

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

Tod Administration Building  
Friday, September 29, 2006

Pursuant to notice duly given, a regular meeting (the two hundred sixty-seventh) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Friday, September 29, 2006, in the Board Room in Tod Hall.

Ten trustees were present at the meeting, to-wit: Mr. John L. Pogue, chairperson of the board, who presided, Mr. William J. Bresnahan, Mr. Donald Cagigas, Dr. H. S. Wang, Mr. Larry D. DeJane, Mr. Scott R. Schulick, Dr. Dianne Bitonte Miladore, Dr. Sudershan K. Garg, Ms. Louise M. Popio and Ms. Erianne R. Raib. Ms. Millicent S. Counts was absent.

Also present were: Dr. David C. Sweet, President; Dr. Robert K. Herbert, Provost and Vice President for Academic Affairs; Dr. Cynthia E. Anderson, Vice President for Student Affairs; Dr. Ronald Chordas, Interim Executive Director - Human Resources and Franklin S. Bennett, Jr., secretary to the board of trustees. Also present were approximately 35 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order.

ITEM I - PROOF OF NOTICE OF MEETING.

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

ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD JUNE 23, 2006.

Prior to the meeting, the secretary had provided a draft copy of the minutes of the board's regular meeting held on June 23, 2006 (#266) to each trustee, the student trustee, and the president. There being no additions, corrections, or

revisions thereto, the minutes of the June 23<sup>rd</sup> meeting were approved as provided.

ITEM III - OATH OF OFFICE OF NEW STUDENT TRUSTEE ERIANNE R. RAIB.

The chairperson reported that Governor Taft had appointed Ms. Erianne R. Raib as student trustee for the term concluding May 2008. At the request of the chairperson, the secretary administered the oath of office to Ms. Raib, and she was invited to take her seat with the board of trustees.

ITEM IV - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Sweet distributed the "Youngstown State University Institutional Annual Plan - FY07," a copy of which is attached to these minutes. Dr. Sweet provided a report on the subjects of Enrollment, Diversity, Partnerships, and Fall Semester Highlights. A copy of the PowerPoint presentation used by Dr. Sweet during his report is attached to these minutes.

Enrollment. Dr. Sweet noted that Fall 2006 headcount enrollment stands at 13,183, an increase of 2.9% from Fall 2005 and an increase of 11.8% from Fall 2000. Dr. Sweet stated that non-traditional student enrollment had increased by 20% since Fall 2000. Dr. Sweet stated that credit for the success in increasing enrollment can be shared across campus by students, faculty and staff.

Diversity. Dr. Sweet stated that there are nearly 800 more minority students on the YSU campus this fall than in 2000. Minority students now represent nearly 16% of the student population compared to 11% in Fall 2000. Dr. Sweet reported that 4 new faculty members have been hired under the Strategic Hiring Initiative. The university will continue to emphasize the recruitment of diverse faculty and staff, particularly in those units that have direct contact with students.

Partnerships. Dr. Sweet reported that the Youngstown Early College is off to a great start this year with 101 first year students registered. Dr. Sweet reported that Dr. Ritchey and the Community College Planning Committee are conducting open forums on campus this month. Staff is developing a schedule for communicating with external groups such as the local legislative delegation, local school system superintendents from school districts in the lake-to-river region and the local business community.

Fall Semester Highlights. Dr. Sweet reported that the Labor Management Council continues to meet. Dr. Sweet stated that preparation of the final draft of the Centennial Master Plan is underway. When completed, the final draft of the Centennial Master Plan will be brought to the board for approval. Dr. Sweet said that he takes great pride in having had the privilege to receive from the Williamson family on September 28<sup>th</sup> the largest gift in the university's history. The gift of \$5 million will be used toward the construction of a new facility for the Williamson College of Business. Dr. Sweet stated that a ceremony will be held this evening to dedicate the major updating to the university's planetarium made possible by the generosity of Eleanor Beecher Flad. Dr. Sweet acknowledged the contributions of Ron Stollo, Elaine Jacobs and the staff of the intercollegiate athletics division toward a positive NCAA Certification process and visit. While official word has not yet been received, all indications point to recertification. Dr. Sweet stated that faculty members hired since 2002 now represent 40% of the full time faculty.

ITEM V - REPORTS OF THE COMMITTEES OF THE BOARD.

The chairperson asked whether any trustee had an objection to the approval by unanimous consent of the resolutions recommended for adoption by the committees of the board. There being no objection, the chairperson stated that the recommended resolutions would be considered for adoption by consent. The board considered the following committee reports and recommendations:

1. Academic and Student Affairs Committee

Dr. Herbert provided a brief report on several initiatives within the academic division. As a preamble, Dr. Herbert stated that the conclusion of his first year as provost has reinforced his respect for the university's mission. Dr. Herbert stated that while labor-management relations were occasionally strained during the past year, it is important to recognize that the members of the campus community share common ground on the majority of issues that come before them.

Dr. Herbert stated that YSU is welcoming forty-one new faculty members this fall. Discussion continues on the community college initiative on campus and in the community at large. Work is well underway on the Higher Learning Commission reaccreditation self-study and the academic strategic plan.

Dr. Herbert noted that YSU mathematics students again participated in the national 2006 MathFest competition along with students from thirty-two other universities. YSU students received 5 of the 10 awards given at the competition. Dr. Herbert reported that more than 400 teachers from across Ohio have been on campus the past few days participating in a symposium on "Inspiring the Love of Literacy."

Dr. Herbert reminded the board of the cooperative exchange agreement entered into one year ago by YSU and Lunghwa University of Science & Technology in Taiwan. Dr. Herbert recognized and welcomed a visiting professor and 5 students from Taiwan on campus for the coming academic year.

Following Dr. Herbert's report, the chairperson noted that the Academic and Student Affairs committee was recommending one resolution for adoption by the board. There being no objection thereto, the chairperson declared the following resolution adopted by general consent:

Resolution to Adopt  
The Code of Student Rights, Responsibilities and Conduct

**YR 2007-01**

WHEREAS, *The Code of Student Rights, Responsibilities, and Conduct (The Code)* outlines student rights, responsibilities, and conduct as well as the due process and disciplinary procedures utilized, details of the academic grievance procedure, the students records policy, etc.; and

WHEREAS, several sections of *The Code* have been updated and revised;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt *The Code* shown as Exhibit A attached hereto.

2. External Relations Committee.

The chairperson noted that the committee was recommending one resolution for adoption by the board. There being no objection thereto, the chairperson declared the following resolution adopted by general consent:

Resolution to Accept Development Gifts

YR 2007-02

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 B 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 to the donors for their generosity in support of the University.

3. Finance and Facilities Committee.

The chairperson stated that the committee was recommending four resolutions for adoption by the board. There being no objections thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Approve  
Interfund Transfers on June 30, 2006

YR 2007-03

WHEREAS, certain accounting adjustments and transfers outside the operating budget are necessary at the end of a fiscal year;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve transfers outside the operating budget on June 30, 2006, as detailed in Exhibit C.

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Resolution to Authorize Transfer from  
Current General Fund to a Debt Service Fund

**YR 2007-04**

WHEREAS, the Board of Trustees adopted a "Resolution to Accept Proposal to Perform Energy Conservation Measures and to Secure Financing" at its meeting of September 23, 2005, authorizing the Administration to secure third party financing for the Johnson Controls, Inc. performance contract; and

WHEREAS, the Administration secured such financing in the amount of \$9,796,000 through a Master Lease-Purchase Agreement with Chase Equipment Leasing Inc. on December 21, 2005; and

WHEREAS, the Payment Schedule specifies ten annual payments of \$1,179,666.20, due each December; and

WHEREAS, the first annual payment is due December 23, 2006; and

WHEREAS, the performance contract is expected to result in a reduction in the annual increase in utilities expense; and

WHEREAS, the FY2007 Current General Fund utilities budget reflects a 17% increase;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby authorize the transfer of \$1,179,667 from the Current General Fund utilities budget to a debt service fund.

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Resolution to Approve Dana School of Music  
Equipment Replacement Fee Effective Fall Term 2006

**YR 2007-05**

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges and fines as required; and

WHEREAS, the Dana School of Music requests the authority to levy a music equipment replacement fee on students who permanently misplace or damage music-related equipment, including band uniforms, owned by the College of Fine & Performing Arts; and

WHEREAS, the music equipment replacement fee shall be charged at differential rates in amounts equal to the current market value of unreturned items; and

WHEREAS, the money raised through the music equipment replacement fee shall be used by the Dana School of Music to replace musical instruments, electronic equipment, marching band uniforms and equipment, printed music, books and keys; and

WHEREAS, the Dana School of Music has demonstrated that the music equipment replacement fee provides essential support for maintaining adequate equipment and materials for students;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the music equipment replacement fee for the Dana School of Music.

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Resolution to Authorize  
Purchase of Property for Campus Improvement

YR 2007-06

WHEREAS, Youngstown State University has identified an area surrounding the campus and within its Ohio Board of Regents (OBOR) boundary which it seeks to acquire property needed for the benefit of the University; and

WHEREAS, the following parcel is needed for campus improvement, and final approval is sought in accordance with the *University Guidebook*:

No.	Owner	Address		Parcel	No.	Youngstown City Lot No.
1.	Camille C. Zawacki 323	N.	Walnut	53-017-0-182		3930

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does authorize the acquisition of the aforementioned property.

Mr. Bresnahan reported that the Audit Subcommittee met on September 14, 2006 at which meeting the subcommittee received status reports regarding ongoing internal audit processes and reviewed the internal audit timeline matrix.

Mr. Schulick reported that the Investment Subcommittee met on September 7, 2006 and received reports from Hartland Associates, the YSU Foundation, and representatives of Nat-City Investments.

4. Internal Affairs Committee.

The chairperson stated that the committee was recommending one resolution for adoption by the board. There being no objections thereto, the chairperson declared the following resolution adopted by general consent:

Resolution to Ratify  
Faculty/Staff Appointments

**YR 2007-07**

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 June 8, 2006, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2005-2006 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 D attached hereto.

ITEM VI - COMMUNICATIONS AND MEMORIALS



The board considered no communications or memorials.

