

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

Tod Administration Building  
Wednesday, December 15, 2004

Pursuant to notice duly given, a regular meeting (the two hundred fifty-sixth) of the Board of Trustees of Youngstown State University convened at 3:15 p.m., December 15, 2004, in the Board Room in Tod Administration Building.

Ten trustees were present at the meeting, to-wit: Mr. Larry E. Esterly, chairperson of the board, who presided; Dr. Chander M. Kohli; Mr. William J. Bresnahan; Mr. Donald Cagigas; Dr. H. S. Wang; Mr. John L. Pogue; Mr. Larry D. DeJane; Ms. Millicent S. Counts; Mr. Scott R. Schulick; and student trustee Mr. Paul L. Walker. Student trustee Charity Pappas was absent.

Also present were: Dr. David C. Sweet, President; Mr. John L. Habat, Vice President for Administration; Dr. Cynthia E. Anderson, Vice President for Student Affairs; and Franklin S. Bennett, Jr., secretary to the board of trustees. Also present were approximately 25 persons, including deans, members of the faculty, students, administrators, and members of the news media.

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 trustees, the student trustees, and to the president.

**ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD SEPTEMBER 24, 2004 AND SPECIAL MEETINGS HELD OCTOBER 28, 2004, AND NOVEMBER 23, 2004.**

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held on September 24, 2004 (#253), and special meetings held October 28, 2004 (#254) and November 23, 2004 (#255), to each trustee,

the student trustees, and the president. There being no additions, corrections, or revisions thereto, the minutes were approved as provided.

**ITEM III - REPORT OF THE PRESIDENT OF THE UNIVERSITY.**

Dr. Sweet reported that YSU continues to enjoy advances in student enrollment and diversity. Dr. Sweet stated the Youngstown Early College has completed its first semester, and stated that students are preparing to begin enrollment in college-level courses beginning with the Spring 2005 semester. Dr. Sweet described recent successes in grant funding and the Penguin Parade. Dr. Sweet described the Y-E-S kickoff of the SCT Banner system installation.

Dr. Sweet distributed copies of the one-page memorandum regarding tuition increases sent by Governor Taft to the presidents of Ohio's state-assisted two- and four-year colleges. A copy of the memorandum is attached to these minutes. Dr. Sweet reported that he and board chairperson Esterly yesterday had attended a summit meeting on higher education in Columbus convened by Governor Taft. Dr. Sweet stated that based upon the Governor's request that boards reconsider increasing tuition; the tuition resolution usually considered at the board's December meeting would be deferred until January 2005. Dr. Sweet emphasized the importance of establishing tuition rates as early as is feasible in order that financial aid packages can be prepared and provided to students and prospective students. Dr. Sweet stated that YSU is keeping tuition and fees as low as possible, and is a leader among Ohio universities in that regard.

A copy of the PowerPoint presentation utilized by Dr. Sweet during his report is attached to these minutes.

**ITEM IV - REPORTS OF THE COMMITTEES OF THE BOARD.**

The board considered the following committee reports and recommendations:

1. Academic and Student Affairs Committee

In the absence of Provost Atwater, Dr. Bege Bowers, Associate Provost for Academic Planning provided a staff report. Dr. Bowers reported that members of the Youngstown State University faculty had recently been honored by the Northeast Ohio Council on Higher Education and by *Ohio Magazine*.

Dr. Bowers introduced Drs. Rebecca Barnhouse, Stephen A. Graf, Angela Spalsbury, William G. Vendemia, Charles B. Vergon and Ms. Hazel M. Pierson.

Following Dr. Bowers' report, at the request of the chairperson, the secretary to the board read aloud the following proposed resolution:

Resolution Congratulating Recipients of  
NOCHE and Ohio Magazine Teaching Excellence Awards

YR 2005-12

**WHEREAS**, six Youngstown State University faculty members - Drs. Rebecca Barnhouse, Stephen A. Graf, Angela Spalsbury, William G. Vendemia, Charles B. Vergon and Ms. Hazel M. Pierson - were among the faculty recently honored at "A Celebration of Teaching Excellence in Northeast Ohio," sponsored by the Northeast Ohio Council on Higher Education (NOCHE); and

**WHEREAS**, these YSU professors were among only 51 of the full- and part-time faculty members selected by 24 NOCHE-member colleges to receive this honor; and

**WHEREAS**, Drs. Barnhouse, Graf, Spalsbury, Vendemia, and Vergon are also among 100 Ohio faculty members receiving *Ohio* magazine's 2004 Excellence in Education awards, which will be featured in the December 2004 issue of the magazine;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University commends Drs. Rebecca Barnhouse, Stephen A. Graf, Angela Spalsbury, William G. Vendemia, Charles B. Vergon, and Ms. Hazel M. Pierson for their excellence in teaching; and

**BE IT ALSO RESOLVED**, that a copy of this Resolution be presented to each of the individuals named in this Resolution.

On behalf of the Academic and Student Affairs Committee, Dr. Kohli moved the adoption of the resolution read by the secretary to the board. After the motion received the affirmative vote of all trustees present, the chairperson declared the motion carried and the resolution adopted.

Dr. Anderson provided a report on enrollment growth. Dr. Anderson stated that many factors have contributed to YSU's enrollment growth. Dr. Anderson cited financial assistance programs, improved marketing and promotion, accessibility, university reputation, and improved retention as reasons for improved enrollment. A copy of the PowerPoint presentation utilized by Dr. Anderson during her report is attached to these minutes.

Following Dr. Anderson's report, the chairperson recognized Chander Kohli, chairperson of the Academic and Student Affairs Committee, who stated that the committee was recommending three additional resolutions for adoption by the board. On behalf of the committee, Chander Kohli then moved the adoption of the following resolution:

Resolution to Authorize  
Conferral of Honorary Degree - Tony Lariccia

**YR 2005-13**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, honoris causa, upon Tony Lariccia, with all the rights and privileges attendant thereto.

The motion received the affirmative vote of all trustees present, and 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 Authorize  
Conferral of Honorary Degree - Dominic Rosselli

**YR 2005-14**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, honoris causa, upon Dominic Rosselli, with all the rights and privileges attendant thereto.

The motion received the affirmative vote of all trustees present, and 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 Endorsing a Partnership to Promote  
Educational Attainment in Columbiana County

YR 2005-15

WHEREAS, fewer than 11% of adults in Columbiana County have earned a bachelor's degree, compared to 21.1% in Ohio and 24.4% in the rest of the nation; and

WHEREAS, the 2004 report of the Governor's Commission on Higher Education and the Economy identifies strategies for helping Ohioans "succeed in the knowledge- and innovation-based economy"; and

WHEREAS, one of those strategies is to "increase the number and proportion of Ohioans who participate and succeed in higher education"; and

WHEREAS, the report sets a goal of increasing Ohio's undergraduate and graduate enrollment 30%—or 180,000 students—by the year 2015; and

WHEREAS, it is imperative that institutions offer educational opportunities in a manner that is fiscally prudent and practical; and

WHEREAS, Youngstown State University, Jefferson Community College, and Columbiana County Career and Technical Center have in

place a number of agreements facilitating articulation and transfer between and among the three institutions; and

WHEREAS, a plan for implementing the partnership is being completed, and a Memorandum of Understanding will be drafted for future action by the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University endorses in concept a partnership among Youngstown State University, Jefferson Community College, and Columbiana County Career and Technical Center for the purpose of providing additional opportunities for higher education to citizens of Columbiana County and the surrounding area.

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

2. External Relations Committee.

The chairperson recognized Dr. Wang, chairperson of the External Relations Committee, who stated that the committee was recommending one resolution for adoption by the board. Dr. Wang then moved the adoption of the following resolution:

Resolution to Accept Development Gifts

YR 2005-16

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 A 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.

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

3. Finance and Facilities Committee.

Mr. Habat described the resolutions recommended for board approval by the Finance and Facilities Committee. A copy of the PowerPoint presentation utilized by Mr. Habat in his discussion of the FY 2005 Modified Budget is attached to these minutes.

The chairperson recognized Mr. Bresnahan, chairperson of the Finance and Facilities Committee, who stated that the Finance and Facilities Committee was recommending six resolutions for adoption by the board. On behalf of the committee, Mr. Bresnahan then moved the adoption of the following resolution:

Resolution to Modify the  
Fiscal Year 2005 Operating Budget

**YR 2005-17**

WHEREAS, the Board of Trustees of Youngstown State University adopted the Fiscal Year 2005 Operating Budget at its June 18, 2004 meeting; and

WHEREAS, the Board of Trustees of Youngstown State University authorized a modification to the Operating Budget at its September 24, 2004 meeting; and

WHEREAS, the Operating Budget establishes the general spending plans for the University; and

WHEREAS, Youngstown State University's Fall 2004 tuition and fee revenues exceeded amounts budgeted as a result of higher student enrollment; and

WHEREAS, the University has developed a plan for use of the increased revenue;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize a modification to the Fiscal Year 2005 General Fund component of the Operating Budget in the amount of \$1,750,000 set forth in Exhibit B.

After 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. Bresnahan then moved the adoption of the following resolution:

Resolution to Approve the  
Master of Fine Arts in Creative Writing  
Tuition and Fees for Academic Year 2005

**YR 2005-18**

WHEREAS, the Board of Trustees of Youngstown State University adopted the Academic Year 2005 Student Tuition, Fees and Other Charges Schedule at the December 2003 meeting of the Board; and

WHEREAS, in June 2004, the Board of Trustees of Youngstown State University approved the offering of the Northeast Ohio Universities Master of Fine Arts degree in Creative Writing; and

WHEREAS, in October 2004, the Master of Fine Arts Academic Counsel approved an initial consortium tuition and fee rate of \$380 per credit hour for the Master of Fine Arts in Creative Writing;



NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby set the consortium tuition and fee rate for the Master of Fine Arts in Creative Writing for Academic Year 2005 at \$380 per credit hour effective Spring Term 2005.

After 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. Bresnahan then moved the adoption of the following resolution:

Resolution to Modify the  
Unrestricted Fund Budget Approval,  
Modification, and Adjustment Policy

**YR 2005-19**

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

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

WHEREAS, approval is required by the Board of Trustees prior to implementation of any modified policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of policy 3009.01 as renamed Operating Budget Approval and Modification as set forth in Exhibit C.

After 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. Bresnahan then moved the adoption of the following resolution:

Resolution to Approve Budget Transfers Policy

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

WHEREAS, this process can result in the creation of new policies; and

WHEREAS, approval is required by the Board of Trustees prior to implementation of any new policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Budget Transfers policy (3010.01) as set forth in Exhibit D.

After 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. Bresnahan then moved the adoption of the following resolution:

Resolution to Approve Transfer of Funds to  
Construct the Andrews Recreation and Wellness Center

WHEREAS, \$12.1 million in private funds have been pledged to pay for the construction of the Andrews Recreation and Wellness Center; and

WHEREAS, the expected payment date for some of these contributions extends beyond the completion of construction scheduled for August 2005 resulting in a temporary funding gap; and

WHEREAS, University and state capital improvement funds can be utilized to help pay the aforesaid construction costs; and

WHEREAS, the University desires to ensure timely payment of contractual costs related

to construction without utilizing external financing mechanisms;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University that a transfer of \$1.1 million from Capital Component funds to the Andrews Recreation and Wellness Center fund is approved; and

BE IT ALSO RESOLVED, that as private contributions for the Center are received the Capital Component fund be repaid in its entirety; and

BE IT FURTHER RESOLVED, that any private contributions received after the completion of the Center and repayment of the Capital Component fund be allocated to a fund established to implement the University's Centennial Campus Master Plan.

After 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. Bresnahan then moved the adoption of the following resolution:

Resolution to Approve  
Formal Tuition Remission Plan

YR 2005-22

WHEREAS, current University policy number 7015.01 provides for the remission of tuition and fees to employees, their spouses and dependents, and retirees, specific levels of which vary depending upon negotiated collective bargaining agreements; and

WHEREAS, these benefits generally have been exempt from federal taxes; and

WHEREAS, the Internal Revenue Service (IRS) Code requires that to maintain a tax-exempt

status, the tuition benefit must be offered pursuant to a formal plan; and

WHEREAS, the University desires that its tuition remission program be tax-exempt to the full extent allowed under the IRS Code;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt the Tuition Remission and Educational Assistance Plan, attached hereto as Exhibit E.

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

The chairperson recognized Mr. Bresnahan, chairperson of the Audit Subcommittee, who provided a report of the subcommittee's recent activities. Mr. Bresnahan reported that the Audit Subcommittee had recently received the report of Ernst & Young, the university's external auditor, noting that the report included a "clean" opinion letter. Mr. Bresnahan stated that the subcommittee will review the administration's responses to the external auditors report at a future meeting of the subcommittee.

The chairperson recognized Mr. Schulick, chairperson of the Investment Subcommittee, who moved the adoption of the following resolution:

Resolution to Modify the Investment of  
Non-Endowment University Funds Policy

YR 2005-23

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

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

WHEREAS, approval is required by the Board of Trustees prior to implementation of any modified policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Investment of Non-Endowment University Funds, policy number 3007.01 of the *University Guidebook*, and renames the policy as Investment of the University's Non-Endowment and Endowment Funds, as set forth in Exhibit F attached hereto.

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

4. Internal Affairs Committee.

The chairperson recognized Mr. Pogue, chairperson of the Internal Affairs Committee, who stated that the committee was recommending six resolutions for adoption by the board. On behalf of the committee, Mr. Pogue then moved for adoption of the following resolution:

Resolution to Ratify  
Faculty/Staff Appointments

YR 2005-24

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 September 24, 2004, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2004-2005 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 G attached hereto.

After 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. Pogue then moved for adoption of the following resolution:

Resolution to Authorize the Execution of a  
Mutual Aid Agreement Between  
Youngstown State University Police and Other  
Law Enforcement Agencies Within Mahoning County, Ohio

YR 2005-25

WHEREAS, a Mahoning County Local Government Mutual Aid Agreement for Law Enforcement has been executed by the Mahoning County Sheriff, the City of Youngstown, and various other cities, townships and villages within Mahoning County, attached hereto as Exhibit H; and

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

WHEREAS, the University has benefited from its Mutual Aid Agreement with the City of Youngstown; and

WHEREAS, such an Agreement with law enforcement agencies throughout Mahoning County offers similar benefits to the University and would enable the University to offer appropriate and timely assistance to other jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the participation of the Youngstown State University Police Department in the Mahoning

County Local Government Mutual Aid Agreement for Law Enforcement and authorizes the Administration to execute a four-year agreement with same for such purpose.

After 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. Pogue then moved for adoption of the following resolution:

Resolution to Authorize the Execution of a  
Mutual Aid Agreement Between  
Youngstown State University Police and Other  
Ohio Public Universities

YR 2005-26

WHEREAS, several of Ohio's public universities have entered into a Mutual Aid Agreement to provide for the mutual assistance and interchange and use of their respective police resources, including personnel and equipment, attached hereto as Exhibit I; and

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

WHEREAS, such an Agreement with other Ohio public universities offers similar benefits to the University and would enable the University to offer appropriate and timely assistance to other public universities;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the participation of the Youngstown State University Police Department in the Mutual Aid Agreement Among Ohio Public Universities and authorizes the Administration to execute

a four-year agreement with same for such purpose.

After 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. Pogue then moved for adoption of the following resolution:

Resolution to Modify the  
Travel Reimbursement Policy

YR 2005-27

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

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

WHEREAS, approval is required by the Board of Trustees prior to implementation of any modified policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Travel, policy 3004.01, and Travel-Off-Campus Instruction at Distant Sites, policy 3004.02, as set forth in Exhibit J.

After 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. Pogue then moved for adoption of the following resolution:

Resolution to Approve Business-Related and  
Entertainment Expense Policy

YR 2005-28



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

WHEREAS, this process can result in the creation of new policies; and

WHEREAS, approval is required by the Board of Trustees prior to implementation of any new policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Business-Related and Entertainment Expense policy 3011.01 as set forth in Exhibit K.

After 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. Pogue then moved for adoption of the following resolution:

Resolution to Approval  
Cellular Equipment Usage Policy

**YR 2005-29**

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

WHEREAS, this process can result in the creation of new policies; and

WHEREAS, approval is required by the Board of Trustees prior to implementation of any new policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Cellular Equipment Usage policy 4011.01 as set forth in Exhibit L.

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

**ITEM V - COMMUNICATIONS AND MEMORIALS**

The board considered no communications or memorials.

**ITEM VI - UNFINISHED BUSINESS**

The board considered no unfinished business.

**ITEM VII - NEW BUSINESS**

The board considered no new business.

**ITEM VIII - TIME AND PLACE OF UPCOMING REGULAR MEETINGS**

Upon motion made by Dr. Kohli, seconded by Dr. Wang, which received the affirmative vote of all trustees present, the trustees resolved to set the following dates and times for the next regular meetings of the board:

3 p.m., Friday, March 18, 2005

3 p.m., Friday, June 24, 2005

**ITEM IX - ADJOURNMENT**

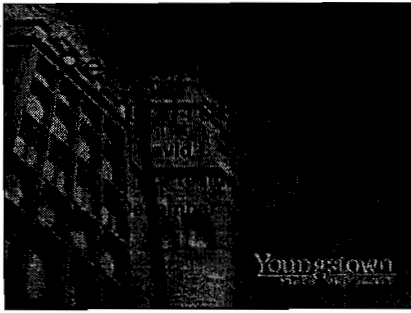
Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 4:04 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary to the Board of Trustees

Dr. Sweet's Presentation (Slides 1 - 11)  
Slide 1



Slide 2

**Fall 2004 Highlights**

- Enrollment
- Diversity
- Youngstown Early College High School
- Getty Grant
- Penguin Parade
- \$6 Million External Funding
- Y-E-S Kickoff

Slide 3

**Governor Taft's Letter**  
November 16, 2004

- Reconsider plans to increase tuition
- Keep tuition and fees as affordable as possible
- Implement strategies for improving efficiency and productivity

Slide 4

**Reconsider Plans to Increase Tuition**

- Postpone consideration of tuition increase until January meeting
- Further delay compromises ability of:
  - YSU to prepare financial aid packages and deliver them to students
  - Students to plan for the next academic year
- Association of Governing Boards recommends announcing tuition increases at least six months in advance

Slide 5

**Keep Tuition and Fees as Affordable as Possible**

| University               | Tuition        | Fees           | Total          |
|--------------------------|----------------|----------------|----------------|
| Pittsburgh University    | \$6,442        | \$1,000        | \$7,442        |
| University of Cincinnati | \$8,079        | \$1,000        | \$9,079        |
| Bowling Green State      | \$8,021        | \$1,000        | \$9,021        |
| Ohio University          | \$7,226        | \$1,000        | \$8,226        |
| Kent State               | \$7,143        | \$1,000        | \$8,143        |
| University of Akron      | \$7,870        | \$1,000        | \$8,870        |
| Ohio State               | \$7,815        | \$1,000        | \$8,815        |
| University of Toledo     | \$7,054        | \$1,000        | \$8,054        |
| Cleveland State          | \$8,281        | \$1,000        | \$9,281        |
| Western State            | \$6,477        | \$1,000        | \$7,477        |
| <b>Youngstown State</b>  | <b>\$5,884</b> | <b>\$1,000</b> | <b>\$6,884</b> |

**YSU tuition remains the lowest in the state for those public universities without line item subsidy**

**YSU tuition is nearly \$1500 below the state average.**

**We kept our rate of tuition increase moderate given the level of subsidy decrease and compared to our counterparts**

Slide 6

| Keep Tuition and Fees as Affordable as Possible |   |
|---|---|
| \$5300  | FY03 Tuition per FTE Student  |
| - \$1037  | Institutional Grant per FTE Student<br>• 2 <sup>nd</sup> Highest in Ohio                  |
| - \$1817  | State and Federal Grants per FTE Student<br>• Highest in Ohio                             |
| = \$2446  | Net Tuition per FTE Student<br>(Excluding Credits)  |
|   | Loans and Tax<br><small>Source: F. S. Brinkley, 1999, Ohio<br/>Superior Education</small> |

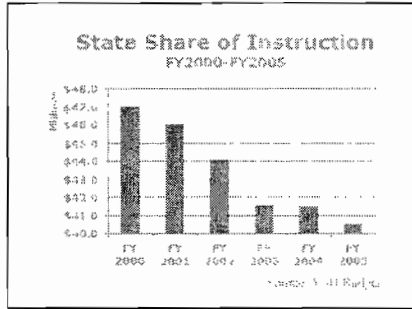
Slide 7

| Implement Strategies for Improving Efficiency and Productivity |  |
|--|--|
| • Auditor of State Comprehensive Operations Review             |  |
| - First and only university in Ohio                            |  |
| - Action taken on 89 of 96 recommendations                     |  |
| • OBOR Performance Measures                                    |  |
| - At or near the top   |  |
| • Reinstated Academic Program Review                           |  |

Slide 8

| Implement Strategies for Improving Efficiency and Productivity |  |
|--|--|
| • Planning Activities  |  |
| - Technology Master Plan                                       |  |
| - Centennial Master Plan                                       |  |
| - Academic Strategic Plan                                      |  |
| - Enrollment Management Plan                                   |  |

Slide 9



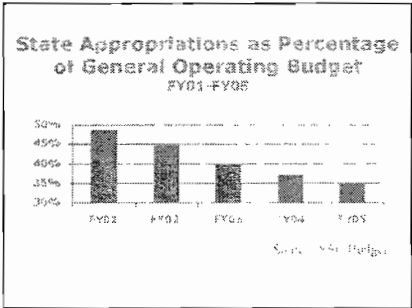
**No state budget relief is in sight.**

**Vice President Habat will present an overview of the budget in his report**

**State Subsidy decreased by \$6.5 Million or 16% since Fall 2000.**

**It is worth noting that in FY2000 the state of Ohio provided \$4827 in SSI per student FTE to YSU; the FY05 budget is based on \$3952 SSI per FTE. This is an absolute decrease of \$875 per FTE and over 18%.**

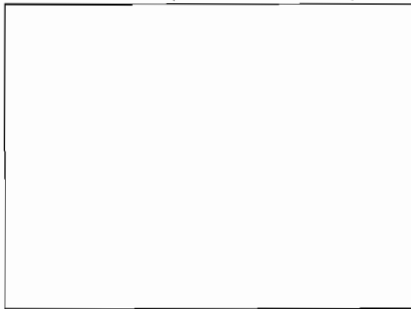
Slide 10



Slide 11

**"The Best Public University in Northeast Ohio and Beyond for an Undergraduate Education and for Selected Graduate Programs."**

Dr. Bowers's Presentation (Slides 13 – 14)  
Slide 12



Slide 13

**Northeast Ohio Council on  
Higher Education Awards for  
Excellence in Teaching**

- Rebecca Barnhouse-English
- Stephen Graf-Psychology
- Hazel Pierson-Mechanical & Industrial Engineering
- Angela Spalsbury-Mathematics and Statistics
- William Vendemia-Management
- Charles Vergon-Educational

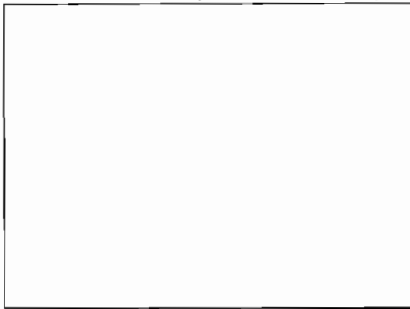
Slide 14

**Ohio Magazine's 2004  
Excellence in Education Awards**

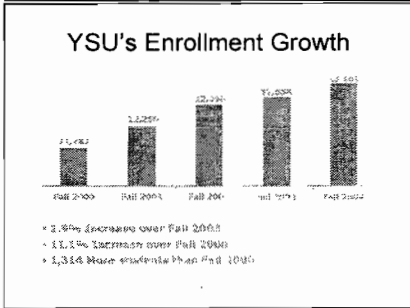
- Rebecca Barnhouse-English
- Stephen Graf-Psychology
- Angela Spalsbury-Mathematics and Statistics
- William Vendemia-Management
- Charles Vergon-Educational Administration, Research, and Foundations



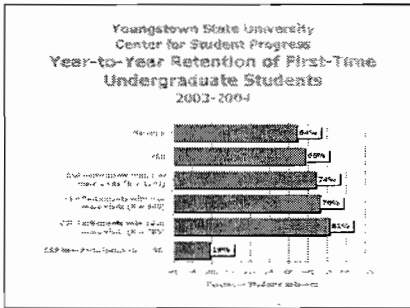
Dr. Anderson's Presentation (Slides 15 - 18)  
 Slide 15



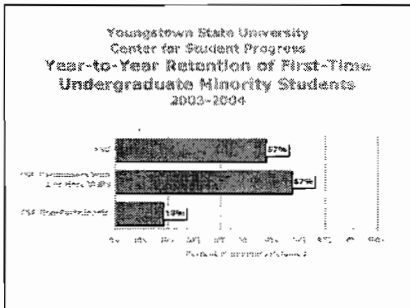
Slide 16



Slide 17

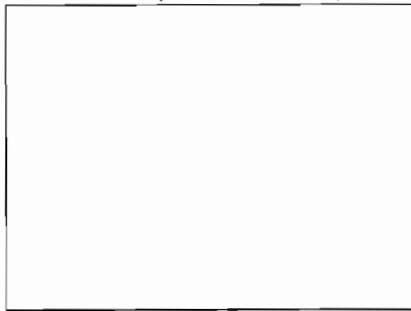


Slide 18



Mr. Habat's Presentation (Slides 19 – 23)

Slide 19



Slide 20

| FY 2005 Modified Budget<br>December 2004 |                      |                      |
|--|----------------------|----------------------|
| Tuition and Fees                         | \$79,051,000         | \$80,851,000         |
| State Appropriations                     | 43,582,132           | 43,532,132           |
| Auxiliaries and Other                    | 19,072,868           | 19,072,868           |
| FY 04 Balance Forward                    | <u>3,406,977</u>     | <u>3,406,977</u>     |
| <b>Total Revenues</b>                    | <b>\$145,112,977</b> |                      |
|  |                      | <b>\$146,862,977</b> |
|  | <b>Net Increase</b>  | <b>1,750,000</b>     |

Slide 21

|                           |                      |                      |
|---------------------------|----------------------|----------------------|
| <b>Personnel</b>          |                      |                      |
| Faculty                   | \$36,356,561         | \$36,523,561         |
| Staff                     | 28,337,714           | 28,477,714           |
| Student                   | 3,258,824            | 3,258,824            |
| Fringe Benefits           | <u>21,799,634</u>    | <u>21,867,634</u>    |
| <b>Total</b>              | <b>89,752,733</b>    | <b>90,127,733</b>    |
| Operating                 | 19,478,851           | 19,528,851           |
| Non-Mandatory Transfers   | 11,235,600           | 12,650,600           |
| Auxiliaries and Other     | 24,555,793           | 24,555,793           |
| <b>Total Expenditures</b> | <b>\$145,112,977</b> | <b>\$146,862,977</b> |

Slide 22

| Uses of Additional Revenues  |                |
|------------------------------|----------------|
| Faculty ETS                  | \$167,000      |
| ACE Enrollment Incentive     | 140,000        |
| Fringes on Above             | 68,000         |
| Security Cameras             | 50,000         |
| Athletics                    | 200,000        |
| Technology Master Plan       | 300,000        |
| Recreation/Wellness Center   | 834,000        |
| Less Challenge Fund Decrease | <u>(9,000)</u> |

Slide 23

University Policy Development

- Revised
  - Travel
- New
  - Tuition Remission
  - Business and Entertainment Expenses
  - Cellular Equipment



**YOUNGSTOWN STATE UNIVERSITY  
BOARD OF TRUSTEES' MEETING**

**Wednesday, December 15, 2004  
3:00 p.m.**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Regular Meeting Held September 24, 2004; and Special Meetings Held October 28, 2004, and November 23, 2004
- D. Report of the President of the University
- E. Report of the Committees of the Board
  - 1. Academic and Student Affairs Committee
    - a. Staff Report – T. Atwater and C. Anderson
    - b. Resolution to Authorize Conferral of Honorary Degree – Tony Lariccia
    - c. Resolution to Authorize Conferral of Honorary Degree – Dominic Rosselli
    - d. Resolution Congratulating Recipients of NOCHE and *Ohio* Magazine Teaching Excellence Awards
    - e. Resolution Endorsing a Partnership to Promote Educational Attainment in Columbiana County
  - 2. External Relations Committee
    - a. Resolution to Accept Development Gifts
  - 3. Finance and Facilities Committee
    - a. Staff Report – John Habat
    - b. Resolution to Modify the Fiscal Year 2005 Operating Budget
    - c. Resolution to Approve the Master of Fine Arts in Creative Writing Tuition and Fees for Academic Year 2005
    - d. Resolution to Modify the Unrestricted Fund Budget Approval, Modification, and Adjustment Policy
    - e. Resolution to Approve Budget Transfers Policy
    - f. Resolution to Approve Transfer of Funds to Construct the Andrews Recreation and Wellness Center
    - g. Resolution to Approve Formal Tuition Remission Plan
    - h. Report of the Audit Subcommittee, William Bresnahan, Chair

- i. Report of the Investment Subcommittee, Scott Schulick, Chair
  - 1) Resolution to Modify the Investment of Non-Endowment University Funds Policy
- 4. Internal Affairs Committee
  - a. Resolution to Ratify Faculty/Staff Appointments
  - b. Resolution to Authorize the Execution of a Mutual Aid Agreement Between Youngstown State University Police and Other Law Enforcement Agencies Within Mahoning County, Ohio
  - c. Resolution to Authorize the Execution of a Mutual Aid Agreement Between Youngstown State University Police and Other Ohio Public Universities
  - d. Resolution to Modify the Travel Reimbursement Policy
  - e. Resolution to Approve Business-Related and Entertainment Expense Policy
  - f. Resolution to Approve Cellular Equipment Usage Policy
- 5. Executive Committee
- F. Communications and Memorials
- G. Unfinished Business
- H. New Business
- I. Time and Place of Upcoming Regular Meetings of the Board
  - Tentative Meeting Dates: 3 p.m., Friday, March 18, 2005
  - 3 p.m., Friday, June 24, 2005
- J. Adjournment



**RESOLUTION TO AUTHORIZE  
CONFERRAL OF HONORARY DEGREE**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, honoris causa, upon Tony Lariccia, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.1.b.**

## **Anthony Lariccia**

The Lariccia family, through their generosity, has become one of the Mahoning Valley's leading philanthropic families. Since 1984, Anthony (Tony) Lariccia, a 1963 graduate of Struthers High School, and his wife, Mary, a 1968 graduate of Chaney High School, have been major contributors to various causes throughout the Mahoning Valley.

