules governing the use of alcoholic beverages on campus are found in Alcoholic Beverages on Campus (5011.01), and serve as an essential resource to these procedures.

Procedures:

1. All University groups or non-University groups wishing to sponsor an event on the campus involving the use of alcoholic beverages must prepare an appropriate application and submit it at least two weeks prior to the event. Application forms are available in the Kilcawley Center Staff Office or the Office of Events Preparation in Tod Hall.
2. If the planned event is scheduled for Kilcawley Center, the completed application should be submitted to the Executive Director of Student Services. If the event is scheduled elsewhere on the campus, the completed application should be submitted to the Events Manager.
3. Applications are first reviewed by either the Executive Director of Student Services or the Events Manager to determine the nature of the event, if those projected to attend satisfy appropriate age criteria, and the source of funds of payment of alcoholic beverages. (Note: The cost of purchasing the alcoholic beverages cannot be included in the ticket of meal price for any event.)

Agenda Item H.5.c.
Exhibit Q

4. If it is determined by the Executive Director of Student Services or the Events Manager that the use of alcoholic beverages at the event is appropriate, the application will be forwarded to the Executive Vice President.
5. Once a decision has been reached, the Executive Vice President will notify either the Executive Director of Student Services or the Events Manager of the status of the application.
6. The Executive Director of Student Services or the Events Manager will notify the event sponsor of the decision. If the use of alcoholic beverages is approved for the event, notification is also forwarded to the YSU Police and to other departments as needed.

EXISTING POLICY—TO BE RESCINDED

5. Student Services

Mrs. DeLuca stated that the Student Services Committee was recommending one Resolution for adoption by the Board. She then read and moved the following Resolution:

Resolution to Amend Alcoholic Beverage Policy

YR 1992-40

WHEREAS, the McDonough Museum of Art building was recently completed; and

WHEREAS, the Dean of Fine and Performing Arts has indicated that the facility has attracted community interest, and he has received inquiries about events scheduled in the facility; and

WHEREAS, the Dean has recommended that the utilization of the facility would be enhanced if wine and/or liquor were permitted to be served during designated programs held in the facility.

NOW, THEREFORE, BE IT RESOLVED, that Section 6, Article IX of the Policies of the Board of Trustees of Youngstown State University be revised as appended at Exhibit M.

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.

POLICIES OF THE BOARD OF TRUSTEES

YOUNGSTOWN STATE UNIVERSITY

ARTICLE IX. MISCELLANEOUS

Section 6. Sale and Use of Alcoholic Beverages on University Property

The Board of Trustees delegates to the President the final authority to enforce all policies and to promulgate procedures pertaining to the control, sale and the consumption of beer and the use of other alcoholic beverages on designated premises of the University in conformity with the policies adopted by the Board of Trustees. The Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES shall be the designated administrative officer responsible to the President for carrying out the following rules and regulations concerning alcohol.

5.1 Beer Policy

- 6.1.1 The consumption of beer in Kilcawley Center shall be governed by the following rules:
- a. The University shall be authorized to annually purchase a D-1 permit from the State Department of Liquor Control.
 - b. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and Kilcawley ~~Residence Hall~~ HOUSE) is hereby designated as the permit premises.
 - c. The Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES, after consulting the Kilcawley Center Board, shall recommend procedures for the control of the sale and consumption of beer on the designated premises. Such procedures shall include, but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other procedures as appropriate to assure conformity to State law and University policy. Procedures thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.
- 6.1.2 The consumption of beer in Beeghly Center shall be governed by the following rules:
- a. The concessions contractor is authorized to purchase a D-1 permit from the State Department of Liquor Control.
 - b. Room 119 in Beeghly Center is hereby designated as the permit premises.
 - c. Beer may be sold and consumed on the permit premises only, and admission to these premises shall be limited to holders of season tickets for the Youngstown Pride.

- d. Beer shall not be sold or consumed on the permit premises except for a period of one hour before game time and during game time. Service and consumption shall stop when the game is over.
- e. Nonalcoholic beverages and food must also be sold on the permit premises when beer is being sold.
- f. When beer is being sold on the permit premises, a YSU Police Department officer shall be stationed at the door of the permit premises to assure that only holders of season tickets to the Youngstown Pride are admitted and that order is maintained.
- g. The contract between the University and the Youngstown Pride shall provide a specific indemnification and hold harmless clause protecting the University from all causes of action arising out of the serving of beer during Pride games. The contract shall also require the Pride to obtain Dram Shop insurance in the amount of \$1 million primary coverage and \$3 million excess coverage, with the University named as an "additional insured."

6.2 Liquor and Wine Policy

- 6.2.1 The University may permit the consumption of liquor and/or wine at programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads; and at employee or alumni on-campus social events in accordance with the following conditions:
 - a. The possession and consumption of liquor and/or wine at on-campus events shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor and/or wine at on-campus events must be obtained in written form from the President of the University at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center, THE MCDONOUGH MUSEUM OF ART, and rooms on the first floor of the Alumni House. The rooms shall be designated by the President of the University.
 - d. Liquor and/or wine may not be sold at an on-campus event.
 - e. The sponsoring group of an event in Kilcawley Center OR THE MCDONOUGH MUSEUM OF ART at which liquor and/or wine is to be served must employ a bartender and purchase set-ups for drinks through the Director of Kilcawley-Center STUDENT ACTIVITIES AND AUXILIARY SERVICES.

- f. Liquor and/or wine to be served at events in Kilcawley Center OR THE MCDONOUGH MUSEUM OF ART must be delivered in bulk form to the bartender through the Director of Kilcawley Center STUDENT ACTIVITIES AND AUXILIARY SERVICES. Any remainder will be removed in bulk form.
- g. Upon approval by the President of service of alcoholic beverages at an event in the Alumni House, the Executive Director of the Alumni Association shall be responsible for all arrangements including assurance that all applicable laws and regulations are followed.
- h. Individuals attending such events shall not possess individual bottles of liquor and/or wine.
- i. Nonalcoholic beverages and food must be served at any on-campus event at which liquor and/or wine is served.
- j. Liquor and/or wine may not be purchased with State funds.

6.2.2 The University prohibits the sale or use of alcoholic beverages in all public areas of the Arnold Stambaugh Stadium. Consumption of liquor is permitted in designated private areas under the following conditions:

- a. The possession and consumption of alcoholic beverages shall be in accord with State and local law and University policy.
- b. The President of the University shall annually designate the rooms of the Stadium and the "tailgate" parking lot where the consumption of alcoholic beverages is permitted.
- c. The rooms and "tailgate" parking lot designated by the President are restricted to the fall football season and to those days when an intercollegiate contest or comparable nonscholastic activity is scheduled.
- d. Nonalcoholic beverages and food must be served at any event at which alcoholic beverages are served.

6.3 Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, consumption and appropriate time of service of alcoholic beverages at on-campus events.

EXISTING POLICY—TO BE RESCINDED

Section 6. Sale and Use of Alcoholic Beverages on University Property

The Board of Trustees delegates to the President the final authority to enforce all policies and to promulgate procedures pertaining to the control, sale, and the consumption of beer and the use of other alcoholic beverages on designated premises of the University in conformity with the policies adopted by the Board of Trustees. The Director of Kilcawley Center shall be the designated administrative officer responsible to the President for carrying out the following rules and regulations concerning alcohol.

6.1 Beer Policy

- 6.1.1** The consumption of beer in Kilcawley Center shall be governed by the following rules:
- a. The University shall be authorized to annually purchase a D-1 permit from the State Department of Liquor Control.
 - b. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and the Kilcawley Residence Hall) is hereby designated as the permit premises.

- c. The Director of Kilcawley Center, after consulting the Kilcawley Center Board, shall recommend procedures for the control of the sale and consumption of beer on the designated premises. Such procedures shall include, but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other procedures as appropriate to assure conformity to State law and University policy. Procedures thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.
- 6.1.2 The consumption of beer in Beeghly Center shall be governed by the following rules:
- a. The concessions contractor is authorized to purchase a D-1 permit from the State Department of Liquor Control.
 - b. Room 119 in Beeghly Center is hereby designated as the permit premises.
 - c. Beer may be sold and consumed on the permit premises only and admission to these premises shall be limited to holders of season tickets for the Youngstown Pride.
 - d. Beer shall not be sold nor consumed on the permit premises except for a period of one hour before game time and during game time. Service and consumption shall stop when the game is over.
 - e. Non-alcoholic beverages and food must also be sold on the permit premises when beer is being sold.
 - f. When beer is being sold on the permit premises a YSU Police Department officer shall be stationed at the door of the permit premises to assure that only holders of season tickets to the Youngstown Pride are admitted and that order is maintained.
 - g. The contract between the University and the Youngstown Pride shall provide a specific indemnification and hold harmless clause protecting the University from all causes of action arising out of the serving of beer during Pride games. The contract shall also require the Pride to obtain Dram Shop insurance in the amount of \$1 million primary coverage and \$3 million excess coverage with the University named as an "additional insured."

6.2 Liquor and Wine Policy

- 6.2.1 The University may permit the consumption of liquor and/or wine at programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads; at employee or alumni on-campus social events in accordance with the following conditions:
- a. The possession and consumption of liquor and/or wine at on-campus events shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor and/or wine at on-campus events must be obtained in written form from the President of the University, at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center and rooms on the first floor of the Alumni House. The rooms shall be designated by the President of the University.
 - d. Liquor and/or wine may not be sold at an on-campus event.
 - e. The sponsoring group of an event in Kilcawley Center at which liquor and/or wine is to be served must employ a bartender and purchase set-ups for drinks through the Director of Kilcawley Center.
 - f. Liquor and/or wine to be served at events in Kilcawley Center must be delivered in bulk form to the bartender through the Director of Kilcawley Center. Any remainder will be removed in bulk form.
 - g. Upon approval by the President of service of alcoholic beverages at an event in the Alumni House the Executive Director of the Alumni Association shall be responsible for all arrangements, including assurance that all applicable laws and regulations are followed.
 - h. Individuals attending such events shall not possess individual bottles of liquor and/or wine.
 - i. Non-alcoholic beverages and food must be served at any on-campus event at which liquor and/or wine is served.
 - j. Liquor and/or wine may not be purchased with State funds.

6.2.2 The University prohibits the sale or use of alcoholic beverages in all public areas of the Arnold Stambaugh Stadium. Consumption of liquor is permitted in designated private areas under the following conditions:

- a. The possession and consumption of alcoholic beverages shall be in accord with State and local law and University policy.
- b. The President of the University shall annually designate the rooms of the Stadium and the "tail gate" parking lot where the consumption of alcoholic beverages is permitted.
- c. The rooms and "tail gate" parking lot designated by the President are restricted to the Fall football season and to those days when an intercollegiate contest or comparable non-scholastic activity is scheduled.
- d. Non-alcoholic beverages and food must be served at any event at which alcoholic beverages are served.
- e. Alcoholic beverages may not be purchased with Public funds.