ITEM VII - UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VIII - NEW BUSINESS

The board considered no new business.

ITEM IX - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

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

3 p.m., Wednesday, December 13, 2006  
3 p.m., Friday, March 16, 2007  
3 p.m., Friday, June 15, 2007

ITEM X - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 3:40 p.m.

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Chairperson

ATTEST:

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Secretary to the Board of Trustees

**YOUNGSTOWN STATE UNIVERSITY**  
**INSTITUTIONAL ANNUAL PLAN**  
**FY07**

**David C. Sweet, President**  
**Youngstown State University**  
**September 29, 2006**

## **Institutional Annual Plan FY07**

**Critical Issue 1: YSU will build enrollment strategically and manage it effectively.**

- Evaluate Fall 2006 enrollment data and adjust enrollment strategies as necessary to achieve the enrollment goal.
- Adjust the FY07-09 scholarship plan as necessary based on Fall 2006 data and budget constraints.
- Assess effectiveness of marketing and recruitment activities in the Cleveland, Akron, and Canton areas and Western Pennsylvania, and implement any changes, with the goal of increasing the percentage of students from each area to 9% by 2008.
- Confirm or modify the Enrollment Management Plan's long-term goal of an 85% to 15% ratio of undergraduate to graduate students and make incremental progress toward achieving agreed-upon targets.
- Expand opportunities for underserved populations to obtain college credit in partnership with school districts, career and technical centers, agencies, and businesses, through the use of off-campus and course delivery, and through program alignment, articulation, and design.

**Critical Issue 2: YSU will promote excellence in teaching, learning, service, and research—and prepare students to undertake civic and leadership responsibilities—through programs and educational experiences that meet student and workforce needs.**

- Carry out Phases 2, 3, and 4 of the self-study required for the institution-wide NCA/Higher Learning Commission re-accreditation process to prepare YSU for the February 18-20, 2008 site visit.
- Complete program reviews by all academic departments, culminating in the development of an Academic Division Strategic Plan and the establishment of priorities for implementation.
- Initiate and/or successfully complete the fifteen re-accreditation self-studies and site visits scheduled for the 2006-2007 academic year.
- Assess the impact of the Ohio Core and STEM legislation on the University.

- Implement plans for restructuring the YSU Metro College, including the formation of a unit responsible for the coordination and expansion of off-campus credit-generating courses.
- Report to the Board of Trustees the outcome of the process of determining whether YSU should move forward with the formation of a community college.
- Continue to take steps to convert the Master of Physical Therapy to a doctorate in Physical Therapy, as required by the accrediting agency and to seek internal and external (Ohio Board of Regents) approval for the Doctor of Physical Therapy.
- Receive internal and external approval for the Master of Arts in the Art program.
- Assess implementation of Bachelor of General Studies Program; Higher Education Center of Columbiana County; and new graduate degree programs in Social Work, American Studies, Computer Science, Financial Economics, and the consortial Master of Fine Arts.
- Obtain a graduation rate for student athletes that exceed the median of peer institutions and an NCAA Annual Progress Rate and Graduation Success Rate that meets NCAA standards.

**Critical Issue 3: YSU will manage resources efficiently and strategically, leverage them effectively, and develop additional resources to fulfill its mission.**

- Complete search for new Vice President of Finance and Administration.
- Develop strategies to more effectively manage funds for extended teaching service, summer teaching, and graduate/teaching assistants.
- Assess progress toward 2008 targets developed for faculty full-time equivalent (FTE) and the desired ratios of part-time/full-time faculty and create a plan for achieving the targets using available resources and reallocation.
- Develop incentives for departments to spend within budget and avoid budget deficits.
- Review existing auxiliary overhead charges and formalize a standard policy on overhead charges for all auxiliary units.
- Complete an analysis of institutional debt capacity in conjunction with the Centennial Capital Campaign and the recommend financing for the implementation of projects associated with the Centennial Master Plan.
- Develop policy to require academic departments to submit spending plans as a requirement for using any course fee dollars that are carried forward from one fiscal year to another.

- Develop a long-range budget process, including a provision to resolve structural budget issues over the next five years.
- Manage the Early Retirement Incentive Program process to ensure projections for base budget savings are being met.
- Establish a centralized management contract office and develop policies and procedures for a comprehensive contract management process.
- Establish an institutional reserve fund for the replacement of the football field turf, basketball court and bleachers, marching band uniforms, tennis court surface, track, and swimming pool.
- Initiate the public launch of the Centennial Capital Campaign in November 2006.
- Solicit and acquire \$10 million in outright and deferred gifts in association with YSU Foundation.

**Critical Issue 4: YSU will develop and communicate a positive, shared institutional identity and market its strengths and successes aggressively.**

- Complete the search for a new Executive Director of Marketing and Communications.
- Complete and publicize a campus-wide launch of the first phase of the Luminis portal software system.
- Begin the implementation phase of the Centennial Celebration including: the identification of a sculptor and approval of the design and locations for the statue of former President Jones, writing and video editing of a set of broadcast messages drawn from the content of the Williamson Business and Media Archives, the completion of the two planned books in commemoration of the Centennial, and the planning for all key events associated with the celebration.
- Conduct follow-up image research to guide ongoing message refinement for the ongoing marketing campaign.
- Continue refinement of messages and clarification of the audiences for the ongoing marketing campaign in both the traditional service area and the “outer circle” of Ohio counties.

**Critical Issue 5: YSU will provide the range of student services necessary for a student-centered University to attract, support, retain, advance, and graduate students. YSU will also maintain ongoing and lifelong relationships with its alumni.**

- Increase non-text sales at the Bookstore by 10% over the previous year continue to meet the financial provisions of the agreement with the University.
- Develop a collaborative marketing program between the Bookstore, Athletics, and Marketing to increase the sales of YSU logo gear.
- Determine future directions for the Center for International Studies and Programs.
- Develop new strategies to recruit additional international students and promote study abroad for YSU students.
- Assess the Conditional Admissions Policy and report the results to the Academic Senate and the Board of Trustees.
- Achieve full occupancy of the University Courtyard Apartments and Campus Housing and implement the educational initiative recommended by the Housing Consultant.
- Complete the renovation study and finalize plans for revitalizing Kileawley Center and work with the Offices of Facilities, Budget, and Advancement to identify funds for the renovation.
- Achieve certification of Intercollegiate Athletics from the NCAA.

**Critical Issue 6: YSU will provide a climate of respect of all people. Its students, faculty, staff, and course content will increasingly reflect the diversity of the community, the nation, and the world.**

- Complete search for a new Director of Equal Opportunity and Diversity.
- Continue the Strategic Hiring Initiative and identify specific actions to increase faculty/staff diversity, especially in those units that have direct contact with students.
- Continue efforts to recruit students from underrepresented groups and develop specific initiatives to retain those students.
- Identify professional development initiatives to facilitate the promotion of members of underrepresented groups to leadership positions.
- Expand the Presidential Mentors program and continue to develop the leadership capabilities and skills among this diverse group of students.

**Critical Issue 7: YSU will pursue an integrated approach in using technology to meet the academic, research, student-services, and administrative goals of the University.**

- Continue the phased implementation of the SCT Banner software system, “going-live” with the Student, Financial Aid, and Human Resources/Payroll systems by the end of the fiscal year.
- Identify and implement a third-party classroom scheduling/event management software solution and associated hardware and integrate the software with the SunGard Banner Administrative software suite.
- Migrate all faculty, staff, and student e-mail accounts to the new MyYSU e-mail system, providing additional storage capacity for e-mail accounts.
- Complete implementation of the network logon IDs for faculty, staff, and students, auditing access for authorized users.
- Complete the first phase of the wireless project, providing wireless access to targeted common areas. Identify Phase II wireless locations and begin implementation.
- Develop policies to strengthen and secure the networking environment and document a comprehensive electronic security plan.
- Identify, purchase, and install equipment to establish connectivity to the cold/warm disaster recovery site located at Ohio State University.
- Increase by at least ten the number of classrooms with standard multimedia equipment and develop institutional processes/procedures to upgrade and maintain technology in the classrooms.
- Realign Telephone Services into the Information Technology division.

**Critical Issue 8: YSU will undertake community partnerships to serve and address the cultural, intellectual, educational, social, and economic needs of the region.**

- Develop strategies to bring the Rich Center for the Treatment of Autism into national prominence and to enhance campus integration with this resource.
- Complete the CPB funded study for WYSU-FM and make recommendations for appropriate format and business model changes.
- Expand the partnership with the Mahoning Valley Visitors and Convention Bureau with the goal of increasing the geographic size of the region from which we draw attendance for University-sponsored events.

- Implement the joint use agreement with the City of Youngstown for the Chevrolet Center.
- Continue activities with local school districts designed to reduce the number of graduates needing developmental education upon entering YSU.
- Pursue new funding streams for Youngstown Early College High School.
- Develop and facilitate enrichment and educational activities linking YSU faculty, YSU students, and YEC faculty and students.
- Convene two events, the first for Committee chairs and that second for Committee members, designed to strengthen the role of College Visiting Committees.

**Critical Issue 9: YSU will further develop a competent, motivated, diverse, and competitively paid workforce committed to carrying out the mission of the University.**

- Continue to use the Labor-Management Council to improve communications and further develop relations with the campus bargaining units.
- Determine specific strategies to respond to the internal auditor's audit of Human Resources to restructure the department.
- Continue to implement the ERIP and staff replacement process that provides for the orderly transition in staff retirement while ensuring continuity in University operations.

**Critical Issue 10: YSU will develop and maintain a safe, attractive, convenient, and functional physical plant responsive to the present and future needs of students, staff, alumni, and the community. The University will work with the community to enhance the safety, aesthetics, and vitality of the campus periphery and surrounding neighborhood.**

- Continue implementation of the Campus Centennial Master Plan with priority focus on a new College of Business building and Phase 2 of the East Campus Gateway project and develop and recommend financing strategies for both.
- Implement comprehensive energy conservation strategies to save financial and environmental resources.
- Develop and implement programs utilizing electronic security technology to enhance safety and security in critical areas, supplementing the use of human resources in the delivery of quality services.