Tony earned his Bachelor of Science degree from YSU in Business Administration in 1966. Joining the staff of Merrill Lynch in 1970, he has devoted over 32 years to the brokerage industry and earned a reputation as one of Merrill Lynch's most successful securities brokers. In sharing their success, Tony and his wife have touched many organizations, including Angels for Animals, New Hope Academy, Goodwill Industries, YMCA, and Struthers Little League Baseball. Over the past eight years they have provided college scholarships to more than 45 high school students from Struthers, Chaney, and Boardman High schools.

The naming of The Lariccia Family International Student Lounge in Kilcawley Center will serve as a lasting tribute to their commitment to YSU and the Mahoning Valley. Youngstown State University is also profoundly grateful to Tony and his family for their generosity to the Recreation and Wellness Center Campaign. Upon the opening of the Center, the lobby of the facility will carry the honor of the Lariccia family name.



**RESOLUTION TO AUTHORIZE  
CONFERRAL OF HONORARY DEGREE**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, honoris causa, upon Dominic Rosselli, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.1.c.**



## **Dominic Rosselli**

A native of Youngstown, Ohio, Dom Rosselli attended Geneva College and started in three sports. Rosselli led Geneva to a football victory of Youngstown College in 1938, YSU's first season of football.

Upon graduation in 1939, Rosselli earned a master's degree from the University of Pittsburgh and began his well-documented coaching career at Youngstown State. He began as an assistant football coach to the legendary late Dwight "Dike" Beede and assistant basketball coach to Ray Sweeney before taking over the reigns of the cage program in 1940-41.

His many coaching honors include the NCAA's District IV Coach of the Year and Ohio's College Coach of the Year, both in 1957 and 1964, and the Italian Coach of the Year.

Rosselli was named to the Curbstone Coaches Hall of Fame in 1978, and was named to the charter class of the Youngstown State University Athletics Hall of Fame in 1985.

Mr. Rosselli was also named Youngstown State University Penguin Club's "Penguin of the Year" in 1999.



**RESOLUTION CONGRATULATING  
RECIPIENTS OF NOCHE AND *OHIO* MAGAZINE  
TEACHING EXCELLENCE AWARDS**

**WHEREAS**, six Youngstown State University faculty members – Drs. Rebecca Barnhouse, Stephen A. Graf, Angela Spalsbury, William G. Vendemia, Charles B. Vergon and Ms. Hazel M. Pierson – were among the faculty recently honored at “A Celebration of Teaching Excellence in Northeast Ohio,” sponsored by the Northeast Ohio Council on Higher Education (NOCHE); and

**WHEREAS**, these YSU professors were among only 51 of the full- and part-time faculty members selected by 24 NOCHE-member colleges to receive this honor; and

**WHEREAS**, Drs. Barnhouse, Graf, Spalsbury, Vendemia, and Vergon are also among 100 Ohio faculty members receiving *Ohio* magazine’s 2004 Excellence in Education awards, which will be featured in the December 2004 issue of the magazine;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University commends Drs. Rebecca Barnhouse, Stephen A. Graf, Angela Spalsbury, William G. Vendemia, Charles B. Vergon, and Ms. Hazel M. Pierson for their excellence in teaching; and

**BE IT ALSO RESOLVED**, that a copy of this Resolution be presented to each of the individuals named in this Resolution.



**RESOLUTION ENDORSING A PARTNERSHIP  
TO PROMOTE EDUCATIONAL ATTAINMENT IN  
COLUMBIANA COUNTY**

**WHEREAS**, fewer than 11% of adults in Columbiana County have earned a bachelor's degree, compared to 21.1% in Ohio and 24.4% in the rest of the nation; and

**WHEREAS**, the 2004 report of the Governor's Commission on Higher Education and the Economy identifies strategies for helping Ohioans "succeed in the knowledge- and innovation-based economy"; and

**WHEREAS**, one of those strategies is to "increase the number and proportion of Ohioans who participate and succeed in higher education"; and

**WHEREAS**, the report sets a goal of increasing Ohio's undergraduate and graduate enrollment 30%—or 180,000 students—by the year 2015; and

**WHEREAS**, it is imperative that institutions offer educational opportunities in a manner that is fiscally prudent and practical; and

**WHEREAS**, Youngstown State University, Jefferson Community College, and Columbiana County Career and Technical Center have in place a number of agreements facilitating articulation and transfer between and among the three institutions; and

**WHEREAS**, a plan for implementing the partnership is being completed, and a Memorandum of Understanding will be drafted for future action by the Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University endorses in concept a partnership among Youngstown State University, Jefferson Community College, and Columbiana County Career and Technical Center for the purpose of providing additional opportunities for higher education to citizens of Columbiana County and the surrounding area.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.1.e.**

**YSU-Jefferson Collaborative for Addressing Columbiana County  
College Degree Attainment Dilemma:  
A Summary Proposal**

Columbiana County faces a dilemma in supporting its current and future economic viability. This dilemma is manifested in a post-secondary educational attainment condition where approximately 11 percent of county residents hold a college degree. This statistic is well below 50 percent of the national average and the State (Ohio) average for educational attainment (at the college level). It is proposed that Youngstown State University and Jefferson Community College enter into a collaboration to address this critical educational deficit by expanding access to current and prospective students in Columbiana County. Given that JCC has expressed its goal to expand course offerings northward to the Columbiana County area, YSU is well positioned to play a role in a coordinated effort to increase academic and program offerings to this region. A catalyst site (perhaps Columbiana Career and Technical Center) is needed to provide the instructional facility to support the proposed collaboration. This site should support individual and joint instructional efforts by YSU and JCC through both on-site and distance learning methods.

It is proposed that a dual admission agreement be pursued by YSU and JCC similar to one being pursued by YSU's College of Arts and Sciences and JCC (see attachment). Dual admissions/enrollment would provide an important bridge to facilitate program articulation and transferability from associate degree to the bachelors degree level. The YSU College of Arts and Sciences is prepared to offer via distance learning and on-site instruction coursework to fulfill YSU's general education (and transfer module) requirement to students enrolled at Jefferson Community College.

Whereas the dual admission and catalyst site components are key elements to the proposed YSU-JCC partnership to enhance educational attainment in Columbiana County, other suggested elements may contribute to the viability and initial progress of such a collaborative.

- Offer Associate degrees through dual enrollment in YSU and JCC. This would help YSU better perform its mission as a community college for the Mahoning Valley.
- Dean Yemma is prepared to pursue 12 (2+2) program articulations with JCC in allied health disciplines.
- The College of Education is pursuing a program articulation agreement in Early Childhood Education.

**Agenda Item E.1.e.  
Support Material**

- Partnership in forming an Early College High School such that ECHS students can be students of the Community College and reduce the tuition needed for their support.
- Develop articulations for seamless entry of JCC students into four-year degree programs at YSU, and pursue opportunities to collaboratively offer select four-year degree programs at JCC.
- Provide a presence of YSU faculty or distance delivered courses on the JCC campus for those students desiring to take upper division courses before attending a four-year institution.
- The catalyst site, JCC and YSU will need to collaborate on technology requirements to promote high-quality, synchronous distance educational offerings.
- Course tuition and subsidy issues will warrant a memorandum of agreement to support and protect the fiscal interests of all participating parties.

#### Next Steps

- Appoint a “counterparts committee” to develop a specific proposal and timeline for implementation.
- Identify Columbiana County contacts and convene an exploratory meeting to facilitate implementation.



## **RESOLUTION TO ACCEPT DEVELOPMENT GIFTS**

**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 A 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.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.2.a.**



**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
JULY-SEPTEMBER 2004**

|  | Number of Gifts | Amount              |
|--|-----------------|---------------------|
| <b>ALUMNI RELATIONS</b>                  |                 |                     |
| Cash-One Year Single & Joint Members     | 334             | \$10,490.00         |
| Cash-Four Year Single & Joint Members    | 59              | 5,317.00            |
| Cash-Single & Joint Life Members         | 23              | 6,350.00            |
| Cash Contributions                       | 16              | 13,250.00           |
| <b>Total Cash</b>                        | <b>432</b>      | <b>\$35,407.00</b>  |
| Non-Cash                                 | 0               | 0.00                |
| <b>Total Alumni Relations</b>            | <b>432</b>      | <b>\$35,407.00</b>  |
| <b>UNIVERSITY DEVELOPMENT</b>            |                 |                     |
| Major Gifts                              | 7               | \$528,827.77        |
| Special Projects-Recreation & Wellness C |                 |                     |
| \$10,000+                                | 3               | 215,000.00          |
| \$5,000 - \$9,999                        | 2               | 10,497.40           |
| Below \$500                              | 5               | 300.00              |
| Annual Fund                              |                 |                     |
| \$5,000 - \$9,999                        | 6               | 41,800.98           |
| \$1,000 - \$4,999                        | 8               | 12,266.00           |
| \$500 - \$999                            | 8               | 3,800.00            |
| Below \$500                              | 169             | 12,806.11           |
| <b>Total Pledged Cash</b>                | <b>208</b>      | <b>\$825,298.26</b> |
| Non-Cash                                 | 1               | 250.00              |
| <b>Total University Development</b>      | <b>209</b>      | <b>\$825,548.26</b> |
| <b>WYSU-FM</b>                           |                 |                     |
| Below \$500                              | 196             | 15,105.50           |
| <b>Total Pledged Cash</b>                | <b>196</b>      | <b>\$15,105.50</b>  |
| Non-Cash                                 | 0               | 0.00                |
| <b>Total WYSU-FM</b>                     | <b>196</b>      | <b>\$15,105.50</b>  |
| <b>TOTAL GIFTS</b>                       |                 |                     |
| <b>Grand Total Gifts</b>                 | <b>837</b>      | <b>\$876,060.76</b> |



ALUMNI RELATIONS  
CASH CONTRIBUTIONS BY RANK

**One Year Single and Joint Members**

|                                  |                                |
|----------------------------------|--------------------------------|
| Vivian Abram                     | James Burton                   |
| Mahdi Abulaban                   | Mary Butch                     |
| Robert Adduci                    | Robert Butler                  |
| Charles Africa                   | Matthew Byer                   |
| Susan Agostinelli                | Raymond & Lori Calcagni        |
| Joshua Aikens                    | Louis, Jr. & Judith Carrozzino |
| William Ambert                   | David Chase                    |
| Dr. Edward & Mrs. Deborah Ammeen | Robert Christy                 |
| Barbara Anderson                 | Phillip & Marilyn Chuey        |
| John Anderson                    | Fred & Mary Ann Cleary         |
| Nancy Androsko                   | Mary Lou G. Coleman            |
| Frank & Atty. Ann Anness         | Delaine Collins                |
| Thomas Ash                       | David Combs                    |
| Jamye Backus                     | Margaret Conlan                |
| Leila Bahour                     | Thomas Cornelius               |
| Eugene Bailey                    | Nada Crago                     |
| Raymond Baker                    | Nancy Creed                    |
| Michael Balale, Jr.              | Bonnie Cruickshank             |
| Richard Baldwin                  | Stephanie Cunningham           |
| Tracie Balentine                 | Anna Dashkevich                |
| John Balestra                    | Charles Daubner                |
| Charles & Maureen Barber         | Teresann Davis                 |
| Elizabeth Basista                | Joseph & Antoinette DeAngelis  |
| Danielle Battafarano             | James DeCenso                  |
| Richard & Linda Beany            | Gregory Demetri                |
| M. Frank Beck                    | Jeffrey T. Denniston           |
| Steven Beckman                   | Joanne Diana                   |
| Susan Bellej                     | Nancy Dicken                   |
| Stephen Bencetic                 | Ray DiNunzio                   |
| Dennis & Faye Bensinger          | Douglas Dohallow               |
| Beri Berardi                     | John, Jr. & Jody Donchess      |
| Joseph Bettura                   | Cassandra Donofrio             |
| Rosemarie Bisignani              | Raymond Dravesky               |
| Roger & Gail Bievins             | Julie P. Duffey                |
| Adam Booth                       | Katie Duffey                   |
| Robert & Marilyn Bossick         | David Dunbar                   |
| Martha Brenner                   | Joseph Durshaw                 |
| David Brett                      | Brian Earich                   |
| Loran & Joyce Brooks             | David & Barbara Enoch          |
| William Brown, Jr.               | Kenneth Enoch                  |
| Laurie M. Brown-Croyts           | Edwin Enterline                |
| Denise Bryariy                   | Susan Fabian                   |



Lydia Faidiga  
Paul Farwell, Jr.  
Laddie Fedor  
Robert & Kathy Fedorchak  
Michael Feranchak  
Janet Ford  
Michael Foxman  
William Frolund  
Steve & Jane Furgas  
Bonita Gauding  
Mary Bess George  
Renee Gessner  
Gregory Gett  
Jeff Gorman  
Doreen R. Gorospe  
Robert Gorse  
Michael Grieb  
Thomas Groth  
Joseph, Jr. & Joan Guido  
James Gunyula  
James Guy  
William Hamill  
Lydia Hammar  
Margaret Hamrock  
Charles Hanna  
Curtis L. Hanni  
Kristin Harpe  
Timothy Hart  
Robert Hedland  
Larry Hein  
William Heintzelman  
Elizabeth Hickson  
James Hildebrand  
Allan Hiscox  
Robert & Mary Hogan  
Robert Holinbaugh  
Raymon B. Horsley, II  
Nick & Barbara Horvath  
Dr. Philip Howren  
Christina Hylton  
Frank Jayne  
Daniel & Martha Johnson  
H. Charles Johnson  
Nancy Johnson  
Hugh & Maryann Jones  
Peter Joseph  
Erin Kachersky

Anthony Kariotis  
William F. Kasiara  
Nathaniel Kay  
Theresa Kelly  
Elaine Klenotic  
Thomas Kopkash  
Donald & Teresa Kopp  
Eugene Koss  
Dr. Robert & Mrs. Mary Kramer  
Luann Kraus  
James Kuba  
Michael & Jennie Lallo  
Linda Lamanna  
Paul Lambing  
Douglas & Linda Lammert  
Ronald, Jr. & Shelley Lauttamus  
David & Patricia Leo  
Nick Leonelli  
James Lepore  
John Lewis  
John Lightner  
Stephen & Deborah Liptak  
Dale J. Lisko  
Donald Locher  
Tracy Lucarell  
Bruce Luntz  
Karen MacDonald  
Richard Mackin  
Albert Madeline  
Nancy Madonio  
Jacqueline Magargee  
Alycee Mahoney-Keith  
Donald & Marilyn Majors  
Eugene Mallen  
Maura Maloney  
Joseph & Terry Malys  
Gilbert Marquis  
Lisa R. Marrow  
John Massie  
Mary Mathews-Bebech  
Joseph Maxin  
Robert McConahy  
Jack McConnell  
Roseann McGinty  
Mollie McGovern  
Charles McIntire  
Lynn McNamee

Lorraine McPhillips  
Anthony Meek  
Aaron Mehocic  
Dr. John Melnick  
Martha Menk  
Charles Merdich  
Charles & Monica Merrell  
Dr. Howard Mettee  
Pamela Mihalik  
Daniel S. Mikus  
Adam Miller  
Alex S. Miller  
Shirley Minnozzi  
Armand L. Minotti  
Thomas, III & Valerie Mirante  
Dr. Eugenia Missik  
Paul Monus  
Lisa Mook  
Dennis Moore  
Carl & Patricia Morell  
Lindsay Moyer  
Jon Naberezny  
Janelle Nagy & John Henlen  
Dr. F. John Naples  
Kathy Naples  
Vince Nardy  
Sam Natale  
Michael Nuzzo  
Mark O'Conner, Jr.  
Cathy Ogram  
Diane Oliva  
Atty. Leonard Olson  
D. Kevin O'Reilly  
Helen E. Owens  
Wayne H. Pagani  
Ronald & Donna Paloski  
Martha Paraska  
Melanie Penksa  
James & Pauline Perry  
Mildred Perry  
Jenny L. Peters  
Yvonne Petrella  
Ronald Petrus  
John & Tina Piatek  
Delores Pickard  
John & Janet Pierko  
Nick Pitinii

Joyce Pogany  
Nicole Polombi  
George & Bernadette Porinchak  
C. Edward Powell  
George Prislipsky  
Sharon Profato  
Alice Rafeedie  
Jill Rankin  
John Read  
William Reiner  
Howard & Eleanor Rempes  
Philip & Carol Rigney  
Rick Ritchie  
Donald Roberts  
Dr. Connie Robinson  
Dominic & Constance Rosselli  
Nancy M. Roussos  
J. Brian Rowland  
Nancy Ruggieri  
Gregory Ruggles  
Ruth Rusnak  
Carmel Sacco  
Sandra Sachs  
Sharon Sahli  
Gregory Salvati  
Richard Sandy  
Sallie Santangelo  
Robert Sause  
Jain Savage  
Karen Schaffert  
Nels & Elaine Scheel  
Natalya Schenck  
Flora Schneider  
Sandra Scott  
William Scullin  
Donald Searcy  
Robert Senich  
John Senvissky  
Haylee Shacklock  
Lawrence Shaffer  
James Shook  
John & Marilyn Sich  
Sandra Sikes  
Constance Smith  
Terry E. Smith  
Tina M. Smith  
Francis Smouse

Richard Sobotka  
Frank Sole  
John & Viive Sontich  
Atty. Joseph Sontich, Jr.  
Herman & Barbara Sostaric  
L. Jean Spencer  
Nicole M. Spencer  
Dr. Manuel & Mrs. Demetria Spirtos  
Shawn Starkey  
Audrey Stas  
Richard, Jr. & Rhonda Steigerwald  
Charles & Barbara Stephens  
Thomas, Sr. & Sandra Stephenson  
Norman & Anita Stothard  
Thomas Strauss  
Bruce Stroney  
Frances Stuber  
Florence Swierz  
Robert Tate  
David Tesniarz  
Raymond Timlin  
Cynthia Totten  
Dolores Tralick  
Ann Trefethern  
Bruce Tropea  
John & Joanne Troy  
Chiu-Ching Tsang  
Dr. Patricia Tway  
Victor Ugran  
Richard Ulam  
Pearl Ulicny

**Total One Year Single and Joint Members:**

Joe H. Vance  
Robert Vargo  
Michael D. Vasilchek  
Dr. David Volarich  
Daniel & Jennifer Wagner  
Cynthia Wagner  
Harriett Walker  
Lessie Ward  
Bruce Warrender  
Jennifer Weaver  
Patricia Weickenand  
Susan Weiss  
Timothy Whetstone  
Jamie Wilcox  
Herbert W. Williams, Sr.  
Jessica Willmarth  
John Wlodarski  
John Woloschak  
J. Robert Wright  
Eric Wyant  
Norbert Yanek  
Edward Yatsco  
Donald Young  
Florence Yuhas  
Robert Zastany  
Richard Zbell  
Jeffrey Zilavy  
Wesley Zipay  
George Zokle, Jr.  
Stella Zone

**\$10,490.00**

**Four Year Single and Joint Members**

Dr. Michael K. Abernethy  
Michelle Anania  
Elizabeth Bannon  
Teresa Bartoszek  
R. Thomas & Kelly Benson  
James & Joan Bolkovac  
Kathryn Brocker  
Henry Cardillo  
Paul Carlson  
Kirk & Tammy Chmelik  
Joy Cushwa  
Robert Dennison

Edward DiPiero  
Renny Domini  
George & Mary Ann Flyak  
James Green  
Harry G. Hileman  
Terri L. Hrina-Treham  
David Hutnyan  
C. Gilbert James  
William Jensen, Sr.  
Gerald & Jacqueline Johnson  
Stephen Kirtley  
Robert A. Lackey

Stephen & Deborah Liptak  
Brian Macala  
Donald & Sherene Mackos  
Joseph & Linda Massie  
James McGinn, III  
Robert Mollenkopf  
Raymond Nakley, Jr.  
Rachel Pappa  
Robert Pavlich  
John Poprik & Judith Hancock  
Joseph & Mary Jane Quaranta  
Jacqueline Reese  
George & Debra Roman  
Jeff Ross  
Frank Rubino  
Richard Selby  
**Total Four Year Single and Joint Members:**

Dr. William & Mrs. Mary Sibley  
Donald & Rosemary Sicafuse  
Andrea Snyder  
Werner Specht  
Gail Stanley  
Leonard Stanley, Jr.  
Kevin Stefko  
Michael Stefko, Jr.  
Dan Stevens  
Steve Stewart  
Valerie Thomas  
Paul Thompson  
William Tom, Jr. & Margaret Poole  
Darrell & Catherine Turney  
Diane Volosin  
John & Linda Wray  
**\$5,317.00**

#### **Single and Joint Life Members**

R. Thornton Beeghly  
Larry & Ruth Bell  
Germaine Bennett  
Christina M. Buccino  
Raymond Capots  
James Christofil  
Tod G. Crowe  
Sarah Gross  
Shelly R. LaBerto  
Martha A. Mitchell-Cook  
Gabrielle Moore  
**Total Single and Joint Life Members:**

Scott D. Moore  
Mr. Marshall & Dr. Janice Moranz  
Christine Novicky  
Dwayne Pedrick  
Marie Peterson  
Michael K. Quetot  
Kathleen S. Roof  
Bradley R. Silvers  
Joann Stock  
Michael & Carol Szczurek  
**\$6,350.00**

#### **Cash Contributions**

DeBartolo Corporation  
Cafaro Foundation  
Thomas Fok & Associates  
Forge Industries  
Hively Construction Company, Inc.  
Hynes Industries, Inc.  
James & Sons  
Thomas & Carol Jochman  
Drs. C. J. Julius & Lyn Yakubov  
Mrs. F. W. Knecht, III  
**Total Cash Contributions:**

ms consultants, inc  
Packer Thomas  
Phantom Fireworks  
Mary Alice Schaff  
John Schnell  
Mary B. Smith  
Helen Stambaugh  
Mr. & Mrs. Harry Syak  
Travaglini Enterprises, Inc.  
Jim & Ellen Tressel  
**\$13,250.00**



UNIVERSITY DEVELOPMENT  
PLEGGED CASH CONTRIBUTIONS BY RANK

**Major Gifts**

| <u>Donor</u>                                   | <u>Amount</u> | <u>Restriction</u>            |
|--|---------------|-------------------------------|
| American Association of Respiratory Care       | \$ 12,500.00  | Health & Human Services       |
| Officer Michael Hartzell Golf Outing Committee | 26,000.00     | Michael Hartzell Scholarship  |
| George M. & Helen L. Kohut Trust               | 364,123.24    | George & Helen Kohut Trust    |
| Mr. & Mrs. Shorty Navarro                      | 25,000.00     | Navarro Family Endowment      |
| Charles E. Schell Foundation                   | 58,225.00     | Charles E. Schell Scholarship |
| Frances & Lillian Schermer Charitable Trust    | 10,000.00     | Schermer Scholar-in-Residence |
| Youngstown Fraternal Order of Police Lodge #28 | 32,979.53     | Michael Hartzell Scholarship  |

**Special Projects – Recreation & Wellness Center**

**\$10,000 +**

|                   |                     |
|-------------------|---------------------|
| Bank One          | The McKelvey Family |
| The Knecht Family |                     |

**\$5,000 - \$9,999**

|                           |                     |
|---------------------------|---------------------|
| Atty. J.P. & Jean Daliman | Atty. Jack A. Staph |
|---------------------------|---------------------|

**Below \$1,000**

|                              |                      |
|------------------------------|----------------------|
| Boeing Matching Gift Program | Ms. Linda A. Palazzo |
| Ms. Kimberly A. Hight        | John & Lucy Smith    |
| Ms. Shirley M. Martin        |                      |

**Annual Fund**

**\$5,000 - \$9,999**

|                                |                                       |
|--------------------------------|---------------------------------------|
| Saul Lerner, Ph.D.             | UAW Local 1112/BOC Lordstown Assembly |
| Mr. & Mrs. Richard R. Peterson | Jim & Norma White                     |
| Sky Bank, Youngstown           | Mr. & Mrs. Jeffrey A. Wilkins         |

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

|   |   |
|---|---|
| Ruth H. Beecher Charitable Trust Foundation | Ricciuti Balog & Partners Architects    |
| David & Sandra Ferguson                     | in memory of Marion J. Richley          |
| Home Savings & Loan Company                 | State Teacher's Retirement System, Inc. |
| Ms. Jocelyne Kollay Linsalata               | Warren City Schools                     |
|   | Mr. James C. Zupanec                    |

**\$500 - \$999**

The Abram Family in memory of Bud Abram  
Dr. Michael & Babs Carter  
Mr. Joseph B. Douds  
Dr. Joseph & Mrs. Carolyn Gregori

Mrs. Philomena Jurey in memory of Jack Jurey  
Procter & Gamble  
Mr. Karl B. Schroedel, II

**Below \$500**

Dr. Nazir Ahmed  
Mrs. Betty J. Armbrust  
Armstrong Steel Erectors, Inc.  
in memory of Dr. Lawrence DiRusso  
Dr. Christopher M. Bache  
Ronald & Paula Baldine  
Joseph, Alvie & Mary Bednar  
in memory of Marion J. Richley  
Dr. George & Mrs. Betty Beelen  
Ms. M. June Black in memory of  
Emanuel Catsoules  
Barbara & Myron Bort, Jr. & Family  
in memory of Dr. Lawrence DiRusso  
Ms. Joan L. Brooks  
Joyce & Loran Brooks in memory of  
Dr. Lawrence DiRusso  
Dr. John & Cheryl Buoni  
Buono Vita, Inc. in memory of  
Dr. Lawrence DiRusso  
The Josephine Cabuno Family  
Mr. Raymond M. Caciiale  
Cailor Fleming & Associates, Inc.  
in memory of Dr. Lawrence DiRusso  
Ms. Dorothy Calpin in memory of  
Irene Parthemos  
Mr. & Mrs. James Calpin in memory of  
Marion J. Richley  
Mr. & Mrs. James V. Carano  
Mr. James V. Carano, Jr.  
Mr. & Mrs. Nick Carano  
Mrs. Caroline Catsoules  
Mr. John N. Catsoules in memory of  
Emanuel Catsoules  
Hugh & Karen Chatman  
Anthony & Ralph Chilell  
Angie & Janie Ciarniello  
Mr. & Mrs. Ernest Ciarniello  
City Machine Technologies, Inc.  
Computer Sciences Corporation DirectTV  
Project Team in memory of  
Richard H. Weichsel

Mr. Gus Cost in memory of Marion J. Richley  
Mr. William N. Costas in memory of  
Irene Parthemos  
Mr. William D. Crawford  
Jami B. Czuba in memory of  
Dr. Lawrence DiRusso  
Mr. & Mrs. John Czuba  
DaimlerChrysler Corporation Fund  
Dr. Mitchell Dalvin  
Mr. & Mrs. Matthew J. DeCarlo in memory of  
Marion J. Richley  
Mr. & Mrs. Anthony DeLisio  
Mr. Rocky DeLisio  
J. Ron & Sharon DellaPenna and Josh Betts &  
Samantha Feld in memory of  
Dr. Lawrence DiRusso  
Mr. & Mrs. Attilio J. DelSignore in memory of  
Marion J. Richley  
Mr. & Mrs. Dino DePasquale  
Mr. & Mrs. Ernest DePasquale  
Dr. & Mrs. Anthony DeRosa  
Joy & Joe DeSalvo  
Employees of DiRusso's Sausage, Inc.  
Jane & Jack Donadee in memory of  
Dr. Lawrence DiRusso  
Driftwood Garden Club  
Mr. & Mrs. Thomas G. Dripps  
Mr. & Mrs. Edward J. Duko in memory of  
Marion J. Richley  
Robert & Peggy Evans  
Mr. & Mrs. Maron Fares in memory of  
Marion J. Richley  
Mr. & Mrs. Michael J. Finamore  
Mario & Elizabeth Fiorenzo in memory of  
Marion J. Richley  
Mr. & Mrs. Vincent Fond  
John & Mary Gabriele  
Mr. & Mrs. Frank Gallo  
Dr. Jeanette M. Garr  
Gatto Electric Supply Company, Inc.  
Georgia Pacific