6.3 Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, consumption and appropriate time of service of alcoholic beverages at on-campus events.



UNIVERSITY GUIDEBOOK

Subject: Sale of Alcoholic Beverages on Campus

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President Development and Community Affairs	Title: President
Date: March, 1999	EFFECTIVE:

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

RESOLUTION NUMBER: YR 1999

The procedures identified below outline the steps to be followed to sell alcoholic beverages at either University-sponsored and non-University-sponsored events. Definitions, parameters, and rules governing the use of alcoholic beverages on campus are found in Alcoholic Beverages on Campus (5011.01), and serve as an essential resource to these procedures.

Parameters:

- On-campus sale of alcoholic beverages is normally restricted to the DeBartolo Stadium Club and Kilcawley Center.
- On a case-by-case basis, other locations at which alcoholic beverages may be sold for a specified time period may be identified by the President or designee.
- Annually, the University will purchase an alcoholic beverage permit from the Ohio Division of Liquor Control to sell such beverages in Kilcawley Center. This permit may be transferred to the University's food service vendor.

Procedures:

1. All University groups or non-University groups wishing to sponsor an event on the campus involving the sale of alcoholic beverages in the DeBartolo Stadium Club must complete an appropriate application and submit it at least thirty days prior to the event for the sale of beer and at least forty-five days for any other alcoholic beverages. Application forms are available in the Office of Events Preparation in Tod Hall.
2. Applications are first reviewed by the Events Manager to determine the nature of the event and if those projected to attend satisfy appropriate age criteria.
3. If the Events Manager determines that the sale of alcoholic beverages at the event is appropriate, the application is forwarded to the Executive Vice President.
4. Once a decision has been reached, the Executive Vice President will notify the Events Manager of the status of the application.
5. The Events Manager will notify the event sponsor of the decision. If the sale of alcoholic beverages is approved for the event, notification is also forwarded to the YSU Police and to other departments as needed.
6. Final approval for the sale of alcoholic beverages at the event is contingent upon the sponsoring group obtaining an appropriate permit to sell such beverages from the Ohio Division of Liquor Control. The sponsoring group is solely responsible for making application and obtaining this permit. This permit must be presented to the Events Manager at least seven days prior to the event.
7. In the event the permit is not obtained, the event may go forward, but the alcoholic beverages will not be served.

EXISTING POLICY—TO BE RESCINDED

5. Student Services

Mrs. DeLuca stated that the Student Services Committee was recommending one Resolution for adoption by the Board. She then read and moved the following Resolution:

Resolution to Amend Alcoholic Beverage Policy

YR 1992-40

WHEREAS, the McDonough Museum of Art building was recently completed; and

WHEREAS, the Dean of Fine and Performing Arts has indicated that the facility has attracted community interest, and he has received inquiries about events scheduled in the facility; and

WHEREAS, the Dean has recommended that the utilization of the facility would be enhanced if wine and/or liquor were permitted to be served during designated programs held in the facility.

NOW, THEREFORE, BE IT RESOLVED, that Section 6, Article IX of the Policies of the Board of Trustees of Youngstown State University be revised as appended at Exhibit M.

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.

POLICIES OF THE BOARD OF TRUSTEES

YOUNGSTOWN STATE UNIVERSITY

ARTICLE IX. MISCELLANEOUS

Section 6. Sale and Use of Alcoholic Beverages on University Property

The Board of Trustees delegates to the President the final authority to enforce all policies and to promulgate procedures pertaining to the control, sale and the consumption of beer and the use of other alcoholic beverages on designated premises of the University in conformity with the policies adopted by the Board of Trustees. The Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES shall be the designated administrative officer responsible to the President for carrying out the following rules and regulations concerning alcohol.

5.1 Beer Policy

6.1.1 The consumption of beer in Kilcawley Center shall be governed by the following rules:

- a. The University shall be authorized to annually purchase a D-1 permit from the State Department of Liquor Control.
- b. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and Kilcawley Residence Hall HOUSE) is hereby designated as the permit premises.
- c. The Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES, after consulting the Kilcawley Center Board, shall recommend procedures for the control of the sale and consumption of beer on the designated premises. Such procedures shall include, but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other procedures as appropriate to assure conformity to State law and University policy. Procedures thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

6.1.2 The consumption of beer in Beeghly Center shall be governed by the following rules:

- a. The concessions contractor is authorized to purchase a D-1 permit from the State Department of Liquor Control.
- b. Room 119 in Beeghly Center is hereby designated as the permit premises.
- c. Beer may be sold and consumed on the permit premises only, and admission to these premises shall be limited to holders of season tickets for the Youngstown Pride.

- d. Beer shall not be sold or consumed on the permit premises except for a period of one hour before game time and during game time. Service and consumption shall stop when the game is over.
- e. Nonalcoholic beverages and food must also be sold on the permit premises when beer is being sold.
- f. When beer is being sold on the permit premises, a YSU Police Department officer shall be stationed at the door of the permit premises to assure that only holders of season tickets to the Youngstown Pride are admitted and that order is maintained.
- g. The contract between the University and the Youngstown Pride shall provide a specific indemnification and hold harmless clause protecting the University from all causes of action arising out of the serving of beer during Pride games. The contract shall also require the Pride to obtain Dram Shop insurance in the amount of \$1 million primary coverage and \$3 million excess coverage, with the University named as an "additional insured."

6.2 Liquor and Wine Policy

- 6.2.1 The University may permit the consumption of liquor and/or wine at programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads; and at employee or alumni on-campus social events in accordance with the following conditions:
 - a. The possession and consumption of liquor and/or wine at on-campus events shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor and/or wine at on-campus events must be obtained in written form from the President of the University at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center, THE MCDONOUGH MUSEUM OF ART, and rooms on the first floor of the Alumni House. The rooms shall be designated by the President of the University.
 - d. Liquor and/or wine may not be sold at an on-campus event.
 - e. The sponsoring group of an event in Kilcawley Center OR THE MCDONOUGH MUSEUM OF ART at which liquor and/or wine is to be served must employ a bartender and purchase set-ups for drinks through the Director of Kilcawley-Center STUDENT ACTIVITIES AND AUXILIARY SERVICES.

- f. Liquor and/or wine to be served at events in Kilcawley Center OR THE MCDONOUGH MUSEUM OF ART must be delivered in bulk form to the bartender through the Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES. Any remainder will be removed in bulk form.
- g. Upon approval by the President of service of alcoholic beverages at an event in the Alumni House, the Executive Director of the Alumni Association shall be responsible for all arrangements including assurance that all applicable laws and regulations are followed.
- h. Individuals attending such events shall not possess individual bottles of liquor and/or wine.
- i. Nonalcoholic beverages and food must be served at any on-campus event at which liquor and/or wine is served.
- j. Liquor and/or wine may not be purchased with State funds.

6.2.2 The University prohibits the sale or use of alcoholic beverages in all public areas of the Arnold Stambaugh Stadium. Consumption of liquor is permitted in designated private areas under the following conditions:

- a. The possession and consumption of alcoholic beverages shall be in accord with State and local law and University policy.
- b. The President of the University shall annually designate the rooms of the Stadium and the "tailgate" parking lot where the consumption of alcoholic beverages is permitted.
- c. The rooms and "tailgate" parking lot designated by the President are restricted to the fall football season and to those days when an intercollegiate contest or comparable nonscholastic activity is scheduled.
- d. Nonalcoholic beverages and food must be served at any event at which alcoholic beverages are served.

6.3 Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, consumption and appropriate time of service of alcoholic beverages at on-campus events.

EXISTING POLICY—TO BE RESCINDED

Section 6. Sale and Use of Alcoholic Beverages on University Property

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 - b. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and the Kilcawley Residence Hall) is hereby designated as the permit premises.

- c. The Director of Kilcawley Center, after consulting the Kilcawley Center Board, shall recommend procedures for the control of the sale and consumption of beer on the designated premises. Such procedures shall include, but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other procedures as appropriate to assure conformity to State law and University policy. Procedures thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

6.1.2 The consumption of beer in Beeghly Center shall be governed by the following rules:

- a. The concessions contractor is authorized to purchase a D-1 permit from the State Department of Liquor Control.
- b. Room 119 in Beeghly Center is hereby designated as the permit premises.
- c. Beer may be sold and consumed on the permit premises only and admission to these premises shall be limited to holders of season tickets for the Youngstown Pride.
- d. Beer shall not be sold nor consumed on the permit premises except for a period of one hour before game time and during game time. Service and consumption shall stop when the game is over.
- e. Non-alcoholic beverages and food must also be sold on the permit premises when beer is being sold.
- f. When beer is being sold on the permit premises a YSU Police Department officer shall be stationed at the door of the permit premises to assure that only holders of season tickets to the Youngstown Pride are admitted and that order is maintained.
- g. The contract between the University and the Youngstown Pride shall provide a specific indemnification and hold harmless clause protecting the University from all causes of action arising out of the serving of beer during Pride games. The contract shall also require the Pride to obtain Dram Shop insurance in the amount of \$1 million primary coverage and \$3 million excess coverage with the University named as an "additional insured."

6.2 Liquor and Wine Policy

- 6.2.1 The University may permit the consumption of liquor and/or wine at programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads; at employee or alumni on-campus social events in accordance with the following conditions:
- a. The possession and consumption of liquor and/or wine at on-campus events shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor and/or wine at on-campus events must be obtained in written form from the President of the University, at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center and rooms on the first floor of the Alumni House. The rooms shall be designated by the President of the University.
 - d. Liquor and/or wine may not be sold at an on-campus event.
 - e. The sponsoring group of an event in Kilcawley Center at which liquor and/or wine is to be served must employ a bartender and purchase set-ups for drinks through the Director of Kilcawley Center.
 - f. Liquor and/or wine to be served at events in Kilcawley Center must be delivered in bulk form to the bartender through the Director of Kilcawley Center. Any remainder will be removed in bulk form.
 - g. Upon approval by the President of service of alcoholic beverages at an event in the Alumni House the Executive Director of the Alumni Association shall be responsible for all arrangements, including assurance that all applicable laws and regulations are followed.
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6.3 Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, consumption and appropriate time of service of alcoholic beverages at on-campus events.



UNIVERSITY GUIDEBOOK

Subject: Alcoholic Beverages - Advertising, Promotion, and Sponsorship

Developed by: C. Vernon Snyder	Authorized by: Leslie H. Cochran
Title: Vice President	Title: President
Development and Community Affairs	EFFECTIVE:
Date: March, 1999	

Policy: The President, or designee, shall be responsible for the development, implementation, and enforcement of procedures pertaining to the control, sale, consumption, and use of alcoholic beverages at the University and at off-campus events sponsored by the University.