- Continue Smoky Hollow redevelopment initiatives in collaboration with Wick Neighbors, Inc. and the City of Youngstown.
- Explore with Mayor Jay Williams re-establishing a City-University Commission to assure effective communication, coordination, and support of the implementation of planning initiatives such as Youngstown 2010, the YSU Centennial Master Plan, and other projects.

Dr. Sweet's PowerPoint Presentation  
Slide 1

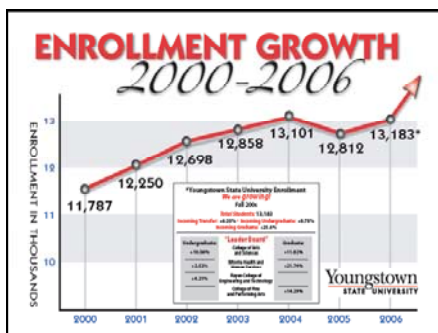
Report to the Board of Trustees

David C. Sweet, President  
September 29, 2006

Slide 2

- Report to the Board of Trustees**
- Enrollment
  - Diversity
  - Partnerships
  - Fall Semester Highlights

Slide 3

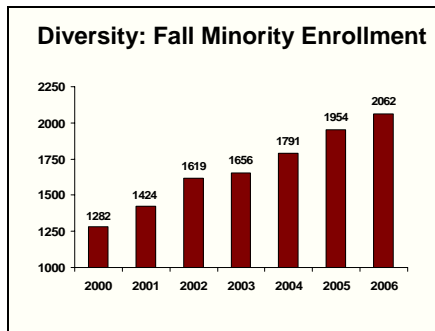


Slide 4

**Enrollment Growth Highlights**

- 2.9% Over Fall 2005
- 11.8% Over Fall 2000
- 20% New Non-Traditional Students
- 7% New Students-Mahoning, Trumbull, Columbiana Counties

Slide 5



Slide 6

**Partnerships**

- Youngstown Early College
- Community College Planning
- Labor Management Council
- Campus Planning Initiatives
  - East Campus Gateway
  - South Campus Gateway/Business College
  - Kilcawley Center

Slide 7

**Fall Semester Highlights**

- FY07 Institutional Annual Plan
- Williamson Gift
- Planetarium Dedication
- NCAA Certification
- New Faculty
  - 41 Fall 2006
  - 160 Since Fall 2002

# The Code of Student Rights, Responsibilities, and Conduct

## Preamble

Youngstown State University is an academic community dedicated to the advancement of learning and development of its students. The University supports the right of all students to be treated with respect and dignity so they can pursue their academic goals in a positive learning community. In support of this goal, the University is committed to a campus environment that values all individuals and groups, and to non-discrimination and equal opportunity for all persons without regard to sex, race, religion, color, age, national origin, sexual orientation, handicap/disability, or identification as a disabled and/or Vietnam era veteran. The University is also committed to the principles of affirmative action and acts in accordance with state and federal laws.

As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the University's purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the University and is held responsible for compliance with them. Furthermore, all members of the University community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the University.

The policies and regulations as outlined in *The Code of Student Rights, Responsibilities, and Conduct* (hereinafter referred to as *The Code*) have been established to ensure a positive educational experience for every student. As such, *The Code* serves as an official University document that outlines conditions and regulations considered essential to the effective functioning of the University.

The student conduct process at Youngstown State University adheres to procedural due process and is intended to be part of the educational process at the University. This student conduct process provides a forum for the impartial and expedient resolution of misconduct in the University community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the University's commitment to developing integrity, respect, and responsibility among all students.

Published by  
DIVISION OF STUDENT AFFAIRS  
TBD

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

# ARTICLE I. RIGHTS AND RESPONSIBILITIES

## Section A. Definitions

When used in *The Code*:

1. The term "academic dishonesty" is student misconduct that includes but is not limited to cheating and plagiarism as defined in *The Code*.
2. The term "accused student" or "respondent" shall mean any student accused of violating *The Code*.
3. The term "Appellate Board" shall mean any person or persons authorized on a case-by-case basis by the Student Conduct Administrator to consider an appeal from a Student Conduct body's determination that a student has violated *The Code* or from the sanctions imposed by the Student Conduct body.
4. The terms "can," "may," or "should" specify a discretionary provision of *The Code*.
5. The term "cheating" shall include, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, assignments, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
6. The term "club sports" shall mean those extramural sports teams identified by the Club Sports Committee.
7. The term "complainant" shall mean any person who submits a referral alleging that a student violated *The Code*. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the same rights under *The Code* as are provided to the complainant, even if another member of the University community submitted the report of misconduct itself.
8. The term "faculty member" shall mean any person employed by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty. In certain situations, a person may be both "student" and "faculty member." One's status in a particular situation shall be determined by the relevant circumstances.
9. The terms "file" or "records" means information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept or maintained.

10. The term "function" shall mean all student activities or events occurring at the University or sponsored by registered student organizations, groups, or members of the academic community.
11. The term "group" shall mean a number of students who are associated with each other and who have not complied with University requirements for registration as an organization.
12. The term "hearing officer" shall mean a University official authorized on a case-by-case basis by the Student Conduct Administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated *The Code*.
13. The term "Student Conduct Administrator" is the Vice President for Student Affairs, or designee, who shall be responsible for the administration of *The Code* and the University judicial process. The Associate Director of Student Life is that designee.
14. The term "Student Conduct body" shall mean any person or persons authorized by the Student Conduct Administrator to determine whether a student has violated *The Code* and to recommend imposition of sanctions.
15. The term "may" is used in the permissive sense.
16. The term "member of the University community" shall include any person who is a student, faculty member, University official, or any other person employed by the University. A person's status in a particular situation shall be determined by the Vice President for Student Affairs or designee.
17. The term "misconduct" means student behavior that violates codified or explicitly stated University rules and regulations, including but not limited to *The Code*.
18. The term "organization" shall mean a University-registered student organization which has complied with formal requirements of official registration as provided in Article V of *The Code*.
19. The term "plagiarism" shall include, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
20. The term "policy" shall be defined as the written regulations of the University as found in, but not limited to, *The Code*, Handbook for Residents, the University web page and computer use policy, and undergraduate/graduate catalogs.
21. The terms "shall," "must," "will," or "is required" specify a mandatory requirement of *The Code*.

22. The term "student" shall include all persons registered for courses, seminars, and workshops at the University, either full time or part time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Persons who withdraw after allegedly violating *The Code*, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled at this institution. *The Code* shall apply at all locations of the University.
23. The terms "University" and "institution" means Youngstown State University and collectively, those responsible for its operation.
24. The term "University premises" shall be defined as (1) all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets, sidewalks, and parking lots, (2) non-University facilities during a period of time when a registered student organization has been granted exclusive use, and/or (3) off-campus facilities of student groups or organizations.
25. The term "University official" shall mean any person employed by the University performing assigned administrative or professional responsibilities.
26. The term "University working day" refers to any day of the week excluding Saturdays, Sundays, or official holidays.
27. The term "weapon" shall mean any instrument, device, substance, or thing capable of causing injury or inflicting death and designed or specifically adapted for use as a weapon or possessed, carried, or used as a weapon.
28. All other terms have their natural meaning unless the context otherwise dictates.

### **Section B. Basic Rights**

The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:

1. The right of free inquiry, expression, and/or assembly.
2. The right to pursue educational goals and appropriate opportunities for learning in the classroom and on campus.
3. The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizure.
4. The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by *Ohio Revised Code*, Section 3345.14.



### **Section C. Basic Responsibilities**

Students, as members of the University community, shall have the following responsibilities which are inherent in the basic rights delineated above:

1. To maintain standards of academic performance as established by their faculty.
2. To be responsible for acting in such a manner as to ensure other students the rights declared in Section B of this article.
3. To be responsible for their actions with respect to, and to follow, all University regulations and policies.
4. To be responsible for their actions with respect to provisions of local, state, and federal law.
5. To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. To have in their possession a validated University Identification Card when on University premises.
7. To be responsible for adhering to the Drug-Free Environment Policy approved by the University's Board of Trustees in accordance with the Federal Anti-Drug Abuse Act of 1988 and the Drug-Free Schools and Communities Act of 1989 and 1994.
8. To ensure adherence to the Smoke-Free Environment policy approved by the University's Board of Trustees which forbids smoking in University buildings, vehicles, and posted facilities, except in designated student residences.

## **ARTICLE II. INSTITUTIONAL GOVERNANCE**

The University recognizes the importance of student involvement in the formulation of rules, regulations, and policies directly affecting student life. This involvement is fostered in the following way:

1. Two students are appointed by the Governor to serve a two-year term on the Youngstown State University Board of Trustees.
2. Fifteen students are annually elected by the student body to serve as members of the Academic Senate.
3. Students are designated as voting members of most administrative boards and advisory committees and standing committees of the Academic Senate.
4. Student Government comprises two branches, the executive and legislative, and is primarily responsible for conducting all student elections; enforcing Student Government rules, regulations, and legislative actions; nominating students to serve on University-wide committees;

and budgeting and administering funds allocated to it. The Student Government Constitution and Bylaws and Administrative Budget Procedures provide the structure and procedures for the implementation of its responsibilities.

### ARTICLE III. STUDENT CONDUCT AUTHORITY

The President has delegated the authority for the University student conduct system to the Vice President for Student Affairs. The Vice President for Student Affairs, or designee, serves as the Student Conduct Administrator responsible for the administration and operation of *The Code* and the student conduct process. The Vice President for Student Affairs has designated the Associate Director of Student Life as that designee.

The Student Conduct Administrator shall determine the composition of Student Conduct bodies and appellate boards and determine which Student Conduct body, hearing officer, and appellate board shall be authorized to hear each case.

The Student Conduct Administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are not inconsistent with provisions of *The Code*.

Decisions made by a Student Conduct body and/or Student Conduct Administrator shall be final, pending the normal appeal process.

A Student Conduct body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of *The Code*. All parties must agree to arbitration and to be bound by the decision with no right to appeal.