Mr. & Mrs. John Gillespie in memory of  
Marion J. Richley  
Dr. Janet Gill-Wigal  
Mr. & Mrs. Kenneth Gingrich, Jr.  
Mr. & Mrs. James Gioppo  
Mr. George S. Gluvna  
Ms. Delores Gran in memory of  
Marion J. Richley  
Atty. & Mrs. Dennis Haines  
Timothy, Ester, Gregory, Debbie & Mathew  
Hallaman in memory of  
Dr. Lawrence DiRusso  
Ms. Kimberly A. Hight  
Mr. & Mrs. Dale Hollar  
Honeywell Hometown Solutions  
Ms. Mary M. Hudak  
Floyd & Patricia Jackson  
Johnson Club  
Ms. Charlotte A. Jorza  
Atty. William G. Kalasky  
Mr. William S. Karnofel  
Dr. William Kerpsack  
Key Bank Corporation  
Ms. M. Chris Khumprakob  
Hana A. Kilibarda, Esq.  
Mr. Michael S. Kiraly  
Mr. & Mrs. Harold Klotzle in memory of  
Marion J. Richley  
Mrs. Connie Knecht  
Bill & Anita Koch  
Mr. John J. Koss in memory of  
Dr. Lawrence DiRusso  
Mr. & Mrs. Ben Kristan  
Gloria J. LaMarco  
Dr. Glorianne Leck & Susan Savastuk  
The Leonardi Family  
Dr. Sherry L. Linkon  
Ms. Cindy Lockney in memory of  
Irene Parthemos  
Mr. Nick J. Mancini  
Mr. & Mrs. Tony Mancini  
Dr. Thomas A. Maraffa  
Stephen & Barbara Marks  
Ms. Margaret A. Matasic  
Mr. Robert C. McCarthy  
Ms. Helen B. McCoy & Ms. Irene Smurro  
in memory of Dr. Lawrence DiRusso  
Paul McFadden in honor of Cohen & Company  
Mr. & Mrs. Herb McMullen

Mr. Terry McRoberts  
Mr. Robert Menichini in memory of  
Dr. Lawrence DiRusso  
Metropolitan Life Foundation  
Dr. Howard Mettee  
Marilyn & Don Murcko in memory of  
Marion J. Richley  
Mr. William R. Nock  
Northern Trust Company  
Ms. Therese B. Novak  
Dr. Bernard & Mrs. Ann Oakes  
Dr. Pietro J. Pascale  
Mr. Gary T. Pedaline  
Stephen & Donna Pernotto  
Mr. William H. Peters  
Ms. Joann Piccirillo  
Betty J. Porterfield & Friends in memory of  
Dr. Lawrence DiRusso  
Protestant Campus Ministry  
Richard & Carol Radich in memory of  
Irene Parthemos  
Cynthia & Phillip Ricciulli in memory of  
Marion J. Richley  
Mr. & Mrs. Donald Rich  
Ms. Grace Rich  
Mr. James P. Rich  
Dr. Victor & Mary Richley  
Mr. & Mrs. Augustas C. Rigas in memory of  
Irene Parthemos  
Mr. & Mrs. David Rimar  
Ms. Irma J. Roberts  
Dr. Juanita Roderick & Rev. J. Latham  
in memory of Dr. Lawrence DiRusso  
Michael & Barbara Roman  
Atty. & Mrs. Daniel L. Rossi in memory of  
Irene Parthemos  
William & Nicole Ruggles  
Mr. & Mrs. Anthony Rulli  
Dr. John Russo  
Ms. Judy Sabatini in memory of  
Irene Parthemos  
LTC Joseph & Mrs. Mary Jane Sacchini  
in memory of Dr. Lawrence DiRusso  
Ms. Lillian V. Sackett in memory of  
Marion J. Richley  
Mr. & Mrs. Ron Salo  
Santon Electric Company, Inc.  
Mr. & Mrs. Duke Schabell  
Mr. & Mrs. George Scharsu







**WYSU-FM  
PLEGGED CASH CONTRIBUTIONS BY RANK**

**Below \$500**

|                    |                      |
|--------------------|----------------------|
| William Abell      | Edward Daytner       |
| Andrew Alberico    | Eugene DeCaprio      |
| Reene Alley        | Mary Ann Demidovich  |
| Frances Anderson   | Sandy Denman         |
| James Andrews      | Veda DePaepe         |
| Maxine Arens       | Sara Dickson         |
| Tom Assion         | Carol Dougherty      |
| Nancy Ault         | James Driscoll       |
| Diane Ausmann      | Catherine Dubos      |
| Ruth Ayers         | Ron Edwards          |
| Charles Bancroft   | Al Eibel             |
| Franklin Bennett   | Mary Eichenlaub      |
| Brian Benyo        | Richard Ellers       |
| James Berkey       | Kent Englehardt      |
| George Bernardich  | Terrance Esarco      |
| John Berthold      | June Esquibel        |
| Kenneth Birath     | Stephen Evan         |
| Charles Black      | Richard Farrell      |
| Joseph Bolotin     | Anthony Fasline      |
| Todd Bolotin       | Dennis Finneran      |
| Margaret Bonsall   | Alfred Fleming       |
| Joan Boyd          | Robert Foulkes       |
| William Bresnahan  | Jack Frankenburg     |
| Barbara Brothers   | Karen Fry            |
| Janet Burkhart     | Michael Gallo        |
| Annette Camacci    | William Gargano      |
| Kathy Chaffe-Gaige | Beth Geller          |
| James Chengelis    | Joseph George        |
| John Chianese      | Lucinda Glass        |
| Wentworth Clapham  | Marjorie Goldstone   |
| Debora Cooper      | Francis Gottron      |
| Barb Copeland      | Louise Greenwald     |
| Marilyn Corrado    | Joseph Gregori       |
| Susan Crawford     | Christine Guesman    |
| Diane Crites       | Mary Carlton Hammond |
| Timothy Cuff       | Karen Hendricks      |
| Richard Cunningham | James Herr           |
| Karres Cvetkovich  | Melinda Holsopple    |
| Mary Davis         | Dorothy Hoover       |

Erik Hoover  
Anna Mary Hoovler  
Fredrick Horn  
Mary Horne  
Harlene Huffstetler  
Joseph Hume  
Eugene Ierace  
Norman Into  
Bruce Irwin  
James Itts  
Marian Izak  
Allen Janis  
Sandy John  
Raymond Johnson  
June Jones  
Timothy Kalil  
Harry Kamens  
B. John Karlis  
Rosemarie Kascher  
Michael Kavic  
Maurice Keaveny  
Donna Kirkwood  
Karl Kolman  
Frederick Krauss  
A. Frederick Kroen  
James Krumpak  
Roger Lafontaine  
Virginia LaMarca  
Edward Lancy, Jr.  
Sara Lightner  
Albert Linder  
Christine Lovrinoff-Klika  
Sarah Lown  
Kimberly Green Lustig  
Robert Macomber  
Kelly Marshall  
Robert Mattson  
Dorothy McClelland  
Deborah McCullough  
Donald McKay  
Sallie McKelvey  
Donald McLennan  
Anne McMahan  
Timothy McNickle  
Frank Mecak  
Alida Merlo

Deborah Metzger  
Murray Miller  
Raymond Miller  
Roy Mimna  
Martha Mitchell  
Robert Moore  
Michael Moseley  
Angela Mudrak  
John Myers  
John Odle  
Anthony Palo  
Beth Parkinson  
E. Mack Parrott  
James Paul  
Amy Post  
Jeffery Proch  
Gene Pusateri  
Elaine Raffety  
James Ray  
Gerald Rishel  
Rebecca Rogers  
R. Keller Rohde  
Joseph Romano  
Pat Rosenthal  
Virginia Rostan  
Rochelle Ruffer  
Frank Rulli  
Robert Rusnak  
Walter Rusnak  
Richard Rymer  
Leonard Sainato  
Salem Community Theatre  
John Sant  
Kris Schueller  
Daniel Scudier  
Louise Sellaro  
Gary Shaffer  
Nancie Shillington  
David Simonelli  
Arlo Sirochman  
Richard Smith  
Stephanie Smith  
William Snyder  
Anthony Sobota  
Katherine Soman  
Cecilia Stanko

Margaret Starbuck  
George Stevens  
Evelyn St. Julien  
Ken Stoddart  
Arlon Stubbe  
Michael Studer  
David Sweeney  
Leonard Thomaes  
Daniel Tidrick  
Debbie Tressler  
Donna Valentine  
Gloria Waldeck  
David Waldman

Rose Walter  
Janet Warner  
Murray Warner  
Kevin Wegendt  
Joanne Weisz  
Penny Wells  
Gordon Wepfer  
David West  
William Whitehouse  
Joseph Wiercinski  
Robert Wiese  
Gordon Wilber  
Paul Williams

**Total Cash Contributions:**

**\$15,105.50**



**RESOLUTION TO MODIFY THE  
FISCAL YEAR 2005 OPERATING BUDGET**

**WHEREAS**, the Board of Trustees of Youngstown State University adopted the Fiscal Year 2005 Operating Budget at its June 18, 2004 meeting; and

**WHEREAS**, the Board of Trustees of Youngstown State University authorized a modification to the Operating Budget at its September 24, 2004 meeting; and

**WHEREAS**, the Operating Budget establishes the general spending plans for the University; and

**WHEREAS**, Youngstown State University's Fall 2004 tuition and fee revenues exceeded amounts budgeted as a result of higher student enrollment; and

**WHEREAS**, the University has developed a plan for use of the increased revenue;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize a modification to the Fiscal Year 2005 General Fund component of the Operating Budget in the amount of \$1,750,000 set forth in Exhibit B.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.3.b.**

**YOUNGSTOWN STATE UNIVERSITY**  
**FY 2005 Budget Modification**  
**November 15, 2004**

|  | <b>FY 2005<br/>APPROVED<br/>BUDGET</b> | <b>FY 2005<br/>MODIFIED<br/>September</b> | <b>December<br/>Adjustments</b> | <b>FY 2005<br/>MODIFIED<br/>December</b> |
|--|--|---|---------------------------------|--|
| <b>REVENUE</b>                                   |  |   |                                 |  |
| <b>Tuition &amp; Mandatory Fees</b>              | \$71,020,000                           | \$71,020,000                              | \$1,800,000                     | \$72,820,000                             |
| <b>Other Fees and Charges</b>                    | \$8,031,000                            | \$8,031,000                               |                                 | \$8,031,000                              |
| <b>State Appropriations</b>                      |  |   |                                 |  |
| State Share of Instruction                       | \$40,475,323                           | \$40,475,323                              | (\$41,000)                      | \$40,434,323                             |
| Success Challenge                                | 2,560,855                              | 2,560,855                                 | (17,000)                        | 2,543,855                                |
| Access Challenge                                 | 459,914                                | 459,914                                   | (1,000)                         | 458,914                                  |
| Jobs Challenge                                   | 86,040                                 | 86,040                                    | 9,000                           | 95,040                                   |
| Total State Appropriations                       | \$43,582,132                           | \$43,582,132                              | (\$50,000)                      | \$43,532,132                             |
| <b>Other</b>                                     | \$2,966,868                            | \$2,966,868                               |                                 | \$2,966,868                              |
| <b>Auxiliaries</b>                               | \$16,106,000                           | \$16,106,000                              |                                 | \$16,106,000                             |
| <b>FY 2004 Balance Forward (one-time)</b>        | \$0                                    | \$3,406,977 A                             |                                 | \$3,406,977                              |
| <b>Total Base and One-Time Revenue</b>           | \$141,706,000                          | \$145,112,977                             | \$1,750,000                     | \$146,862,977                            |
| Total One-Time Modifications                     | 0                                      | (3,406,977)                               |                                 | (3,406,977)                              |
| <b>Total Base Revenue</b>                        | \$141,706,000                          | \$141,706,000                             | \$1,750,000                     | \$143,456,000                            |
| <b>EXPENDITURES</b>                              |  |   |                                 |  |
| <b>Personnel</b>                                 |  |   |                                 |  |
| Full Service Faculty Salaries                    | \$28,943,295                           | \$28,943,295                              |                                 | \$28,943,295                             |
| Temporary Faculty Salaries                       | 7,413,266                              | 7,413,266                                 | 167,000                         | 7,580,266                                |
| Total Faculty Salaries                           | \$36,356,561                           | \$36,356,561                              | \$167,000                       | \$36,523,561                             |
| Professional & Administrative Staff              | 12,212,577                             | 12,212,577                                |                                 | 12,212,577                               |
| Classified and Police                            | 15,310,924                             | 15,310,924                                | 140,000                         | 15,450,924                               |
| Temporary Staff                                  | 814,213                                | 814,213                                   |                                 | 814,213                                  |
| Salary Adjustment Reserve                        | 0                                      | 0   |                                 | 0  |
| Total Staff Salaries                             | \$28,337,714                           | \$28,337,714                              | \$140,000                       | \$28,477,714                             |
| Student Salaries                                 | \$3,258,824                            | \$3,258,824                               |                                 | \$3,258,824                              |
| <b>Total Faculty, Staff and Student Salaries</b> | \$67,953,099                           | \$67,953,099                              | \$307,000                       | \$68,260,099                             |
| Fringe Benefits                                  | 21,799,634                             | 21,799,634                                | 68,000                          | 21,867,634                               |
| <b>Total Salaries and Fringe Benefits</b>        | \$89,752,733                           | \$89,752,733                              | \$375,000                       | \$90,127,733                             |
| <b>Operating Expenses</b>                        | \$19,428,851                           | \$19,478,851                              | \$50,000                        | \$19,528,851                             |
| <b>Non-Mandatory Transfers</b>                   | \$11,125,600                           | \$11,325,600                              | \$1,325,000                     | \$12,650,600                             |
| <b>Auxiliaries</b>                               | \$16,106,000                           | \$16,106,000                              |                                 | \$16,106,000                             |
| <b>Other</b>                                     |  |   |                                 |  |
| Strategic Initiatives                            | \$893,000                              | \$893,000                                 |                                 | \$893,000                                |
| Short Term Budget Stabilization Reserve          | 0                                      | 2,000,000                                 |                                 | 2,000,000                                |
| Miscellaneous Institution-Wide Accounts          | 2,534,852                              | 2,534,852                                 |                                 | 2,534,852                                |
| Institutional and Departmental Reserves          | 1,864,964                              | 3,021,941                                 |                                 | 3,021,941                                |
| Total Other                                      | \$5,292,816                            | \$8,449,793                               |                                 | \$8,449,793                              |
| <b>Total Base &amp; One-Time Expenditures</b>    | \$141,706,000                          | \$145,112,977                             | \$1,750,000                     | \$146,862,977                            |
| Total One-Time Modifications                     | 0                                      | (3,406,977)                               |                                 | (3,406,977)                              |
| <b>Total Base Expenditures</b>                   | \$141,706,000                          | \$141,706,000                             | \$1,750,000                     | \$143,456,000                            |
| <b>PRELIMINARY SURPLUS PROJECTION</b>            |  |   |                                 |  |
|  | \$0                                    | \$0                                       | \$0                             | \$0                                      |

A - FY 2004 Balance Forward - one-time dollars

NOTE: FY 2005 budgeted FTE was 10,241 - actual Fall Semester FTE = 10,518

**Agenda Item E.3.b.**  
**Exhibit B**

# FY 2005 December Budget Modification Notes and Assumptions

## **REVENUE**

### STATE APPROPRIATIONS

Adjust SSI to most recent OBOR estimates

Challenge programs reduced \$9,000 based on OBOR estimates

### TUITION AND MANDATORY FEES

Increase based on actual Summer '04 and Fall '04 enrollments, Spring '05 projected

## **EXPENDITURES**

### SALARIES

\$400 enrollment incentive for classified employees

Additional support for ETS faculty budget

### FRINGES

Fringes on enrollment incentive and ETS

### OPERATING EXPENSES

Security cameras

### NON-MANDATORY TRANSFERS

|                            |                  |
|----------------------------|------------------|
| Athletics                  | 200,000          |
| Challenge funds            | (9,000)          |
| Recreation/Wellness Center | 834,000          |
| Technology                 | 300,000          |
|                            | <u>1,325,000</u> |



**RESOLUTION TO APPROVE THE  
MASTER OF FINE ARTS IN CREATIVE WRITING  
TUITION AND FEES FOR ACADEMIC YEAR 2005**

**WHEREAS**, the Board of Trustees of Youngstown State University adopted the Academic Year 2005 Student Tuition, Fees and Other Charges Schedule at the December 2003 meeting of the Board; and

**WHEREAS**, in June 2004, the Board of Trustees of Youngstown State University approved the offering of the Northeast Ohio Universities Master of Fine Arts degree in Creative Writing; and

**WHEREAS**, in October 2004, the Master of Fine Arts Academic Counsel approved an initial consortium tuition and fee rate of \$380 per credit hour for the Master of Fine Arts in Creative Writing;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby set the consortium tuition and fee rate for the Master of Fine Arts in Creative Writing for Academic Year 2005 at \$380 per credit hour effective Spring Term 2005.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.3.c.**



**RESOLUTION TO MODIFY THE UNRESTRICTED  
FUND BUDGET APPROVAL, MODIFICATION,  
AND ADJUSTMENT POLICY**

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

**WHEREAS**, this process can result in the modification of existing policies; and

**WHEREAS**, approval is required by the Board of Trustees prior to  
implementation of any modified policy;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of  
Youngstown State University does hereby approve the modification of policy  
3009.01 as renamed Operating Budget Approval and Modification as set forth in  
Exhibit C.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.3.d.**





**UNIVERSITY GUIDEBOOK**

**Subject: Operating Budget Approval and Modification**

|  |                                       |
|--|---------------------------------------|
| Responsible Officer: John L. Habat       | Authorized by: David C. Sweet         |
| Title: Vice President for Administration | Title: President                      |
| Approved: December 15, 2004              | <b>EFFECTIVE: December 15, 2004</b>   |
|  | <b>Review Date: December 15, 2006</b> |

**Policy:** The Board of Trustees will approve a balanced operating budget for each fiscal year prior to the beginning of that fiscal year (July 1) and subsequent modification(s) to the overall spending level.

RESOLUTION NUMBER: YR 2003-27; YR 2005-

**Purpose:** Establish a policy to approve and modify the University's Operating Budget.

**Parameter:**

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). If necessary, consideration will be given to modifying the Operating Budget at the September, December, and/or March Board meetings.

**Definitions:**

- **Auxiliary Funds** – funds for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley Center, Housing and Parking).
- **Budget Modifications** – increases or decreases to the overall level of the Operating Budget.
- **Designated Funds** – unrestricted funds internally transferred by the Board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.

- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.

#### **Procedures:**

##### **1. Budget Approval**

- a. The administration will present the annual Operating Budget for Board approval at the June meeting prior to the fiscal year beginning July 1.
- b. The annual Operating Budget will include a transfer to the General Fund Operating Reserve of at least five percent (5%) of the increase in the general fund portion of the Operating Budget over the previous year.

##### **2. Budget Modifications**

- a. Prior Year Balance Forward – upon the recommendation of the President, use of part or all of the prior year's Operating Budget Net Revenue in the current year's Operating Budget requires a budget modification. Its planned usage will be communicated to the Board for approval at its September meeting.
- b. Other Revenue Changes – budget modifications aggregating \$250,000 or more that relate to changes in enrollment, levels of support from the state of Ohio, and/or any other revenue source must be approved by the Board at its December and/or March meetings.



**REDLINE VERSION**  
**UNIVERSITY GUIDEBOOK**

**Subject: ~~Unrestricted Fund~~ Operating Budget Approval, ~~and~~ Modification, ~~and~~ Adjustment Policy**

|  |   |
|--|---|
| Responsible Officer: <del>Terry R. Ondreyka</del> <u>John L. Habat</u>       | Authorized by: David C. Sweet                             |
| Title: Vice President for <del>Financial Affairs</del> <u>Administration</u> | Title: President  |
| Approved: December <del>18, 2002</del> <u>15, 2004</u>                       | EFFECTIVE: December <del>18, 2002</del> <u>15, 2004</u>   |
|  | Review Date: December <del>18, 2004</del> <u>15, 2006</u> |

**Policy:** The Board of Trustees will approve an ~~unrestricted fund~~ a balanced operating budget for each fiscal year prior to ~~the beginning of that fiscal year ( July 1 )~~ and subsequent modification(s) to the overall spending level.

RESOLUTION NUMBER: YR 2003-27; ~~YR 2005~~

**Purpose:** Establish a policy to approve, ~~and~~ modify, ~~adjust, and~~ monitor the University's ~~Unrestricted Fund~~ Operating Budget.

**Parameter:**

- The Board of Trustees will approve an ~~Unrestricted Fund~~ Operating Budget for each fiscal year prior to ~~the beginning of that fiscal year (July 1)~~. If necessary, consideration will be given to modifying the ~~Unrestricted Fund~~ Operating Budget at the ~~September, December, and/or March~~ Board meetings. ~~The operational responsibility for managing the Unrestricted Fund Budget is delegated to the Vice President for Financial Affairs and his/her designee using the management and reporting guidelines that follow.~~

**Definitions:**

- Auxiliary Funds** - funds for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Intercollegiate Athletics, Kilcawley Center, Housing and Parking).
- Budget Modifications** - increases or decreases to the overall level of the ~~Unrestricted Fund~~ Operating Budget.

- ~~Budget Adjustments~~ — budget changes that do not increase or decrease the overall level of the Unrestricted Fund Budget.
- ~~Unrestricted Fund Budget~~ — current expendable funds, including Designated and Auxiliary funds, representing the operating activities of the University. Excluded from the Unrestricted Fund Budget are Plant Funds, Loan Funds, Endowments and funds functioning as endowments.
- ~~Designated Funds~~ — unrestricted funds internally designated by the President transferred by the Board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- ~~General Funds~~ — current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
- ~~Operating Budget~~ — general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.
- ~~Institutional Accounts~~ — University wide accounts that are assigned to a unit or department for management but benefit the entire University.
- ~~Signature Authority~~ — permanent staff member who has been given spending authority for a specific account or accounts.

**Procedures:**

**1. Modifications to the Overall Spending Level (increases/decreases)**

**1. Budget Approval**

- a. ~~Purchase Order (P.O.) Rollover~~ — open purchase orders are reviewed and the determination is made whether to close or carry over the purchase order to the new fiscal year. Those that are not closed are moved to the subsequent fiscal year as a one time adjustment and presented as an information item at the September Board meeting.
- a. ~~The administration will present the annual Operating Budget for Board approval at the June meeting prior to the fiscal year beginning July 1.~~

- b. The annual Operating Budget will include a transfer to the General Fund Operating Reserve of at least five percent (5%) of the increase in the general fund portion of the Operating Budget over the previous year.

## 2. Budget Modifications

- a. ~~b. Prior Year Balance Forward~~ - upon the recommendation of the President, use of part or all of the prior year's Operating Budget Net Revenue in the current year's Operating Budget requires Board a budget modification. Its planned usage will be communicated to the Board for approval at its September meeting.
- c. ~~Revenue Generating Programs~~ - the President is authorized to approve increases or decreases to the Unrestricted Fund Budget of an amount not to exceed \$250,000 that relates directly to changes in program specific revenues and expenses (e.g., CISCO, Indirect Cost Recovery, Course Fees, Housing, Inter-Collegiate Athletics, etc.). These budget modifications are reported to the Board at its next regularly scheduled meeting. Modifications that exceed \$250,000 require Board approvalb.
- b. ~~d. Other Revenue Changes~~ - budget modifications aggregating \$250,000 or more that relate to changes in enrollment, and/or state share of instruction levels of support from the state of Ohio, and/or any other revenue source must be approved by the Board at its December and/or March meetings.

## 2. ~~Reallocations within Board of Trustees Approved Spending Levels~~

- a. ~~The President has full authority to modify the Unrestricted Fund Budget within the overall budget level established by the Board. Any such reallocation of \$250,000 or more would be reported as an information item at the next Board meeting.~~
- b. ~~Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of from permanent salary and fringe benefit lines and from Institutional Accounts. Transfers to permanent salary lines require the approval of the Vice President for Financial Affairs or his/her designee.~~



**RESOLUTION TO APPROVE  
BUDGET TRANSFERS POLICY**

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

**WHEREAS**, this process can result in the creation of new policies; and

**WHEREAS**, approval is required by the Board of Trustees prior to  
implementation of any new policy;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of  
Youngstown State University does hereby approve the Budget Transfers policy  
(3010.01) as set forth in Exhibit D.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.3.e.**



*UNIVERSITY GUIDEBOOK*

**Subject: Budget Transfers**

|  |                                       |
|--|---------------------------------------|
| Responsible Officer: John L. Habat       | Authorized by: David C. Sweet         |
| Title: Vice President for Administration | Title: President                      |
| Approved: December 15, 2004              | <b>EFFECTIVE: December 15, 2004</b>   |
|  | <b>Review Date: December 15, 2006</b> |

**Policy:** The Board of Trustees will approve a policy for budget transfers between University accounts.

RESOLUTION NUMBER: YR 2005-

**Purpose:** Establish a policy to transfer budgeted funds.

**Parameter:**

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). From time to time it will be necessary to transfer funds within and outside of the Operating Budget.

**Definitions:**

- **Auxiliary Funds** – funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises charge fees directly related to the cost of the goods or services (e.g., Kilcawley Center, Housing and Parking).
- **Budget Transfers** – budget reallocations that do not increase or decrease the overall level of approved expenditures.
- **Designated Funds** – unrestricted funds internally transferred by the Board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.
- **Institution-wide Accounts** – University-wide accounts that are assigned to a unit or department for management that benefit the entire University.

- **Inter-fund Transfers** – budget transfers to and from accounts from different funds.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.
- **Signature Authority** – permanent staff member who has been given spending authority for a specific account or accounts.

#### Procedures:

##### 1. Budget Transfers within Operating Budget Accounts

The President has authority to transfer portions of the Operating Budget within the overall budget level established by the Board. Any such reallocation of \$250,000 or more will be reported as an information item at the next Finance and Facilities Committee meeting.

Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of: (1) from permanent salary and fringe benefit lines and (2) from Institution-wide Accounts. Transfers to permanent salary lines for the purpose of creating new positions require the approval of the Vice President for Administration or his/her designee.

##### 2. Inter-fund Transfers

The following inter-fund transfers, including year-end transfers, will be reported to the Board and those of \$100,000 or more will be approved by the Board at its next scheduled meeting:

- A. From an operating budget account to a non-operating budget account.
- B. From a non-operating budget account to an operating budget account.
- C. From one designated fund to another designated fund.
- D. From one restricted or plant fund to another restricted or plant fund.
- E. All other transfers from one type of fund to another.

Inter-fund transfers approved as part of the Operating Budget Approval or Modification process, such as mandatory and non-mandatory transfers, will not be reported further.





**RESOLUTION TO APPROVE TRANSFER  
OF FUNDS TO CONSTRUCT THE ANDREWS  
RECREATION AND WELLNESS CENTER**

**WHEREAS**, \$12.1 million in private funds have been pledged to pay for the construction of the Andrews Recreation and Wellness Center; and

**WHEREAS**, the expected payment date for some of these contributions extends beyond the completion of construction scheduled for August 2005 resulting in a temporary funding gap; and

**WHEREAS**, University and state capital improvement funds can be utilized to help pay the aforesaid construction costs; and

**WHEREAS**, the University desires to ensure timely payment of contractual costs related to construction without utilizing external financing mechanisms;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Youngstown State University that a transfer of \$1.1 million from Capital Component funds to the Andrews Recreation and Wellness Center fund is approved; and

**BE IT ALSO RESOLVED**, that as private contributions for the Center are received the Capital Component fund be repaid in its entirety; and

**BE IT FURTHER RESOLVED**, that any private contributions received after the completion of the Center and repayment of the Capital Component fund be allocated to a fund established to implement the University's Centennial Campus Master Plan.