RESOLUTION NUMBER: YR 1999

Definitions, Parameters, and Rules governing the use of alcoholic beverages on campus are found in Alcoholic Beverages on Campus, Policy 5011.01, and serve as an essential resource to the following parameters.

Parameters:

- Advertising materials regarding alcoholic beverages sold in Kilcawley Center are permitted only to the extent of informing customers of their availability for purchase and only within the confines of the dining facility where the alcoholic beverages are offered for sale.
- Activities promoting the sale or use of alcoholic beverages shall not be associated with University-sponsored events or programs without the prior written consent of the President or designee.
- Events where alcoholic beverages are used, served, or sold shall not be sponsored in any manner by any manufacturer, distributor, or retailer of alcoholic beverages. This prohibition does not include acknowledgment of a donor to an event.

POLICIES OF THE BOARD OF TRUSTEES
YOUNGSTOWN STATE UNIVERSITY

ARTICLE IX. MISCELLANEOUS

Section 6. Sale and Use of Alcoholic Beverages on University Property

The Board of Trustees delegates to the President the final authority to enforce all policies and to promulgate procedures pertaining to the control, sale and the consumption of beer and the use of other alcoholic beverages on designated premises of the University in conformity with the policies adopted by the Board of Trustees. The Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES shall be the designated administrative officer responsible to the President for carrying out the following rules and regulations concerning alcohol.

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6.1.1 The consumption of beer in Kilcawley Center shall be governed by the following rules:

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- b. The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and Kilcawley ~~Residence Hall~~ HOUSE) is hereby designated as the permit premises.
- c. The Director of ~~Kilcawley Center~~ STUDENT ACTIVITIES AND AUXILIARY SERVICES, after consulting the Kilcawley Center Board, shall recommend procedures for the control of the sale and consumption of beer on the designated premises. Such procedures shall include, but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other procedures as appropriate to assure conformity to State law and University policy. Procedures thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

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- a. The concessions contractor is authorized to purchase a D-1 permit from the State Department of Liquor Control.
- b. Room 119 in Beeghly Center is hereby designated as the permit premises.
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- e. Nonalcoholic beverages and food must also be sold on the permit premises when beer is being sold.
- f. When beer is being sold on the permit premises, a YSU Police Department officer shall be stationed at the door of the permit premises to assure that only holders of season tickets to the Youngstown Pride are admitted and that order is maintained.
- g. The contract between the University and the Youngstown Pride shall provide a specific indemnification and hold harmless clause protecting the University from all causes of action arising out of the serving of beer during Pride games. The contract shall also require the Pride to obtain Dram Shop insurance in the amount of \$1 million primary coverage and \$3 million excess coverage, with the University named as an "additional insured."

6.2 Liquor and Wine Policy

- 6.2.1 The University may permit the consumption of liquor and/or wine at programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads; and at employee or alumni on-campus social events in accordance with the following conditions:
 - a. The possession and consumption of liquor and/or wine at on-campus events shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor and/or wine at on-campus events must be obtained in written form from the President of the University at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center, THE MCDONOUGH MUSEUM OF ART, and rooms on the first floor of the Alumni House. The rooms shall be designated by the President of the University.
 - d. Liquor and/or wine may not be sold at an on-campus event.
 - e. The sponsoring group of an event in Kilcawley Center OR THE MCDONOUGH MUSEUM OF ART at which liquor and/or wine is to be served must employ a bartender and purchase set-ups for drinks through the Director of Kilcawley-Center STUDENT ACTIVITIES AND AUXILIARY SERVICES.

- f. Liquor and/or wine to be served at events in Kilcawley Center OR THE MCDONOUGH MUSEUM OF ART must be delivered in bulk form to the bartender through the Director of Kilcawley-Center STUDENT ACTIVITIES AND AUXILIARY SERVICES. Any remainder will be removed in bulk form.
- g. Upon approval by the President of service of alcoholic beverages at an event in the Alumni House, the Executive Director of the Alumni Association shall be responsible for all arrangements including assurance that all applicable laws and regulations are followed.
- h. Individuals attending such events shall not possess individual bottles of liquor and/or wine.
- i. Nonalcoholic beverages and food must be served at any on-campus event at which liquor and/or wine is served.
- j. Liquor and/or wine may not be purchased with State funds.

6.2.2 The University prohibits the sale or use of alcoholic beverages in all public areas of the Arnold Stambaugh Stadium. Consumption of liquor is permitted in designated private areas under the following conditions:

- a. The possession and consumption of alcoholic beverages shall be in accord with State and local law and University policy.
- b. The President of the University shall annually designate the rooms of the Stadium and the "tailgate" parking lot where the consumption of alcoholic beverages is permitted.
- c. The rooms and "tailgate" parking lot designated by the President are restricted to the fall football season and to those days when an intercollegiate contest or comparable nonscholastic activity is scheduled.
- d. Nonalcoholic beverages and food must be served at any event at which alcoholic beverages are served.

6.3 Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, consumption and appropriate time of service of alcoholic beverages at on-campus events.

EXISTING POLICY--TO BE RESCINDED

Section 6. Sale and Use of Alcoholic Beverages on University Property

The Board of Trustees delegates to the President the final authority to enforce all policies and to promulgate procedures pertaining to the control, sale, and the consumption of beer and the use of other alcoholic beverages on designated premises of the University in conformity with the policies adopted by the Board of Trustees. The Director of Kilcawley Center shall be the designated administrative officer responsible to the President for carrying out the following rules and regulations concerning alcohol.

6.1 Beer Policy

6.1.1 The consumption of beer in Kilcawley Center shall be governed by the following rules:

- a.** The University shall be authorized to annually purchase a D-1 permit from the State Department of Liquor Control.
- b.** The ground floor of Kilcawley Center (exclusive of the Bookstore Annex and the Kilcawley Residence Hall) is hereby designated as the permit premises.

- c. The Director of Kilcawley Center, after consulting the Kilcawley Center Board, shall recommend procedures for the control of the sale and consumption of beer on the designated premises. Such procedures shall include, but not be limited to: hours for opening and closing; procedures for checking the age of purchasers; requirements for bartenders; and other procedures as appropriate to assure conformity to State law and University policy. Procedures thus recommended shall be submitted to the President of the University for review, revision (if necessary), and approval.

6.1.2 The consumption of beer in Beeghly Center shall be governed by the following rules:

- a. The concessions contractor is authorized to purchase a D-1 permit from the State Department of Liquor Control.
- b. Room 119 in Beeghly Center is hereby designated as the permit premises.
- c. Beer may be sold and consumed on the permit premises only and admission to these premises shall be limited to holders of season tickets for the Youngstown Pride.
- d. Beer shall not be sold nor consumed on the permit premises except for a period of one hour before game time and during game time. Service and consumption shall stop when the game is over.
- e. Non-alcoholic beverages and food must also be sold on the permit premises when beer is being sold.
- f. When beer is being sold on the permit premises a YSU Police Department officer shall be stationed at the door of the permit premises to assure that only holders of season tickets to the Youngstown Pride are admitted and that order is maintained.
- g. The contract between the University and the Youngstown Pride shall provide a specific indemnification and hold harmless clause protecting the University from all causes of action arising out of the serving of beer during Pride games. The contract shall also require the Pride to obtain Dram Shop insurance in the amount of \$1 million primary coverage and \$3 million excess coverage with the University named as an "additional insured."

6.2 Liquor and Wine Policy

- 6.2.1 The University may permit the consumption of liquor and/or wine at programs, seminars, meetings, or workshops of an educational nature that are sponsored by principal administrative officers, deans, or department heads; at employee or alumni on-campus social events in accordance with the following conditions:
- a. The possession and consumption of liquor and/or wine at on-campus events shall be in accord with State and local law and University policy.
 - b. Permission for groups to serve liquor and/or wine at on-campus events must be obtained in written form from the President of the University, at least two weeks in advance of the events.
 - c. Such permission shall be restricted to designated rooms on the second floor of Kilcawley Center and rooms on the first floor of the Alumni House. The rooms shall be designated by the President of the University.
 - d. Liquor and/or wine may not be sold at an on-campus event.
 - e. The sponsoring group of an event in Kilcawley Center at which liquor and/or wine is to be served must employ a bartender and purchase set-ups for drinks through the Director of Kilcawley Center.
 - f. Liquor and/or wine to be served at events in Kilcawley Center must be delivered in bulk form to the bartender through the Director of Kilcawley Center. Any remainder will be removed in bulk form.
 - g. Upon approval by the President of service of alcoholic beverages at an event in the Alumni House the Executive Director of the Alumni Association shall be responsible for all arrangements, including assurance that all applicable laws and regulations are followed.
 - h. Individuals attending such events shall not possess individual bottles of liquor and/or wine.
 - i. Non-alcoholic beverages and food must be served at any on-campus event at which liquor and/or wine is served.
 - j. Liquor and/or wine may not be purchased with State funds.

6.2.2 The University prohibits the sale or use of alcoholic beverages in all public areas of the Arnold Stambaugh Stadium. Consumption of liquor is permitted in designated private areas under the following conditions:

- a. The possession and consumption of alcoholic beverages shall be in accord with State and local law and University policy.
- b. The President of the University shall annually designate the rooms of the Stadium and the "tail gate" parking lot where the consumption of alcoholic beverages is permitted.
- c. The rooms and "tail gate" parking lot designated by the President are restricted to the Fall football season and to those days when an intercollegiate contest or comparable non-scholastic activity is scheduled.
- d. Non-alcoholic beverages and food must be served at any event at which alcoholic beverages are served.
- e. Alcoholic beverages may not be purchased with Public funds.

6.3 Amendments to Alcoholic Beverage Policy

The President is empowered to adopt and publish additional rules and regulations for the administration and enforcement of policies relating to the possession, sale, consumption and appropriate time of service of alcoholic beverages at on-campus events.

EXISTING POLICY—TO BE RESCINDED

5. Student Services

Mrs. DeLuca stated that the Student Services Committee was recommending one Resolution for adoption by the Board. She then read and moved the following Resolution:

Resolution to Amend Alcoholic Beverage Policy

YR 1992-40

WHEREAS, the McDonough Museum of Art building was recently completed; and

WHEREAS, the Dean of Fine and Performing Arts has indicated that the facility has attracted community interest, and he has received inquiries about events scheduled in the facility; and

WHEREAS, the Dean has recommended that the utilization of the facility would be enhanced if wine and/or liquor were permitted to be served during designated programs held in the facility.

NOW, THEREFORE, BE IT RESOLVED, that Section 6, Article IX of the Policies of the Board of Trustees of Youngstown State University be revised as appended at Exhibit M.