#### Section A. Jurisdiction of the University Student Code

1. The University Student Code shall apply to conduct which adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs that occurs on University premises, at University sponsored activities, and to off-campus conduct. Formal charges may be imposed by the University whenever a student and/or group/organization behavior interferes with the University's responsibility to ensure a positive educational environment or its subsidiary responsibilities of protecting the rights, health, and safety of persons in the University community; maintaining and protecting property; keeping accurate records; and/or providing necessary services and non-classroom activities. In addition, a student and/or group/organization will be subject to the University student conduct process from circumstances occurring off campus, when the action or behavior of a student and/or group/organization adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs. The Vice President for Student Affairs or designee shall decide whether *The Code* shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.
2. Students shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of

actual enrollment (and even if the conduct is not discovered until after a degree is awarded).  
*The Code* shall apply to a student's conduct even if the student withdraws from the University while a matter of misconduct is pending.

## ARTICLE IV. MISCONDUCT

### Section A. Conduct Regulations

Any student and/or group/organization found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Article VII, Section E.

1. Acts of dishonesty, including, but not limited to, the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any University official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any University document, record, credit card, or instrument of identification.
  - d. Tampering with the election of any University recognized student organization.
  - e. Failing to maintain correct address and telephone information with the Registrar.
  - f. Misrepresenting enrollment status and/or achievement at the University to non-University officials and/or on non-University documents.
2. Disruption or obstruction of teaching, research, administration, student conduct proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
3. Theft or other abuse of information technology and resources, including, but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with the normal operation of the University computing system originating from an on-campus or off-campus source.
  - g. Use of computing facilities and resources in violation of copyright laws.

- h. Any violation of the University Computer Use Policy.
4. Conduct which endangers or tends to endanger the safety, health, or life of any person (including self), including, but not limited to:
  - a. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, and/or coercion.
  - b. sexual contact or advances without permission, any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored, or participated in, by the University or members of the University community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
7. Attempted or actual theft including possession of stolen property and/or action which damages or tends to damage property of the University, or property of a member of the University community, or other personal or public property, on or off campus.
8. Failure to meet all financial obligations to the University.
9. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises.
10. Use, possession, manufacturing or distribution of narcotic or other controlled substances in either refined or crude form including the use of drug-related paraphernalia, except as expressly permitted by law and/or under the direction of a licensed physician. No student shall sell or give drugs to any other person.
11. Public intoxication or use, possession, manufacturing or distribution of alcoholic beverages, except as expressly permitted by law and/or University regulations. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participation in an on-campus or off-campus demonstration, riot, or activity which disrupts the normal operations of the University and/or infringes on the rights of other members of the

University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or -supervised functions.
15. Gambling or wagering of any form except as expressly permitted by law and/or University regulations.
16. Violations, alleged or convicted of federal, state, or local law occurring on or off-campus when such violation of the law has or may have an adverse impact upon the university community.
17. Entering false fire alarms or bomb threats or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
18. Offenses of violence as defined in *Ohio Revised Code*, Section 2901.01.
19. Violation of published University policies, rules, or regulations including those available electronically on the University website.
20. Failure to comply with directions and/or oral or written instructions which are given by any University official, student, faculty member, or staff who is acting in an official University capacity and/or failure to identify oneself to these persons when requested to do so.
21. Abuse of the student conduct system, including, but not limited to:
  - a. Failure to obey the summons of a student conduct body or University official to appear for a meeting or hearing as part of the student conduct system.
  - b. Falsification, distortion, or misrepresentation of information before a student conduct body.
  - c. Disruption or interference with the orderly conduct of a student conduct proceeding.
  - d. Institution of a student conduct proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct body prior to, and/or during the course of, the student conduct process.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct body prior to, during, and/or after a student conduct proceeding.
  - h. Failure to comply with the sanction(s) imposed by the Student Conduct body.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

## Section B. Violation of Law and University Conduct Regulations

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of *The Code*, student conduct action may result and sanctions may be imposed for misconduct that adversely affects the University community or interferes with the University's mission or its educational objectives and programs. The University, at its sole discretion, may pursue action against a student while the student is also subject to criminal or civil proceedings. The University reserves the right to pursue action taking the University's educational interests into account even if criminal charges are pending, reduced, or dismissed. In all cases, hearings within the University will be held according to the procedures set forth in Article VII. Since the University student conduct process is educational in nature, differing judgments may result.
2. University student conduct proceedings may be instituted against a student charged with a violation of law which is also a violation of *The Code*; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under *The Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of that person's status as a student. The University will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws.

## ARTICLE V.

### CAMPUS STUDENT ORGANIZATIONS

Student organizations may exist for any appropriate purpose that does not conflict with University policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the Vice President for Student Affairs. Such policies may not conflict with other University regulations or policies.

#### Section A. Provisional Registration

1. Groups wishing to become registered student organizations may be granted provisional registration for a period not to exceed thirty days. Provisional registration shall only permit the student organization to use University facilities for a maximum of three organizational meetings.
2. Groups may be granted provisional registration after submitting the following to the Office of Student Activities:
  - a. A statement of name and purpose of the proposed organization; and
  - b. The name, student identification number, and phone number of the person(s) requesting provisional registration.

#### Section B. Registration of Student Organizations

1. Application forms shall be made available by the Office of Student Activities.

2. A group will become registered with the University after an application for registration has been reviewed and approved by the Office of Student Activities.
3. Organizations (except those listed by the University as honorary organizations) shall have only students currently enrolled for credit as active members.
4. Groups shall provide the following information in order to be considered for registration:
  - a. Name of proposed group and a statement of purpose;
  - b. Membership requirements;
  - c. For organizations affiliated with external groups, the constitution and bylaws of their outside affiliate;
  - d. Listing of dues, initiation fees, and any other fees assessed by the group;
  - e. Names, student identification numbers, and phone numbers of all officers (including a treasurer, if use of Student Government funds is anticipated); and
  - f. A charter containing the signature of at least six currently enrolled students (excluding continuing education students) who shall become members of the organization if it becomes registered (officers must be registered for two-thirds of a full-time load and be in good academic standing).
5. Organizations shall submit the name and signature of at least one faculty or staff advisor. Appointed annually by the Vice President for Student Affairs, or designee, the advisor agrees to maintain contact with the organization and to be familiar with its programs and personnel. An advisor's manual of specific responsibilities is available from the Office of Student Activities.
6. Student organizations register annually. Organizations shall submit an application between May 1 and May 31 if they wish to be reregistered for the following academic year.
7. Organizations wishing to be reregistered shall complete an annual report form as part of their Student Organization Registration Form.
8. After becoming officially registered, a minimum of two organization officers must attend a leadership workshop conducted by the Office of Student Activities.
9. Registration may be withdrawn by the Office of Student Life if the organization violates University regulations or engages in activities which are not consistent with University policies or procedures; adversely affects the University community; or interferes with the University's pursuit of its educational objectives and programs. Notice of and opportunity for a hearing will be provided to the officers of the organization in question.

### **Section C. Privileges of Registered Student Organizations**

Within the guidelines of this article, registered student organizations that are not under an active sanction shall be permitted the following:

1. To apply for the use of University space as provided for in Article V, Section F, Paragraph 17;
2. Use of University name as provided for in Article V, Section F, Paragraph 16;
3. Assistance of a faculty/staff advisor appointed by the Vice President for Student Affairs;
4. To invite guests and speakers to the University as provided for in Article V, Section F, Paragraph 18;
5. To apply for Student Government funds;
6. To apply for office space in Kilcawley Center;
7. To solicit or raise funds at the University as provided for in Article V, Section F, Paragraph 15;
8. To have a mailbox in the Student Activities area of Kilcawley Center;
9. Use of the services of the Office of Student Activities; and
10. Use of University vehicles for travel purposes (as per Student Organization Travel Procedures).

#### **Section D. Denial or Loss of Registered Status**

The Director of Student Activities may recommend to the Office of Student Life that the registration of a group be denied, and organizations may lose registered status for any of the following reasons:

1. Non-compliance with University regulations;
2. Failure to provide the information required for registration prior to the deadline established by the Office of Student Activities for receiving such materials;
3. Providing false information in the application for registration;
4. The purpose of the group/organization is judged by the Director of Student Activities to be in conflict with University policies and regulations and/or state and federal regulations;
5. Misuse or abuse of University space;
6. Failure to adhere to stated purposes of the group/organization's constitution and bylaws;
7. Failure to pay outstanding debts incurred by the group/organization;
8. Being under sanction of deactivation and/or suspension by the University or by the group/organization's outside governing bodies;
9. Request by the organization/group that the ties with the University be severed; and



10. Failure to attend the leadership workshop (see Article V, Section B, Paragraph 8).

### Section E. Student Conduct Authority

1. Enforcement of social activities regulations is within the jurisdiction of the Vice President for Student Affairs, or designee, as provided for in the regulations of the Board of Trustees.
2. Student groups and registered student organizations may be charged with violations of *The Code* in the following circumstances:
  - a. An organization is responsible for its actions and shall be held responsible when the organization fails to comply with a responsibility imposed by a written University policy, including, but not limited to, improper membership education and initiation; improper organizational registration of activities for which registration and/or permission is required; failure to meet all financial obligations in relation to organizational sponsored activities; misuse of University property, facilities, or equipment; violations of University regulations and policies regarding alcohol; and violations of any other regulation or policy related to groups/organizations.
  - b. When one or more officers refuses or neglects to perform responsibilities as outlined in *The Code* and as described in Section E.2.a, above.
  - c. Groups/organizations will be held responsible for the actions of one or more of its members or guests and alumni who violates *The Code* when the actions are related to the activities of the organization or adversely affect the University community.
3. A student group or registered student organization and its officers may be held collectively or individually responsible for violations of *The Code*.

### Section F. Regulations

1. Organizations/groups shall be responsible for complying with all University conduct regulations as outlined in Article IV, Section A.
2. Organizations/groups shall not discriminate in their activities, programs, operations, or membership selection on the basis of race, color, sex, religion, age, national origin, disability, sexual orientation, or identification as a disabled and/or Vietnam era veteran. (Social fraternities and sororities and certain sports are exempted from Title IX of the Education Amendments of 1972's restrictions against discrimination by sex.)
3. Officers of organizations (except those listed by the University as honorary organizations) must be registered for two-thirds of a full-time load and be in good academic standing.
4. Officers are responsible for guests attending organizations' activities and for compliance with University regulations.