**Andrews Recreation and Wellness Center  
Financial Overview  
11-10-04**

**Note:** the projected date of receipt for a significant amount of pledges extends beyond the construction completion date, necessitating a gap financing plan.

|   |                  |                        |
|---|------------------|------------------------|
| Pledges received/projected by end of FY 2005      | \$8,196,282      |                        |
| Pledges projected for FY 2006 – 20012             | 3,929,312        |                        |
| Less discounts for amortization and uncollectible | - <u>480,240</u> |                        |
| Net pledges projected for FY 2006 – 20012         | 3,449,072        |                        |
| <b>TOTAL NET PLEDGES</b>                          |                  | <b>\$11,645,354</b>    |
| <br>  |                  |                        |
| Amount needed for construction and related        | \$12,150,000     |                        |
| Plus additional equipment needs                   | + <u>244,000</u> |                        |
| Total funds needed by end of FY 2005              | 12,394,000       |                        |
| <br><b>FUNDING GAP</b>                            |                  | <br><b>\$4,197,718</b> |
| <br>  |                  |                        |
| Gap funding sources                               |                  |                        |
| State Capital Improvements budget                 | 2,000,000        |                        |
| Capital Component                                 | 1,100,000        |                        |
| FY 2005 additional revenue                        | 834,000          |                        |
| <b>TOTAL</b>                                      |                  | <b>\$3,934,000</b>     |
| <br><b>Remaining Gap</b>                          |                  | <br><b>\$263,718</b>   |

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

**Recreation and Wellness Center  
Pledge Summary and Payment Projections  
October 31, 2004**

**Pledge Summary**

|         | <u>Pledge<br/>Records on<br/>YSU Books</u> | <u>Pledge<br/>Records Not<br/>on YSU Books</u> | <u>Grand<br/>Total</u> |
|---------|--|--|------------------------|
| Pledges | \$ 11,320,594                              | \$ 805,000                                     | \$ 12,125,594          |
| Paid    | 6,628,034                                  | -  | 6,628,034              |
| Balance | <u>\$ 4,692,560</u>                        | <u>\$ 805,000</u>                              | <u>\$ 5,497,560</u>    |

**Payment Projections**

|                      |                     |                   |                     |
|----------------------|---------------------|-------------------|---------------------|
| FY 2004              | \$ 61,500           | \$ -              | \$ 61,500           |
| FY 2005              | 1,446,748           | 60,000            | 1,506,748           |
| FY 2006              | 1,012,948           | 160,000           | 1,172,948           |
| FY 2007              | 852,109             | 160,000           | 1,012,109           |
| FY 2008              | 586,348             | 150,000           | 736,348             |
| FY 2009              | 308,834             | 25,000            | 333,834             |
| FY 2010              | 124,073             | -                 | 124,073             |
| FY 2011              | 100,000             | -                 | 100,000             |
| FY 2012              | 100,000             | -                 | 100,000             |
| Undetermined         | 100,000             | 250,000           | 350,000             |
| Total pledge records | <u>\$ 4,692,560</u> | <u>\$ 805,000</u> | <u>\$ 5,497,560</u> |

**Pledges Receivable**

|  |                     |
|--|---------------------|
| YSU records at October 31, 2004            | \$ 4,692,560        |
| Less: amount estimated to be uncollectible | (234,628)           |
| unamortized discount                       | (245,612)           |
| Total pledges receivable, net              | <u>\$ 4,212,320</u> |



**RESOLUTION TO APPROVE  
FORMAL TUITION REMISSION PLAN**

**WHEREAS**, current University policy number 7015.01 provides for the remission of tuition and fees to employees, their spouses and dependents, and retirees, specific levels of which vary depending upon negotiated collective bargaining agreements; and

**WHEREAS**, these benefits generally have been exempt from federal taxes; and

**WHEREAS**, the Internal Revenue Service (IRS) Code requires that to maintain a tax-exempt status, the tuition benefit must be offered pursuant to a formal plan; and

**WHEREAS**, the University desires that its tuition remission program be tax-exempt to the full extent allowed under the IRS Code;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby adopt the Tuition Remission and Educational Assistance Plan, attached hereto as Exhibit E.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.3.g.**

**SUMMARY**  
**OF**  
**YOUNGSTOWN STATE UNIVERSITY**  
**TUITION REMISSION AND EDUCATIONAL**  
**ASSISTANCE PLAN**

- YSU has been offering tax-free tuition remission to employees, spouses, dependents, retirees and spouses and dependents of deceased employees, pursuant to resolutions of the Board of Trustees.
- Two sections of the Internal Revenue Code are applicable to tax-free tuition remission and educational assistance programs:
  - Code Section 117(d) provides that tuition remission benefits provided to an employee, employee's spouse, employee's dependent, retired or disabled former employees, and their dependents, for education below the graduate level. There is no dollar limit on the value of the tax-free benefit that is provided to an eligible individual.
  - Code Section 127 covers educational assistance that may apply to situations not qualifying for Section 117 treatment. Section 127 provides that educational assistance may be excluded from income if it is provided to an employee and otherwise meets the requirement of the Section. Tax-free benefits under Section 127 include under-graduate education and, effective 1/1/02, graduate education and are limited to \$5,250 per calendar year. In order for benefits to be excludable from income under Section 127, the employer must have a written plan document that sets forth the requirements of the program (e.g., eligibility, amount and type of benefit).
- YSU desires that its tuition remission program be tax-free to the full extent allowed under the Internal Revenue Code. Tuition assistance for employees for graduate education can only be provided tax-free pursuant to a written plan document meeting the requirements of Code Section 127.
- The Tuition Remission and Educational Assistance Plan document meets the plan document requirements of Code Section 127. In addition, it clarifies the circumstances under which different groups of individuals are eligible for tuition remission benefits, and the extent to which such benefits are taxable, based on the individual's status as an employee, spouse, eligible dependent, etc., and the type of benefit being provided.
- Adoption of the Tuition Remission and Educational Assistance Plan will facilitate the administration of the tuition remission program in accordance with the Internal Revenue Code, as well as assist in the clear communication of the program to employees, retirees, spouses and dependents.

**YOUNGSTOWN STATE UNIVERSITY  
TUITION REMISSION AND EDUCATIONAL ASSISTANCE PLAN**

**(Amended and Restated Effective January 1, 2004)**

**RECITALS**

**WHEREAS**, the Board of Trustees of Youngstown State University (the "University") has adopted the Tuition Remission and Educational Assistance Plan (the "Plan") by resolutions effective March 12, 1999 and September 28, 2001, for the benefit of employees of the University, and their spouses and dependents; and

**WHEREAS**, the Board of Trustees of the University desires to continue to offer its employees, and their spouses and dependents, the opportunity and the incentive to pursue additional education; and

**WHEREAS**, the Board of Trustees of the University desires to amend and restate the Plan, effective January 1, 2004, to clarify the terms and conditions of the Plan and federal taxation rules applicable to the tuition remission and educational assistance benefits provided to employees and their spouses and dependents under the Plan.

**Article I - Purpose of Plan**

1.01 The purpose of the Youngstown State University Tuition Remission and Educational Assistance Plan ("Plan") is to provide qualified tuition reduction and educational assistance to the employees of the University and their spouses and dependents, and to retirees of the University and their spouses and dependents. It is the intention of the University that the Plan qualify as a plan providing: a) qualified tuition reduction under Code Section 117(d) and that the qualified tuition reduction provided under the Plan be eligible for exclusion from the Employees' income under Code Section 117(d), and b) to the extent that tuition benefits are not excludable under Code Section 117(d), that the Plan qualify as a plan providing qualified educational assistance under Code Section 127(b)(1), and that the educational assistance under the Plan be eligible for exclusion from the Employees' income under Code Section 127(a). If Benefits under the Plan are not eligible for exclusion from income under either Code Section 117(d) or Code Section 127(a), the Benefits will be subject to income or withholding as required by Federal and State laws.

**Article II - Definitions**

2.01 "Benefits" mean the remission of tuition or other fees, or the direct payment or reimbursement of tuition or other fees incurred by a Participant for Educational Courses, to which such Participant is entitled pursuant to Article IV of the Plan.

- 2.02 “Code” means the Internal Revenue Code of 1986, as amended.
- 2.03 “Dependent” means any child of a Full-Time Employee, a Retiree, or a Full-Time Employee who is deceased, who is a dependent for federal income tax purposes of the Full-Time Employee, Retiree or deceased Full-Time Employee.
- 2.04 “Educational Course” means any credit-bearing course or continuing education course taken by a Participant at the University (including courses which are audited) and includes both graduate level and undergraduate level courses.
- 2.05 “Employee” means an individual who is a Full-Time Employee, a Part-Time Employee, or a Part-Time Faculty Employee.
- 2.06 “Full-Time Employee” means any individual, other than an independent contractor, who is employed or is a common law employee and who is regularly scheduled to work for the University for at least 75% of a full-time schedule.
- 2.07 “Participant” means any Employee, Retiree, Dependent or Spouse who has satisfied the eligibility requirements of Article III.
- 2.08 “Part-Time Employee” means any individual other than an independent contractor, who is employed or is a common law employee of the University who is regularly scheduled to work for the University for at least 50% of a full-time schedule.
- 2.09 “Part-Time Faculty Employee” means any individual, who is employed or a common law employee of the University who teaches one or more workload hours in an applicable semester.
- 2.10 “Plan” means the “Youngstown State University Tuition Remission and Educational Assistance Plan.”
- 2.11 “Retiree” means any individual who was formerly employed or was a common law employee of the University and separated from such employment by reason of retirement and is receiving retirement benefits under the State Teachers Retirement System of Ohio or the Ohio Public School Employees Retirement System or Ohio Public Employees Retirement System or the Ohio Public Higher Education Institutions Alternative Retirement Plans.
- 2.12 “Spouse” means an individual who is legally married under the laws of the State of Ohio to a Full-Time Employee or a Retiree, and an individual who was so married to a Full-Time Employee who is deceased.

### Article III - Eligibility

- 3.01 Employees. Every Full-Time Employee, Part-Time Employee, and Part-Time Faculty Employee shall become a Participant on the later of: (a) the effective date of the Plan; or (b) the date of his or her employment with the University.
- 3.02 Retirees. Every Retiree shall become a Participant on the later of (a) the effective date of the Plan; or (b) as of his or her retirement date from the University.
- 3.03 Spouses. Every Spouse shall become a Participant on the later of (a) the effective date of the Plan, if he or she is married to a Full-Time Employee or Retiree on such date, or (b) on the date that he or she is married to a Full-Time Employee or a Retiree.
- 3.04 Dependents. Every Dependent of a Full-Time Employee or of a Retiree shall become a Participant on the later of (a) the effective date of the Plan, if he or she is a child of a Full-Time Employee or Retiree on such date, or (b) the date he or she becomes a child of a Full-Time Employee or Retiree.
- 3.05 Termination of Participation.
- (a) Employees. An Employee shall cease to be a Participant in the Plan when he or she leaves the employ of the University or ceases to be an Employee; provided, however, that a Part-Time Faculty Employee shall continue as a Participant during the Academic Period immediately following his or her employment; and further provided that, if the Employee retires and becomes a Retiree then he or she shall continue to be a Participant. For purposes of the Plan "Academic Period" means a fall or spring semester or a summer term.
- (b) Spouses. A Spouse shall cease to be a Participant in the Plan upon the earlier of the date that:
- (i) he or she ceases to be married to a Full-Time Employee or a Retiree (other than ceasing to be married due to the death of the Full-Time Employee); or
- (ii) the Full-Time Employee to whom the Spouse is married leaves employment with the University or ceases to be an Employee (other than if the Full-Time Employee becomes a Retiree), provided that, if the Spouse is the surviving Spouse of a Full-Time Employee, such surviving Spouse shall cease to be a Participant in the Plan upon the Spouse remarrying.
- (c) Dependents. A Dependent shall cease being a Participant in the Plan upon the earlier of:
- (i) the date that he or she ceases to be a dependent child of a Full-Time Employee or a Retiree;



- (ii) the end of the academic year during which the Dependent of a Full-Time Faculty Employee or an "Excluded Bargaining Unit Employee" reaches age twenty-four;
- (iii) the end of the academic year during which the Dependent of any Employee covered by a collective-bargaining agreement reaches age twenty-five or such other age as may be provided in the collective bargaining agreement covering such Employee; or
- (iv) the date that when the Dependent's parent ceases to be a Full-Time Employee or employed by the University (other than if the Full-Time Employee becomes a Retiree), provided that, the Dependent of a Full-Time Employee who is deceased shall continue to be a Participant until the end of the academic year during which the Dependent reaches age twenty-five.

For purposes of this Section 3.05(c) and Section 4.01(f) an "Excluded Bargaining Unit Employee" means any Employee who is excluded by the law of the State of Ohio from participation in a collective-bargaining unit.

#### **Article IV - Benefits**

4.01 Each Participant in the Plan shall be eligible to receive Benefits under the Plan for expenses for Educational Courses as provided in this Section 4.01, subject to the limitations of Article V:

- (a) Full-Time Employees. Full-Time Employees may receive Benefits consisting of remission of instructional and general fees for Educational Courses for up to eighteen semester hours for each academic year, and six semester hours each summer session.
- (b) Part-Time Employees. Except as otherwise provided in a collective bargaining agreement with the University covering such Employee, Part-Time Employees may receive Benefits consisting of one-half of the instructional and general fees for up to six semester hours during the academic year of his or her employment with the University.
- (c) Part-Time Faculty Employees. Part-Time Faculty Employees may receive Benefits consisting of remission of one-half of the instructional fees for up to three credit hours per semester (including the summer term). Credit hours may be accrued and used during the Academic Period immediately following a Part-Time Faculty Employee's employment.
- (d) Retirees. Retirees may receive Benefits consisting of remission of instructional and general fees for Educational Courses while such Retiree is a Participant in the Plan.
- (e) Spouses. Spouses are eligible for Benefits as follows:

or her appropriate department/unit supervisor or academic department chairperson, as applicable, prior to registering for the Educational Courses.

#### **Article V - Limitations on Benefits**

- 5.01 In no event shall a Participant be entitled to receive any Benefit under this Plan in lieu of any other compensation he or she might otherwise be entitled to from the University.
- 5.02 Enrollment in Educational Courses by an Employee is limited to times that do not interfere with the performance of an Employee's assigned duties and responsibilities. An Employee wishing to enroll in an Educational Course that is offered during such Employee's normal work hours must obtain the written approval of his or her appropriate academic department chairperson or department/unit supervisor prior to registering for the Educational Course(s). If an Employee's supervisor or academic chairperson, as appropriate, provides written approval of an Employee's enrollment in Educational Courses during such Employee's normal work hours, such approval is subject to the supervisor's or academic chairperson's approval of arrangements to make up missed work time.
- 5.03 An Employee covered by a collective bargaining agreement with the University will be provided Benefits in accordance with, and that are subject to the terms and conditions of, such Employee's collective bargaining agreement, which terms and conditions are incorporated herein by reference.
- 5.04 Educational Courses that are continuing education courses may be subject to additional limitations with respect to eligibility or the amount of the Benefits provided under the Plan. Further information with respect to a Participant's eligibility for and the amount of Benefits provided under the Plan for Educational Courses that are continuing education courses is available from the University's Human Resources Department or the University Outreach Department.

#### **Article VI – Taxation of Benefits**

While it is the intent of the Plan that Benefits provided under the Plan be excluded from Federal and State income and withholding taxes to the full extent of the law, in some instances all or a part of Benefits provided under the Plan may be subject to income, withholding and other taxes under current Federal and State tax laws. The University will comply with Federal and State laws requiring withholding of such taxes, and will deduct the required tax withholding from the Employee's paycheck in the same calendar year as the Benefits are received. The University does not provide tax or legal advice to employees. The tax information provided in this Article VI is intended as a general guide, and individual employees, spouses, dependents or retirees should consult with his or her own tax or legal advisor with respect to the taxability of any Benefits received under the Plan.

- 6.01 Employees. Benefits used by an Employee for any undergraduate level Educational Course, and Benefits in amounts up to \$5,250, or such greater or lesser amount as shall be permitted by Code Section 127(a) (the "Applicable Limit"), for any graduate level Educational Course, are not taxable income to the Employee. Benefits used by an Employee for any graduate level Educational Course in amounts in excess of the Applicable Limit are taxable income to the Employee. The University will withhold these taxes from the Employee's paychecks. Notwithstanding the provisions of this Section 6.01, Benefits used by a Part-Time Faculty Employee for any graduate level or undergraduate level Educational Course used in any Academic Period when he or she is not employed by the University are taxable income to such Part-Time Faculty Employee. The University will withhold these taxes from the Part-Time Faculty Employee's paychecks, if possible, or report the amount of such Benefits to the Internal Revenue Service on appropriate reporting forms.
- 6.02 Retirees. Benefits used by a Retiree for any undergraduate level Educational Course are not taxable income to the Retiree. Benefits used by a Retiree for any graduate level Educational Course are taxable income to the Retiree and will be reported to the Internal Revenue Service on appropriate reporting forms.
- 6.03 Spouses. Benefits used by a Spouse of an Employee, a deceased Employee, or a deceased Retiree for any undergraduate level Educational Course are not taxable income to the Employee (or in the case of a surviving Spouse of an Employee or a Retiree, are not taxable income to the Spouse). Benefits used by a Spouse of a Retiree for any Educational Course are taxable income to the Retiree. Benefits used by a Spouse of an Employee, a deceased Employee, or a deceased Retiree for any graduate level Educational Course are taxable income to the Employee (or in the case of a surviving Spouse, are taxable income to the Spouse). The University will withhold these taxes from the Employee's paychecks or report the amount of the Benefits used by a surviving Spouse to the Internal Revenue Service on appropriate reporting forms.
- 6.04 Dependents. Benefits are subject to taxation as follows:
- (i) Benefits used by a Dependent of an Employee for any undergraduate Educational Course are not taxable income to the Employee, unless such Dependent is between the ages of nineteen and twenty-four by the end of the applicable calendar year. Benefits used by a Dependent of an Employee for any graduate level Educational Course are taxable income to the Employee. If Benefits under the Plan constitute taxable income to the Employee, the University will withhold these taxes from the Employee's paychecks. The Employee should consult with his or her tax advisor with respect to the taxability of any Benefits used by a Dependent under the Plan.
  - (ii) Benefits used by a Dependent of an Employee who is deceased for any Educational Course may constitute taxable income to the Dependent. The Dependent should consult with his or her tax advisor with respect to the taxability of any Benefits received under the Plan; and

- (iii) Benefits used by a Dependent of a Retiree for any Educational Course may constitute taxable income to the Dependent. The Dependent should consult with his or her tax advisor with respect to the taxability of any Benefits received under the Plan.

### **Article VII - Funding**

- 7.01 There shall be no special fund out of which Benefits shall be paid, nor shall Participants be required to make a contribution as a condition of receiving Benefits.

### **Article VIII – Miscellaneous**

- 8.01 The Board of Trustees of the University may amend or terminate this Plan at any time by duly adopted resolution.
- 8.02 Except where otherwise indicated by the context, any masculine terminology used shall also include the feminine, and vice versa, and any singular terminology used shall also include the plural, and vice versa.
- 8.03 This Plan shall be effective as of September 28, 2001, and this Amended and Restated Plan is effective January 1, 2004.
- 8.04 This Plan shall not be deemed to constitute a contract between the University and any Participant or to be a consideration or an inducement for the employment of any Participant or Employee. Nothing contained in this Plan shall be deemed to give any Participant or Employee the right to be retained in the service of the University or to interfere with the right of the University to discharge any Participant or Employee at any time regardless of the effect which such discharge shall have upon him or her as a Participant of this Plan.
- 8.05 The right of any Participant to receive any reimbursement under the Plan shall not be alienable by the Participant by assignment or any other method, and will not be subject to be taken by his or her creditors by any process whatsoever, and any attempt to cause such rights to be alienated or assigned will be null and void.

In adoption of this Plan document, the duly delegated officer of the University has set forth his or her signature below, this \_\_\_\_ day of \_\_\_\_\_, 2004.

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**RESOLUTION TO MODIFY THE  
INVESTMENT OF NON-ENDOWMENT  
UNIVERSITY FUNDS POLICY**

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

**WHEREAS**, this process can result in the modification of existing policies; and

**WHEREAS**, approval is required by the Board of Trustees prior to  
implementation of any modified policy;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of  
Youngstown State University does hereby approve the modification of the  
Institutional Policy governing Investment of Non-Endowment University Funds,  
policy number 3007.01 of the *University Guidebook*, and renames the policy as  
Investment of the University's Non-Endowment and Endowment Funds, as set  
forth in Exhibit F attached hereto.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.3.i.1)**



**Subject: Investment of the University's Non-Endowment and Endowment Funds**

|                      |  |                |                                   |
|----------------------|--|----------------|-----------------------------------|
| Responsible Officer: | Elaine C. Beatty                             | Authorized by: | John L. Habat                     |
| Title:               | Director<br>Investments and Accounts Payable | Title:         | Vice President for Administration |
| Approved:            | September 11, 1998                           | EFFECTIVE:     | December 15, 2004                 |
| Revised:             | December 15, 2004                            | Review Date:   | December 2005                     |

**Policy:** The President and the Vice President for Administration, or his/her designee, is authorized to invest University funds in compliance with this policy, provisions of the *Ohio Revised Code* and all other applicable laws and regulations, including H.B. 524, Sec. 3345.05 of the Ohio Revised Code.

For the purpose of this policy on the Investment of the University's Non-Endowment and Endowment Funds (the "Policy"), the non-endowment portfolio shall include:

- All tuition and mandatory fees, registration, non-resident tuition fees, academic fees for the support of on- and off-campus instruction, laboratory and course fees when so assessed and collected, all other fees, deposits, charges, receipts, and income from all or part of the students, all subsidy or other payments from state appropriations, and all other fees, deposits, charges, receipts, and income received. These funds shall be held and administered by the Board of Trustees.
- Notwithstanding any provision of the revised code to the contrary, the title to investments made by the Board of Trustees with funds derived from revenues described above shall not be vested in the state but shall be held in trust by the Board. Such investments shall be made pursuant to this investment policy adopted by the Board in public session. Such investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

- It is the intention of the Board of Trustees that actions taken pursuant to this Policy shall be in compliance with all applicable laws as they may be amended from time to time. No University representative, employee, or agent shall take any action prohibited by or fail to take any action required by all applicable laws in carrying out this Policy.
- Members of the Board of Trustees will annually provide to the Chair of the Board of Trustees a statement disclosing the nature, if at all, of any relationship with the financial institutions involved with the University's Non-Endowment Funds. Any member having a relationship that creates a conflict prohibited by the ethics laws with any investment entity, will withdraw from participating in the selection of, or authorizing the contracts of, those investment managers and/or consultants.
- External investment managers, consultants and advisors retained by the University shall immediately notify the Chair of the Investment Subcommittee and the Vice President of Administration of any potential conflicts of interest which may develop from time to time. In any such situation, the external investment manager, consultant and/or advisor shall identify the nature of the conflict of interest and its potential impact, if any, on the University.
- The University's non-endowment fund portfolio will remain sufficiently liquid to enable the University to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on short notice near the purchase price of the security. To help retain the desired liquidity, no security shall be purchased that is likely to have few market makers or poor market bids. Additionally, liquidity shall be assured by keeping an adequate amount of short-term investments to accommodate the cash needs of the University.
- The University's non-endowment and endowment portfolios shall be structured with the objective of attaining the highest possible total return for the investment portfolio while adhering to a prudent level of risk.

The University's endowment portfolio, unless otherwise directed, shall be managed by the Youngstown State University Foundation (the "YSUF") and consist of equity, fixed income, and cash investments.

Specific responsibilities of the Investment Subcommittee of the Finance and Facilities Committee of the Board of Trustees (hereafter referred to as the "the Subcommittee") in the investment process include:

- the application of a total return philosophy of asset management;
- developing sound and consistent investment policy guidelines;
- selecting and monitoring investment managers;
- selecting an investment consulting organization;
- communicating clearly the major duties and responsibilities of those accountable for achieving investment results;
- monitoring and evaluating results to assure that the guidelines are being adhered to and the objectives are being met;
- taking appropriate action to discharge an investment manager for failure to perform as mutually expected at the time of selecting; and
- undertaking such work and studies as may be necessary to keep the Board of Trustees of the University adequately informed as to the status of the investment of the balance sheet assets (the “Assets”).

This Policy shall be reviewed annually by the Subcommittee. All material changes to the Policy will be approved by the Subcommittee and submitted to the University’s Board of Trustees for final approval.

**Purpose:** Investments shall be managed for the use and benefit of the University in a diversified portfolio that focuses, over time, on the preservation of capital, minimization of cost and risk, maintenance of required levels of liquidity in the overall portfolio to meet cash flow requirements, and compliance with state statute. The non-endowment and endowment portfolios are intended to achieve a reasonable yield balanced with a component invested for longer-term appreciation.

The purpose of this policy is to assist the University in more effectively supervising and monitoring the investment activities of its Assets. This Policy is designed to assist University staff and the Investment Subcommittee with regard to its fiduciary responsibility by:

- defining the responsibilities of University staff, its investment managers, and its investment consultant;



- stating in writing the University's attitudes, expectations, and goals for the investment of the Assets;
- providing a basis for reviewing investment management organizations in the selection process;
- encouraging effective communication between the investment managers, investment consultant, the Subcommittee, and Youngstown State University; and
- setting objectives against which the performance results of the investment managers, operating within the constraints imposed by the University's Policy guidelines, can be measured.

A primary expectation for University assets is to support the University by providing current income to the University from both non-endowed and endowed funds, managed on behalf of the University by outside investment professionals, as well as the YSUF, while concurrently growing principal. The asset base is dedicated to providing a reliable source of funds for current and future enhancements at the University.

**Parameters:**

The management of the non-endowment and endowment funds involves a tradeoff between two competing goals. On the one hand, the funds must preserve capital and maintain liquidity sufficient to distribute cash to fund immediate operating needs and prior spending commitments. On the other hand, the funds must accumulate capital sufficient to support nominal growth in expenses for existing programs and to establish new quasi-endowment funds. The goal of the funds is to accommodate these competing needs by providing adequate short-term liquidity along with long-term capital appreciation.

The Subcommittee recognizes that risk and volatility are present to some degree with all types of investments. However, high levels of risk are to be avoided at the total asset level. This is to be accomplished through diversification by asset class, style of investment manager, and sector and industry limits.

The following statements and guidelines are set forth in an effort to provide direction to each of the investment managers that manage separate accounts for the University. Managers are retained to manage separate pools of assets; and funds are allocated to such managers in order to achieve an appropriate, diversified, and balanced asset mix. The Subcommittee, from time to time, may shift assets from one manager to another to maintain the appropriate mix. Additionally, the Subcommittee recognizes that mutual or commingled funds used by the University may not adhere to these guidelines. However, when selecting mutual or commingled fund products, the Subcommittee will refer to these guidelines as a basis to select new funds.

Selection and retention of investment managers will be based upon each manager's demonstrated ability to provide superior returns over extended time periods compared to similar portfolios, and also upon investment philosophy, organizational stability, and other relevant factors. A written "Investment Guideline Statement" or prospectus clearly outlining objectives and responsibilities will be in place with each investment manager. For the non-endowment funds, the managers shall have discretion to invest assets in cash reserves as they deem appropriate but will be expected under normal circumstances to be fully invested in their assigned asset class. A manager's performance will be evaluated against their fully invested passive benchmark and against similar portfolio results. Passive benchmarks will be used for comparative purposes which most closely approximate the investment mandate's duration, credit quality, security composition, capitalization, style, asset class, etc.

To the extent bequests are made to the University via shares of marketable equity securities, the following provisions apply:

- The policy on bequests as defined by the University Guidebook number 5007.01 will supersede all provisions within this Policy.
- If the bequest is a non-endowed gift, the securities will be sold as soon as prudently possible.
- If the bequest is an endowed gift, the securities will be transferred to the YSUF to manage, unless otherwise specified by the donor and agreed to by the Board of Trustees. Assets held/invested by the YSUF or other institution on behalf of the University will be managed in accordance with pre-arranged investment advisory agreements as well as under the guidelines of this Policy.

**Procedures:**

1. The Vice President for Administration shall be accountable to the Board of Trustees for implementing this Policy.
2. The Vice President for Administration will report to the Investment Subcommittee at least quarterly on the status of the non-endowment and endowment portfolios.
3. It shall be permissible for the Vice President for Administration to realize gains and losses if such an action would be consistent with the University's investment goals. Losses and gains realized on the non-endowment portfolio shall be charged against current income unless otherwise approved by the Investment Subcommittee.
4. Between meetings of the Board of Trustees, if deemed advisable, other investments not specifically authorized by this Policy may be made if approved by the Investment Subcommittee. Any such actions shall be taken to the Board of Trustees for review at its next meeting.



REDLINE VERSION

UNIVERSITY GUIDEBOOK

**Subject: Investment of the University's Non-Endowment and Endowment University Funds**

|                      |  |                |  |
|----------------------|--|----------------|--|
| Responsible Officer: | Elaine C. Beatty                             | Authorized by: | <del>Terry R. Ondreyka</del> John L. Habat                               |
| Title:               | Director<br>Investments and Accounts Payable | Title:         | Vice President for <del>Financial Affairs</del><br><b>Administration</b> |
| Approved:            | September 11, 1998                           | EFFECTIVE:     | <del>June 28, 2002</del> December 15, 2004                               |
| Revised:             | <del>June 28, 2002</del> December 15, 2004   | Review Date:   | July 1, 2004 December 2005   |

**Policy:** The President and the Vice President for ~~Financial Affairs~~ Administration, or his/her designee, is authorized to invest University funds in compliance with this policy, provisions of the *Ohio Revised Code* and all other applicable laws and regulations, including H.B. 524, Sec. 3345.05 of the Ohio Revised Code.

For the purpose of this policy on the Investment of the University's Non-Endowment and Endowment Funds (the "Policy"), the non-endowment portfolio shall include:

- All tuition and mandatory fees, registration, non-resident tuition fees, academic fees for the support of on- and off-campus instruction, laboratory and course fees when so assessed and collected, all other fees, deposits, charges, receipts, and income from all or part of the students, all subsidy or other payments from state appropriations, and all other fees, deposits, charges, receipts, and income received. These funds shall be held and administered by the Board of Trustees.
- Notwithstanding any provision of the revised code to the contrary, the title to investments made by the Board of Trustees with funds derived from revenues described above shall not be vested in the state but shall be held in trust by the Board. Such investments shall be made pursuant to this investment policy adopted by the Board in public session. Such investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

- It is the intention of the Board of Trustees that actions taken pursuant to this Policy shall be in compliance with all applicable laws as they may be amended from time to time. No University representative, employee, or agent shall take any action prohibited by or fail to take any action required by all applicable laws in carrying out this Policy.
- Members of the Board of Trustees will annually provide to the Chair of the Board of Trustees a statement disclosing the nature, if at all, of any relationship with the financial institutions involved with the University's Non-Endowment Funds. Any member having a relationship that creates a conflict prohibited by the ethics laws with any investment entity, will withdraw from participating in the selection of, or authorizing the contracts of, those investment managers and/or consultants.
- External investment managers, consultants and advisors retained by the University shall immediately notify the Chair of the Investment Subcommittee and the Vice President of Administration of any potential conflicts of interest which may develop from time to time. In any such situation, the external investment manager, consultant and/or advisor shall identify the nature of the conflict of interest and its potential impact, if any, on the University.
- The University's non-endowment fund portfolio will remain sufficiently liquid to enable the University to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on short notice near the purchase price of the security. To help retain the desired liquidity, no security shall be purchased that is likely to have few market makers or poor market bids. Additionally, liquidity shall be assured by keeping an adequate amount of short-term investments to accommodate the cash needs of the University.
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The University's endowment portfolio, unless otherwise directed, shall be managed by the Youngstown State University Foundation (the "YSUF") and consist of equity, fixed income, and cash investments.