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.

YOUNGSTOWN STATE UNIVERSITY
SUMMARY OF APPOINTMENTS, PROMOTIONS, AND OTHER PERSONNEL ACTIONS
FEBRUARY 12, 1999-APRIL 30, 1999

	FULL-TIME			PART-TIME			TOTALS
	NEW HIRES	CONTRACT EXT	PROMOTIONS	NEW HIRES	CONTRACT EXT	PROMOTIONS	
FACULTY	5	0	1 ^a	n/a	n/a	n/a	6
PROF/ADMIN	12 ^b	0	2	5	1	0	20
EXTERN FUND	3	3	0	0	1	0	7
TOTALS	20	3	3	5	2	0	33

^aNewly appointed chairperson

^bIncludes one position increased from part-time to full-time status

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF April 23, 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. Shareef Ali	Coordinator	Undergraduate Recruitment & Admissions	03/01/99	\$ 8,367 Base:\$25,100	12 Mo.	New hire
Ms. Cynthia M. Athya	Applications Programmer/Analyst	Computer Services	04/12/99	\$ 7,404 Base:\$33,000	12 Mo.	New hire
Mr. Richard L. Bacha	Instructor	Management	01/04/99	\$18,000	6 Mo.	New hire (temporary)
Ms. Jacqueline Bak	Head Coach, Women's Swimming & Diving	Intercollegiate Athletics	04/19/99	\$ 5,948 Base:\$29,000	12 Mo.	New hire
Ms. Ericableau Bartik	Assistant Reference Librarian	Maag Library	04/05/99	\$ 6,455 Base:\$26,500	12 Mo.	New hire
Ms. Elizabeth Bartley	Head Coach, Women's Soccer	Intercollegiate Athletics	03/01/99	\$10,833 Base:\$32,500	12 Mo.	New hire
Mr. Brandon Blaney	Assistant Coach, Football	Intercollegiate Athletics	04/01/99	\$ 1,200 .33 FTE	12 Mo.	New hire
Ms. Tracey N. Brown	Coordinator	Undergraduate Recruitment & Admissions	03/08/99	\$ 8,013 Base:\$25,000	12 Mo.	New hire
Dr. Donna DeBlasio	Assistant Professor	History	09/15/99	\$37,000	9 Mo.	New hire, 09/15/99 - 06/15/00
Mr. Keith E. Elliott	Construction Assistant	Center for Urban Studies	04/01/99	\$ 5,000 Base:\$20,000	12 Mo.	New hire: externally funded
Ms. Katherine Fischer	Research Associate	Center for Urban Studies	03/31/99	\$ 3,833 Base:\$23,000	2 Mo.	Contract extension: 2/01/99 - 03/31/99; externally funded
Ms. Suzanne Fleming	Research Associate II	Center for Human Services Development	11/01/98	\$ 5,408 Base:\$27,040	4 Mo.	Contract extension: 03/01/99 - 06/30/99; externally funded

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
 AS OF April 23, 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. Michael Graham	Director	Center for Academic Computing Technology	12/14/98	\$ 4,923 Base:\$45,000	12 Mo.	Promotion
Mr. Robert Jenkins	Academic Advisor	College of Health and Human Services	04/01/99	\$ 4,700 .75 FTE	3 Mo.	Contract extension, 04/01/99-06/30/99
Ms. Michele Johnson	Coordinator	Undergraduate Recruitment and Admissions	03/01/99	\$ 8,467 Base:\$25,400	12 Mo.	New hire
Dr. Tammy Callihan King	Chairperson/Assistant Professor	Criminal Justice	02/08/99	\$30,389	12 Mo.	Newly appointed chairperson
Mr. Richard J. Krueger	Assistant Professor	Art	09/15/99	\$37,550	9 Mo.	New hire
Mr. Scott Lehman	Research Associate III, Computer Learning Center Project Manager	Center for Urban Studies	03/31/99	\$ 3,090	1 Mo.	Contract extension: 03/01/99 - 03/31/99; externally funded
Ms. Margaret T. Nash	Research Associate III/Geographic Information Systems Analyst	Center for Urban Studies	04/01/99	\$ 5,305 Base:\$21,218	3 Mo.	Contract extension: 04/01/99 - 06/30/99; externally funded
Mr. George Powell	Assistant Coach, Baseball	Intercollegiate Athletics	01/15/99	\$ 6,544 .33 FTE	5 Mo.	New hire
Ms. Heather Rando	Academic Advisor	Dean's Office—Beeghly College of Education	04/01/99	\$ 1,250 .225 FTE	3 Mo.	New hire
Mr. Amanda K. Reardon	Assistant Coach, Men's & Women's Track & Field	Intercollegiate Athletics	04/01/99	\$ 2,000 .35 FTE	3 Mo.	New hire
Mr. Peter S. Reksitis, Jr.	Assistant Coach, Football	Intercollegiate Athletics	03/29/99	\$10,213 Base:\$39,050	12 Mo.	New hire

YOUNGSTOWN STATE UNIVERSITY
RESOLUTION FOR NEW APPOINTMENTS, PROMOTIONS AND OTHER PERSONNEL ACTIONS
AS OF April 23, 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. John A. Robic	Head Coach, Men's Basketball	Intercollegiate Athletics	05/17/99	\$85,000	12 Mo.	New hire: 05/17/99 - 05/16/2003
Mr. Salvatore Sanders	Instructional Technology Specialist	Center for Academic Computing Technology	04/01/99	\$ 9,500 Base:\$38,000	12 Mo.	New hire
Mr. Eric S. See	Instructor	Criminal Justice	03/29/99	\$ 9,062 Base:\$31,000	3 Mo.	New hire: (temporary)
Mr. Terry Stanley	Construction Trades Instructor	Center for Urban Studies	04/01/99	\$ 7,500 Base:\$30,000	12 Mo.	New hire: externally funded
Mr. Eric C. Straffin	Instructor	Geology	09/15/99	\$31,700	9 Mo.	New hire (temporary)
Mr. Robert J. Tupaj	Assistant Reference Librarian	Maag Library	03/01/99	\$ 8,833 Base:\$26,500	12 Mo.	New hire
Ms. Mary Lou Weingart	Academic Advisor	Dean's Office—College of Fine & Performing Arts	04/01/99	\$ 6,604 Base:\$26,416	12 Mo.	From part-time to full-time (temporary)
Mr. Jamie Willis	Assistant Coach, Football	Intercollegiate Athletics	03/29/99	\$ 3,923 Base:\$18,000	12 Mo.	New hire
Ms. Kavon Wright	Research Associate I/ Evaluator	Center for Human Services Development	03/08/99	\$ 6,544 Base:\$20,500	4 Mo.	New hire: 03/08/99 - 06/30/99; externally funded



FACULTY AND STAFF RECEIVING EMERITUS STATUS

(BOARD OF TRUSTEES MEETING, JUNE 11, 1999)