5. Organizations shall inform the Office of Student Activities of any changes in officers or other information submitted in the application for registration within fifteen days after the change occurs.
6. Officers shall keep the faculty/staff advisor(s) informed of the organization's activities, operations, programs, and membership.
7. All social fraternities and sororities shall maintain regular membership in either Interfraternity Council, National Pan Hellenic Council, or Panhellenic Council.
8. Organizations that have probationary membership (e.g., fraternal organizations) shall not pledge, initiate, or activate any student who is not registered for two-thirds of a full-time load and in good academic standing.
9. Organizations/groups shall take no action which involves hazing (see Article IV, Section A, Paragraph 5). Acts of hazing include, but are not limited to, coercion of any form, extended deprivation of sleep or rest; forced consumption of food, alcohol, other beverages, or drugs; beating or branding; forced exclusion from social contact; and/or forced conduct that could result in embarrassment to any person.
10. Organizations/groups shall not hold any activity in the form of a lottery, raffle, or game of chance without securing permission from the Vice President for Student Affairs or designee.
11. The University shall not be responsible for any contracts entered into or debts incurred by groups/organizations.
12. Organizations/groups shall observe the University policies and regulations governing marketing, promotion, and sponsorship related to alcohol.
13. Alcoholic beverages are not permitted at any student organization/group program that involves recruiting new members. No student organization/group, collectively or individually, shall purchase, serve, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
14. The use of alcohol at events sponsored by student organizations/groups is governed by University regulations and *Ohio Revised Code*, Section 4301.632, which prohibits persons under twenty-one years of age from possessing, ordering, purchasing, buying, sharing the cost of, or consuming alcoholic beverages. In addition, individuals must be at least eighteen years of age to possess, order, purchase, buy, share the cost of, or consume beverages that are classified as low alcohol beverages as provided by *Ohio Revised Code*, Section 4301.631.
15. Soliciting
  - a. Solicitations and sales on campus, sponsored and conducted by organizations and/or groups, must be registered in advance with the appropriate office and carried out in the designated areas (see Article V, Section F, Paragraph 17).

- b. Students or registered student organizations may not solicit for funds from any on-campus group and/or agency unless granted permission by the Vice President for Student Affairs or designee.
- c. Students or groups/organizations shall not engage in, or invite any firm or corporation to engage in, the business of selling or advertising any services or products or take orders or make contracts for the delivery of services or products on University premises without the prior approval of the Vice President for Student Affairs or designee.
- d. Students or groups/organizations may not solicit for off-campus funds unless permission has been requested and obtained in writing from the Director of Development.
- e. Students and/or groups/organizations may not conduct lotteries, raffles, or games of chance unless permission has been requested and obtained in writing from the Vice President for Student Affairs or designee.

16. Use of University Name

- a. Student organizations/groups may not use the University's name without the expressed authorization of the University except to identify institutional affiliation. University approval or disapproval of any political or social issue may not be stated or implied by any organization.
- b. The official letterhead stationery, envelopes, logo, seal, or trademarks of the University may not be used in, or for, any publication, correspondence, or other printed material prepared or distributed by the organization/group or its officers without prior submission of the material to and written permission received from the Director of Development.
- c. In the event that the name of the University is used in a letterhead on organizational stationery, it must appear in accordance with guidelines as set forth in the graphic standards policies.

17. Use of University Space

- a. In order to ensure availability of the desired facility, arrangements should be made as far in advance of the event as possible. Use of all Kilcawley Center and University housing facilities must be scheduled in the Office of Kilcawley Center Reservations. Use of athletic-related and other University facilities must be scheduled with the Events Preparation Coordinator, Office of Special Events and Events Preparation.
  - (1) Institutional facilities may only be used by registered student organizations for regular business meetings or special programs. The University may develop policies that limit or restrict access to persons who are not currently enrolled students, faculty, or staff. Organizations' use of space must be consistent with all policies of the University.
  - (2) Reasonable conditions may be imposed to regulate the timeliness of requests, determine the appropriateness of the space assigned, regulate time and use, and ensure proper maintenance and order. This may include staffing and security requirements.
  - (3) A rental fee may be assessed for the use of specifically designated University facilities.

- (4) The organization requesting space must state the general purpose of any meeting.
- (a) For all functions and meetings, the Vice President for Student Affairs, or designee, may require other personnel to be present in a supervisory, advisory, or security role.
  - (b) Officers of an organization must take all precautions to ensure that no social event or function shall interfere with the University's pursuit of its educational objectives and programs. The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal, negligent, and/or intentional misconduct either engaged in or knowingly permitted by the organization, including illegal sale and/or excessive consumption of alcoholic beverages. Officers of an organization shall be responsible for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.
  - (c) Sponsoring organization(s) may require presentation of a valid University ID Card for admission to events held on University premises. An organization may limit functions to members of the sponsoring organization(s) and their invited guests.
  - (d) Functions which are held in University facilities must end no later than the established closing hour of the facility concerned, unless prior arrangements are made through the Office of Kilcawley Center Reservations (for Kilcawley Center and University housing facilities) or Office of Special Events and Events Preparation (for other University facilities).

#### 18. Invitation of Off-Campus Speakers

The freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the members of the University community regarding the opportunity to hear off-campus, or outside, speakers on the campus.

However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. In order that the rights of all students might be assured, the calendaring of outside speakers shall be subject to the following:

- a. A request in writing to invite an outside speaker will be considered by the Vice President for Student Affairs only when made by a registered student organization at least ten University working days in advance of the scheduled event. This request shall include (a) the name of the sponsoring organization; (b) name of the speaker; (c) time and date; (d) desired location of the meeting; (e) expected size of the audience; and (f) topic of speech.
- b. A request for space shall be made to the Office of Kilcawley Center Reservations (for the use of Kilcawley Center and University housing facilities) or to the Events Preparation Coordinator (for other University facilities) by an officer of the registered student organization sponsoring the speaker not later than ten University working days prior to the date of the proposed speaking engagement.

- c. A request made by a registered organization may be denied only if the Vice President for Student Affairs determines, after proper inquiry, that the proposed speaker will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:
  - (1) The violent overthrow of the government of the United States, the State of Ohio, or any political subdivision thereof;
  - (2) The willful damage or destruction, or seizure and subversion, of the institution's buildings or other property;
  - (3) The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions;
  - (4) The physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students, or other campus disorder of a violent nature; and/or
  - (5) In determining the existence of a clear and present danger, the Vice President for Student Affairs may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.
- d. The decision of the Vice President for Student Affairs is final.
- e. In granting the request, the Vice President for Student Affairs may require that the speaking event be chaired by a member of the administration or faculty, and may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group.

#### 19. Use of Bulletin Boards

Bulletin board space is provided in numerous locations throughout campus. Regulations governing the posting of materials on bulletin boards are described below. Posting of materials on trees, posts, buildings, or other non-bulletin board surfaces (e.g., auto/truck windshields) is prohibited.

- a. Official University/departmental bulletin boards are located in all University buildings. Regulations governing the posting of materials on these boards are determined by the department responsible.
- b. Student Government regulations govern individual student and registered student organization materials posted on student bulletin boards located in buildings throughout campus.
- c. Posting of materials in Kilcawley Center is governed by the *Kilcawley Center Policy Manual*. Posting and/or distribution of materials in residence hall facilities (including Christman Dining Commons) are governed by the Handbook for Residents.

- d. Material not related to registered student organizations or campus activities must be approved by the News Editor, University Relations, prior to distribution or posting.
  - e. The University reserves the right to deny posting privileges or remove materials that violate any provisions of *The Code* or other University regulations or policies.
20. Students acting individually or on behalf of a registered student organization/group may distribute written material at designated on-campus locations after reserving those locations with the appropriate office (see Article V, Section F, Paragraph 17).
21. Functions of organizations/groups that involve unique circumstances for members or to others, as determined by the Director of Student Activities, may be required to secure special approval for registration by the Vice President for Student Affairs. For the protection of the organization and its members, the University may require special liability and/or health insurance coverage on the part of the organization and/or individual members and participants, and may also require a release and waiver of liability by the participants.
22. Organizations shall comply with all University regulations as well as state and federal laws. Names and addresses of officers shall be required as a condition of registration and access to institutional funds or facilities. Membership lists are not required.

## ARTICLE VI. STUDENT PUBLICATIONS

The University supports several student publications that provide an avenue for students to express their literary and artistic talents. Policies and procedures concerning student publications are recommended to the Vice President for Student Affairs by the Student Publications Committee. Copies of current policies and procedures are available from the Vice President for Student Affairs or designee.

## ARTICLE VII. STUDENT CONDUCT PROCEDURES

### Section A. General

1. In order to ensure justice and the basic elements of due process, the following procedures have been established for use in all judicial proceedings involving students of the University.
2. The Student Conduct Board is annually appointed by the Vice President for Student Affairs. This Board, composed of students, faculty, and administrators, is charged with:
  - a. Reviewing *The Code* and judicial policies and procedures and recommending any changes deemed necessary;
  - b. Conducting hearings related to alleged violations of University regulations by students, determining responsibility, and issuing appropriate sanctions;
  - c. Conducting appeal hearings; and

- d. Reviewing decisions of hearing panels at the request of any member of the Student Conduct Board, Vice President for Student Affairs, or designee.
3. Hearing panels shall be comprised of three members of the Student Conduct Board, identified by the Student Conduct Administrator. At least one faculty/staff member shall be selected to serve on all hearing panels. Each hearing panel shall be chaired by a faculty/staff member identified by the Student Conduct Administrator.
4. The standard of proof utilized in all University student conduct proceedings shall be a preponderance of evidence.