Specific responsibilities of the Investment Subcommittee of the Finance and Facilities Committee of the Board of Trustees (hereafter referred to as the "the Subcommittee") in the investment process include:

- the application of a total return philosophy of asset management;
- developing sound and consistent investment policy guidelines;
- selecting and monitoring investment managers;
- selecting an investment consulting organization;
- communicating clearly the major duties and responsibilities of those accountable for achieving investment results;
- monitoring and evaluating results to assure that the guidelines are being adhered to and the objectives are being met;
- taking appropriate action to discharge an investment manager for failure to perform as mutually expected at the time of selecting; and
- undertaking such work and studies as may be necessary to keep the Board of Trustees of the University adequately informed as to the status of the investment of the balance sheet assets (the "Assets").

This Policy shall be reviewed annually by the Subcommittee. All material changes to the Policy will be approved by the Subcommittee and submitted to the University's Board of Trustees for final approval.

- ~~• Investments are to be made only in publicly traded securities averaging at least twenty five per cent of the average amount of the investment portfolio over the course of the previous fiscal year (July 1 June 30) invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.~~

~~• The University's Investment Subcommittee shall be a sub-Subcommittee of the Finance and Facilities Subcommittee of the Board of Trustees. The Investment Subcommittee shall meet at least quarterly. The Subcommittee shall review and recommend revisions to the Board's investment policy and shall advise the Board on its investments in an effort to assist it in meeting its fiduciary obligations. The Subcommittee shall be authorized to retain the services of an investment advisor who meets both of the following qualifications:~~

~~1) The advisor is either:~~

~~a) Licensed by the division of securities under section 1707.141 of the Ohio Revised Code; or~~

~~b) Registered with the Securities and Exchange Commission.~~

~~2) The advisor either:~~

~~a) Has experience in the management of investments of public funds, especially in the investment of state government investment portfolios; or~~

~~b) Is an eligible institution referenced in section 135.03 of the Ohio Revised Code.~~

RESOLUTION NUMBER: ~~YR 1999 4; YR 2002 51~~

**Purpose:** Investments shall be managed for the use and benefit of the University in a diversified portfolio that focuses, over time, on the preservation of capital, minimization of cost and risk, maintenance of required levels of liquidity in the overall portfolio to meet cash flow requirements, and compliance with state statute. The non-endowment and endowment portfolios (the "Fund") is are intended to achieve a reasonable yield balanced with a component invested for longer-term appreciation.

The purpose of this policy is to assist the University in more effectively supervising and monitoring the investment activities of its Assets. This Policy is designed to assist University staff and the Investment Subcommittee with regard to its fiduciary responsibility by:

- defining the responsibilities of University staff, its investment managers, and its investment consultant;

- stating in writing the University's attitudes, expectations, and goals for the investment of the Assets;
- providing a basis for reviewing investment management organizations in the selection process;
- encouraging effective communication between the investment managers, investment consultant, the Subcommittee, and Youngstown State University; and
- setting objectives against which the performance results of the investment managers, operating within the constraints imposed by the University's Policy guidelines, can be measured.

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**Parameters:**

The management of the non-endowment and endowment funds involves a tradeoff between two competing goals. On the one hand, the funds must preserve capital and maintain liquidity sufficient to distribute cash to fund immediate operating needs and prior spending commitments. On the other hand, the funds must accumulate capital sufficient to support nominal growth in expenses for existing programs and to establish new quasi-endowment funds. The goal of the funds is to accommodate these competing needs by providing adequate short-term liquidity along with long-term capital appreciation.

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The following statements and guidelines are set forth in an effort to provide direction to each of the investment managers that manage separate accounts for the University. Managers are retained to manage separate pools of assets; and funds are allocated to such managers in order to achieve an appropriate, diversified, and balanced asset mix. The Subcommittee, from time to time, may shift assets from one manager to another to maintain the appropriate mix. Additionally, the Subcommittee recognizes that mutual or commingled funds used by the University may not adhere to these guidelines. However, when selecting mutual or commingled fund products, the Subcommittee will refer to these guidelines as a basis to select new funds.

Selection and retention of investment managers will be based upon each manager's demonstrated ability to provide superior returns over extended time periods compared to similar portfolios, and also upon investment philosophy, organizational stability, and other relevant factors. A written "Investment Guideline Statement" or prospectus clearly outlining objectives and responsibilities will be in place with each investment manager. For the non-endowment funds, the managers shall have discretion to invest assets in cash reserves as they deem appropriate but will be expected under normal circumstances to be fully invested in their assigned asset class. A manager's performance will be evaluated against their fully invested passive benchmark and against similar portfolio results. Passive benchmarks will be used for comparative purposes which most closely approximate the investment mandate's duration, credit quality, security composition, capitalization, style, asset class, etc.

To the extent bequests are made to the University via shares of marketable equity securities, the following provisions apply:

- The policy on bequests as defined by the University Guidebook number 5007.01 will supersede all provisions within this Policy.
- If the bequest is a non-endowed gift, the securities will be sold as soon as prudently possible.
- If the bequest is an endowed gift, the securities will be transferred to the YSUF to manage, unless otherwise specified by the donor and agreed to by the Board of Trustees. Assets held/invested by the YSUF or other institution on behalf of the University will be managed in accordance with pre-arranged investment advisory agreements as well as under the guidelines of this Policy.

**Procedures:**

1. The Vice President for ~~Financial Affairs~~ Administration shall be accountable to the Board of Trustees for implementing this Policy.
2. The Vice President for ~~Financial Affairs~~ Administration will report to the Investment Subcommittee at least quarterly on the status of the non-endowment and endowment portfolios.
3. It shall be permissible for the Vice President for ~~Financial Affairs~~ Administration to realize gains and losses if such an action would be consistent with the University's investment goals. Losses and gains realized on the non-endowment portfolio shall be charged against current income unless otherwise approved by the Investment Subcommittee.
4. ~~All securities purchased shall be readily marketable and meet the quality guidelines of this Policy.~~
5. ~~The following categories of investments shall be authorized for the non-endowment portfolio:~~
  - a. ~~U. S. Treasury Bills, Notes, and Bonds~~
  - b. ~~U. S. Government Agencies~~
  - c. ~~Repurchase Agreements~~
  - d. ~~Reverse Repurchase Agreements~~
  - e. ~~Money Market Mutual Funds~~
  - f. ~~Star Ohio~~
  - g. ~~Certificates of Deposit~~
  - h. ~~Mutual Funds, Index Funds, and Separately Invested Accounts~~
  - i. ~~Municipal or State Bonds~~
  - j. ~~Commonfund~~
  - k. ~~Asset Backed Securities (ABS)~~



**RESOLUTION TO RATIFY  
FACULTY/STAFF APPOINTMENTS**

**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 September 24, 2004, meeting of the Board of Trustees; and

**WHEREAS**, such appointments are in accordance with the 2004-2005 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 G attached hereto.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.4.a.**

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| NAME                   | GENDER/<br>RACE* | POSITION<br><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i> | TITLE               | DEPARTMENT                                | CONTRACT/<br>APPOINTMENT<br>DATES | SALARY/<br>FTE/<br>BASE<br>SALARY | COMMENT     |
|------------------------|------------------|---|---------------------|---|-----------------------------------|-----------------------------------|-------------|
| None                   |                  |   |                     |   |                                   |                                   |             |
| <b>JULY 2004</b>       |                  |   |                     |   |                                   |                                   |             |
| <b>AUGUST 2004</b>     |                  |   |                     |   |                                   |                                   |             |
| Dr. Joseph Blankenship | M/C              | Replacement<br>\$62,556   | Assistant Professor | Computer Science &<br>Information Systems | 8/16/2004                         | \$60,000<br>1.00 FTE              | New/Prob #1 |
| Dr. Brian Bonhomme     | M/C              | Replacement<br>\$85,410   | Assistant Professor | History                                   | 8/16/2004                         | \$43,910<br>1.00 FTE              | New/Prob #1 |
| Dr. Jonathan Caguait   | M/H              | Replacement<br>\$92,024   | Assistant Professor | Biological Sciences                       | 8/16/2004                         | \$45,000<br>1.00 FTE              | New/Prob #1 |
| Ms. Tiffany Chrisman   | F/C              | New<br>\$40,000   | Instructor          | Teacher Education                         | 8/16/2004                         | \$40,000<br>1.00 FTE              | New/Temp #1 |
| Dr. Patrick Durrell    | M/C              | Replacement<br>\$90,578   | Assistant Professor | Physics & Astronomy                       | 8/16/2004                         | \$47,000<br>1.00 FTE              | New/Prob #1 |
| Mr. Patrick Gaughan    | M/C              | New<br>\$45,000   | Instructor          | Management                                | 8/16/2004                         | \$45,000<br>1.00 FTE              | New/Temp #1 |
| Dr. Karen Giorgetti    | F/C              | Replacement<br>\$50,000   | Assistant Professor | Psychology                                | 8/16/2004                         | \$49,500<br>1.00 FTE              | New/Prob #1 |
| Dr. Daryl Gross        | M/C              | Replacement<br>\$55,794   | Assistant Professor | School of Technology                      | 8/16/2004                         | \$45,000<br>1.00 FTE              | New/Temp #1 |

\*Race abbreviation codes:

- A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.
- B = Black (not of Hispanic origin), origins in any of the black racial groups.
- C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.
- H = Hispanic-Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.
- N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>         | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>        | <b>DEPARTMENT</b>           | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b> |
|---------------------|--------------------------|---|---------------------|-----------------------------|--|---|-----------------|
| Mr. Jack Harpool    | M/C                      | Replacement<br>\$55,596   | Instructor          | Management                  | 8/23/2004                                  | \$43,846<br>9-mo. Base                      | New/Temp #1     |
| Ms. Jolien Helsel   | F/C                      | Replacement<br>\$90,827   | Instructor          | Economics                   | 8/16/2004                                  | \$45,000<br>\$40,000<br>1.00 FTE            | New/Temp #1     |
| Dr. Ou Hu           | M/A                      | Replacement<br>\$93,299   | Assistant Professor | Economics                   | 8/16/2004                                  | \$40,000<br>\$54,250<br>1.00 FTE            | New/Prob #1     |
| Ms. Jaietta Jackson | F/B                      | New<br>\$34,000   | Instructor          | Communication &<br>Theater  | 8/16/2004                                  | \$54,250<br>\$34,000<br>1.00 FTE            | New/Temp #1     |
| Dr. Angela Jancius  | F/C                      | New<br>\$43,907   | Assistant Professor | Sociology &<br>Anthropology | 8/16/2004                                  | \$34,000<br>\$43,907<br>1.00 FTE            | New/Temp #1     |
| Dr. Jennifer Jordan | F/C                      | Replacement<br>\$50,000   | Associate Professor | Counseling                  | 8/16/2004                                  | \$43,907<br>\$53,442<br>1.00 FTE            | New/Prob #3     |
| Dr. G. Jay Kerns    | M/C                      | Replacement<br>\$48,000   | Assistant Professor | Mathematics & Statistics    | 8/16/2004                                  | \$53,442<br>\$48,000<br>1.00 FTE            | New/Temp #1     |
| Ms. Carmen Leone    | M/C                      | New<br>\$33,152   | Instructor          | English                     | 8/16/2004                                  | \$48,000<br>\$33,152<br>1.00 FTE            | New/Temp #1     |
| Mr. Martin Manning  | M/C                      | Replacement<br>\$71,437   | Instructor          | Counseling                  | 8/16/2004                                  | \$33,152<br>\$43,907<br>1.00 FTE            | New/Temp #1     |

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 B = Black (not of Hispanic origin), origins in any of the black racial groups.  
 C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.  
 H = Hispanic-Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.  
 N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>          | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</b> | <b>TITLE</b>        | <b>DEPARTMENT</b>          | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b> |
|----------------------|--------------------------|--|---------------------|----------------------------|--|---|-----------------|
| Mr. Mark McConnell   | M/C                      | New<br>\$37,225  | Instructor          | Marketing                  | 8/16/2004                                  | \$37,225<br>1.00 FTE                        | New/Temp #1     |
| Ms. Dorian Mermer    | F/C                      | New<br>\$34,000  | Instructor          | Communication &<br>Theater | 8/16/2004                                  | \$37,225<br>\$34,000<br>1.00 FTE            | New/Temp #1     |
| Dr. Michael Murphy   | M/C                      | Replacement<br>\$42,400  | Associate Professor | Social Work                | 8/16/2004                                  | \$34,000<br>\$53,442<br>1.00 FTE            | New/Prob #1     |
| Dr. Michelle Nelson  | F/C                      | New<br>\$50,000  | Assistant Professor | Art                        | 8/16/2004                                  | \$53,442<br>\$50,000<br>1.00 FTE            | New/Prob #1     |
| Ms. Regina Rees      | F/C                      | Replacement<br>\$43,907  | Instructor          | Teacher Education          | 8/16/2004                                  | \$50,000<br>\$40,000<br>1.00 FTE            | New/Temp #1     |
| Mr. Joseph Serowik   | M/C                      | New<br>\$48,000  | Assistant Professor | Criminal Justice           | 8/16/2004                                  | \$40,000<br>\$48,000<br>1.00 FTE            | New/Prob #1     |
| Dr. Bradley Shellito | M/C                      | Replacement<br>\$50,500  | Assistant Professor | Geography                  | 8/16/2004                                  | \$53,500<br>1.00 FTE                        | New/Prob #3     |
| Mr. Daniel Sturm     | M/C                      | New<br>\$39,000  | Instructor          | English                    | 8/16/2004                                  | \$53,500<br>\$39,000<br>1.00 FTE            | New/Temp #1     |
| Mr. Richard Testa    | M/C                      | New<br>\$55,000  | Instructor          | School of Technology       | 8/16/2004                                  | \$39,000<br>\$55,000<br>1.00 FTE            | New/Term        |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
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**FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>            | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</b> | <b>TITLE</b>          | <b>DEPARTMENT</b>        | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b> |
|------------------------|--------------------------|--|-----------------------|--------------------------|--|---|-----------------|
| Dr. Bonnie Young-Laing | F/C                      | New<br>\$44,000  | Assistant Professor   | Social Work              | 8/16/2004                                  | \$44,000<br>1.00 FTE<br>\$44,000            | New/Prob #1     |
| Mr. Mark Zettis        | M/C                      | Replacement<br>\$66,926  | Instructor            | Human Ecology            | 8/16/2004                                  | \$44,000<br>1.00 FTE<br>\$44,000            | New/Temp #1     |
| None.                  |                          |  | <b>SEPTEMBER 2004</b> |                          |  |   |                 |
| <b>REHIRE:</b>         |                          |  | <b>JULY 2004</b>      |                          |  |   |                 |
| None                   |                          |  | <b>AUGUST 2004</b>    |                          |  |   |                 |
| Dr. Richard Baringer   | M/C                      | Replacement<br>\$55,000  | Assistant Professor   | Ed. Admin., Res. & Fnd.  | 8/16/2004                                  | \$55,000<br>1.00 FTE<br>\$55,000            | Rehire/Prob #1  |
| Ms. Terry Benton       | F/B                      | Replacement<br>\$38,000  | Instructor            | English                  | 8/16/2004                                  | \$38,000<br>1.00 FTE<br>\$38,000            | Rehire/Term     |
| Mr. James Boyce        | M/C                      | Replacement<br>\$33,152  | Instructor            | Dana School of Music     | 8/16/2004                                  | \$33,152<br>1.00 FTE<br>\$33,152            | Rehire/Term     |
| Dr. Annette Burden     | F/C                      | Replacement<br>\$48,000  | Assistant Professor   | Mathematics & Statistics | 8/16/2004                                  | \$48,000<br>1.00 FTE<br>\$48,000            | Rehire/Prob #3  |
| Ms. Christine Dennison | F/C                      | Replacement<br>\$37,225  | Instructor            | Marketing                | 8/16/2004                                  | \$37,225<br>1.00 FTE<br>\$37,225            | Rehire/Temp #2  |

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**FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>           | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</b> | <b>TITLE</b>        | <b>DEPARTMENT</b>                         | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b> |
|-----------------------|--------------------------|--|---------------------|---|--|---|-----------------|
| Dr. Silvio dos Santos | M/H                      | Replacement<br>\$43,907  | Assistant Professor | Dana School of Music                      | 8/16/2004                                  | \$43,907<br>1.00 FTE                        | Rehire/Prob #1  |
| Mr. Robert Fitzer     | M/C                      | Replacement<br>\$33,152  | Instructor          | Dana School of Music                      | 8/16/2004                                  | \$43,907<br>\$33,152<br>1.00 FTE            | Rehire/Temp #3  |
| Ms. Suzan Harper      | F/C                      | Replacement<br>\$42,742  | Instructor          | Computer Science &<br>Information Systems | 8/16/2004                                  | \$33,152<br>\$42,742<br>1.00 FTE            | Rehire/Temp #3  |
| Ms. Rhonda Hirschl    | F/C                      | Replacement<br>\$42,781  | Instructor          | Chemistry                                 | 8/23/2004                                  | \$42,781<br>9-no Base                       | Rehire/Temp #2  |
| Mr. Edmund Ickert     | M/C                      | Replacement<br>\$42,742  | Instructor          | Computer Science &<br>Information Systems | 8/16/2004                                  | \$43,907<br>\$42,742<br>1.00 FTE            | Rehire/Temp #3  |
| Ms. Renee McManus     | F/C                      | Replacement<br>\$44,884  | Instructor          | Nursing                                   | 8/16/2004                                  | \$42,742<br>\$44,884<br>1.00 FTE            | Rehire/Temp #2  |
| Dr. Roy Mimna         | M/C                      | Replacement<br>\$48,000  | Assistant Professor | Mathematics & Statistics                  | 8/16/2004                                  | \$44,884<br>\$48,000<br>1.00 FTE            | Rehire/Prob #3  |
| Dr. Nicole Mullins    | F/C                      | Replacement<br>\$43,907  | Assistant Professor | Human Perf. & Exer. Sc.                   | 8/16/2004                                  | \$48,000<br>\$43,907<br>1.00 FTE            | Rehire/Temp #3  |
| Ms. Kathleen Mumaw    | F/C                      | Replacement<br>\$36,875  | Instructor          | Accounting & Finance                      | 8/16/2004                                  | \$43,907<br>\$36,875<br>1.00 FTE            | Rehire/Temp #2  |

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**FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>           | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</b> | <b>TITLE</b>          | <b>DEPARTMENT</b>                      | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b> |
|-----------------------|--------------------------|--|-----------------------|--|--|---|-----------------|
| Ms. Hazel Pierson     | F/C                      | Replacement<br>\$49,597  | Instructor            | Mechanical &<br>Industrial Engineering | 8/16/2004                                  | \$49,597<br>1.00 FTE<br>\$49,597            | Rehire/Temp #3  |
| Ms. Cynthia Shields   | F/C                      | Replacement<br>\$44,884  | Instructor            | Nursing                                | 8/16/2004                                  | \$44,884<br>1.00 FTE<br>\$44,884            | Rehire/Temp #2  |
| Mr. Frank Sole        | M/C                      | Replacement<br>\$34,172  | Instructor            | Management                             | 8/16/2004                                  | \$34,172<br>1.00 FTE<br>\$34,172            | Rehire/Temp #3  |
| Ms. Patricia Testa    | F/C                      | Replacement<br>\$44,884  | Instructor            | Nursing                                | 8/16/2004                                  | \$44,884<br>1.00 FTE<br>\$44,884            | Rehire/Temp #2  |
| Ms. Kathryn Umble     | F/C                      | Replacement<br>\$37,385  | Instructor            | Dana School of Music                   | 8/16/2004                                  | \$37,385<br>1.00 FTE<br>\$37,385            | Rehire/Temp #3  |
| Ms. Cynthia Vigliotti | F/C                      | Replacement<br>\$33,152  | Instructor            | English                                | 8/16/2004                                  | \$33,152<br>1.00 FTE<br>\$33,152            | Rehire/Temp #2  |
| Ms. Miriam Webb       | F/C                      | Replacement<br>\$38,843  | Instructor            | Management                             | 8/16/2004                                  | \$38,843<br>1.00 FTE<br>\$38,843            | Rehire/Temp #2  |
| Dr. George Yates      | M/C                      | Replacement<br>\$48,000  | Assistant Professor   | Mathematics & Statistics               | 8/16/2004                                  | \$48,000<br>1.00 FTE<br>\$48,000            | Rehire/Prob #3  |
| None.                 |                          |  | <b>SEPTEMBER 2004</b> |  |  |   |                 |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
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**PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>         | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>  | <b>DEPARTMENT</b>                | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>                    |
|---------------------|--------------------------|---|---|----------------------------------|--|---|------------------------------------|
| <b>JULY 2004</b>    |                          |   |   |                                  |  |   |                                    |
| Mr. Shmoel Efraim   | M/C                      | New<br>\$31,703   | Web Developer   | Marketing and<br>Communications  | 7/1/2004-6/30/2005                         | \$15,851<br>.50 FTE<br>\$31,703             | New hire.                          |
| Ms. Brandy Fagnano  | F/C                      | Replacement<br>\$27,923   | Coordinator of<br>Camps,<br>Conferences and<br>Facilities         | Housing and Residence<br>Life    | 7/1/2004-6/30/2005                         | \$27,815<br>1.00 FTE<br>\$27,815            | New hire.                          |
| Mr. Michael Babul   | M/C                      | Replacement<br>\$44,725   | Assistant Coach,<br>Men's Basketball                              | Intercollegiate Athletics        | 7/15/2004-4/30/2005                        | \$25,477<br>1.00 FTE<br>\$32,000            | New hire.                          |
| Ms. Holly Jacobs    | F/C                      | Replacement   | University General<br>Counsel                                     | Office of the General<br>Counsel | 7/26/2004-6/30/2005                        | \$95,462<br>1.00 FTE<br>\$102,000           | New hire.                          |
| Ms. Valerie Burnett | F/C                      | Replacement<br>\$28,721   | Asst. Reference<br>Librarian Science<br>Engineering<br>Specialist | Maag Library                     | 7/1/2004-6/30/2005                         | \$32,500<br>1.00 FTE<br>\$32,500            | New hire.                          |
| Ms. Xiaoli Zhu      | F/A                      | Replacement<br>\$28,721   | Electronic Services<br>Librarian                                  | Maag Library                     | 7/1/2004-6/30/2005                         | \$35,000<br>1.00 FTE<br>\$35,000            | New hire.                          |
| <b>AUGUST 2004</b>  |                          |   |   |                                  |  |   |                                    |
| Mr. Daniel Bondi    | M/C                      | New<br>\$15,600   | Social Skills<br>Classroom<br>Instructional Aide                  | Rich Center for Autism           | 8/19/2004-6/30/2005                        | \$13,540<br>1.00 FTE<br>\$15,600            | New hire;<br>Externally<br>funded. |
| Mr. Anthony Candell | M/C                      | New<br>\$15,600   | Intervention Aide   | Rich Center for Autism           | 8/11/2004-6/30/2005                        | \$13,900<br>1.00 FTE<br>\$15,600            | New hire;<br>Externally<br>funded. |

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**PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>           | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>                                       | <b>DEPARTMENT</b>                                | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>                    |
|-----------------------|--------------------------|---|--|--|--|---|------------------------------------|
| Mr. Joshua Coy        | M/C                      | New<br>\$15,600   | Social Skills<br>Classroom                         | Rich Center for Autism                           | 8/16/2004-6/30/2005                        | \$13,720<br>1.00 FTE                        | New hire;<br>Externally<br>funded. |
| Ms. Megan Francisco   | F/C                      | New<br>\$15,600   | Instructional Aide<br>Social Skills<br>Classroom   | Rich Center for Autism                           | 8/19/2004-6/30/2005                        | \$15,600<br>1.00 FTE                        | New hire;<br>Externally<br>funded. |
| Mr. Calvin Perez, Jr. | M/C                      | New<br>\$23,083   | Instructional Aide<br>Assistant Coach,<br>Football | Intercollegiate Athletics                        | 8/1/2004-4/30/2005                         | \$8,656<br>.50 FTE<br>\$23,083              | New hire.                          |
| Ms. Rebecca Prussia   | F/C                      | New<br>\$15,600   | Social Skills<br>Classroom                         | Rich Center for Autism                           | 8/16/2004-6/30/2005                        | \$13,720<br>1.00 FTE                        | New hire;<br>Externally<br>funded. |
| Ms. Heidi Jo Thomas   | F/C                      | New<br>\$7,800  | Instructional Aide<br>Social Skills<br>Classroom   | Rich Center for Autism                           | 8/16/2004-6/30/2005                        | \$15,600<br>\$6,860<br>.50 FTE              | New hire;<br>Externally<br>funded. |
| Ms. Ruth Waddell      | F/C                      | New<br>\$15,600   | Instructional Aide<br>Intervention Aide            | Rich Center for Autism                           | 8/11/2004-6/30/2005                        | \$13,900<br>1.00 FTE                        | New hire;<br>Externally<br>funded. |
| Mr. Larry Zielke      | M/C                      | New<br>\$15,400   | WCIB Associate                                     | Williamson College of<br>Business Administration | 8/16/2004-5/14/2005                        | \$15,600<br>\$15,400<br>.40 FTE             | New hire;<br>Externally<br>funded. |
| <b>SEPTEMBER 2004</b> |                          |   |  |  |  |   |                                    |
| Ms. Laura Carscaddon  | F/C                      | New<br>\$28,721   | Assistant<br>Reference<br>Librarian                | Maag Library                                     | 9/13/2004-6/30/2005                        | \$25,702<br>1.00 FTE<br>\$32,000            | New hire.                          |
| Mr. George Evans      | M/C                      | New<br>\$4,665  | Assistant Coach,<br>Track and Field                | Intercollegiate Athletics                        | 9/1/2004-5/31/2005                         | \$4,665<br>.50 FTE<br>\$12,440              | New hire.                          |

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|----------------------|--------------------------|---|--|---------------------------|--|---|------------------------------------|
| Ms. Jacquelyn Daniel | F/B                      | New<br>\$36,000   | Annual Giving<br>Coordinator                     | University Development    | 9/13/2004-6/30/2005                        | \$28,915<br>1.00 FTE<br>\$36,000            | New hire.                          |
| Ms. Renee McConnell  | F/C                      | New<br>\$15,600   | Social Skills<br>Classroom<br>Instructional Aide | Rich Center for Autism    | 9/7/2004-6/30/2005                         | \$12,780<br>1.00 FTE<br>\$15,600            | New hire;<br>Externally<br>funded. |
| Ms. Roza Wilson      | F/B                      | New<br>\$24,501   | Distance Learning<br>Technical Aide              | Metropolitan College      | 9/20/2004-6/30/2005                        | \$21,216<br>1.00 FTE<br>\$27,040            | New hire;<br>Externally<br>funded. |
| Ms. Elizabeth Vlad   | F/C                      | New<br>\$8,000  | Assistant Strength<br>and Conditioning<br>Coach  | Intercollegiate Athletics | 9/1/2004-4/30/2005                         | \$8,000<br>.50 FTE<br>\$24,000              | New hire.                          |

**REQUIRES:**

| <b>JULY 2004</b>   |                          |   |   |  |  |   |   |
|--|--------------------------|---|---|--|--|---|---|
| <b>NAME</b>  | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>  | <b>DEPARTMENT</b>                                      | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>                             |
| Ms. Sandra Denman  | F/C                      | Replacement<br>\$80,000   | Director  | Environmental and<br>Occupational Health and<br>Safety | 7/1/2004-6/30/2005                         | \$80,000<br>1.0 FTE<br>\$80,000             | Rehire; new<br>position.                    |
| Ms. Zetta Dumkrieger   | F/C                      | Replacement<br>\$28,000   | Assistant Coach,<br>Softball                        | Intercollegiate Athletics                              | 7/1/2004-6/30/2005                         | \$28,000<br>1.00 FTE<br>\$28,000            | Rehire; from<br>part-time to full-<br>time. |
| <b>ANNUAL FULL-TIME EXTERNALLY FUNDED REQUIRES (no break in service)</b> |                          |   |   |  |  |   |   |
| Ms. Janye Backus   | F/C                      | N/A   | Director of the<br>Paula and Anthony<br>Rich Center | Rich Center for Autism                                 | 7/1/2004-6/30/2005                         | \$46,371<br>1.00 FTE<br>\$46,371            | Rehire;<br>Externally<br>funded.            |
| Ms. Kelly Bancroft   | F/C                      | N/A   | SMARTS<br>Coordinator                               | College of Fine and<br>Performing Arts                 | 7/1/2004-6/30/2005                         | \$34,005<br>1.00 FTE<br>\$34,005            | Rehire;<br>Externally<br>funded.            |