E. Terry Deiderick Faculty Emeritus

Janet E. DelBene Faculty Emeritus

James E. Douglass Faculty Emeritus

Patricia G. Humbertson . . Faculty Emeritus

Russell A. Maddick Faculty Emeritus

C. Wade Raridon Faculty Emeritus

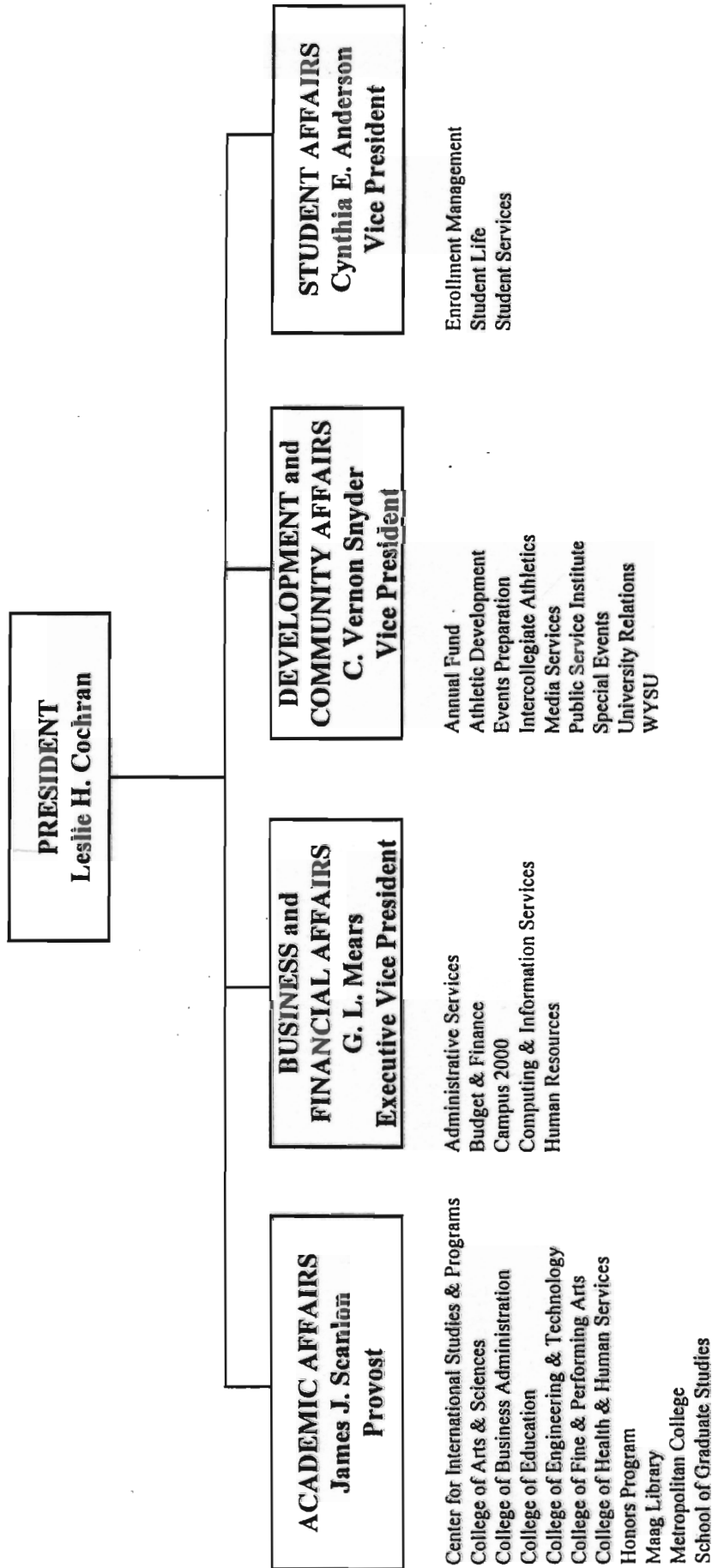
Dean S. Roussos Faculty Emeritus

Anthony E. Sobota Faculty Emeritus

Jerome E. Zetts Faculty Emeritus



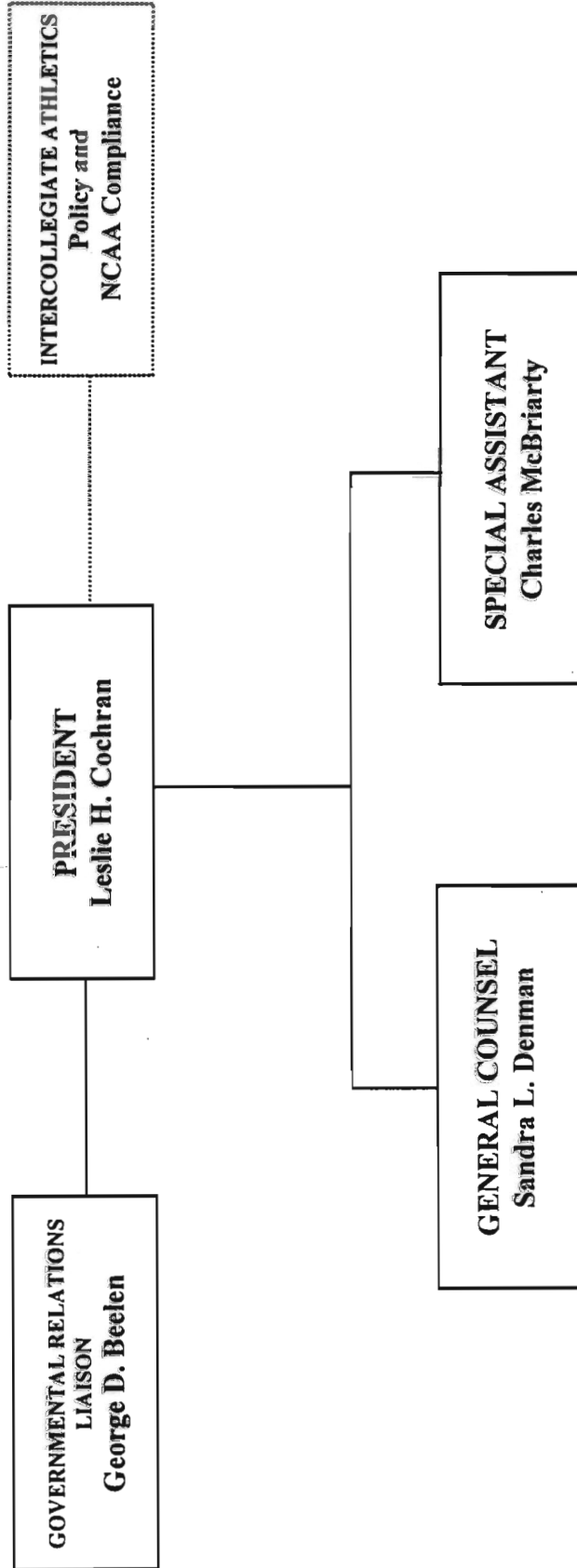
**1999 - 2000
UNIVERSITY ORGANIZATION**





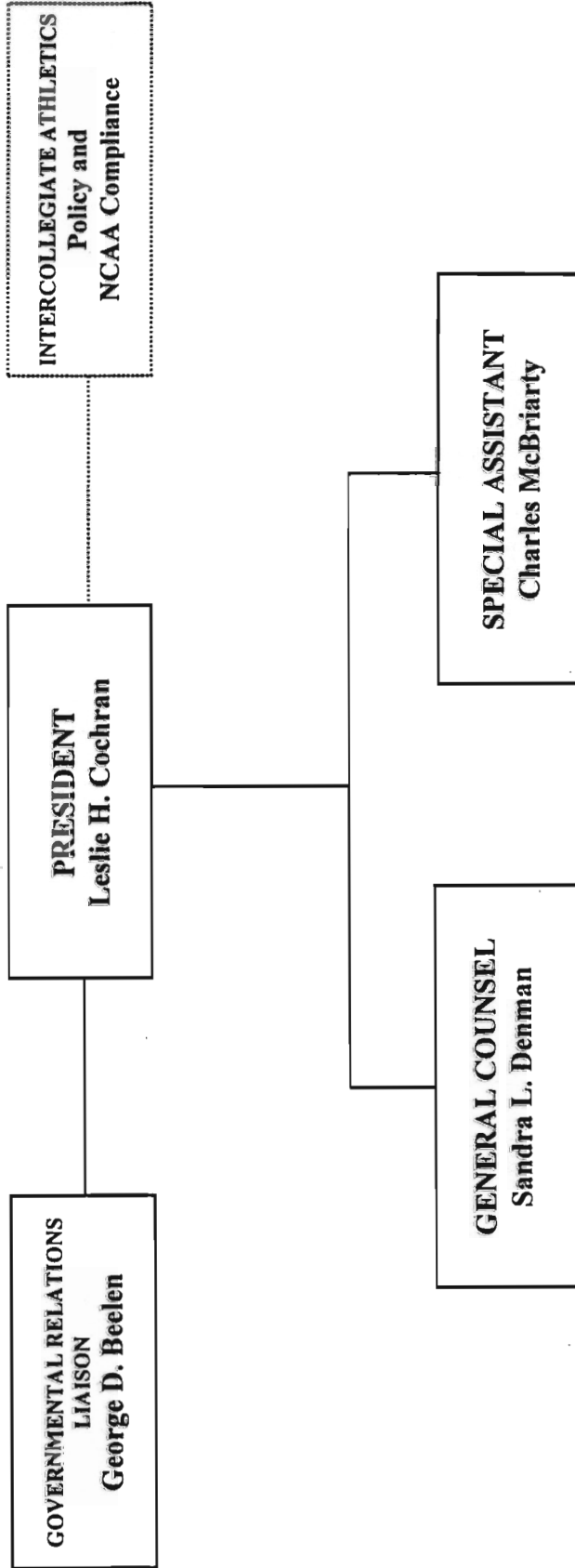
1999 - 2000

OFFICE of the PRESIDENT





**1999 - 2000
OFFICE of the PRESIDENT**





UNIVERSITY GUIDEBOOK

Subject: Military (Uniformed Service) 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 - 16/1999

Definition: As defined in Section 5903.01 of the *Ohio Revised Code*, "Uniformed services means the armed forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency."

Parameters:

- Employees included in the above definition are eligible for uniformed services benefits and reemployment rights in accordance with state and federal law.
- Leaves of absence for service in the uniformed services shall be granted in accordance with Chapters 5901, 5903, and 5923 of the *Ohio Revised Code* and Chapter 123: 1-34 of the *Ohio Administrative Code*.
- Reinstatement and reemployment of employees in the uniformed services shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. 4301, et seq.) and Chapter 123: 1-34 of the *Ohio Administrative Code*.
- The Office of Human Resources has specific information concerning uniformed service leaves of absence.

- Generally, employees who are members of uniformed services, as defined above, are entitled to a leave with pay for such time as they are on active duty for up to thirty-one days in any calendar year. Paid leave may not exceed one hundred seventy-six hours in any calendar year.
- Leave without pay will be granted in the event of call-up or involuntary induction into uniformed service (i.e., more than thirty-one days) and in compliance with federal and state statutes.
- Employees on military (uniformed service) leave beyond thirty-one days have the right to elect continuation of medical coverage, but will be responsible for the full premium for the coverage elected.
- Employees who accrue more than five years of cumulative uniformed service are excluded from University reemployment and fringe benefit rights, except as provided in 38 U.S.C. 4312, as amended.

Procedures:

1. Before uniformed service leave will be granted, employees are required to submit to the supervisor written orders or a statement from an appropriate official indicating the nature of the service duty.
2. Prior to being granted the leave, the employee must complete the appropriate leave application.
3. The supervisor will forward the service orders and the leave application to the Office of Human Resources.
4. Employees must apply for reemployment in a timely manner and in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994. Applications for reemployment are made through the Office of Human Resources.
5. Employees covered by collective bargaining should refer to their respective agreement.

EXISTING POLICY—TO BE RESCINDED

Section 10. Military Leave

Employees of the University who are members of the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, or other reserve components of the armed forces of the United States, shall receive military leave with pay for periods for such time as they are in the military service on field training or active duty for periods not to exceed 31 days in any one calendar year.

An employee who is ordered involuntarily to extended active military duty shall be granted military leave with pay for any remaining part of the 31 days of the calendar year and Leave Without Pay for the remainder of such service. Such leave shall not be granted for any voluntary enlistments, reenlistments, or extensions of military service. Upon release from military service with a discharge under honorable conditions, the employee shall, upon his application within 90 days from discharge, be returned to his or her former position or a similar position.

Returning employees shall be entitled to other rights provided by relevant state and federal statutes and regulations. A person employed as a temporary replacement for an employee on military leave shall be employed with the understanding that such employment is temporary.

Employees qualifying for military leave under either of the provisions of this policy shall submit a copy of written military orders to the University at the earliest possible time.

The provisions of this policy shall not apply to employees covered by negotiated agreements on the matter of military leave.



UNIVERSITY GUIDEBOOK

Subject: Consulting Services

Developed by: G. L. Mears
Title: Executive Vice President
Date: April, 1999

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

Policy: University employees are permitted to offer professional consulting services to entities or individuals outside the University and receive compensation for such services as long as the services do not interfere with the performance of University duties, violate any statutes, or involve a conflict of interest.

RESOLUTION NUMBER: YR 1999

Purpose: Consulting services not only benefit the entities or individuals receiving such services, they help to broaden the experience base of the person offering the service, they enhance the professional stature of that person in their chosen field of study, and they expand and enrich the reputation of the University.

Procedures:

1. University facilities, supplies, equipment, and resources may be utilized when providing consulting services as long as advanced arrangements including full reimbursement have been made with the appropriate Vice President or Provost.
2. Consulting services may not be offered for activities provided by the University as part of its usual operation.
3. Under certain circumstances, compensation for consulting services provided by University officials may conflict with existing statutes. University employees are encouraged to obtain outside advice when stipend/honorarium is received that exceeds normal expense reimbursement.
4. Employees providing consulting services should refer to 7001.01 - Conflict of Interest and 5013.01 - Licensing of University Names and Marks, and those covered by collective bargaining agreements should refer to the appropriate agreement. Exempt professional/administrative staff should also refer to 7015.08 - Fringe Benefits - Provision for Consulting Services of Exempt Professional/Administrative Staff.