### **Section B. Initiation of Complaints and Student Conduct Charges**

1. Any member of the University community may file charges against any student for alleged misconduct. Charges shall be prepared in writing and directed to the Student Conduct Administrator responsible for the administration of the University student conduct system. Any charges should be submitted as soon as possible after the event takes place, but not later than thirty (30) days following the incident. Exceptions to this limitation period (e.g., sexual assault cases) will be reviewed by the Student Conduct Administrator.
2. The Student Conduct Administrator shall review complaints and may initiate investigations of possible violation(s) of *The Code* to determine if the charges have merit. In reviewing complaints, the Student Conduct Administrator will determine whether the alleged violations may be resolved through a conduct conference or a conduct hearing. Students or groups/organizations who might be subject to University suspension or expulsion shall be provided a hearing before a hearing panel of the Student Conduct Board. All other cases will be initially scheduled for review through a conduct conference or at the discretion of the Student Conduct Administrator referred to a hearing before the Student Conduct Board.
3. All charges shall be presented to the student and/or group/organization in written form and delivered to the accused in person or by certified mail to the student's official address of record at the University. The student and/or group/organization shall be instructed to schedule a conduct conference with the Student Conduct body to discuss the charges, or informed that a hearing panel has been convened to review the charges. In the event the student and/or group/organization does not respond as requested, the Student Conduct body may proceed to conclude the case.

### **Section C. Conduct Conference**

1. During the scheduled conduct conference, the Student Conduct body will discuss the nature of the alleged charges with the accused student and/or group/organization. The accused will have the opportunity to accept or deny responsibility for the alleged violations of University conduct regulations, present relevant information, and exercise the option of resolving the charges either within the conduct conference or by proceeding to a hearing panel. The Student Conduct Administrator may withdraw any charges deemed in his or her opinion to be without basis.
2. In cases where the outcome and sanction(s) can be agreed upon by the Student Conduct body and the accused student and/or group/organization, the student shall be issued a written notice indicating the findings and sanction(s). Resolution of the case in this manner will constitute a waiver of the right to a hearing and any appeal.

3. In cases where the outcome and sanction(s) cannot be agreed upon, the student shall maintain the right to appeal the outcome of the conduct conference. Appeals will be heard by the Student Conduct Administrator or referred to an appeal panel of the Student Conduct Board.
4. In the event a student and/or group/organization fails to appear at the scheduled conduct conference, the Student Conduct body may review the facts in support of the charges and render a decision and issue appropriate sanctions. Findings and sanctions shall be based on the facts and not the accused student's and/or group/organization's failure to appear. The decision by the Student Conduct body may be appealed according to Section G of this article.

#### Section D. Conduct Hearings

1. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Conduct Administrator. In cases in which an examination period or break intervenes between the time of notice and the hearing date, a reasonable effort will be made to schedule the hearing during the break. In the event that this is not possible, hearings will always be held on the first day on which classes resume.
2. Hearings shall be conducted by a hearing panel of the Student Conduct Board according to the following guidelines:
  - a. Hearings shall normally be conducted in private. At the request of the accused student, and subject to the discretion of the Student Conduct Administrator, the hearing may be open to the public.
  - b. The complainant, accused student, and their advisors, if any, shall be permitted to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the chair of the hearing panel in consultation with the Student Conduct Administrator.
  - c. In hearings involving more than one accused student, the chairperson of the hearing panel, in consultation with the Student Conduct Administrator, may permit the hearings concerning each student to be conducted separately.
  - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct body. Students or groups/organizations who have selected an attorney as their advisor shall provide the Student Conduct Administrator with the name and phone number of the attorney three University working days prior to the hearing. Advisors may not appear in lieu of the student or group/organization. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing since delays will not normally be permitted due to the scheduling conflict of an advisor.
  - e. The complainant, the accused, and the Student Conduct body shall have the privilege of presenting witnesses and the right of cross-examination.



- f. The chair of the Student Conduct body may limit the time of presentations by witnesses, and witnesses will be separated from the hearing during the presentation of information of other witnesses.
  - g. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct body at the discretion of the chairperson.
  - h. The Student Conduct body may hear all pertinent information and conclude the case if the student, without prior notification of just cause to the Student Conduct Administrator, does not appear as requested.
  - i. All procedural questions are subject to the final decision of the chairperson of the hearing panel in consultation with the Student Conduct Administrator. Any person disrupting a hearing or who fails to adhere to the decisions of the chairperson shall be removed from the hearing.
  - j. After the hearing, the hearing panel shall meet in closed session to determine, by majority vote if the Student Conduct body consists of more than one person, whether the student has violated each section of *The Code* that the student is charged with violating.
  - k. The decision of the panel will be announced to the student immediately after the conclusion of the hearing and will be confirmed later in writing.
  - l. The hearing panel's determination shall be made on the basis of whether it is more likely than not that the accused student violated *The Code*.
3. There shall be a single verbatim record, such as a tape recording, of all hearings before a hearing panel (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.
4. Except in the case of a student charged with failing to obey the summons of a Student Conduct body or University official, no student may be found to have violated *The Code* solely because the student failed to appear before a Student Conduct body. In all cases, the information in support of the charges shall be presented and considered.
5. The accused student and/or group/organization shall be afforded the following procedures in order to uphold due process:
- a. Written notice of charge(s);
  - b. Specific regulations alleged to be violated;
  - c. General information regarding the nature of the incident and adequate time to prepare for the hearing;
  - d. Charges being processed in a timely manner;

- e. Written notification of date, time, and location of hearing and information about hearing procedures. The notice will be delivered by certified mail to the student's official address of record at the University or by email to the student's official University email address. Students are expected to maintain current mailing addresses and are expected to activate and regularly monitor their YSU email account;
  - f. Questioning a Student Conduct Board member's ability to participate fairly in a hearing, and rejecting any board member when just cause has been demonstrated;
  - g. Being accompanied by an advisor (see this article, Section D, Paragraph 2.d);
  - h. Having witnesses appear on his/her behalf during the hearing. If a witness cannot appear, a signed statement from the witness can be used as long as it is notarized by an appropriate official;
  - i. Being entitled to know the nature and source of information, and to be informed of the final outcome of the case in writing;
  - j. Understanding that all conferences/hearings shall be closed to the extent allowed by law to ensure the student's confidentiality; and
  - k. Having the opportunity to appeal as outlined in *The Code*.
6. The complainant of a student conduct case will be afforded procedures (d) through (k) above, although disclosure of the outcome is limited by law and is typically not in writing. In addition, the complainant will be afforded the following:
- a. The right to be treated with respect and dignity by all University officials;
  - b. Counseling, available medical resources, and academic assistance when requested;
  - c. Changes in campus residence and/or classes, when reasonable and requested;
  - d. The right to request that charges of misconduct be pursued;
  - e. Due process within any University student conduct proceeding; and
  - f. The right to provide information at the hearing in a seat not directly facing the accused, if the complainant requests. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where as determined in the sole judgment of the Student Conduct Administrator to be appropriate.
7. A conduct sanction imposed or other action taken by any Student Conduct body shall become effective upon conclusion of the hearing and written notification will be sent by certified mail or

delivered in person to the student and/or group/organization. If the individual files a written letter of appeal with the Student Conduct Administrator, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the student. The written notification shall contain the following information:

- a. The charge(s);
  - b. The regulation(s) of *The Code* found to have been violated;
  - c. The sanction(s) imposed or other action to be taken and the effective date of the action; and
  - d. Advisement of the right of appeal in accordance with the procedures outlined in *The Code*.
8. The Student Conduct Administrator shall maintain records of information received, recording of the hearing, and action taken by any Student Conduct body. Public examination of these records shall be limited to the extent allowed by law.

### Section E. Sanctions

1. The following sanctions may be imposed upon any student that has been found responsible for a violation of University regulations:
  - a. *Warning of a Technical Violation*: An official statement that the student has violated the letter, but not the spirit of a University conduct regulation.
  - b. *Warning*: A written statement that the student is violating or has violated University regulations. Continuation or repetition of inappropriate conduct may be cause for more severe disciplinary action. A period not to exceed one academic year is attached to this sanction.
  - c. *Conduct Probation*: Notice in writing that the violation of University regulations is serious, flagrant, or a repeated violation of policy and any subsequent violation(s) of University regulations may result in suspension or expulsion and/or imposition of restrictions or conditions consistent with the offense committed and the rehabilitation of the student.
  - d. *Conduct Probation with Restrictions*: Notice in writing that the violation of University regulations is a serious, flagrant, or repeated violation, and that any subsequent violation(s) of University regulations may result in suspension or expulsion. In addition, an order preventing the student from holding University elective office, student employment, participating in any intercollegiate activity or sport, participating in any University sponsored program/organization, or representing the University in any other manner will be attached to this sanction.
  - e. *Restitution*: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanctions as described in this section.

- f. Developmental Sanctions: Other sanctions may be imposed instead of, or in addition to, those specified above, e.g., community service, counseling, educational assignments, or a registration hold may be placed on records.
  - g. Deferred Suspension: Separation of the student from the University and/or residence halls is deferred for a specified period (not to exceed one academic year). If the student is found in violation of any subsequent violations of University conduct regulations, the suspension takes effect immediately and may not be appealed. Additional sanctions appropriate to the new violation will also be issued.
  - h. Residence Hall Suspension: Separation of the student from the residence halls for a specified period of time (not to exceed one academic year), after which time the student is eligible to return.
  - i. University Suspension: Separation of the student from the University for a specified period of time (not to exceed one academic year), after which time the student is eligible to return.
  - j. Residence Hall Expulsion: Separation of the student from the residence halls under circumstances in which readmission would be rare.
  - k. University Expulsion: Separation of the student from the University under circumstances in which readmission would be rare.
  - l. Revocation of Admission and/or Degree: Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for serious violations committed by a student prior to graduation.
  - m. Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the process set forth in *The Code*, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than University Expulsion or revocation or withholding of a degree, conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record and shall be kept confidential to the extent allowed by law. Upon graduation, the student's conduct record may be expunged of conduct actions other than Residence Hall Expulsion, University Suspension, University Expulsion, or revocation or withholding of a degree upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than Residence Hall Expulsion, University Suspension, University Expulsion or revocation or withholding of a degree shall be expunged from the student's conduct record seven years after final disposition of the case.
4. The following sanctions may be imposed upon groups or organizations:
- a. Those sanctions listed above in Section E.1, (a) through (e).