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|-----------------------|--------------------------|---|--|--|--|---|----------------------------------|
| Mr. William Border    | M/C                      | N/A   | Program Assistant  | New Beginnings for<br>Academics-Reading and<br>Study Skills Center | 7/1/2004-6/30/2005                         | \$31,514<br>1.00 FTE<br>\$31,514            | Rehire;<br>Externally<br>funded. |
| Ms. Kristy Boyles     | F/C                      | N/A   | Research<br>Associate/HMIS<br>Coordinator  | Center for Human<br>Services Development                           | 7/1/2004-6/30/2005                         | \$30,797<br>1.00 FTE<br>\$30,797            | Rehire;<br>Externally<br>funded. |
| Mr. John Bralich      | M/C                      | N/A   | Research Associate<br>II/Senior<br>Geographic<br>Information<br>Systems (GIS)<br>Analyst         | Center for Urban and<br>Regional Studies                           | 7/1/2004-12/31/2004                        | \$15,383<br>1.00 FTE<br>\$30,766            | Rehire;<br>Externally<br>funded. |
| Mr. Jamael Tito Brown | M/B                      | N/A   | Research Associate<br>I/Community<br>Organizer   | Center for Urban and<br>Regional Studies                           | 7/1/2004-12/31/2004                        | \$15,383<br>1.00 FTE<br>\$30,766            | Rehire;<br>Externally<br>funded. |
| Ms. Holly Burnett     | F/C                      | N/A   | Research Associate<br>II/Environmental<br>Coordinator  | Center for Urban and<br>Regional Studies                           | 7/1/2004-12/31/2004                        | \$15,827<br>1.00 FTE<br>\$31,654            | Rehire;<br>Externally<br>funded. |
| Ms. Sahar Chasebi     | F/C                      | N/A   | Research Associate<br>I/Property<br>Acquisitions/Camp<br>us Housing<br>Development<br>Specialist | Center for Urban and<br>Regional Studies                           | 7/1/2004-12/31/2004                        | \$11,845<br>1.00 FTE<br>\$23,690            | Rehire;<br>Externally<br>funded. |
| Ms. Lenore Collupy    | F/C                      | N/A   | Coordinator/Lead<br>Instructor   | Rich Center for Autism   | 7/1/2004-6/30/2005                         | \$27,810<br>1.00 FTE<br>\$27,810            | Rehire;<br>Externally<br>funded. |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

| <b>PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL</b> |                          |   |  |  |  |   |                                  |
|--|--------------------------|---|--|--|--|---|----------------------------------|
| <b>NAME</b>  | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>   | <b>DEPARTMENT</b>                        | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>                  |
| Ms. Kathryn Donofrio   | F/C                      | N/A   | Intervention<br>Classroom<br>Instructional<br>Assistant      | Rich Center for Autism                   | 7/1/2004-6/30/2005                         | \$21,000<br>1.00 FTE<br>\$21,000            | Rehire;<br>Externally<br>funded. |
| Mr. James English  | M/C                      | N/A   | Assistant Distance<br>Learning Technical<br>Aide (Temporary) | Metropolitan College                     | 7/1/2004-6/30/2005                         | \$21,424<br>1.00 FTE<br>\$21,424            | Rehire;<br>Externally<br>funded. |
| Mr. Ricky George   | M/C                      | N/A   | Associate Director   | Center for Human<br>Services Development | 7/1/2004-12/31/2004                        | \$19,469<br>1.00 FTE<br>\$38,939            | Rehire;<br>Externally<br>funded. |
| Ms. Heidi Hallas   | F/C                      | N/A   | Research Associate<br>I/Evaluator and<br>Planner             | Center for Human<br>Services Development | 7/1/2004-12/31/2004                        | \$13,791<br>1.00 FTE<br>\$27,583            | Rehire;<br>Externally<br>funded. |
| Ms. Christina Hardy  | F/C                      | N/A   | Career Planning<br>Coordinator                               | Career Services                          | 7/1/2004-6/30/2005                         | \$38,055<br>1.00 FTE<br>\$38,055            | Rehire;<br>Externally<br>funded. |
| Dr. Michael Harston  | M/C                      | N/A   | Postdoctoral<br>Research Fellow                              | Physics and Astronomy                    | 7/1/2004-9/14/2004                         | \$9,508<br>1.00 FTE<br>\$46,350             | Rehire;<br>Externally<br>funded. |
| Mr. Rufus Hudson   | M/B                      | N/A   | Metro Marketing<br>Coordinator                               | Metropolitan College                     | 7/1/2004-6/30/2005                         | \$39,413<br>1.00 FTE<br>\$39,413            | Rehire;<br>Externally<br>funded. |
| Ms. Angela Kearns  | F/C                      | N/A   | Coordinator  | Center for Student<br>Progress           | 7/1/2004-6/30/2005                         | \$30,989<br>1.00 FTE<br>\$30,989            | Rehire;<br>Externally<br>funded. |
| Ms. Chris Khumprakob   | F/C                      | N/A   | Coordinator  | Center for Student<br>Progress           | 7/1/2004-6/30/2005                         | \$31,647<br>1.00 FTE<br>\$31,647            | Rehire;<br>Externally<br>funded. |

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|--|--------------------------|---|---|---|--|---|----------------------------------|
| <b>NAME</b>  | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>  | <b>DEPARTMENT</b>                       | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>                  |
| Ms. Karla Krodol   | F/C                      | N/A   | Director of<br>Healthcare Industry<br>Cluster         | Metropolitan College                    | 7/1/2004-6/30/2005                         | \$65,776<br>1.00 FTE                        | Rehire;<br>Externally<br>funded. |
| Mr. Andrew Kuboff  | M/C                      | N/A   | Distance Learning<br>Technical Aide                   | Metropolitan College                    | 7/1/2004-6/30/2005                         | \$65,776<br>\$27,851<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Ms. Valencia Marrow  | F/B                      | N/A   | Workforce<br>Development<br>Advisor                   | Metropolitan College                    | 7/1/2004-6/30/2005                         | \$27,851<br>\$26,000<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Ms. Hope Moore   | F/B                      | N/A   | Distance Learning<br>Technical Aide                   | Metropolitan College                    | 7/1/2004-6/30/2005                         | \$27,851<br>\$27,851<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Ms. Cheryl Moss  | F/C                      | N/A   | Social Skills<br>Assistant<br>Classroom<br>Instructor | Rich Center for Autism                  | 7/1/2004-6/30/2005                         | \$21,000<br>1.00 FTE                        | Rehire;<br>Externally<br>funded. |
| Mr. Nicholas Pantlioni   | M/C                      | N/A   | Academic<br>Placement Services<br>Advisor             | Center for Computer<br>Based Assessment | 7/1/2004-6/30/2005                         | \$29,069<br>1.00 FTE                        | Rehire;<br>Externally<br>funded. |
| Ms. Laurie Paul  | F/C                      | N/A   | Coordinator   | Center for Student<br>Progress          | 7/1/2004-6/30/2005                         | \$29,513<br>1.00 FTE                        | Rehire;<br>Externally<br>funded. |
| Mr. James Petuch   | M/C                      | N/A   | Manager of<br>Recycling Program                       | Support Services                        | 7/1/2004-6/30/2005                         | \$29,513<br>\$42,950<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Ms. Amy Reese  | F/C                      | N/A   | Coordinator,<br>Computer-Based<br>Placement Service   | Computer Based<br>Placement Service     | 7/1/2004-6/30/2005                         | \$42,950<br>\$31,827<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |

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**PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>          | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</b> | <b>TITLE</b>                            | <b>DEPARTMENT</b>                        | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>                  |
|----------------------|--------------------------|--|---|--|--|---|----------------------------------|
| Dr. James Shanahan   | M/C                      | N/A  | Senior Research<br>Associate/Planner    | Center for Urban and<br>Regional Studies | 7/1/2004-12/31/2004                        | \$26,225<br>1.00 FTE                        | Rehire;<br>Externally<br>funded. |
| Ms. Patricia Shively | F/C                      | N/A  | Associate Director                      | Center for Student<br>Progress           | 7/1/2004-6/30/2005                         | \$52,451<br>\$43,260<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Ms. Carrie Shockey   | F/C                      | N/A  | Instructional<br>Assistant              | Rich Center for Autism                   | 7/1/2004-6/30/2005                         | \$43,260<br>\$22,279<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Ms. Tara Shuster     | F/C                      | N/A  | Coordinator                             | Undergraduate<br>Admissions              | 7/1/2004-6/30/2005                         | \$22,279<br>\$27,923<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Ms. Norma Stefanik   | F/C                      | N/A  | Research Associate<br>II/Urban Designer | Center for Urban and<br>Regional Studies | 7/1/2004-12/31/2004                        | \$19,415<br>1.00 FTE                        | Rehire;<br>Externally<br>funded. |
| Ms. Carol Lynn Trube | F/C                      | N/A  | Data Services<br>Manager                | Center for Urban and<br>Regional Studies | 7/1/2004-6/30/2005                         | \$38,830<br>\$40,293<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Dr. Philip Ugorowski | M/C                      | N/A  | Postdoctoral<br>Research Fellow         | Physics and Astronomy                    | 7/1/2004-12/31/2004                        | \$21,218<br>1.00 FTE                        | Rehire;<br>Externally<br>funded. |
| Dr. Thomas Watkins   | M/C                      | N/A  | Post-Doctoral<br>Research Fellow        | Biological Sciences                      | 7/1/2004-6/30/2005                         | \$42,436<br>\$33,000<br>1.00 FTE            | Rehire;<br>Externally<br>funded. |
| Ms. Sonja Williams   | F/B                      | N/A  | Upward Bound<br>Coordinator             | Upward Bound                             | 7/1/2004-8/31/2004                         | \$33,000<br>\$4,589<br>1.00 FTE             | Rehire;<br>Externally<br>funded. |

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| <b>NAME</b>                     | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>  | <b>DEPARTMENT</b>                                | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>                  |
|---------------------------------|--------------------------|---|---|--|--|---|----------------------------------|
| Mr. Hal Withrow                 | M/C                      | N/A   | Systems<br>Manager/GIS Lab<br>Coordinator   | Center for Urban and<br>Regional Studies         | 7/1/2004-6/30/2005                         | \$40,856<br>1.00 FTE<br>\$40,856            | Rehire;<br>Externally<br>funded. |
| Dr. Matthias Zeller             | M/C                      | N/A   | Postdoctoral<br>Research Fellow   | Chemistry  | 7/1/2004-12/31/2004                        | \$15,080<br>1.00 FTE<br>\$30,159            | Rehire;<br>Externally<br>funded. |
| <b>ANNUAL PART-TIME REHIRES</b> |                          |   |   |  |  |   |                                  |
| Mr. Roy Bean                    | M/C                      | N/A   | SBDC Business<br>Analyst  | Small Business<br>Development Center             | 7/1/2004-9/30/2004                         | \$5,562<br>.60 FTE<br>\$37,080              | Rehire;<br>Externally<br>funded. |
| Dr. Margaret Biggs              | F/C                      | N/A   | Program<br>Coordinator of the<br>Scottish Rite<br>Learning Center<br>Interim<br>Coordinator | Teacher Education                                | 7/1/2004-6/30/2005                         | \$26,277<br>.50 FTE<br>\$52,554             | Rehire;<br>Externally<br>funded. |
| Ms. Kathleen Bouquet            | F/C                      | N/A   | Coordinator   | Financial Policies and<br>Procedures (Temporary) | 7/1/2004-6/30/2005                         | \$19,876<br>.50 FTE<br>\$39,752             | Rehire.                          |
| Ms. Dena Rae Clark              | F/C                      | N/A   | Coordinator of<br>Professional<br>Development<br>Resource<br>Development<br>Coordinator     | Dean's Office Beeghly<br>College of Education    | 7/1/2004-6/30/2005                         | \$14,819<br>.50 FTE<br>\$29,638             | Rehire;                          |
| Ms. Kathleen Dragoman           | F/C                      | N/A   | Coordinator,<br>Summer Festival of<br>the Arts  | Rich Center for Autism                           | 7/1/2004-6/30/2005                         | \$24,102<br>.45 FTE<br>\$53,560             | Rehire;<br>Externally<br>funded. |
| Ms. Lori Factor                 | F/C                      | N/A   | Coordinator,<br>Summer Festival of<br>the Arts  | College of Fine and<br>Performing Arts           | 7/1/2004-6/30/2005                         | \$16,739<br>.50 FTE<br>\$33,478             | Rehire.                          |

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|--|--------------------------|--|---|--|--|---|---|
| <b>NAME</b>  | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</b> | <b>TITLE</b>  | <b>DEPARTMENT</b>                                | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>                             |
| Ms. Julie Felix  | F/C                      | N/A  | Academic Advisor  | Dean's Office College of<br>Arts and Sciences    | 7/1/2004-6/30/2005                         | \$14,757<br>.50 FTE<br>\$29,514             | Rehire.                                     |
| Ms. Suzanne Fleming  | F/C                      | N/A  | Research Associate<br>II                                    | Center for Human<br>Services Development         | 7/1/2004-6/30/2005                         | \$18,688<br>.50 FTE<br>\$37,376             | Rehire;<br>Externally<br>funded.<br>Rehire. |
| Mr. Thomas Foley   | M/C                      | N/A  | Coordinator   | Communication and<br>Theater                     | 7/1/2004-6/30/2005                         | \$14,669<br>.50 FTE<br>\$29,339             | Rehire;<br>Externally<br>funded.<br>Rehire. |
| Dr. Paul Gallagher   | M/C                      | N/A  | Project Director  | College of Arts and<br>Sciences                  | 7/1/2004-6/30/2005                         | \$50,151<br>.60 FTE<br>\$83,585             | Rehire;<br>Externally<br>funded.<br>Rehire. |
| Ms. Lori Goist   | F/C                      | N/A  | Coordinator,<br>Language Learning<br>and Resource<br>Center | Foreign Languages and<br>Literatures             | 7/1/2004-6/30/2005                         | \$16,758<br>.50 FTE<br>\$33,516             | Rehire.                                     |
| Ms. Lenora Greene  | F/C                      | N/A  | Coordinator of the<br>English Language<br>Institute         | Center for International<br>Studies and Programs | 7/1/2004-6/30/2005                         | \$21,417<br>.73 FTE<br>\$29,339             | Rehire.                                     |
| Ms. Michele Grimm  | F/C                      | N/A  | Head Coach,<br>Women's Tennis                               | Intercollegiate Athletics                        | 7/1/2004-6/30/2005                         | \$23,530<br>.75 FTE<br>\$31,374             | Rehire.                                     |
| Ms. Suzanne Groves   | F/C                      | N/A  | Coordinator   | SCOPE  | 7/1/2004-6/30/2005                         | \$13,261<br>.50 FTE<br>\$26,523             | Rehire;<br>Externally<br>funded.<br>Rehire. |
| Ms. Sheila Hernandez   | F/C                      | N/A  | English As a<br>Second Language<br>Specialist               | English Language<br>Institute                    | 7/1/2004-6/30/2005                         | \$12,107<br>.45 FTE<br>\$26,904             | Rehire.                                     |

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|-----------------------|--------------------------|--|--|--|--|---|----------------------------------|
| Ms. Lana Iltain       | F/C                      | N/A  | Research Assistant   | Health Professions                               | 7/1/2004-6/30/2005                         | \$20,532<br>.75 FTE<br>\$27,376             | Rehire;<br>Externally<br>funded. |
| Ms. Andrea Jackson    | F/B                      | N/A  | Assistant Coach,<br>Volleyball   | Intercollegiate Athletics                        | 7/1/2004-1/31/2005                         | \$13,218<br>.75 FTE<br>\$30,213             | Rehire.                          |
| Mr. Tony Joy          | M/C                      | N/A  | Head Coach, Men's<br>Golf  | Intercollegiate Athletics                        | 7/1/2004-6/30/2005                         | \$21,283<br>.75 FTE<br>\$28,378             | Rehire.                          |
| Ms. Rosemarie Kascher | F/C                      | N/A  | English Language<br>Institute/English as<br>a Second Language<br>Specialist                            | Center for International<br>Studies and Programs | 7/1/2004-6/30/2005                         | \$5,718<br>.22 FTE<br>\$25,993              | Rehire.                          |
| Ms. Joann Leckie      | F/C                      | N/A  | Assistant to<br>Coordinator  | Mathematics and<br>Statistics                    | 7/1/2004-6/30/2005                         | \$13,060<br>.50 FTE<br>\$26,120             | Rehire.                          |
| Ms. Jill Massas       | F/C                      | N/A  | Research Associate<br>I/Evaluator  | Center for Human<br>Services Development         | 7/1/2004-12/31/2004                        | \$11,033<br>.80 FTE<br>\$27,583             | Rehire;<br>Externally<br>funded. |
| Mr. Anthony Morelli   | M/C                      | N/A  | Assistant to Head<br>Trainer   | Intercollegiate Athletics                        | 7/1/2004-6/30/2005                         | \$14,531<br>.50 FTE<br>\$29,062             | Rehire.                          |
| Mr. Hunter Morrison   | M/C                      | N/A  | Director of Urban<br>and Regional<br>Studies and<br>Senior Fellow in<br>Urban and<br>Regional Planning | Public Service Institute                         | 7/1/2004-6/30/2005                         | \$96,160<br>.80 FTE<br>\$120,200            | Rehire.                          |

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|----------------------|--------------------------|---|---|--|--|---|----------------------------------|
| Mr. Joseph Nudo      | M/C                      | N/A   | Academic Advisor  | Dean's Office Bitonte<br>College of Health and<br>Human Services | 7/1/2004-6/30/2005                         | \$8,178<br>.26 FTE<br>\$31,455              | Rehire.                          |
| Mr. William Oliver   | M/C                      | N/A   | SBDC Business<br>Analyst  | Small Business<br>Development Center                             | 7/1/2004-9/30/2004                         | \$8,593<br>.90 FTE<br>\$38,192              | Rehire;<br>Externally<br>funded. |
| Mr. Leonard Perry    | M/C                      | N/A   | Radiation Safety<br>Officer   | Environmental and<br>Occupational Health and<br>Safety           | 7/1/2004-9/30/2004                         | \$3,000<br>.25 FTE<br>\$48,000              | Rehire.                          |
| Mr. Richard Popovich | M/C                      | N/A   | Announcer<br>Producer   | WYSU-FM  | 7/1/2004-6/30/2005                         | \$9,416<br>.35 FTE<br>\$26,904              | Rehire.                          |
| Ms. Susan Scavelli   | F/C                      | N/A   | Research Associate<br>II  | Center for Human<br>Services Development                         | 7/1/2004-12/31/2004                        | \$8,697<br>.50 FTE<br>\$34,788              | Rehire;<br>Externally<br>funded. |
| Ms. Suzanne Semivan  | F/C                      | N/A   | Coordinator/21st<br>Century Grant<br>Project                                | Counseling   | 7/1/2004-6/30/2005                         | \$15,450<br>.50 FTE<br>\$30,900             | Rehire;<br>Externally<br>funded. |
| Mr. David Smith      | M/C                      | N/A   | Tech Prep Career<br>Coordinator   | Associate Degree and<br>Tech Prep Programs                       | 7/1/2004-6/30/2005                         | \$21,460<br>.55 FTE<br>\$39,019             | Rehire;<br>Externally<br>funded. |
| Mr. J. Michael Smith | M/C                      | N/A   | English Language<br>Institute/English as<br>a Second Language<br>Specialist | Center for International<br>Studies and Programs                 | 7/1/2004-6/30/2005                         | \$13,452<br>.50 FTE<br>\$26,904             | Rehire.                          |
| Mr. James Stipetich  | M/C                      | N/A   | TV Studio<br>Manager  | Communication and<br>Theater                                     | 7/1/2004-8/15/2004                         | \$ 978<br>.25 FTE<br>\$32,136               | Rehire.                          |

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**PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>               | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>  | <b>DEPARTMENT</b>                          | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>   |
|---------------------------|--------------------------|---|---|--|--|---|---|
| Ms. April Antel Tarantini | F/C                      | N/A   | Announcer<br>Producer                                 | WYSU-FM                                    | 7/1/2004-6/30/2005                         | \$13,452<br>.50 FTE<br>\$26,120             | Rehire.   |
| Ms. Patricia Veisz        | F/C                      | N/A   | Sub-Center<br>Director, SBDC                          | Cushwa Center for<br>Business Development  | 7/1/2004-9/30/2004                         | \$12,488<br>.85 FTE<br>\$58,768             | Rehire;<br>Externally<br>funded.  |
| Mr. Brian White           | M/B                      | N/A   | Assistant Coach,<br>Football                          | Intercollegiate Athletics                  | 7/1/2004-6/30/2005                         | \$25,462<br>.75 FTE<br>\$33,949             | Rehire.   |
| <b>AUGUST 2004</b>        |                          |   |   |  |  |   |   |
| Ms. Susan Carfolo         | F/C                      | N/A   | Athletic Advisor                                      | Intercollegiate Athletics                  | 8/16/2004-5/20/2005                        | \$15,368<br>.67 FTE<br>\$29,819             | Rehire.   |
| Mr. Calvin Jones          | M/B                      | \$22,067  | College Tech Prep<br>Assistant                        | Associate Degree and<br>Tech Prep Programs | 8/15/2004-6/30/2005                        | \$12,211<br>.6292 FTE<br>\$22,067           | Rehire;<br>Externally<br>funded.  |
| Ms. Jana Joseph           | F/C                      | \$21,000  | Social Skills<br>Assistant<br>Classroom<br>Instructor | Rich Center for Autism                     | 8/11/2004-6/30/2005                        | \$18,712<br>1.00 FTE<br>\$21,000            | Rehire; new<br>position from PT<br>.50 Social Skills<br>Classroom;<br>Externally<br>funded. |
| Ms. Melanie Koontz        | F/C                      | \$42,881  | Associate Director<br>of Student Life<br>(Temporary)  | Student Life                               | 8/23/2004-6/30/2005                        | \$36,889<br>1.00 FTE<br>\$42,881            | Rehire;<br>Temporary.   |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>           | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</b> | <b>TITLE</b>   | <b>DEPARTMENT</b>                        | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>   |
|-----------------------|--------------------------|--|--|--|--|---|---|
| Mr. Barry Meshel      | M/C                      | \$31,930   | Research Associate<br>II/Real Estate<br>Development<br>Specialist            | Center for Urban and<br>Regional Studies | 8/1/2004-8/31/2004                         | \$3,009<br>.75 FTE<br>\$31,930              | Rehire; Contract<br>extension;<br>Externally<br>funded. |
| <b>SEPTEMBER 2004</b> |                          |  |  |  |  |   |   |
| Mr. Shawn Cobey       | M/C                      | N/A  | Assistant Coach,<br>Track  | Intercollegiate Athletics                | 9/1/2004-5/31/2005                         | \$12,000<br>.75 FTE<br>\$21,333             | Rehire.   |
| Ms. Marcella Bolha    | F/C                      | N/A  | Assistant Coach,<br>Men's and<br>Women's Track<br>and Field                  | Intercollegiate Athletics                | 9/1/2004-5/31/2005                         | \$4,635<br>.2647 FTE<br>\$23,347            | Rehire.   |
| Mr. Matthew Folk      | M/C                      | N/A  | Assistant Coach,<br>Men's and<br>Women's Cross<br>Country/Track and<br>Field | Intercollegiate Athletics                | 9/1/2004-5/31/2005                         | \$9,600<br>.50 FTE<br>\$25,600              | Rehire.   |
| Ms. Martha Hyden      | F/C                      | N/A  | Assistant Athletic<br>Advisor  | Intercollegiate Athletics                | 9/1/2004-6/6/2005                          | \$3,955<br>.2007 FTE<br>\$25,748            | Rehire  |
| Mr. Kenneth Layman    | M/C                      | N/A  | Assistant Athletic<br>Trainer/Physical<br>Therapist                          | Intercollegiate Athletics                | 9/1/2004-5/31/2005                         | \$6,313<br>.26 FTE<br>\$32,374              | Rehire  |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

| <b>NAME</b>          | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b>                     | <b>DEPARTMENT</b>         | <b>CONTRACT/<br/>APPOINTMENT<br/>DATES</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b>  |
|----------------------|--------------------------|---|----------------------------------|---------------------------|--|---|--|
| Ms. Jill Massas      | F/C                      | \$40,000  | Prospect Research<br>Coordinator | University Development    | 9/20/2004-6/30/2005                        | \$25,500<br>1.00 FTE<br>\$32,500            | Rehire; from<br>part-time<br>Research<br>Associate<br>I/Evaluator<br>CHSD. |
| Mr. Eric Ronan       | M/C                      | N/A   | Head Coach, Men's<br>Tennis      | Intercollegiate Athletics | 9/1/2004-5/31/2005                         | \$10,043<br>.4957 FTE<br>\$27,013           | Rehire   |
| Mr. George Ritz      | M/C                      | N/A   | Assistant Athletic<br>Advisor    | Intercollegiate Athletics | 9/1/2004-6/30/2005                         | \$7,830<br>2612 FTE<br>\$35,971             | Rehire   |
| Ms. Roseann Schwartz | F/C                      | N/A   | Head Coach,<br>Women's Golf      | Intercollegiate Athletics | 9/1/2004-6/30/2005                         | \$15,897<br>.75 FTE<br>\$25,435             | Rehire   |

**CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY**

| <b>NAME</b> | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/><i>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</i></b> | <b>TITLE</b> | <b>DEPARTMENT</b> | <b>CONTRACT/<br/>APPOINTMENT<br/>DATE</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b> |
|-------------|--------------------------|---|--------------|-------------------|---|---|-----------------|
|-------------|--------------------------|---|--------------|-------------------|---|---|-----------------|

JULY 2004

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY**

| <b>NAME</b>            | <b>GENDER/<br/>RACE*</b> | <b>POSITION<br/>NEW or<br/>REPLACEMENT<br/>(Including Vacant<br/>Position Budgeted<br/>Salary)</b> | <b>TITLE</b>                  | <b>DEPARTMENT</b>                                       | <b>CONTRACT/<br/>APPOINTMENT<br/>DATE</b> | <b>SALARY/<br/>FTE/<br/>BASE<br/>SALARY</b> | <b>COMMENTS</b> |
|------------------------|--------------------------|--|-------------------------------|---|---|---|-----------------|
| Mr. Joseph Bielecki    | M/C                      | Replacement<br>\$30,400  | Environmental<br>Scientist 1  | Environmental &<br>Occupational Health &<br>Safety      | 07/12/2004                                | \$29,390.40<br>1.00 FTE                     |                 |
| Ms. Laurissa Rusnak    | F/C                      | Replacement<br>\$26,416  | Student Services<br>Counselor | Registrar/Records                                       | 07/27/2004                                | \$33,508.80<br>1.00 FTE                     |                 |
| <b>AUGUST 2004</b>     |                          |  |                               |   |   |   |                 |
| Ms. Erin Naome         | F/C                      | New<br>\$39,840  | Systems Analyst 1             | Network Services  | 08/18/2004                                | \$40,872.00<br>1.00 FTE                     |                 |
| Ms. Melodie Provencher | F/C                      | New<br>\$24,918  | Clerical Specialist           | Student Life  | 08/30/2004                                | \$24,918.40<br>1.00 FTE                     |                 |
| Ms. Lenora Mook        | F/C                      | Replacement<br>\$26,026  | Account Clerk 2               | Bursar  | 08/16/2004                                | \$26,020.80<br>1.00 FTE                     |                 |
| Ms. Deborah Campana    | F/C                      | New<br>\$29,704  | Secretary 1                   | Center for Student<br>Progress - Disability<br>Services | 08/23/2004                                | \$29,702.40<br>1.00 FTE                     |                 |
| <b>SEPTEMBER 2004</b>  |                          |  |                               |   |   |   |                 |
| Ms. Karen Anthony      | F/C                      | Replacement<br>\$26,026  | Secretary 1                   | Foreign Languages &<br>Literatures                      | 09/20/2004                                | \$26,020.80<br>1.00 FTE                     |                 |
| Mr. Frank Betsa        | M/C                      | Replacement<br>\$39,840  | Systems Analyst 1             | Computer Services                                       | 09/06/2004                                | \$43,056.00<br>1.00 FTE                     |                 |
| Ms. Susan George       | F/C                      | Replacement<br>\$27,206  | Secretary 2                   | WYSU-FM   | 09/08/2004                                | \$28,662.40<br>1.00 FTE                     |                 |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**SEPARATIONS**

| <b>NAME</b>           | <b>GENDER/<br/>RACE*</b> | <b>CATEGORY OF<br/>EMPLOYMENT</b> | <b>TITLE</b>                              | <b>DEPARTMENT</b>                         | <b>SEPARATION<br/>DATE</b>  | <b>VACANT<br/>POSITION<br/>BUDGETED<br/>SALARY</b> | <b>COMMENTS</b>          |
|-----------------------|--------------------------|-----------------------------------|---|---|-----------------------------|--|--------------------------|
| <b>RETIREMENTS:</b>   |                          |                                   |   |   |                             |  |                          |
| <b>JULY 2004</b>      |                          |                                   |   |   |                             |  |                          |
| Dr. Eugene Santos     | M/A                      | Faculty                           | Professor                                 | Computer Science &<br>Information Systems | 7/01/2004                   | 104,846  | STRS Retirement          |
| Ms. Angela Mudrak     | F/C                      | P/A                               | Technical Services<br>Librarian           | Maag Library                              | 7/01/2004                   | \$69,275   | Retirement.              |
| Ms. Carol Ruby        | F/C                      | CCS                               | Administrative<br>Assistant 1             | WYSU-FM                                   | 07/31/2004                  | \$27,206   | Retirement               |
| Mr. Howard Lindsey    | M/B                      | CCS                               | Maintenance<br>Repair Worker 3            | Facilities                                | 04/01/2004<br>(Retroactive) | \$32,667   | Disability<br>Retirement |
| Ms. Adele Conti       | F/C                      | CCS                               | Library Media<br>Technical Assistant<br>2 | Maag Library                              | 05/01/2004<br>(Retroactive) | \$31,004   | Disability<br>Retirement |
| <b>AUGUST 2004</b>    |                          |                                   |   |   |                             |  |                          |
| Mr. Gregory Fagnano   | M/C                      | CCS                               | Storekeeper 2                             | Bookstore                                 | 08/13/2004                  | \$30,514   | Disability<br>Retirement |
| Ms. Judith Ferrett    | F/C                      | CCS                               | Secretary 1                               | Computer Science &<br>Information Systems | 08/27/2004                  | \$28,288   | Retirement               |
| Ms. Marilyn Lawson    | F/C                      | CCS                               | Secretary 1                               | Foreign Language                          | 08/31/2004                  | \$26,026   | Retirement               |
| <b>SEPTEMBER 2004</b> |                          |                                   |   |   |                             |  |                          |
| Ms. Florence Petrunak | F/C                      | CCS                               | Cashier 2                                 | Bookstore                                 | 09/10/2004                  | \$27,144   | OPERS<br>Retirement      |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**SEPARATIONS**

| NAME                  | GENDER/<br>RACE* | CATEGORY OF<br>EMPLOYMENT | TITLE                                   | DEPARTMENT  | SEPARATION<br>DATE | VACANT<br>POSITION<br>BUDGETED<br>SALARY | COMMENTS   |
|-----------------------|------------------|---------------------------|---|---|--------------------|--|--|
| Mr. Timothy Dwyer     | M/C              | CCS                       | Building<br>Maintenance<br>Supervisor 2 | Facilities  | 09/03/2004         | \$41,927                                 | OPERS<br>Retirement  |
| <b>SEPARATIONS:</b>   |                  |                           |   |   |                    |  |  |
| <b>JULY 2004</b>      |                  |                           |   |   |                    |  |  |
| Ms. Laurissa Rusnak   | F/C              | CCS                       | Account Clerk 2                         | Bursar  | 07/26/2004         | \$26,026                                 | Accepted position<br>in<br>Registrar/Records<br>Contract ended;<br>accepted new<br>position.<br>Resignation. |
| Ms. Sandra Denman     | F/C              | P/A                       | General Counsel                         | Office of the General<br>Counsel                                  | 7/01/2004          | \$91,560                                 |  |
| Ms. Alisa Gonzalez    | F/H              | P/A                       | Assistant<br>Reference<br>Librarian     | Maag Library  | 7/17/2004          | \$30,596                                 |  |
| Ms. TaRita Johnson    | F/B              | P/A                       | Housing<br>Coordinator                  | The Office of Housing<br>and Residence Life                       | 7/01/2004          | \$27,923                                 | Resignation.   |
| Ms. Tamica White      | F/B              | P/A                       | Grants Analyst                          | Center for Human<br>Services Development                          | 7/01/2004          | \$27,000                                 | Contract ended;<br>Externally funded.  |
| <b>AUGUST 2004</b>    |                  |                           |   |   |                    |  |  |
| Dr. Katherine Greig   | F/B              | Faculty                   | Assistant Professor                     | Social Work   | 8/15/2004          | \$42,400                                 | Resignation.   |
| Dr. Robert Levin      | M/C              | Faculty                   | Associate Professor                     | Ed. Admin., Res. & Fnd.   | 8/15/2004          | \$58,126                                 | Resignation.   |
| Neil, William Bruce   | M/C              | Faculty                   | Associate Professor                     | Human Ecology   | 8/15/2004          | \$60,000                                 | Resignation.   |
| Mr. Darryl Adams      | M/B              | P/A                       | Financial Analyst                       | Accounts Payable  | 8/02/2004          | \$43,750                                 | Termination.   |
| Ms. Marcia Barr       | F/C              | P/A                       | Environmental<br>Project Manager        | Dean's Office College of<br>Engineering and<br>Technology (CERTT) | 8/01/2004          | \$49,662                                 | Contract ended;<br>Externally funded.  |
| Ms. Kathleen Dragoman | F/C              | P/A                       | Resource<br>Development<br>Coordinator  | Rich Center for Autism  | 8/31/2004          | \$53,560                                 | Resignation;<br>Externally funded.   |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