EXISTING POLICY—TO BE RESCINDED

Section 9. Policy on Consulting

"Consulting" by University Professional/Administrative staff is the providing of professional advice or service for pay to some individual or entity other than the University. It is recognized that some consulting activities may be mutually beneficial to the staff member and to the University, through giving the individual professionally enriching experience and the University the enhanced services of the staff member and favorable publicity and visibility. Further, each staff member has the right to consult, so long as consulting activities do not interfere with the performance of his or her University duties, and so long as the consulting does not involve a conflict of interest.

The following guidelines shall be in effect:

- Rescinded previously*
1. A Professional/Administrative staff member may engage in consulting activities
 - A. Outside normal working hours;
 - B. When the individual is on vacation or approved leave, other than sick leave, from the University; and
 - C. In exceptional circumstances, at other times for which the staff member has obtained prior, specific approval from the appropriate Principal Administrative Officer,provided that the aggregate amount of consulting time is held below the level which would interfere with the individual's University responsibilities;
 2. Consulting activities may involve the use of Maag Library holdings. Other University facilities, supplies, equipment, or other resources may be utilized in consulting activities only if prior arrangements, including reimbursement to the University for the use of such resources, are made with the appropriate Principal Administrative Officer and agreed to in writing by both parties; and
 3. Consulting activities should not include services normally provided by the University as a part of its usual operation, particularly when the consultant makes the decision to provide the service as an independent contractor rather than through normal operations of the University.

EXISTING POLICY—TO BE RESCINDED

Finally, it is acknowledged that potential conflict of interest as it applies to public-sector staff members is a complex and sensitive issue; a University staff member who has questions about the propriety of extramural activities for pay is advised to seek the counsel of his or her Principal Administrative Officer.

The relevant Principal Administrative Officer will carefully monitor, record, and report the extent of each Professional/Administrative staff member's consulting activities.

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. Supplementary payment to persons so employed is authorized under the conditions stipulated in Appendix I.



UNIVERSITY GUIDEBOOK

Subject: Nepotism and Potential Conflicts in Employment Situations

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

Policy: The University fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited.

RESOLUTION NUMBER: YR 1999

Definitions:

- **Employment Practices** include: the ability or power to effectively hire, transfer, suspend, layoff, recall, promote, discharge, assign or reassign duties, reward, discipline, or influence grievances/appeals.
- **Relatives** include: spouse, child, parent, grandparent, brother, sister, step-parent, step-child, step-brother, step-sister, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, and any individual residing in the same household.
- **University Officials** include: members of the Board of Trustees, Executive Officers, Administrative Officers, and other employees in a position to in any way affect employment practices.

Parameters:

- Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards.
- *Ohio Revised Code* §2921.42 (A) (1) provides that no public (University) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a member of his/her family, or any business associates has an interest. Violation of this section may constitute a felony.

- University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the University's administrative and personnel decision-making. This responsibility includes avoiding the appearance of a conflict of interest between personal and University interests (see 7001.01 Conflict of Interest).
- University officials shall not attempt to influence the employment, promotion, tenure, or recognition of a relative, professional associate, or friend.
- Relationship by family, marriage, or partnership will constitute neither an advantage nor a deterrent to appointment in the University provided the individual meets and fulfills the appropriate appointment standards.
- Normally, the University will not hire, transfer, promote or employ relatives in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a relative.
- If a relationship develops during the course of employment that would be inconsistent with the above parameters, the appropriate supervisor, in consultation with the appropriate dean/vice president and the Executive Director of Human Resources, will confer with the individuals involved to resolve the situation. In all cases, the needs of the University determine the resolution.
- If an employment relationship exists in which individuals work together in the same department, evaluations and recommendations concerning performance and/or salary will be addressed in the best interest of the University.
- In rare and unusual situations when it is determined to be in the best interest of the University, exceptions may be made. Such exceptions are to be made through the Provost or appropriate Vice President and with the approval of the President.

Procedures:

1. The University requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
2. Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.
3. If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.

4. Upon receiving notification of such possible influence, the immediate supervisor will consult with personnel in the Office of Human Resources.
5. If an executive or administrative officer determines that undue influence has been made for non-professional reasons, the subject of the influence will be disqualified for further consideration and the individual exercising the influence may be subject to disciplinary action.



UNIVERSITY GUIDEBOOK

Subject: Fringe Benefits - Employee Parking

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

- To promote safety and convenience for all members of the University community, a series of traffic and parking rules and regulations have been developed. Any person operating a motor vehicle on University property is expected to learn and abide by all of these rules and regulations.
- All persons who operate or expect to operate a motor vehicle on University property must obtain and display a valid parking permit. Parking permits are provided as a fringe benefit to all full- and part-time faculty and staff.

Procedures:

1. Parking permit applications are mailed to all current full-time employees prior to the beginning of the fall term. Upon receipt of a completed application, the Office of Parking Services will issue a valid parking permit.
2. Newly appointed employees may make application for a parking permit at the Office of Parking Services.
3. Each year the Office of Parking Services publishes *Parking Services*, which lists all of the traffic and parking rules and regulations and other related information. Copies of

this publication are provided to each person receiving a parking permit. Additional copies are available in the Office of Parking Services.

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



Subject: Fringe Benefits - Provision for Consulting Services of Exempt Professional/Administrative Staff

Developed by: G. L. Mears	Authorized by: Leslie H. Cochran
Title: Executive Vice President	Title: President
Date: April, 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

Purpose: Consulting services not only benefit the entities or individuals receiving such services, they help to broaden the experience base of the person offering the service, they enhance the professional stature of that person in their chosen field of study, and they expand and enrich the reputation of the University.

Parameter: Exempt professional/administrative staff may use up to twelve days per year for the purpose of providing off-campus consulting services appropriate to their University position, professional expertise, or academic discipline. These days cannot be carried forward from one year to the next.

Procedures:

1. Exempt professional/administrative staff considering service as a consultant should first discuss their interest with their immediate supervisor. This preliminary discussion should include the impact such service may have on duties and assignments.
2. If there is agreement that such service may be pursued, the supervisor will alert the appropriate administrative and/or executive officer to that possibility.
3. A written request to serve in an off-campus consultant capacity shall be submitted to the individual's supervisor in as far in advance as possible. This request should specify the duration of the service and how the University responsibilities will be addressed.

4. If the supervisor supports the request, an endorsed copy of the request is forwarded to the next level. This process continues until the request, with endorsements, is received by the Provost or appropriate Vice President.
5. Final approval for authorization is the Provost or Vice President.
6. Exempt professional/administrative staff providing consulting services should refer to 7001.01 - Conflict of Interest, 7004.01 - Consulting Services, and 5013.01 - Licensing of University Names and Marks.



UNIVERSITY GUIDEBOOK

Subject: Multiple-Year Contracts

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

Policy: Executive and administrative officers and designated professional/administrative staff may receive multiple-year contracts of employment. Following performance evaluation and review, such contracts may be renewed.

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 the Executive Directors.
- **Designated Professional/Administrative Staff** include Associate and Assistant Provost, Associate and Assistant Dean, General Counsel, professional/administrative staff of the Office of the President, and others designated by the President.

Parameters:

- Executive and administrative officers and selected designated professional/administrative staff typically receive three-year employment contracts. Such contracts are renewable at least a year prior to the ending of the contract.
- Executive and administrative officers are evaluated annually (9002.01). Other designated professional/administrative staff are annually involved in an administrative review process.
- The President may present to the Personnel Relations Committee of the Board of Trustees other appointment plans for specific individuals when it is in the best interest of the University.

Procedures

1. The length of the contract offered to Executive Officers, Administrative Officers, and other designated professional/administrative staff is determined during the recruitment and selection process.
2. The process of selecting Executive and Administrative Officers is described in 9001.01.
3. The annual evaluation process for Executive and Administrative Officers is described in 9002.01.
4. The process of selecting other professional/administrative staff is described in 2001.02.

EXISTING POLICY—TO BE RESCINDED

**Resolution Concerning Terms and Conditions
of Employment for Certain
Professional/Administrative Positions**

YR 1993-51

WHEREAS, it is deemed advisable to modify employment conditions and terms of contracts for certain professional/administrative positions in order to improve the University's ability to promote or attract and retain highly qualified persons.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby amend Section 17.3 of Article III, Policies of the Board of Trustees of Youngstown State University, as included in Exhibit E.

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

Article III. Personnel

17.3 Eligibility for Multiple-Year Contracts

- a. New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure except as provided in this section. In lieu thereof, persons appointed as vice president, provost, associate or assistant provost and vice president, executive director, academic dean, associate or assistant academic dean, and others as approved by the Board of Trustees, may receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review.
- b. The president, provost, vice presidents, associate and assistant provosts and vice presidents, deans, associate and assistant deans MAY ~~shall~~ be appointed with earned faculty rank appropriate to their experience and position, with tenure upon initial appointment, or designated as eligible for EARNED FACULTY RANK AND tenure upon reappointment after three years of service, as determined by the Board of Trustees. If appointment or reappointment is to be with tenure the academic department in which tenure is to reside and the cognizant dean shall receive a curriculum vitae of the person or persons being considered and shall be provided an opportunity to comment in writing on the compatibility of the appointment with the present or future needs of the department; however, the department shall not have the authority to veto a proposed appointment.
- c. Vice presidents, deans and assistant deans WHO WERE APPOINTED TO THESE POSITIONS PRIOR TO JULY 1, 1992, ~~whose multiple year contracts expire June 30, 1992, or June 30, 1993,~~ MAY ~~shall~~ be considered ~~prior to that date~~ for REappointment with earned rank and tenure in conformity with the procedure in 17.3.b.
- d. Full-time head athletic coaches shall receive initial contracts of three-year duration; thereafter, following performance evaluation by the Executive Director of Athletics and the President and review by the Board of Trustees or the Board's Athletic Committee, Head Athletic Coaches shall receive contracts with term length determined by the Board of Trustees. Assistant coaches shall receive contracts of up to one-year upon recommendation of the Head Coach and the Executive Director of Athletics and approval by the President.

EXISTING POLICY—TO BE RESCINDED

17.3 Eligibility for Multiple-Year Contracts

New professional administrative staff members hired from outside the University are not eligible for earned faculty rank or tenure. In lieu thereof, persons appointed as vice president, provost, associate or assistant vice president, academic dean, associate or assistant academic dean, and others, as approved by the Board of Trustess, shall receive three-year contracts of employment, renewable at two-year or three-year intervals, following performance evaluation and review. Full-time Head Athletic Coaches shall receive initial contracts of three-years duration, and thereafter, following performance review and evaluation, shall receive contracts with term length as determined by the Board of Trustees.



UNIVERSITY GUIDEBOOK

Subject: Employee Files

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

Policy: The University shall establish and maintain such employee files as necessary for its operation.

RESOLUTION NUMBER: YR 1999

Definition: Official Employee Personnel File - a collection of information relating to an employee (excluding part-time faculty and students) and maintained in a manner to facilitate recovery of that information by reference to the employee.