- b. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.
5. In each case in which a Student Conduct body determines that a student has violated *The Code*, the sanction(s) shall be determined and imposed by the same Student Conduct body. The Student Conduct Administrator shall be responsible for recommending sanctions to the hearing panels and for ensuring that sanctions imposed by hearing panels are consistent with the violation and sanctions imposed for similar violations.

#### Section F. Interim Suspension

In certain circumstances, the Student Conduct Administrator may impose a University or residence hall suspension prior to the hearing before the judicial body.

1. Interim suspension may be imposed only (a) to ensure the safety and well-being of members of the University community or preservation of University property; (b) to ensure the student's own physical or emotional safety and well-being; (c) if the student poses a definite threat of disruption or interference with the normal operations of the University; or (d) if a student is charged with the commission of a trigger offense as defined in the *Ohio Revised Code*, Section 2901.01.
2. The Vice President for Student Affairs, or designee, may suspend a student from University housing and/or the University, pending consideration of the case. The interim suspension from the University provided for in this provision may also be imposed on groups/organizations.
3. In the event that an interim suspension is imposed, the student or group/organization will be advised either in person or by certified mail from the Vice President for Student Affairs, or designee, of the cause for suspension. The interim suspension becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in Article VII, Section D.2 and may proceed before, during, or after any criminal proceedings that may result from the student conduct.
4. During the interim suspension, the student or group/organization shall be denied access to all Housing facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student or group/organization might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate.

#### Section G. Appeals

1. The decision or sanction imposed by a Student Conduct body may be appealed by the accused student or group/organization or complainant within five University working days of the decision. Appeals shall be in writing and shall be delivered to the Student Conduct Administrator. The letter of appeal should indicate the grounds on which the decision is being appealed and provide sufficient details to support the appeal. During the period of appeal, all sanctions except interim suspension, will be held in abeyance.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the accused

student or group/organization and complainant an opportunity to prepare and to present information regarding the allegations.

- b. To determine whether the decision reached regarding the accused student or group/organization was based on sufficient evidence, that is, whether the facts in the case were sufficient to establish that a violation of *The Code* occurred.
  - c. To determine whether the sanction(s) imposed was/were appropriate for the violation of *The Code* which the student or group/organization was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
3. The student or group/organization may, in preparing the request of appeal, have access to records of the case which must be reviewed in the Office of Student Life.
  4. Appeals of decisions or sanctions imposed by a hearing officer may be reviewed by the Student Conduct Administrator. Appeals of Student Conduct bodies other than hearing officers will be reviewed by an appellate board.
  5. An appellate board composed of three members from the Student Conduct Board identified by the Student Conduct Administrator will review the appeal and may decide either to deny or grant the appeal. If an appeal is granted, the matter shall be remanded to the original student conduct body for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is denied, the matter shall be considered final and binding upon all involved.
  6. Review of the sanction(s) by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the original student conduct body may, upon review of the case, reduce but not increase the sanctions imposed.
  7. The decision of the appropriate Student Conduct body is final.

#### **Section H. Conduct Procedures for University Housing**

In an effort to expedite misconduct cases, Hearing Officers have been designated to review misconduct cases originating within University Housing.

1. The responsibility for the enforcement of rules and regulations governing student conduct in the residence houses, as outlined in the *Handbook for Residents*, is delegated by the Vice President for Student Affairs to a Hearing Officer.
2. Any student, faculty member, or University official may file charges against any student living in a residence house for misconduct within the residence house, campus dining facilities, or at any residence house function.

3. Upon receipt of such charges, the Hearing Officer will conduct an investigation to determine whether there is reasonable cause to believe that a violation of a regulation may have occurred. If it is determined that a violation may have occurred, the case may be heard by the Hearing Officer or referred to the Student Conduct Administrator.
  - a. The Hearing Officer will afford all parties appropriate due process (see Section D, Paragraph 2, of this article). Once all information pertinent to the case has been presented, the following may occur:
    - (1) Insufficient facts to uphold the occurrence of a violation—case is dismissed;
    - (2) Facts support the occurrence of a violation—sanction is imposed. Sanctions imposed by the Hearing Officer may include any of those sanctions listed in Article VII, Section E.1, a-f; or
    - (3) In the event a more severe sanction may be warranted, the case is referred to the Student Conduct Administrator for appropriate action.
  - b. Appeals of decisions of the Hearing Officer, shall be submitted in writing to the Student Conduct Administrator as outlined in Section G. Appeals may be reviewed by either the Student Conduct Administrator or an appellate board of the Student Conduct Board and their decision is final.
  - c. Cases resolved by a Hearing Officer are forwarded to the Student Conduct Administrator to be included in the student's conduct record.

### **Section I. Student Conduct Record**

The Student Conduct Administrator shall maintain all student conduct records of information received and action taken by the respective Student Conduct bodies.

1. Conduct sanctions shall not be made part of the student's academic record but shall become part of the student's conduct record. All student conduct records, except records of residence hall expulsion, University suspension, University expulsion, and revocation or withholding of a degree shall be expunged seven years after final disposition of the case. Upon graduation, the student may petition the Student Conduct Administrator for removal of all files contained in his or her student conduct records. The student may appeal a negative response of the Student Conduct Administrator to the Student Conduct Board.
2. All material gathered from a substantiated conduct case (residence house, academic, and other) shall become part of any new case against the same individual(s) after the new charges have been substantiated.
3. Student conduct records are maintained only in the names of students found to have violated regulations.

### **Section J. Special Procedures**

To ensure continued participation of students, faculty, and administration in the student conduct process, and to ensure speedy disposition of conduct cases, the President of the University is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and dispose of cases in accordance with

the provisions of *The Code* and shall ensure that all elements of procedural due process delineated in this article are observed.

## ARTICLE VIII. INTERPRETATION AND REVISION

1. Any question of interpretation or application regarding *The Code* shall be referred to the Student Conduct Administrator for final determination.
2. *The Code* shall be reviewed every two years under the direction of the Student Conduct Administrator.

## ARTICLE IX. ACADEMIC PROCEDURES

### Section A. Academic Dishonesty

Academic honesty is essential to the educational process and serves to protect the integrity of the University community. Therefore, all members of the University community have a responsibility of maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of University conduct regulations.

Students who engage in dishonesty in any form on examinations, papers, and course assignments, or who illegally possess examinations shall be charged with academic dishonesty. Furthermore, students shall not submit the work of someone else as their own or utilize ideas taken from other sources without properly citing the source. In addition, work completed in one course that is submitted in another course may constitute academic dishonesty. Students should consult with the faculty member if they are not sure what may constitute academic dishonesty.

Students suspected of academic dishonesty shall be charged with a violation of University conduct regulations under Article IV, Section A.1. Cases of alleged academic dishonesty shall be resolved in the following manner:

1. Conference
  - a. The faculty member should discuss the matter with the student as soon as possible following the alleged act of academic dishonesty that the student is suspected of committing.
  - b. Following the initial discussion, the student shall be informed in writing of the allegations by the faculty member and requested to attend a conference with the faculty member and appropriate department chair.
  - c. During the conference, the faculty member should discuss the allegations with the student and determine whether the student is responsible for the allegations. If the student is found to be responsible, the faculty member shall determine the sanction to be imposed. If the student is found not responsible, no further action is warranted.
  - d. Prior to imposing the sanction, the faculty member shall communicate with the Judicial Administrator to determine if the student has been involved in any previous academic dishonesty violations.



- e. The faculty member may impose one or more of the following sanctions:
  - (1) Warn the student;
  - (2) Submit an "F" grade on the exam or paper;
  - (3) Submit an "F" grade for the course; and/or
  - (4) Request additional action from the Student Academic Grievance Subcommittee.
- f. The faculty member must file a Report of Academic Dishonesty if options 2 through 4 are imposed. The Judicial Administrator will then notify the student in writing of the decision as well as create a judicial file which shall be kept confidential to the extent allowed by law.
- g. In cases where a student is found responsible for an incident of academic dishonesty that is serious, flagrant, or repeated, the student may also be referred to the Student Academic Grievance Subcommittee for consideration of additional judicial action, including suspension and expulsion.
- h. Following the conference, the accused student has the right to file a grievance and request that the case be reviewed by the Student Academic Grievance Subcommittee.

## 2. Hearing

- a. Cases of academic dishonesty that are referred for a hearing shall be heard by the Student Academic Grievance Subcommittee. The Student Academic Grievance Subcommittee shall consist of two faculty members, two students, and one administrator who will chair the hearing.
- b. Hearings for academic dishonesty before the Student Academic Grievance Subcommittee shall follow the procedures outlined in Article VII, Section D.2.
- c. The Student Academic Grievance Subcommittee may impose any of the sanctions outlined in Article VII, Section E.
- d. A decision of the Student Academic Grievance Subcommittee may be appealed following the procedures outlined in Article IX, Section B.3.

## Section B. Undergraduate Student Academic Grievance Procedure<sup>1</sup>

### 1. Introduction

- a. The Student Academic Grievance Subcommittee, in addition to reviewing matters of academic dishonesty, provides the undergraduate<sup>2</sup> students at Youngstown State University with a formal channel through which complaints concerning academic matters may be heard. It creates a system whereby the aggrieved student may receive assistance in pressing a claim through the organization and systems of the University. The subcommittee shall have the power, as part of its decision, to mandate a grade change. This is possible only in cases of academic dishonesty or when the instructor materially deviates from the grading scale or weight distribution indicated on the course syllabus, to the detriment of an individual student or the entire class. The subcommittee will consult with the department in such cases. This

procedure is not intended, nor should it be used, as a means of modifying, changing, or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University.

- b. Informal discussion between persons directly involved in a grievance is essential in the early stages of a dispute and should be encouraged at all stages. An equitable solution to the problem should be sought before the respective persons directly involved in the case have assumed official or public positions that might tend to polarize the dispute and render the solution more difficult. If a problem still exists after discussion, the student should bring a complaint to the attention of the department chair or to the academic dean.
- c. The Student Academic Grievance Subcommittee will have responsibility for coordinating and implementing this procedure. This subcommittee will be composed of thirteen members: six faculty members (one from each college) appointed by the Executive Committee of the Academic Senate; six student members (one from each college) appointed by Student Government; and the Provost or designee. Any matters pertaining to conflict of interest shall be resolved by the subcommittee. Any action taken by the subcommittee shall require a majority vote of a quorum.