**SEPARATIONS**

| <b>NAME</b>             | <b>GENDER/<br/>RACE*</b> | <b>CATEGORY OF<br/>EMPLOYMENT</b> | <b>TITLE</b>                               | <b>DEPARTMENT</b>                    | <b>SEPARATION<br/>DATE</b> | <b>VACANT<br/>POSITION<br/>BUDGETED<br/>SALARY</b> | <b>COMMENTS</b>                         |
|-------------------------|--------------------------|-----------------------------------|--|--------------------------------------|----------------------------|--|---|
| Ms. Mary Jo Ferguson    | F/C                      | P/A                               | Lead Instructional Assistant               | Rich Center for Autism               | 8/13/2004                  | \$35,707   | Contract Ended; Externally funded.      |
| Ms. Megan Francisco     | F/C                      | P/A                               | Social Skills Classroom Instructional Aide | Rich Center for Autism               | 8/19/2004                  | \$15,600   | Resignation; Externally funded.         |
| Ms. Barbara Ann Jamis   | F/C                      | P/A                               | Teacher Assistant                          | Rich Center for Autism               | 8/13/2004                  | \$21,424   | Contract Ended; Externally funded.      |
| Ms. Melanie Koontz      | F/C                      | P/A                               | Summer Program Administrator (Temporary)   | Upward Bound                         | 8/01/2004                  | \$33,600   | Contract Ended.                         |
| Ms. Shelley Lowry       | F/C                      | P/A                               | Lead Instructional Assistant               | Rich Center for Autism               | 8/13/2004                  | \$36,778   | Contract Ended; Externally funded.      |
| Mr. Dominic Mileto      | M/C                      | P/A                               | Teacher Assistant                          | Rich Center for Autism               | 8/13/2004                  | \$21,424   | Contract Ended; Externally funded.      |
| Mr. Nicholas Pantlioni  | M/C                      | P/A                               | Academic Placement Services Advisor        | Center for Computer Based Assessment | 8/13/2004                  | \$29,069   | Resignation; Externally funded.         |
| Ms. Valerie Spain       | F/C                      | P/A                               | Skill Center Lead Teacher                  | Metropolitan College                 | 8/06/2004                  | \$49,920   | Resignation; Externally funded.         |
| Mr. James Stipetich     | M/C                      | P/A                               | TV Studio Manager                          | Communication and Theater            | 8/15/2004                  | \$32,136   | Contract Ended.                         |
| Mr. Richard Testa       | M/C                      | P/A                               | Facilities Engineer                        | University Facilities                | 8/15/2004                  | \$54,004   | Resignation to accept faculty position. |
| Ms. Stephanie Ouzounian | F/C                      | CCS                               | Administrative Assistant I                 | Metro College                        | 8/02/2004                  |  | Resignation.                            |
| Dr. Jante Gill-Wigal    | F/C                      | Faculty                           | Professor                                  | <b>SEPTEMBER 2004</b>                |                            | \$71,437   | Deceased.                               |

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
JULY 1, 2004—SEPTEMBER 30, 2004**

| SEPARATIONS          |                  |                           |                                   |  |                    |  |  |
|----------------------|------------------|---------------------------|-----------------------------------|--|--------------------|--|--|
| NAME                 | GENDER/<br>RACE* | CATEGORY OF<br>EMPLOYMENT | TITLE                             | DEPARTMENT                               | SEPARATION<br>DATE | VACANT<br>POSITION<br>BUDGETED<br>SALARY | COMMENTS   |
| Mr. Frank Betsa      | M/C              | CCS                       | Software Specialist<br>I          | Computer Services                        | 9/06/2004          | \$40,883                                 | Accepted position<br>in Network<br>Services  |
| Ms. Susan George     | F/C              | CCS                       | Secretary 1                       | Upward Bound                             | 9/08/2004          | \$19,515                                 | Accepted position<br>in WYSU-FM  |
| Ms. Jill Massas      | F/C              | P/A                       | Research Associate<br>I/Evaluator | Center for Human<br>Services Development | 9/20/2004          | \$27,583                                 | Resignation to<br>accept full-time<br>University<br>Development<br>position;<br>Externally funded. |
| Mr. Patrick Williams | M/C              | P/A                       | Coordinator                       | Undergraduate<br>Admissions              | 9/20/2004          | \$28,761                                 | Resignation.   |

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\*Grey highlighting indicates "newly created" positions.

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**RESOLUTION TO AUTHORIZE THE EXECUTION OF  
A MUTUAL AID AGREEMENT BETWEEN  
YOUNGSTOWN STATE UNIVERSITY POLICE  
AND OTHER LAW ENFORCEMENT AGENCIES  
WITHIN MAHONING COUNTY, OHIO**

**WHEREAS**, a Mahoning County Local Government Mutual Aid Agreement for Law Enforcement has been executed by the Mahoning County Sheriff, the City of Youngstown, and various other cities, townships and villages within Mahoning County, attached hereto as Exhibit H; and

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

**WHEREAS**, the University has benefited from its Mutual Aid Agreement with the City of Youngstown; and

**WHEREAS**, such an Agreement with law enforcement agencies throughout Mahoning County offers similar benefits to the University and would enable the University to offer appropriate and timely assistance to other jurisdictions;

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

MAHONING COUNTY LOCAL GOVERNMENT  
MUTUAL AID AGREEMENT FOR LAW ENFORCEMENT

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

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

I. COOPERATIVE ENFORCEMENT WITHOUT REQUEST

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

A. In-Progress Crime Assistance Without Request

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

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

## II. INVESTIGATION OUTSIDE ORIGINAL JURISDICTION

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

## III. INDEPENDENT POLICE ACTION

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

## IV. OPERATION ASSISTANCE UPON REQUEST

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

### A. Dangerous Criminal Activity

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

B. Searches for Fugitive or Wanted Persons

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

C. Traffic Control Assistance

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

V. GENERAL POLICE SERVICE

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

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

VI. GENERAL TERMS AND PROCEDURES

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

B. A cooperating Agency will provide police services assistance only to the extent that the personnel and equipment are not required for the adequate protection of that Agency's jurisdiction. The commander of the law enforcement Agency, or his designee, will have the sole authority to determine the amount of personnel and equipment, if any, available for assistance. There shall be no liability, responsibility or cause of action between or among the parties if assistance is denied, delayed, inadequate, or subsequently recalled, or if furnished assistance is not needed upon arrival.



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

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

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

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

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

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

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

J. Personnel of the Agency acting under this agreement outside of the Agency's jurisdiction may participate in any pension or indemnity fund established by their Agency to the same extent as if they were acting within their jurisdiction, and are entitled to all rights and benefits under RC4123.01 to RC4123.94 the same as if they were performing police services within their jurisdiction.

VII. LIST OF COOPERATING AGENCIES

AGENCY: \_\_\_\_\_

AUTHORIZED OFFICIAL: \_\_\_\_\_  
signature / date

PRINT NAME AND TITLE: \_\_\_\_\_  
\_\_\_\_\_



**RESOLUTION TO AUTHORIZE THE EXECUTION OF  
A MUTUAL AID AGREEMENT BETWEEN  
YOUNGSTOWN STATE UNIVERSITY POLICE  
AND OTHER OHIO PUBLIC UNIVERSITIES**

**WHEREAS**, several of Ohio's public universities have entered into a Mutual Aid Agreement to provide for the mutual assistance and interchange and use of their respective police resources, including personnel and equipment, attached hereto as Exhibit I; and

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

**WHEREAS**, such an Agreement with other Ohio public universities offers similar benefits to the University and would enable the University to offer appropriate and timely assistance to other public universities;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the participation of the Youngstown State University Police Department in the Mutual Aid Agreement Among Ohio Public Universities and authorizes the Administration to execute a four-year agreement with same for such purpose.

MUTUAL AID AGREEMENT  
AMONG  
PARTICIPATING OHIO UNIVERSITIES

This Agreement made as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ , by and among participating Ohio Universities who have or will execute this Agreement (hereinafter "POU's," or "POU" as applicable), acting pursuant to the Ohio Revised Code Section 3345.041.

WITNESSES

WHEREAS , each POU maintains a separate police department pursuant to Ohio Revised Code Section 3345.04; and

WHEREAS, the POU's collectively desire to provide for the mutual assistance and interchange and use of their respective police resources, including personnel and equipment, in situations where one department needs and requests the assistance of the other; and

WHEREAS, the POU's, by virtue of Ohio Revised Code Section 3345.041, are empowered to provide such mutual assistance by means of this Agreement;

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

1. The terms and conditions for providing police resources for emergency and non-emergency needs and for mutual assistance in the conduct of criminal investigations shall be determined and mutually agreed upon by the chief of police of each POU and the chief of police of each other POU prior to the provision of any resources hereunder. Such agreements shall be evidenced by separate bilateral memoranda executed by the POU's. The memoranda may be general in nature or limited to special circumstances, as the parties determine, but shall in any case specify what charges, if any, will be made for responding to requests for assistance.

2. Police officers of the responding party rendering assistance to the requesting party shall have the same authority as is conferred on police officers of the requesting party.
3. The responding party shall retain sole control over decisions concerning the availability of police equipment and personnel to the requesting party, and shall have the absolute right to decline to respond to a request or to withdraw police resources from the territorial jurisdiction of the requesting party. No party shall be liable for any damages to any other party for failure to answer, or neglect in answering any call for additional police protection or for inadequacy, negligent operation of equipment and apparatus, or for any cause whatsoever growing out of such use of said equipment and apparatus or lack of performance of duties by its police department members. No party shall be liable in any manner or event to any other party for personal injuries suffered by any member of the police department of the other party hereto.
4. Each responding party shall assume the risk of loss or damage to their respective equipment, and shall be responsible for and pay the amounts of any judgments entered assessed against its police officers, while traveling to and from or acting within the territorial jurisdiction of the requesting party.
5. On any occasion when police officers of both requesting and responding parties are present during the course of a joint action, the senior ranked police officer of the requesting party present and in charge of the department of such party shall have full charge of the authority over any assisting resources, to include personnel.
6. This Agreement shall be in effect for the period of four years beginning \_\_\_\_\_; provided, however, that any party may withdraw from this Agreement upon giving the other parties written notice to such effect.
7. The parties will participate in an annual review of administrative procedures, policies, and their effects as may relate to the operation of this Agreement.

IN WITNESS WHEREOF, each party has, upon the dates hereinafter set forth, caused this Agreement to be executed in counterparts which when combined, shall form a single agreement.

Bowling Green State University

By: J. Christopher Dalton

Its: SENIOR VICE PRESIDENT

Date: 3/17/04

Central State University

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

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Cleveland State University

By: Joseph D. Nolan

Its: Vice Pres for Administration

Date: 9-21-04

Kent State University

By: David B. Creamer

Its: Vice President for Administration

Date: 4/28/04

Miami University

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

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Ohio University

By: Ray Math

Its: Vice President

Date: 4/18/04

University of Akron

By: Ted Mallo

Its: TED A. MALLO  
Vice President and  
General Counsel

Date: 6/20/04

University of Cincinnati

By: Carla A. Crabtree

Its: CARLA A. CRABTREE  
AS  
ASSISTANT CONTRACTING OFFICER

Date: 3-4-04

University of Toledo

By: 

Its: Senior Vice President

Date: 4/20/04

Wright State University

By: 

Its: VICE PRESIDENT FOR STUDENT AFFAIRS  
AND ENROLLMENT SERVICES

Date: 10/19/04

Youngstown State University

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

Its: \_\_\_\_\_

Date: \_\_\_\_\_



**RESOLUTION TO MODIFY THE  
TRAVEL REIMBURSEMENT POLICY**

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

**WHEREAS**, this process can result in the modification of existing policies; and

**WHEREAS**, approval is required by the Board of Trustees prior to  
implementation of any modified policy;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of  
Youngstown State University does hereby approve the modification of the  
Institutional Policy governing Travel, policy 3004.01, and Travel-Off-Campus  
Instruction at Distant Sites, policy 3004.02, as set forth in Exhibit J.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.4.d.**





**UNIVERSITY GUIDEBOOK**

**Subject: Travel**

|               |                                     |                   |                                   |
|---------------|-------------------------------------|-------------------|-----------------------------------|
| Developed by: | Beth Kushner                        | Authorized by:    | John L. Habat                     |
| Title:        | Planning and Administration Officer | Title:            | Vice President for Administration |
| Approved:     | June 1994                           | <b>EFFECTIVE:</b> | January 1, 2005                   |
| Revised:      | December 2004                       |                   |                                   |

**Policy:** The Board of Trustees authorizes the establishment of the University Travel Guidelines for anyone who travels on University business. Official travel expenses include all ordinary and necessary expenses incurred while on assignment consistent with the mission of the University.

RESOLUTION NUMBER: YR 1997-49; YR 2005-

**Purpose:** The purpose of the Guidelines is to facilitate travel by University faculty, staff, students, candidates and other non-employees by the most expedient means at the most reasonable cost. With appropriate approval, any allowable, expenses may be incurred or reimbursed for those individuals representing the University on official business.

**Procedures:** Copies of the *University Travel Guidelines* are available in the Accounts Payable Travel Management Office and on the YSU website.



**REDLINE VERSION**  
**UNIVERSITY GUIDEBOOK**

**Subject: Travel Reimbursement**

|               |   |                |   |
|---------------|---|----------------|---|
| Developed by: | <del>Elaine C. Beatty</del> <del>Beth Kushner</del>   | Authorized by: | <del>G. L. Mears</del> <del>John L. Habat</del>                                     |
| Title:        | <del>Director, Investments &amp; Accounts Payable</del><br><del>Planning and Administration Officer</del> | Title:         | <del>Executive Vice President</del><br><del>Vice President for Administration</del> |
| Approved:     | June, 1994  | Date:          | June, 1994  |
| Revised:      | December, 2004  | EFFECTIVE:     | July 1, 1997 <del>January 1, 2005</del>   |

**Policy:** The Board of Trustees authorizes the establishment of the University Travel Procedures Guidelines for reimbursement for official travel expenses by faculty, staff, and students anyone who travels on University business. Official travel expenses include all ordinary and necessary expenses incurred by faculty and staff members or students of Youngstown State University while away from campus and on an assignment consistent with the mission of the University.

RESOLUTION NUMBER: YR 1997 – 49, YR 2005 –

**Purpose:** The purpose of the Procedures Guidelines is to facilitate travel by University faculty, staff, and students, candidates and other non-employees by the most expedient means at the most reasonable cost. With appropriate approval, any allowable, reimbursable expenses will may be incurred or reimbursed for those individuals representing the University on official business.

**Procedures:** The University Travel Procedures are found in Copies of the *University Travel Procedures Guidelines 1994 Edition* brochure. Copies are available from in the Accounts Payable Travel Management Office and on the YSU website.



## UNIVERSITY GUIDEBOOK

**Subject: Travel - Off-Campus Instruction at Distant Sites**

|  |  |
|--|--|
| Developed by: Beth Kushner                 | Authorized by: John L. Habat             |
| Title: Planning and Administration Officer | Title: Vice President for Administration |
| Approved: September 1999                   | EFFECTIVE: January 1, 2005               |
| Revised: December 2004                     |  |

**Policy:** The Board of Trustees authorizes the establishment of the University Travel Guidelines for anyone who travels on University business. Official travel expenses include all ordinary and necessary expenses incurred while on assignment consistent with the mission of the University.

RESOLUTION NUMBER: YR 1997-49/2000-35/ YR 2005-

**Parameters:**

- Faculty engaged in teaching regular for-credit YSU courses at sites away from the main campus may be reimbursed for mileage. Faculty teaching beyond a fifty mile radius from the main campus may be reimbursed for meals and lodging (subject to prior approval) in accordance with the University Travel Guidelines (also see 3004.01).
- Faculty hired to provide instruction exclusively at an off-campus site and who do not teach on campus are not eligible for travel reimbursement.
- Faculty engaged in off-campus teaching of for-credit YSU courses are subject to all provisions of the *Agreement Between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association*.



## REDLINE VERSION

## UNIVERSITY GUIDEBOOK

**Subject: Travel Reimbursement - Off-Campus Instruction at Distant Sites**

|               |  |                |  |
|---------------|--|----------------|--|
| Developed by: | James J. Scanlon Beth Kushner                  | Authorized by: | Leslie H. Cochran John L. Habat                |
| Title:        | Provost<br>Planning and Administration Officer | Title:         | President<br>Vice President for Administration |
| Approved:     | September, 1999                                |                |  |
| Revised:      | December, 2004                                 | EFFECTIVE:     | December 10, 1999 January 1, 2005              |

**Policy:** The Board of Trustees authorizes the establishment of the University Travel Procedures Guidelines for reimbursement for official travel expenses by faculty, staff, and students anyone who travels on University business. Official travel expenses include all ordinary and necessary expenses incurred by faculty and staff members or students of Youngstown State University while away from campus and on an assignment consistent with the mission of the University.

RESOLUTION NUMBER: YR 1997 - 49/2000 - 35/ YR 2005 -

**Parameters:**

- Faculty engaged in teaching regular for-credit YSU courses at sites away from the main campus may be reimbursed for mileage. Faculty teaching beyond a fifty mile radius from the main campus may be reimbursed for meals and lodging (subject to prior approval) in accordance with the University Travel Procedures Guidelines as found in *University Travel Procedures: 1994 Edition* (also see 3004.01).
- Faculty hired to provide instruction exclusively at an off-campus site and who do not teach on campus are not eligible for travel reimbursement.
- Faculty engaged in off-campus teaching of for-credit YSU courses are subject to all provisions of the *Agreement Between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association*.

**INTRODUCTION**

The intent of the University Travel Guidelines is to provide guidance for official University travel that ensures compliance with applicable state, federal, Internal Revenue Service, and sponsored agreement regulations. The provisions of this policy apply to anyone who travels on University business and will be applied consistently unless specifically provided otherwise by the Board of Trustees. Department Managers may impose lower reimbursement levels than those provided in this policy or additional approval procedures. Upon written recommendation of the traveler's Executive Officer or the Chief Research Officer in the case of externally sponsored programs, and appropriate justification, the President (or designee on file) has the sole authority to approve other exceptions to this policy.

**PRE-AUTHORIZATIONS**

The "Travel Expense Report" is to be completed prior to the travel. In the event of an insurance claim or other litigation, the travel authorization, even when no reimbursement will be requested, provides evidence that the traveler is on University business. The "Travel Expense Report" shall include the estimated expenses, request for pre-payment(s), account number(s), and the signatures (including date signed) of the traveler and the signature authority for the account(s) to be charged. If the traveler and the signature authority are the same person, the traveler's supervisor is required to sign the "Travel Expense Report". Those signing should verify that:

- 1) the purpose of the travel is directly related to official University business;
- 2) the estimated cost is reasonable and within the approved budget; and
- 3) the appropriate account(s) are identified for charges.

The President will authorize travel by members of the Board of Trustees. Copies of the completed "Travel Expense Report" will be distributed to the traveler, the account signature authority (or supervisor) and the Accounts Payable Travel Management Office.

**BLANKET AUTHORIZATIONS**

For frequent and routine travel, blanket authorizations may be utilized for extended periods of time not to exceed one fiscal year. A blanket authorization would be appropriate for persons who travel on a regular basis for the same purpose (e.g., recruiting), or for instances when the same traveler makes several trips during a specific period of time (e.g., IUC/OBOR meetings). In those cases where a blanket authorization is appropriate, Section A of the "Travel Expense Report" should be completed and a detailed record of the individual trips must be maintained using Section C of the "Travel Expense Report". The traveler may periodically submit the completed "Travel Expense Reports" to the Accounts Payable Travel Management Office for reimbursement.

**TRANSPORTATION**

Travelers are encouraged to compare all the costs associated with each mode of transportation and select the one that is the most cost effective. While traveling on University business in any vehicle (i.e., personally-owned, rented, leased, or University-owned), the driver and passengers must comply with all applicable laws, including the wearing of seat belts. Travelers should also avoid the use of cell phones while driving.

1. **Personal Vehicle**

The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage. It is, therefore, the responsibility of the vehicle's owner to maintain adequate insurance coverage when the vehicle is used for business travel (see Appendix for coverage requirements). A traveler who uses a personal vehicle will be reimbursed at the authorized current federal rate, which will be updated annually, for the actual driving distance. See Appendix (add link) or the following web site for reimbursement rate: (<http://www.dtic.mil/perdiem/fagpovpast.html>). If two or more individuals are traveling in the same vehicle, mileage reimbursement is payable to only one traveler, and the names of all persons traveling should be listed on the "Travel Expense Report".

2. **Rented Vehicles**

Travelers may be reimbursed for a rented vehicle and for purchased gasoline for official University business. University guidelines do not provide for reimbursement for luxury vehicles. The Motor Pool (x7200) should be contacted to arrange for the rental vehicle when departing from the campus area. Rentals obtained through the Motor Pool should be noted as a "University Vehicle" on the "Travel Expense Report".

Travelers using commercial transportation (i.e., air, train or bus) may be reimbursed for a rented vehicle and for purchased gasoline while on official University business. Rental can be obtained personally, on the Internet, or through the on-campus travel agency. Original itemized rental and gas receipts are required for reimbursement. When personal time is used to extend a trip, the rental expense is to be pro-rated for the days of business travel.

3. **Airfare**

Travelers may be reimbursed for the lowest, non-stop coach class airfare and are encouraged to take advantage of advance reservation discounts. Travelers are also encouraged to consider discounts for extending the trip to include a Saturday night stay. The cost of additional meals and lodging resulting from the extended stay, however, must be weighed against the savings realized from the discounted airfare. The traveler should include a statement regarding the cost comparison and potential for savings by extending the trip. Airline tickets will be prepaid if the arrangements are made through the University-preferred travel agency (<http://www.cc.ysu.edu/student-services/kilcawley/services/panatlas.htm>). Travelers will not be reimbursed for: 1) airline tickets that are acquired with frequent flier certificates\*; 2) costs associated with a change in the reservation for personal reasons unless they are beyond the control of the traveler; 3) charges assessed by the airline for failure to cancel the reservation within a specified time limit; or 4) overweight luggage fee unless this expense is related to University business. The employee will be personally responsible for the incremental cost for travel class upgrades. Travelers may also be reimbursed for travel on chartered or private aircraft provided that it is not greater than the lowest available common air carrier fare plus ground transportation to the destination.

\* In accordance with Ohio Ethics Commission Advisory Opinion No. 91-010, University employees are prohibited from accepting, soliciting, or using the authority or influence of their positions to secure, for personal travel, discounted or free "frequent flyer" airline tickets or other benefits from an airline if they have obtained the tickets or other benefits from the purchase of airline tickets for use in official University travel.

4. Passenger Vans – (8 seat and larger)

These guidelines pertain to any leased, owned or rented passenger vans that seat 8 and larger when used in conjunction with University-sponsored events such as field trips, athletic events and educational-related travel, etc.

1. Occupancy is limited to nine in 15 passenger vans including the driver because of the increased propensity for rollover when fully loaded. Occupancy in smaller vans is limited to the number of seatbelts available. The driver and occupants are required to wear seatbelts at all times.
2. No unauthorized passengers such as hitchhikers, family or friends are to be transported in the vehicle.
3. The driver must be at least 19 years old and hold a valid driver's license. A Motor Vehicle Report (MVR) is required as well as the University-sponsored Van Defensive Driving Course for all drivers.
4. No person is to drive under the influence of alcohol or drugs, including prescribed medications that could impair driving ability or cause drowsiness.
5. A trained navigator should be assigned for trips exceeding 400 miles or eight hours of driving time. The navigator must stay awake while on duty. The entire driver/navigator team should be replaced every few hours. No driver should operate the vehicle for more than eight hours in a 24-hour period. A ten-minute break should be taken for every three hours of driving. Travel between the hours of Midnight and 6:00 a.m. should be discouraged.
6. All cargo must be secured inside of the van. No items are to be placed on the roof of the vehicle. The hauling of trailers or external cargo is prohibited unless it is essential to fulfillment of the academic mission in which case only compact 4' x 8' or smaller can be used.
7. Talking on a cell phone or engaging in other distracting activities such as eating or taking notes while transporting passengers is prohibited.
8. The vehicle must be turned off, locked, and the keys removed any time it is left unattended.

5. Employees and students may be authorized to operate University-owned, leased, and/or rental vehicles under the following conditions:

1. Occupancy is limited to the number of seatbelts available.
2. The driver must be at least 18 years of age and hold a valid driver's license.
3. A Motor Vehicle Report (MVR) must be obtained. All drivers must meet the insurability standards mutually set between the University and its insurance provider. The Department of Environmental Health and Safety determines driver insurability by reviewing the person's driving record. Violations that affect insurability include:

Losing a driver's license  
Driving under the influence of alcohol or drugs  
Operating a vehicle during a period of suspension or revocation  
Using a vehicle in the commission of a felony  
Reckless operation  
Drag racing  
Committing a hit and run  
Excess points due to many violations

Please visit: (<http://www.cc.yosu.edu/eohs/>) to view the Department of Environmental & Occupational Health & Safety's Motor Vehicle Use Policy for information on insurance coverage, driver requirements, and safety recommendations.

6. Ground Transportation To/From Airports

A traveler using a personal vehicle may be reimbursed for the mileage to/from the air terminal, but the reimbursement may not exceed the mileage using the workplace as the point of departure/return. Airport parking charges are also reimbursable. If the traveler is not able to leave his/her vehicle at the airport, mileage for two round-trips will be reimbursed for the traveler's drop-off and pick-up, along with reasonable short-term parking charges.

The traveler may be reimbursed for the use of round-trip limousine service if the round-trip fare does not exceed the maximum allowable mileage for one round-trip by personal vehicle to the terminal plus long-term parking or two round-trips by personal vehicle to the terminal plus reasonable short-term parking.