Parameters:

- The Office of Human Resources is the sole repository of the Official Employee Personnel Files, and as such maintains a file for each full-time member of the faculty and full-time and part-time members of the professional/administrative and classified civil service staffs. The Executive Director of Human Resources serves as the guardian of these official files.
- The Official Employee Personnel Files are maintained in accordance with state and federal statutes, rules and regulations of the Ohio Department of State Personnel, policies of the University, and applicable collective bargaining agreements. Placement of materials in these files must be in conformity with applicable statutes, rules, regulations, and agreements. (Information reported by an employee in compliance with 7006.01 - Drug-Free Environment will be placed in that employee's Official Employee Personnel File.)
- Information contained in these files will be used in a manner appropriate to the normal operation of the University and may be reported to the appropriate state or federal agency as required by law.
- Employee files are public records and as such members of the public, including University employees, may request access to them.

- All files maintained are periodically examined for the purpose of purging the files of material no longer appropriate for retention.

Procedures:

1. Employees may examine their own file during regular business hours.
2. Employees may place into their file a written statement commenting on or disagreeing with any document contained in the file.
3. Employees will receive a copy of each document placed in their file by others, at the time it is placed in the file.
4. The Office of Human Resources maintains a log of all persons accessing these files. This office will notify employees and the appropriate bargaining unit when a non-University employee has accessed their file.
5. Annually, the Ohio Department of Administrative Services will conduct a spot check of the personnel files to determine if they are being maintained appropriately. A written report of the findings is prepared and submitted to the Executive Vice President. Such reports are available for review by any employee.
6. When appropriate the Executive Vice President will take those steps necessary to rectify instances of noncompliance.

EXISTING POLICY—TO BE RESCINDED

Section 12. Employee Records

Each department or unit within the University shall be responsible for the establishment and maintenance of such records as are necessary for its normal operation pursuant to the provisions contained with the policy ratified on April 26, 1975, by the Youngstown State University Board of Trustees' Resolution 1975-35. (See Appendix B)

APPENDIX B

YOUNGSTOWN STATE UNIVERSITY EMPLOYEE RECORDS POLICY

I. DEFINITION

For the purposes of this policy, "file", as used (in II.A, II.B, II.C, and II.D) below, shall be used to indicate any discrete gathering of information relating to an individual and stored in a fashion to facilitate recovery of that information by reference to the individual.

II. ESTABLISHMENT AND MAINTENANCE

Each department or unit within the University shall be responsible for the establishment and maintenance of such records as are necessary for its normal operation, subject to the provisions and restrictions of this policy. Files shall be maintained in accordance with directives contained in relevant state and federal statutes, rules and regulations of the Ohio Department of State Personnel, policies of the University and the Board of Trustees, and applicable collective bargaining agreements.

A. Personnel Records: FACULTY

An Official Faculty File shall be maintained on each full-service faculty member by the Executive Director of Personnel Services.

B. Personnel Records: CLASSIFIED EMPLOYEES

An Official Personnel File shall be maintained on each Classified Civil Service Employee by the Director of Classified Personnel.

C. Personnel Records: NON-CLASSIFIED EMPLOYEES (EXCLUDING FACULTY)

The Executive Director of Personnel Services shall maintain an official Personnel File on each non-classified employee (excluding faculty).

D. YSU Police Department Records: ALL EMPLOYEES

The Director of YSU Police shall be responsible for the record keeping function of the YSU Police Department (with regard to University employees). The sole extent of Police files on employees shall be as follows: a record shall be maintained on each employee who is investigated by YSU Police for a specific violation of law or University regulations; a synopsis of such accusations or complaints whether or not they lead to formal charges or disciplinary action may be placed in the employee's personnel file (II.A, II.B, or II.C above) if this is deemed appropriate by the Executive Director of Personnel Services; in this event, provision III.B shall be observed.

III. GENERAL PROVISIONS

- A. Each employee shall have the right, at any reasonable time, to examine his or her file(s) (described in II. A, II.B, and II.C, above), and to enter into the file(s) a written statement commenting upon or disagreeing with any document contained therein.
- B. Each employee shall receive a copy of each document placed in his or her file(s) (described in II.A, II.B., and II.C above), at the time it is placed in the file.
- C. At least once during each academic year, the President of the University shall designate an individual or individuals to conduct an unannounced spot check of the records identified in II.A, II.B, II.C, and II.D above, and to provide a written confirmation of administrative compliance with this policy. These reports shall be made available to any employee who wishes to examine them. It shall be the responsibility of the President to take appropriate action in the event of administrative non-compliance with this policy.
- D. No one within the University shall maintain any files which in any way violate the academic freedom of any member of the faculty or infringe upon the legal and Constitutional rights of the individual.
- E. It shall be the responsibility of each administrator charged with maintaining the files cited (in II.A, II.B, II.C., and II.D) above, to conduct periodically an examination of the files under his supervision and to purge the files of material no longer appropriate for retention.

IV. USE

Information stored in the various employee files shall be used in any manner appropriate to the normal operation of the University. Such information as permitted or required by law may be reported to the state and/or federal governments. The administrator in charge of each set of employee files shall make every reasonable effort to assure that the information stored therein shall be maintained in accordance with applicable law.

YSU Police Department records shall not be used in making basic personnel decisions such as promotion, retention, or termination.

IV. USE

Information stored in the various employee files shall be used in any manner appropriate to the normal operation of the University. Such information as is permitted or required by law may be reported to the state and/or federal governments. The administrator in charge of each set of employee files shall make every reasonable effort to assure that the information stored therein shall be maintained with confidentiality, except in the case of information which is by nature public.

Campus Security records shall not be used in making basic personnel decisions such as promotion, retention, or termination.

**UNIVERSITY GUIDEBOOK****Subject: Compensation and Salary Studies**

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 Board of Trustees recognizes the need to have appropriate compensation plans for all employees and employee groups, and has authorized the President, or designee, to develop such plans.

RESOLUTION NUMBER: YR 1999

Definition: Employee groups include faculty, professional/administrative staff, and classified civil service staff.

Parameters:

- Salary studies will be based upon comparable markets as determined by the University that are applicable to the institution and respective employee groups.
- Salary plans will attempt to provide wage parity for positions with comparable duties and responsibilities.
- Compensation made available to employees will be consistent with the fiscal ability of the University to support such plans.

Procedures:

1. The Provost, or designee, is responsible for periodically reviewing faculty salary and compensation surveys with a particular focus on peer institutions in Ohio.
2. The Executive Vice President, or designee, is responsible for periodically reviewing professional/administrative staff salaries and compensation at peer institutions in Ohio.
3. The Executive Director of Human Resources, or designee, is responsible for periodically reviewing classified civil service staff salaries and compensation at institutions within the Youngstown/Warren/Sharon regional metropolitan area.

ARTICLE III. PERSONNEL

~~Section 20. Administrative Salary Ranges~~

20. ~~The Board of Trustees has directed the President of the University to take necessary action to develop a salary schedule for unclassified administrative employees of the University including salary minima and maxima.~~

~~The President of the University is charged with the ongoing administration of the program including the assignment and reassignment of individual employees to salary ranges in the program, and with reporting to the Board at appropriate intervals regarding the implementation of the system and such changes and revisions as may be required.~~

~~The following full-time Professional/Administrative positions shall be excluded from assignment to salary ranges: the President of the University, externally funded staff, Head Athletic Coaches, and Assistant Athletic Coaches who had not achieved administrative Continuity of Employment as of January 1, 1983. Any Assistant Athletic Coach who hold Continuity of Employment as of January 1, 1983 shall be given the choice of (1) relinquishing Continuity of Employment and being exempted from the administrative salary range program, or (2) retaining Continuity of Employment and remaining within the assigned salary range. Assistant Athletic Coaches who qualify for this option shall have until June 30, 1983 to exercise it.~~

Section 20. SALARY PLANS

20. THE BOARD OF TRUSTEES HAS AUTHORIZED THE PRESIDENT OF THE UNIVERSITY TO PURSUE THE DEVELOPMENT OF SALARY PLANS FOR ALL UNIVERSITY EMPLOYEE GROUPS. SUCH PLANS SHOULD BE SIMILAR TO THOSE SALARIES/WAGES PAID TO COMPARABLE POSITIONS, WITH COMPARABLE DUTIES AND RESPONSIBILITIES, IN MARKETS THAT ARE APPLICABLE TO THE UNIVERSITY AND RESPECTIVE EMPLOYEE GROUPS. THE PAY PLANS SHOULD REFLECT AND BE CONSISTENT WITH THE UNIVERSITY'S ABILITY TO SUPPORT SUCH PLANS.

THE PRESIDENT IS FURTHER AUTHORIZED TO COMMENCE THIS ACTION IMMEDIATELY.

EXISTING POLICY—TO BE RESCINDED

Section 20. Administrative Salary Ranges

The Board of Trustees has directed the President of the University to take necessary action to develop a salary schedule for unclassified administrative employees of the University including salary minima and maxima.

The President of the University is charged with the ongoing administration of the program including the assignment and reassignment of individual employees to salary ranges in the program, and with reporting to the Board at appropriate intervals regarding the implementation of the system and such changes and revisions as may be required.

The following full-time Professional/Administrative positions shall be excluded from assignment to salary ranges: the President of the University, externally-funded staff, Head Athletic Coaches, and Assistant Athletic Coaches who had not achieved administrative Continuity of Employment as of January 1, 1983. Any Assistant Athletic Coach who held Continuity of Employment as of January 1, 1983 shall be given the choice of (1) relinquishing Continuity of Employment and being exempted from the administrative salary range program, or (2) retaining Continuity of Employment and remaining within the assigned salary range. Assistant Athletic Coaches who qualify for this option shall have until June 30, 1983 to exercise it.



UNIVERSITY GUIDEBOOK

Subject: Classified Civil Service Employees

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 employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

RESOLUTION NUMBER: YR 1999

Parameters:

- Under the provisions of Ohio law, employees of Youngstown State University, except students, faculty, and professional/administrative staff, are appointed under the state classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the Executive Vice President to the Executive Director of Human Resources.

Procedures:

1. Recruitment to fill classified positions must be authorized by the Executive Director of Human Resources. Recruitment activities must conform to the Affirmative Action procedures (2001.02).
2. Classified staff are employed in full-time, permanent part-time, temporary, emergency, or intermittent capacities.
3. The Provost or appropriate Vice President authorizes the filling of positions in the divisions.
4. The Executive Director of Human Resources extends the official offer of employment upon the recommendation of the department chairperson or unit director with the concurrence of the Provost or appropriate Vice President.