7. Other Transportation Expenses

For travel between business locations, travelers are encouraged to choose the most cost effective means of ground transportation available and will be reimbursed for shuttles, taxis, local mass transit and reasonable charges for limousine services based on comparable modes of transportation. Other reimbursable transportation expenses include parking, bridge, highway and tunnel tolls.

8. Auto Allowances

Individuals who receive an auto allowance will not be reimbursed for local mileage less than 50 round-trip miles per day.

9. Dealer-Supplied Cars

Individuals who are provided a dealer-supplied car will be reimbursed for mileage at the current Federal rate reduced by the depreciation component. (See Appendix for current rate – add link).

TRAVEL MEALS

1. Non-Reimbursable Meals

When the business travel does not include an overnight stay and a traveler's meal does not qualify as a "Business Meal" (see below), the meal is defined by the IRS as "personal." Personal meals do not qualify for reimbursement under these guidelines.



2. **Reimbursable Meals**

Meals incurred while traveling on University business will be reimbursed to the traveler on a per diem basis **only when overnight travel takes place** using the current Federal Standard Meal Allowance (FSMA) schedule (see Appendix-add link) or at:

**(<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/MandI.htm>)**

When travel is to a location designated by the IRS as a high-cost area, the traveler may be reimbursed at the higher per diem rate. Meal reimbursement for all other destinations will be limited to the lowest FSMA rate. The listing of high-cost cities may be accessed through the following link:

**(<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.html>)**

If travel includes multiple locations in one day, the per diem rate used for reimbursement purposes will be the location where the traveler has overnight accommodations. Meals that are included in a conference fee are not reimbursable. To claim reimbursement for meals, the traveler must be on University business within the following time frames for the meals noted:

Breakfast (beginning prior to 7:00 a.m. and continuing until after 9:00 a.m.)

Lunch (beginning prior to 11:00 a.m. and continuing until after 1:00 p.m.)

Dinner (beginning prior to 5:00 p.m. and continuing until after 7:30 p.m.)

**BUSINESS MEALS, ENTERTAINMENT, AND OTHER BUSINESS EXPENSES**

Business meals, entertainment and other business-related expenses that occur during travel will be reimbursed at the actual cost provided that: 1) the expense was incurred as part of ordinary and necessary University business; 2) the expenditure was not lavish or extravagant; and 3) there was a substantial business discussion during, directly before, or directly after the meal or event. Generally, these meals or events should include at least one non-University employee to be considered business-related. If authorized as an exception (see Introduction), occasional business meals including only University employees may be reimbursed as "business meals." The traveler should complete the "Business- Related Expense Documentation" form, attach it to the "Travel Expense Report", and include the following documentation: 1) the original itemized receipt; 2) names and affiliations of attendees; and 3) the business purpose of the meeting meal or event. If a business meal is claimed, then the traveler will not be reimbursed the per diem for that particular meal. Alcoholic beverages associated with business meals/entertainment are not reimbursable, unless they are charged to a discretionary account (e.g., unrestricted gifts and contributions). Refer to the University's Business-Related/Entertainment Expense Guidelines for additional detail (add web link). A check request may not be used to request reimbursement for business-related/entertainment expenses incurred during University travel.

**LODGING**

Travelers will be reimbursed at the actual reasonable single room rate, including applicable taxes, for University business that is conducted more than 50 miles from campus. The appropriate supervisor determines reasonableness of the lodging rates. If the traveler is attending a conference, it is appropriate to stay at the hotel that is hosting the conference. If the hotel requires prior financial commitment (e.g., prepayment for one night or credit card guarantee), the traveler is responsible for notifying the hotel of a cancellation and will not be reimbursed for the penalty if he/she fails to make the cancellation notification. The traveler's supervisor may approve an exception if the failure to notify the hotel of the cancellation is due to extenuating circumstances beyond the traveler's control.

Travelers will not be reimbursed for free accommodations awarded in connection with hotel frequent guest programs.

**OTHER REIMBURSABLE EXPENSES**

Travelers may also be reimbursed for actual reasonable telephone, fax, copying, computer connection, and other business costs. Membership fees necessary to attend a conference or meeting are also reimbursable. If the traveler is away from home for more than 5 days, he/she may also be reimbursed for the actual expenses for laundry services.

**PREPAYMENTS AND CASH ADVANCES**

The traveler may request prepayment for: 1) conference/registration fees greater than \$100.00; or 2) airline tickets purchased through the University preferred travel agency. Cash advances will be limited to student and team travel and are limited to the estimated cost less any prepayments. Youngstown State University also has an agreement to offer charge cards to full-time faculty and administrative staff through the Accounts Payable Travel Management Office. Although these cards are issued through the University, the cardholder is personally responsible for paying the charges.

**TRAVEL SELECT CARD**

The Travel Select Card is part of the Commercial Card Program administered by Materials Management. Anyone using the Travel Select Card must be in compliance with the Board of Trustees approved Travel Guidelines and those set forth by Materials Management. The authorized Travel Select cardholder may use the card only for his/her travel or business-related expenditures. Contact Materials Management for details or view the Special Card Usage under the Commercial Card Website: [http://www.ysu.edu/matmgmt/pro\\_card.htm](http://www.ysu.edu/matmgmt/pro_card.htm) .

**Authorized Expenditures using Travel Select Card:**

- Airfare
- Registration/Conference/Workshop fees
- Lodging
- Non-Motor Pool vehicle rental excluding additional purchased insurance(s)
- Business meals/entertainment appropriately receipted and documented
- Gasoline for non-Motor Pool vehicle rentals

**EXCEPTION:** Student/group travels are not limited to the above allowable expenses

**Unauthorized Expenditures using Travel Select Card (but not limited to):**

- Alcoholic beverages (except when charged to discretionary accounts)
- Any personal expenses
- Cash advances
- Charges for someone other than the cardholder unless business-related/hospitality
- Medical expenses
- Gasoline except as provided above
- Lost and/or overweight baggage
- Personal auto repairs
- Personal meals/services/entertainment
- Personal telephone charges
- Room service
- Tolls
- Traffic fines/parking tickets/court costs
- Travel meals reimbursable on a per diem basis

**Procedures For Documenting Appropriate Use Of Travel Select Card**

- Cardholder should be knowledgeable of both Board-approved travel guidelines and Material Management's established card usage program for compliance.
- Cardholder must maintain a personal file of copied itemized receipts charged to the Travel Select Card.
- Original itemized receipts noting "Charged to Travel Select Card" must be attached to the "Travel Expense Report".
- Business meals/entertainment must have itemized receipts with required documentation (title of new form to be inserted) attached to the Travel Expense Report.
- Expenses charged to the Travel Select Card are to be included in the Section C of the "Travel Expense Report" under Other Direct Charges.
- Request for exceptions must be submitted in writing to (to be determined)
- Documentation of the approved exception must be attached to the "Travel Expense Report" prior to forwarding it to the Accounts Payable Travel Management Office.
- Non allowable and personal expenses inadvertently charged to the Travel Select Card must be paid in full with a personal check made payable to Youngstown State University. The check is to be submitted with the "Travel Expense Report" when it is forwarded to the Accounts Payable Travel Management Office.

**SPOUSAL TRAVEL**

The University will not reimburse a spouse's travel expenses when the spouse performs only incidental duties during the business travel. Expenses for an employee's spouse may be reimbursed if the spouse who attends a function has a significant role in the proceedings or is involved in fundraising activities, which constitutes a valid business purpose. Spousal travel reimbursement requires approval of the President or the President's designee.

**NON-EMPLOYEE TRAVEL REIMBURSEMENT**

Individuals who are invited to the University for business purposes (e.g., guests, speakers, candidates for employment, etc.) may pay their travel expenses directly and then request reimbursement by completing the University's (new form to be developed) and providing original receipts to substantiate the expenses. Payment for such expenses can also be made directly with a purchase order (e.g., the travel agency for airfare; to a local hotel for lodging, etc.).

**STUDENT TRAVEL (Non-Athletic)**

Student travel is intended to support or enhance the educational mission of the University. As stated previously, the University's Travel Guidelines apply to anyone who travels on University business, including students. Any exceptions to the general Travel Guidelines, specific to students, are detailed below.

All student travel under the auspices of the University or for which reimbursement is to be claimed **must be approved before the fact** by the President or designee. For this purpose, the President designates the dean of the appropriate college for academic field trips and the Executive Director of Student Life for all other student travel.

**Policies Specific to Student Travel**

1. Prior to travel students should complete the "Travel Expense Report."
2. If an individual student, traveling with a faculty or University staff member, will not receive reimbursement, he or she may be listed on the faculty or staff member's "Travel Expense Report."
3. If more than one student is traveling, a list containing names and University ID numbers of all authorized student travelers must be included.
4. No reimbursement shall be made for the cost of entertainment or alcoholic beverages.
5. Public monies may not be utilized to fund, in whole or part, student excursions. Excursions shall be defined as travel off campus to an event or activity, which has limited or no direct educational value and which is primarily of direct personal benefit to those traveling.
6. Prepayments for student travel are not subject to the \$100 minimum established for non-student travel. All other approval and reimbursement procedures detailed in the University Travel Guidelines shall apply to students.

**STUDENT ATHLETE/TEAM TRAVEL**

Student-athletes, cheerleaders, student managers, student trainers, student coaches, and student staff are required to travel as representatives of the University to participate in athletic events, make promotional and/or community outreach appearances, or attend meetings. As previously stated, the University Travel Guidelines apply to anyone who travels on University business, including students. Any exceptions to the general travel guidelines specific to the students listed above are detailed below.

**Prior Approval of Travel:**

All Athletic Department student travel must receive prior approval by the Executive Director of Athletics or designee. For this purpose, the Executive Director of Athletics designates the Athletic Business Manager for Intercollegiate Athletic travel.

**Policies Specific to Athletic Department Student Travel**

1. The "Travel Expense Report" must be completed in advance. The travel will be issued in the coach's or a staff member's name and a list of student travelers and their University ID numbers will be attached using only one travel form for the entire group.
2. The coach or staff member heading the group travel may request an advance for anticipated costs of the travel provided the travel is processed in sufficient lead time for the Accounts Payable Travel Management Office to prepare the check. In the event of a last-minute travel (e.g., playoffs) when travel plans cannot be made in advance, arrangements will be made by the Athletic Business Manager with the Accounts Payable Travel Management Office to expedite funds whenever possible.
3. All NCAA rules will be followed in addition to the established University guidelines for reimbursement.
4. An exception to the University Travel Guidelines lies in the area of entertainment. NCAA guidelines allow a coach to entertain the students while on travel status in certain instances. However, all entertainment expenses will be approved in advance by both the Associate Director of Athletics/Senior Administrator and the Athletic Business Manager and will be charged to the sport's Restricted Gifts (fund raising) account. A pre- or post-game meal or snack is also permitted in addition to the three meals provided.
5. The Executive Director of Athletics may impose lower reimbursement levels than those provided in the guidelines for University travel.
6. All other approval and reimbursement procedures detailed in the University Travel Guidelines shall apply to Athletic Department student travel.

**FOREIGN TRAVEL**

1. Travel to Countries under State Department Advisory - The U.S. State Department maintains a list of countries for which travel advisories have been issued. The State Department's Web page states: "Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Consular Information Sheets." The State Department's Web site for travel advisories is: [travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html). Requests for travel to countries under State Department Advisory must be made in writing at least two full weeks prior to the requested departure date and forwarded to the Office of Environmental and Occupational Health & Safety to ensure proper insurance coverage for the traveler. Authorization confirming insurance coverage is to be attached to the "Travel Authorization/Advance".

2. **Foreign Currency Exchange** - The U.S. dollar equivalent should be included on receipts for purchases in foreign currencies. The traveler can use an exchange rate based on a receipt of exchange from a bank or an airport exchange location. The traveler can also use the Web currency converter located at: [www.oanda.com/converter/classic](http://www.oanda.com/converter/classic) and choose the "typical credit card rate parameter" to determine the correct exchange rate. If a copy of the traveler's credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the credit card statement.
3. **Foreign Per Diem Rates** – The University's foreign travel per diem rates are based on the U.S. Department of State's website at: [www.state.gov/www/perdiems/index.html](http://www.state.gov/www/perdiems/index.html)
4. **Foreign Travel Using Sponsored Funds** - Occasionally, some sponsored projects and contracts require that the sponsor's administrative officer approve all foreign travel in advance. When agency approval is required, the principal investigator should contact the Office of Grants and Sponsored Programs for assistance with writing a letter to the sponsor explaining the business purpose of the travel and the anticipated costs. The Dean of Graduate Studies and Research (Authorized Institutional Official) must countersign this letter before it is submitted to the sponsoring agency. Written approval from the agency must be received before any travel-related costs are charged to the account. The Dean of Graduate Studies and Research, or designee, must approve all requests for foreign travel reimbursement.

If using sponsored funds for air travel, the federal requirement (the Fly America Act) states that domestic grantees must use U.S. flag carriers to the maximum extent possible when commercial air transportation is the means of travel between the United States and a foreign country or between foreign countries. This requirement shall not be influenced by factors of cost, convenience or personal travel.

The detailed implementation practices adopted to conform to the Fly America Act may differ among federal agencies. Accordingly, individuals traveling abroad should consult agency guidelines and/or contact the Office of Grants and Sponsored Programs to ensure compliance with the respective agency requirements. Additionally, travelers on foreign trips sponsored by federal funds should use the University-preferred travel agent and inform the agent that they are subject to this Act when making airline reservations.

5. **Visa and Vaccination Costs** – will be reimbursed and must be supported by documentation.

**- ADD SECTION ON STUDY ABROAD AND FOREIGN TRAVEL BY STUDENTS**

**REPORTING AND DOCUMENTATION OF EXPENSES**

The traveler may request reimbursement for travel-related expenses by completing the "Travel Expense Report" and forwarding to the signature authority for the account being charged or the traveler's supervisor for approval. The completed "Travel Expense Report" should then be submitted to the Accounts Payable Travel Management Office within ten (10) business days of the completion date of the trip. The completed "Travel Expense Report" should also be submitted when no reimbursement is expected.

## **TRAVEL GUIDELINES**

DRAFT  
11/22/2004

The following documentation is required to substantiate expenses for reimbursement:

1. Air/Rail – Original passenger receipt or e-ticket printout
2. Lodging – Original itemized hotel bill (including telephone calls) providing proof of payment
3. Car Rental – Original rental agreement providing proof of payment
4. Business Meals/Entertainment - Original receipt plus names of the individuals present, business affiliations, business purpose of the meal meeting and the date/place of the meeting.
5. Travel Meals (per diem) – no receipts required
6. Conference/Registration Fee (if not prepaid) – Original receipt showing proof of payment.
7. Travel expenses exceeding \$25.00 per expenditure require receipts.

Claims for reimbursement not covered by these guidelines or exceptions will be returned to the traveler. Upon written recommendation of the traveler's Executive Officer or the Chief Research Officer in the case of externally sponsored programs, and appropriate justification, the President (or designee on file) has the sole authority to approve other exceptions to this policy.

### **NON-REIMBURSABLE ITEMS INCLUDE (but are not limited to):**

1. Alcoholic beverages (except when Business-Related/Hospitality and charged to discretionary accounts)
2. Personal entertainment expenses (e.g., airline headsets, movies, tours, sporting events)
3. Traffic fines, parking tickets and court costs
4. Lost and overweight baggage
5. Personal auto repairs, personal credit card annual fees, personal telephone charges
6. Insurance for rental vehicles
7. Medical expenses
8. Additional life insurance

### **TRIP CANCELLATION (in progress)**

**APPENDIX**

1. Ohio Revised Code (4509.51) requirements for vehicle owner's liability insurance are: \$12,500 because of bodily injury to or death of one person in any one accident; \$25,000 because of bodily injury to or death of two or more persons in any one accident; and \$75,000 because of bodily injury to property of others in any one accident.
  
2. Federal Mileage Reimbursement Rate (effective January 1, 2004): **37.5 cents per mile**
  
3. Mileage Reimbursement for Dealer-Supplied Cars: **21.5 cents per mile**
  
4. Per Diem Meal Allowances:

| <b>Per Diem Meal Allowances (includes meal gratuities)</b> |                  |              |               |                      |
|--|------------------|--------------|---------------|----------------------|
|  | <b>Breakfast</b> | <b>Lunch</b> | <b>Dinner</b> | <b>Incidentals *</b> |
| \$ 31.00 Cities  | \$6.00           | \$6.00       | \$16.00       | \$3.00               |
| \$ 35.00 Cities  | \$7.00           | \$7.00       | \$18.00       | \$3.00               |
| \$ 39.00 Cities  | \$8.00           | \$8.00       | \$20.00       | \$3.00               |
| \$43.00 Cities   | \$9.00           | \$9.00       | \$22.00       | \$3.00               |
| \$ 47.00 Cities  | \$9.00           | \$11.00      | \$24.00       | \$3.00               |
| \$51.00 Cities   | \$10.00          | \$12.00      | \$26.00       | \$3.00               |

\* For partial day reimbursements, the \$3.00 allocation for incidental expenses will be distributed evenly to each reimbursed meal. **Incidental expenses include fees and tips given to porters, baggage carriers, bellhops, and hotel maids.**





**RESOLUTION TO APPROVE BUSINESS-RELATED  
AND ENTERTAINMENT EXPENSE POLICY**

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

**WHEREAS**, this process can result in the creation of new policies; and

**WHEREAS**, approval is required by the Board of Trustees prior to  
implementation of any new policy;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of  
Youngstown State University does hereby approve the Business-Related and  
Entertainment Expense policy 3011.01 as set forth in Exhibit K.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.4.e.**

*UNIVERSITY GUIDEBOOK***Subject: Business-Related and Entertainment Expense**

|  |  |
|--|--|
| Developed by: Beth Kushner                 | Authorized by: John L. Habat             |
| Title: Planning and Administration Officer | Title: Vice President for Administration |
| Date: December 2004                        | <b>EFFECTIVE:</b> January 1, 2005        |

**Policy:** The Board of Trustees authorizes the establishment of Business-Related and Entertainment Expense Guidelines for reasonable food, beverage, and incidental costs associated with the conduct of University business.

RESOLUTION NUMBER: YR 2005 -

**Purpose:** The Guidelines establish the manner and extent to which University funds may be expended for business-related activities, entertainment, and hospitality and apply to all University employees.

**Procedures:** The University's Business-Related and Entertainment Expense Guidelines may be accessed at the following web-site: \_\_\_\_\_

# BUSINESS-RELATED EXPENSE/ENTERTAINMENT GUIDELINES

DRAFT  
11/22/2004

## INTRODUCTION

Business-Related and Entertainment Expenses are defined as reasonable food, beverage, and incidental costs associated with the conduct of University business. As a public institution, the University must ensure that funds are used judiciously and appropriately in support of these activities. These guidelines are intended to provide direction to faculty and staff with regard to the manner and extent to which the University may expend funds for the purposes of entertainment and hospitality. Reimbursement may be requested for such expenses provided that they: 1) have a clear business purpose; 2) are properly authorized by the signature authority for the account being charged; 3) are properly documented; and 4) are not personal in nature. In cases of Sponsored Programs or Restricted Discretionary Funds, the terms of the grant, contract or donor's limitations may be more restrictive than the University's policy. In cases where these limitations are less restrictive, the University's guidelines will apply. Exceptions to these guidelines may be approved by the Vice President for Administration (or designee) and must be clearly justified as beneficial to the University.

## TYPES OF FUNDS

- General Operating Funds – these funds are provided to the University primarily through student tuition and the State Share of Instruction (i.e., funded by the taxpayers of the State of Ohio). For the purpose of this policy, Auxiliary Funds will be included in this category.
- Unrestricted Discretionary Funds – funds provided to the University through unrestricted gifts and contributions (i.e., C221 and C222 funds).
- Restricted Discretionary Funds – funds provided to the University through gifts and contributions where restrictions for use may vary. It is the responsibility of the signature authority to ensure that the donor's restrictions are followed.
- Grant and Contract Funds – these funds are provided to the University by Federal, State, or local government or Foundations for very specific purposes. Restrictions vary on use of these funds but are typically more restrictive in regard to Business-Related/Entertainment expenditures.
- Plant Funds – these funds should not be used for any type of meals, gifts, or entertainment expenditures.

## AUTHORIZED/UNAUTHORIZED EXPENDITURES (next page)

| Type of Expenditure |   | General Operating Funds | Unrestricted Discretionary Funds |
|---------------------|---|-------------------------|----------------------------------|
| <b>1</b>            | <b>Alcoholic Beverages</b>  | No                      | Yes                              |
| <b>2</b>            | <b>Food and Beverages</b>   |                         |                                  |
|                     | a. Sponsored Meeting(s) of a Professional Organization  | Yes                     | Yes                              |
|                     | b. Lectures and Workshops   | Yes                     | Yes                              |
|                     | c. Staff retreats, staff training and non-routine meetings  | Yes                     | Yes                              |
|                     | d. Routine intradivisional staff meetings   | No                      | No                               |
|                     | e. Recruitment of students or employees   | Yes                     | Yes                              |
|                     | f. Development and Fundraising  | Yes                     | Yes                              |
|                     | g. Business Meeting Meals (generally should include at least one non-University employee)   | Yes                     | Yes                              |
|                     | h. For employee consumption (not included above)  | No                      | No                               |
| <b>3</b>            | <b>Microwaves, refrigerators, coffee pots, coffee supplies and services</b>   |                         |                                  |
|                     | a. For personal use by staff  | No                      | No                               |
|                     | b. For official employee break rooms or officially designated public reception areas  | Yes                     | Yes                              |
| <b>4</b>            | <b>Receptions and Social Gatherings</b>   |                         |                                  |
|                     | a. For meeting new faculty and staff  | Yes                     | Yes                              |
|                     | b. Ceremonial receptions (e.g., opening of new building, groundbreaking)  | Yes                     | Yes                              |
|                     | c. Development and Fundraising  | Yes                     | Yes                              |
|                     | d. University sponsored events (e.g., employee recognition, commencement)   | Yes                     | Yes                              |
|                     | e. Staff recognition/morale (e.g., Administrative Assistant's Day)  | No                      | Yes                              |
|                     | f. Commencement, convocations and other events open to general public   | Yes                     | Yes                              |
|                     | g. Staff Retirement   | No                      | Yes                              |
|                     | h. Holiday social gatherings (approved by President)  | Yes                     | Yes                              |
|                     | i. Annual Holiday Breakfast for employees   | No                      | No                               |
|                     | j. Costs associated with celebrations for birthdays, weddings, births, etc.   | No                      | No                               |
| <b>5</b>            | <b>Entertaining Official Guests</b>   |                         |                                  |
|                     | a. Visitors from other universities and members of the community  | Yes                     | Yes                              |
|                     | b. Workshop attendees, consultants, speakers and lecturers  | Yes                     | Yes                              |
|                     | c. Development and Fundraising  | Yes                     | Yes                              |
|                     | d. Job Candidates   | Yes                     | Yes                              |
| <b>6</b>            | <b>Donations to charitable and non-charitable organizations</b>   | No                      | No                               |
| <b>7</b>            | <b>Political Contributions</b>  | No                      | No                               |
| <b>8</b>            | <b>Charitable events (for community relations/goodwill)</b>   | No                      | Yes                              |
| <b>9</b>            | <b>Flowers for University-sponsored events (can only be purchased/authorized by Executive Officers)</b>   |                         |                                  |
|                     | a. Fundraising and donor events   | Yes                     | Yes                              |
|                     | b. Governmental Relations   | Yes                     | Yes                              |
|                     | c. Advertising and Marketing  | Yes                     | Yes                              |
|                     | d. Employee award receptions/dinners  | Yes                     | Yes                              |
|                     | e. Commencement, convocations and other events open to general public   | Yes                     | Yes                              |
|                     | f. For personal office/work area, holiday, or special occasion  | No                      | No                               |
| <b>10</b>           | <b>Flowers for Bereavement (can only be purchased/authorized by Executive Officers)</b>   |                         |                                  |
|                     | a. Due to death of employee, employee's spouse, or employee's child   | No                      | Yes                              |
|                     | b. Due to death of a student  | No                      | Yes                              |
|                     | c. Due to death of a major donor  | No                      | Yes                              |
|                     | d. Due to death of member of the Board of Trustees or their family member   | No                      | Yes                              |
|                     | e. Community friends of the University  | No                      | Yes                              |
|                     | f. Other - approved by the President  | No                      | Yes                              |
| <b>11</b>           | <b>Flowers, Fruit or Gift Baskets</b>   |                         |                                  |
|                     | a. For illness or hospitalization of member of the Board of Trustees or spouse  | No                      | Yes                              |
|                     | b. For illness or hospitalization of major donor or community friend of the Univ.   | No                      | Yes                              |
|                     | c. For illness or hospitalization of staff  | No                      | No                               |
| <b>12</b>           | <b>Greeting Cards (May only be purchased by the President or Development for persons or entities external to the University including donors or prospective donors)</b> | Yes                     | Yes                              |
| <b>13</b>           | <b>Gifts</b>  |                         |                                  |
|                     | a. To staff including student employees (e.g., retirement, farewell, birthday, etc.)  | No                      | No                               |
|                     | b. To persons external to the University with a business/donor relationship for appreciation  | No                      | Yes                              |
| <b>14</b>           | <b>Awards</b>   |                         |                                  |
|                     | a. To staff as part of an official employee recognition event (e.g. Annual Awards Dinner)   | Yes                     | Yes                              |
|                     | b. To students for athletic/academic achievement when part of a dept. approved program.   | Yes                     | Yes                              |
| <b>15</b>           | <b>Decorations</b>  |                         |                                  |
|                     | a. Party or holiday decorations in private offices or areas   | No                      | No                               |
|                     | b. Non-secular decorations in public areas  | No                      | Yes                              |

## **BUSINESS-RELATED EXPENSE/ENTERTAINMENT GUIDELINES**

**DRAFT**  
**11/22/2004**

### **METHODS OF PAYMENT/REIMBURSEMENT**

The preferred method of payment for business-related and entertainment expenses is by purchase order. Refer to the University's purchasing policies and procedures at <http://www.yzu.edu/matmgmt/In-House.html> for complete information on how to purchase goods and services. Although use of a personal credit card or cash for business-related activities is discouraged, an employee may be reimbursed for authorized expenditures by completing a Check Request.

### **DOCUMENTATION**

All requests for reimbursement must include: 1) an original receipt; 2) the date, location and description of the expenditure; and 3) the business purpose for incurring the expense.



**RESOLUTION TO APPROVE CELLULAR  
EQUIPMENT USAGE POLICY**

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

**WHEREAS**, this process can result in the creation of new policies; and

**WHEREAS**, approval is required by the Board of Trustees prior to  
implementation of any new policy;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of  
Youngstown State University does hereby approve the Cellular Equipment  
Usage policy 4011.01 as set forth in Exhibit L.

**Board of Trustees Meeting  
December 15, 2004  
YR 2005-**

**Agenda Item E.4.f.**



## UNIVERSITY GUIDEBOOK

### Subject: Cellular Equipment Usage

|  |  |
|--|--|
| Developed by: Beth Kushner                 | Authorized by: John L. Habat             |
| Title: Planning and Administration Officer | Title: Vice President for Administration |
| Date: December 2004                        | EFFECTIVE: January 1, 2005               |

**Policy:** Youngstown State University provides cellular equipment to employees who, by the nature of their work, are required to use cellular phones and other devices to conduct University business. Youngstown State University will also reimburse expenses incurred by authorized staff who opt to use personal cellular equipment to conduct University business.

RESOLUTION NUMBER: YR 2005-

**Purpose:** This policy establishes guidelines for the procurement and appropriate use of University owned cellular equipment and reimbursement procedures for business use of personal cellular devices. The provisions of this policy apply to all employees of Youngstown State University and those who acquire cellular equipment and services through grants and contracts awarded to the University

**Procedures:** The use of cellular equipment is an efficient and in many cases essential means to conduct University business. It also provides a communication link to employees who are required to be accessible at all times. The decision to establish a particular cellular service, however, must be evaluated by considering the cost vs. the benefits derived.

Upon the recommendation of the employee's supervisor, a request to be issued a cellular phone or other wireless device will be reviewed and approved by the employee's Executive Officer. The recommendation will include a justification for the need to provide the employee with cellular equipment and service. The criteria used to establish need includes:

- 1) anticipated frequency of use and frequency of travel by the employee;
- 2) need for others to be in constant communication with the employee or alternatively, the need for the employee to communicate with the University while away from the office;
- 3) employee safety (e.g., working in isolated areas, working during evening, etc.); and/or
- 4) need to contact the employee outside of normal business hours on a regular basis.

Agenda Item E.4.f.  
Exhibit L

Cellular equipment and services are to be used primarily to conduct University business. Incidental use (i.e., 100 minutes or less of peak minutes per month; unlimited off-peak minutes) is permitted. The employee is responsible for tracking personal use, and for reimbursing the University for cost in excess of incidental use at the rate established by Telephone Services. Employees should avoid the use of cellular devices while operating a motor vehicle.

Employees may be reimbursed for occasional and necessary business-related calls using a personally owned cellular phone. For reimbursement the employee must submit 1) a completed Check Request; 2) a copy of the complete vendor invoice with business-related expenses identified; and 3) a description of the business purpose of each identified expense. Requests for reimbursement must exceed \$25.00 and may cover more than one billing period. Non-reimbursable expenses include monthly base charges, communication taxes, and calls without charges (i.e., free minutes).