5. Types of appointments and terms and conditions of employment of classified civil service staff, not exempt from collective bargaining, are outlined in the *Agreement between the University and the Youngstown State University Chapter of the Association of Classified Employees* or the *Agreement between Youngstown State University and the YSU Law Enforcement Employees* (represented by Fraternal Order of Police).

EXISTING POLICY—TO BE RESCINDED

Section 8. Classified Civil Service Employees

Full-time employees of Youngstown State University except students and those engaged in teaching, administration or research, shall be appointed under a classified civil service system. The responsibility for administration of civil service laws and regulations as they relate to University employees in the classified civil service shall be assigned by the Board of Trustees through the President and the Executive Vice President to the Vice President-Personnel Services. The University shall make such revisions as may be required to conform to statutory enactments, revisions in Board policy and administrative regulations.

The Vice President-Personnel Services shall serve as the appointing authority for the classified civil service employees of Youngstown State University pursuant to Chapter 124 of the Ohio Revised Code subject at all times to the authority of the President to appoint and remove. Periodic reports shall be made to the Board of Trustees through the President of discretionary actions taken under this policy.

For Intermittent classified Civil Service employees, a year of service for purposes of defining eligibility for longevity pay shall consist of twenty-six pay periods during which the employee was on active pay status.



UNIVERSITY GUIDEBOOK

Subject: Professional/Administrative Staff

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

Policy: The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

RESOLUTION NUMBER: YR 1999

Purpose: These procedures are designed to assure that qualified individuals are appointed as professional/administrative staff members and that systems for their development and improvement are identified.

Parameter: Professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications 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. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the Provost or appropriate Vice President.
3. The Provost or appropriate Vice President will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the President.
4. The President authorizes the filling of .50 FTE or greater University staff positions, following discussion of each request by the President's Cabinet.
5. Filling of authorized positions must utilize recruitment activities that conform to the Affirmative Action procedures (2001.02) and procedures for the selection of Administrative Officers (9001.01).

6. Professional/administrative staff members are employed in full-time or part-time status (7021.03).
7. Annually, the Executive Director for Human Resources will provide to the President, Provost, and Vice Presidents statewide, regional, and/or campus salary data for all professional/administrative positions.
8. The Provost or appropriate Vice President will review the proposed offer of employment with the Executive Director of Human Resources prior to the offer to the successful candidate.
9. The offer of employment is extended by the Provost or appropriate Vice President upon the recommendation of the Dean or Executive Director and the person responsible for the employing unit.
10. The Office of Human Resources prepares the initial offer of employment and any subsequent renewal contracts.
11. Terms and conditions of employment of professional/administrative staff are outlined in the *YSU YSU/APAS Agreement*, except for staff exempted from collective bargaining (e.g., coaches [7017.01], externally funded staff [7021.04], managerial staff, or appointments of less than .27 FTE).



UNIVERSITY GUIDEBOOK

Subject: Part-Time Professional/Administrative Staff

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

Policy: The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

RESOLUTION NUMBER: YR 1999

Purpose: These procedures are designed to assure that qualified individuals are appointed as professional/administrative staff members and that systems for their development and improvement are identified.

Parameters:

- Part-time professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations.
- An appointment as a part-time professional/administrative staff member is for a specified period of time.
- Part-time professional/administrative staff are employed on an FTE basis assuming a forty-hour workweek.
- Eligibility for University benefits is determined by the individual's FTE status.

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 or appropriate Vice President.

3. The Provost or Vice President will review the recommendation and determine whether further consideration is appropriate. If the position is less than .50 FTE, the Provost or Vice President may authorize the filling of the position. If the position is more than .50 FTE, the Provost or Vice President forwards a recommendation to the President.
4. The President authorizes the filling of .50 FTE or greater University staff positions, following discussion of each request by the President's Cabinet.
5. Filling of all authorized positions (regardless of the FTE status) must utilize recruitment activities that conform to the Affirmative Action procedures (2001.02) and Procedures for the Selection of Administrative Officers (9001.01).
6. The offer of employment is extended by the Provost or appropriate Vice President upon the recommendation of the Dean or Executive Director and the person responsible for the employing unit.
7. The Office of Human Resources prepares the official offer of employment.
8. If continuing employment is appropriate, a recommendation to reappoint will be initiated each spring by the employing unit.
9. Terms and conditions of employment of part-time professional/administrative staff are outlined in the *YSU YSU APAS Agreement*, except for coaches, externally funded staff (7021.04), managerial staff, and staff employed for less than .27 FTE who are exempted from collective bargaining.



UNIVERSITY GUIDEBOOK

NUMBER
7021.04

PAGE 1 of 2

Subject: Externally Funded Professional/Administrative Staff

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

Policy: The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities.

RESOLUTION NUMBER: YR 1999

Parameters:

- The University employs persons whose positions are externally funded through research grants, endowments, and other non-University sources. These positions are identified as full- or part-time professional/administrative staff and are typically temporary in nature.
- These employees are not placed in a University salary plan (7020.01), but are eligible for benefits of the professional/administrative staff, including fringe benefits (7015.01, .02, .03, .04, .06, .07, and .08), vacation leave (7002.05), and sick leave (7002.09), as determined by the FTE.
- For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other professional/administrative staff.

Procedures:

1. Recruitment to fill externally funded professional/administrative positions must be authorized by the Provost or appropriate Vice President. Recruitment activities must conform to the Affirmative Action procedures (2001.02).
2. The person responsible for the employing unit extends the offer of employment upon the recommendation of the Dean or Executive Director and approval of the Provost or appropriate Vice President.

**Agenda Item H.7.p.
Exhibit HH**

3. The Office of Human Resources prepares the official offer of employment.
4. Externally funded professional/administrative staff are exempted from collective bargaining.
5. Part-time externally funded professional/administrative staff are employed on an FTE basis assuming a forty-hour workweek.
6. Externally funded professional/administrative staff are informed at the time of appointment or reappointment that their employment is dependent upon external funding and if such funding ceases employment is terminated upon a two-week notice.
7. Externally funded professional/administrative staff members who earn and have accrued vacation must use it during the contract period in which it is earned; vacation may not be carried forward to a succeeding contract period or converted to cash payment.

EXISTING POLICY—TO BE RESCINDED

Section 21. Externally Funded Personnel Contracts

The University employs a small number of persons whose positions are specifically funded by sources external to the University: research grants, special appropriations, endowments, etc. Employees in this category are typically engaged in temporary or impermanent activities and projects. Employees in this category shall be members of the unclassified administrative staff: no employee in this category shall be eligible for earned faculty rank or tenure or for administrative continuity of employment. Employees in this category shall not be assigned to an administrative salary range. Each employee in this category shall receive the standard insurance benefits provided administrative staff members. Each employee in this category shall receive 1.83 working days of vacation each month, which (effective January 1, 1980) must be taken during the contract period in which it is earned; vacation may not be carried forward to a succeeding contract period or converted to cash payment. (Under unusual circumstances, the President may approve carrying forward vacation from one contract period to another, to be taken no later than six months after the effective date of reappointment.) Employees in this category shall accrue sick-leave at the standard rate of 1 1/4 days for each month of service. Employees in this category shall be members of the State Teachers Retirement System or other appropriate State retirement system. Each person employed in this category shall be informed at the time of appointment or reappointment that his or her employment is subject to the provisions of this policy, and is further subject to termination at any time the funding of the position ceases, providing the employee receives two weeks notice of termination of employment.



UNIVERSITY GUIDEBOOK

Subject: Employment of Undergraduate Students (Other than Work-Study)

Developed by: Judith Gaines	Authorized by: Cynthia E. Anderson
Title: Executive Director Student Life	Title: Vice President for Student Affairs
Date: February, 1999	EFFECTIVE:

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 Executive Director of Student Life is responsible for the administration of the process of employing all student employees except for those employees participating in the federally funded work-study program.
- Students not employed under work-study may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend, students must be currently enrolled for a minimum of one course or no less than three credits and be in good academic standing.
- For student employees to be exempt from participation in the Public Employees Retirement System (PERS) they must be enrolled for the equivalent of one-half of a full academic load each academic term.
- Regulations regarding compliance with the Internal Revenue Service and PERS and starting and ending dates of employment periods are maintained in the Office of Student Life and reviewed annually.

Procedures:

1. All positions for student employment are described in written position descriptions maintained in the Office of Student Life.
2. All available positions for student employment are posted through the Office of Student Life.
3. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment.
4. Appointment to a student employment position requires processing the necessary forms with the Office of Student Life. Actual employment may begin only after these forms have been processed.
5. Appointment to student employment is continuous through the academic year. Re-appointment is necessary for the summer term and subsequent academic years.
6. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.



UNIVERSITY GUIDEBOOK

Subject: Employment of Students - Federal Work-Study Program

Developed by:	Eileen Greaf	Authorized by:	Cynthia E. Anderson
Title:	Director Financial Aid and Scholarships	Title:	Vice President for Student Affairs
Date:	April, 1999	EFFECTIVE:	

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

Purpose: Federal work-study funds are intended to encourage the part-time employment of undergraduate and graduate students with financial need to meet the cost of education. In addition to on-campus employment, community service opportunities, e.g., America Reads tutors, escort services, etc., are permitted and encouraged.

Parameters:

- The Director of Financial Aid and Scholarships administers work-study fund usage, compliance with federal regulations, and student eligibility and awarding.
- The YSU matching funds are budgeted in accordance with federal regulations.
- Fringe benefits are not paid from work-study funds.
- Disbursement of work-study funds is administered through the Office of Payroll.
- Work-study awards are cancelled or reduced when a student is in default on a federal student loan, in an over-award situation, or when cited for noncompliance with the federal Financial Aid Satisfactory Academic Progress Policy.

Procedures:

1. Students must annually apply no earlier than January 1 for financial aid for the following academic year..
2. The result of a student's financial aid application utilizing the federal methodology identifies that student's financial need.
3. The Office of Financial Aid and Scholarships establishes awarding criteria for the year, based upon funding level, federal regulations, number of students applying, and each student's identified need.
4. In accordance with the established criteria, the Office of Financial Aid and Scholarships makes work-study awards to students in good academic standing.
5. Students receiving a work-study award may apply for positions available on campus as posted by the Office of Student Life (see 9003.02 – Employment of Undergraduate Students).
6. The department or unit hiring work-study students is responsible for conducting interviews; completing all necessary paperwork, including the work-study appointment forms; monitoring of job performance and duties, as well as ensuring that the duties are in the public interest; and the timely submission of time cards to the Office of Payroll.
7. The Office of Financial Aid and Scholarships monitors disbursement reports and notifies students and the hiring department or unit of any change in the student's eligibility.
8. The Office of Financial Aid and Scholarships compiles work-study information, including community service data, for the annual Fiscal Operations Report and Application to Participate (FisOp) due each October 1.