## 2. Procedure for Academic Grievances

### a. Required Informal Action

Following the discovery of an event which the student wishes to grieve, but no later than the last day to withdraw from a course during the subsequent semester, the student must attempt to resolve the conflict through discussion with the faculty member. If the matter cannot be resolved at this level, the student must initiate discussion with the department chair and then with the dean of the school/college in which the course was offered.

A student may initiate the Grievance Hearing Procedure if this discussion does not resolve the issue or if the student documents that these required discussions could not be scheduled in a timely manner.

### b. Grievance Hearing Procedure

#### (1) Initial Steps

- (a) The Grievance Hearing Procedure is initiated when the student submits a written statement describing the grievance on the standard Grievance Form. The form is available from the Office of the Provost. When it is completed, it must be returned to the Office of the Provost. The completed form must be submitted no later than six University working days after the last day to withdraw from a course during the subsequent semester following the incident. (It is expected that the grievance hearing process would be concluded by the end of the subsequent semester following the incident.)

The Office of the Provost is responsible for assisting the grieving student in accurately completing the form. The Office of the Provost is also responsible for providing the student with an overview of the process and with an assessment of the validity of the grievance.

In this and all subsequent steps of the grievance process, the student is entitled to the services of the Office of the Provost, as a facilitator of the process. Either party may also avail him/herself of the services of an advisor.

- (b) Within two University working days of receipt of a completed Grievance Form, the Office of the Provost shall distribute copies to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure and an Acknowledgment/Response Form to the faculty member, department chair, and academic dean.
- (c) Within five University working days of receipt of the Grievance Form, the faculty member, department chair, and dean must return the Acknowledgment/Response Form to the Office of the Provost.
- (d) The Office of the Provost shall submit the entire grievance package to the Student Academic Grievance Subcommittee Chair within two University working days of receipt of all of the Acknowledgment/Response Forms.

Under normal circumstances, it is expected that the time lapsed between the student's filing of the grievance with the Office of the Provost and the submission of the package to the Subcommittee would not exceed three weeks.

#### (2) Grievance Hearing Panel

A Grievance Hearing Panel is selected from the Student Academic Grievance Subcommittee membership. A minimum of two faculty members, two students, and the Subcommittee Chair constitute a Grievance Hearing Panel. A Grievance Hearing Panel will be convened by the Chair, who will vote only in case of a tie.

#### (3) Scheduling of Hearing

- (a) Upon receipt of the grievance package, the Chair of the Student Academic Grievance Subcommittee shall contact the student and the faculty member to schedule the hearing. In addition, the Chair shall describe the process to both and outline for each their rights and obligations.
- (b) A Grievance Hearing Panel shall be identified and a hearing date established. All affected parties will be notified of the date, time, and place of the hearing. The notification shall be sufficiently in advance of the hearing so that all parties have a reasonable opportunity to be present.

#### (4) Grievance Hearing Principles and Procedures

- (a) No member of a Grievance Hearing Panel will hear a case directly affecting him/her.
- (b) Prior to the hearing, the Grievance Hearing Panel members shall review all written materials from the affected parties contained in the grievance file.

- (c) At the hearing, both sides shall be present and the Hearing Panel shall consider only the information contained in the grievance file. During the hearing, the following rights are guaranteed all parties: they shall be present during proceedings; they may be assisted by an advisor of their choice; they shall be given an opportunity to be heard; they may present supporting information, including oral testimony; and they may refute information presented.
- (d) If a faculty member cannot or refuses to participate in the hearing, the appropriate department shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.
- (e) After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.
- (f) Both parties shall be informed of the Grievance Hearing Panel's decision.
- (g) The Hearing Panel's disposition shall be prepared and signed by its Chair and shall be the concluding phase of the Student Academic Grievance Procedure.
- (h) The decision of the Hearing Panel shall be forwarded to the parties involved, including the appropriate dean.
- (i) In the event that the Hearing Panel rules in favor of the student grievant, copies of the findings shall be placed in the faculty member's personnel file. In the event that the Hearing Panel rules in favor of the faculty grieved against, copies of the findings shall be placed in the student's discipline/grievance file.
- (j) A master grievance file of all pertinent documents of all grievances shall be kept by the Student Academic Grievance Subcommittee Chair.
- (k) When an appeal is filed, disposition of the matter shall be suspended until the appeal is resolved.

### 3. Appeals

- a. Either the student filing the grievance or the faculty member being charged may appeal the decision of a Grievance Hearing Panel within six University working days of receipt of the written notification of the decision. Appeals shall be reviewed by the full Student Academic Grievance Subcommittee within twelve (12) University working days if the appeal is based upon one of the following reasons: (a) new information, not available at the time of the original hearing, is found; or (b) if either party believes insufficient evidence was presented to justify the decision. Such appeals are not heard as original cases and may be concluded by the Subcommittee on the basis of the written information provided.
- b. If procedural violations are alleged, the decision of the Grievance Hearing Panel may be appealed in writing to the Student Academic Affairs Committee within twelve (12) University working days by either the student or the faculty member involved. Within

twelve (12) University working days after receiving the appeal, the Chair of the Student Academic Affairs Committee shall convene an Appeal Panel consisting of a minimum of two faculty and two student Committee members. This Appeal Panel shall rule only on whether or not procedural violations have indeed occurred.

- c. If the Appeal Panel rules that the prescribed procedures were followed, the original decision of the Grievance Hearing Panel stands and the matter will be closed.
- d. If they rule that procedural violations have occurred, the case will be remanded to the full Student Academic Grievance Subcommittee for further deliberation. Within twelve (12) University working days, the Student Academic Grievance Subcommittee shall rehear the case, eliminating the procedural errors enumerated by the Appeal Panel.
- e. Within six University working days of the decision of the full Student Academic Grievance Subcommittee, either party may allege that procedural violations have occurred. The full Student Academic Affairs Committee shall then reexamine the case. If they find that there were no procedural violations, the decision of the Student Academic Grievance Subcommittee stands. If they find that there were procedural violations, then the Student Academic Affairs Committee shall undertake a full examination of the case following steps similar to those delineated above. The decision of the Student Academic Affairs Committee in either case is final and nonappealable.

### Section C. Graduate Student Academic Grievance Procedure<sup>3</sup>

The Graduate Student Academic Grievance Procedure provides the graduate students at Youngstown State University with a formal channel through which complaints concerning academic matters may be heard. It creates a system whereby the student may receive assistance in pressing a claim within the organization of the University.

Informal discussions between persons directly involved in a grievance are essential in the early stages of a dispute and should be encouraged at all stages. An equitable solution to the problem should be sought before the respective persons directly involved in the case have assumed official or public positions that might tend to polarize the dispute and make resolution more difficult. If a problem still exists after discussion, the student should bring the complaint to the attention of the graduate program director and department chair. If the problem remains unresolved, the student should bring the complaint to the School of Graduate Studies.

#### 1. Scope

The procedure provides the student with an opportunity to seek redress for concerns involving an academic or administrative practice. This procedure may not be used as a means of modifying or changing departmental, University, and/or Graduate School policies, but may be used to address policy issues.

The Graduate Student Grievance Committee will be responsible for coordinating and implementing this formal procedure. The Committee membership will be appointed by Graduate Council and will be composed of three full-time faculty chosen by Graduate Council, three graduate students, and one representative appointed by the Vice President for Student

Affairs. Any matters pertaining to conflict of interest concerning a particular grievance shall be resolved by the Committee. Two students and two faculty shall constitute a quorum. Any action taken by the Committee shall require a majority vote of a quorum.

2. Procedure

Before initiating the formal procedure, any student who has a complaint is urged to resolve the conflict through informal discussion as described above. If such discussion fails to resolve the matter, the following procedure should be implemented:

a. Step 1

- (1) The student must submit the Graduate Student Grievance Form to the Chair of the Graduate Grievance Committee within twenty-four school days (a school day is defined as any day, including Saturdays, on which classes are conducted) following an event or the student's awareness of a situation which the student wishes to grieve. Within six school days after the student files the form with the Grievance Committee Chair, the Committee shall designate three of its members, two faculty, and one student to serve as a subcommittee to attempt to resolve the issue.

The subcommittee shall meet with each involved party either on an individual basis or in a joint conference, as deemed appropriate.

- (2) Within six school days after the subcommittee completes its conferences, it shall issue a disposition notice concerning the grievance, together with a form upon which the student may indicate

(a) acceptance or rejection of the disposition, and

(b) a determination to pursue or not to pursue the issue further. The student must sign the grievance form and forward it to the Chair of the Graduate Student Grievance Committee within six school days after receiving the disposition.

b. Step 2

- (1) If the student or person against whom the grievance was filed rejects the disposition, he/she must submit a formal written grievance to the Chair of the Graduate Student Grievance Committee within six school days. The Grievance Committee may waive the deadline for submitting the formal written grievance. In this and all subsequent steps of the grievance process, the student is entitled, without cost, to the services of an advocate from the Office of the Vice President for Student Affairs or may employ at his or her own expense any other advocate. The individual against whom the grievance is directed may also be represented by an advocate.

- (2) Within eighteen school days of the receipt of the formal written grievance, the Graduate Student Grievance Committee will hold a hearing on the grievance. All parties shall be notified well in advance of the day, time, and place of the hearing. At least three school days prior to the hearing, the Committee will receive written materials from the affected parties so that the Committee members have an opportunity to review them. This does not preclude the admission of additional written materials at the hearing.

(3) At the hearing, the following rights are guaranteed to all parties: each will appear, each may be assisted by an advocate, each may speak, each may present pertinent relevant evidence, each may confront those expressing opposing viewpoints, and each may rebut evidence.

(4) After the hearing has been concluded, the Grievance Committee will meet and within six school days reach a decision.

### 3. Implementation

The Committee's disposition shall be signed by its Chair and forwarded to the student and faculty/staff members who were parties to the grievance, the Dean of Graduate Studies, the chair or director of the department or college where the faculty or staff member is located, and the Provost. Copies of the disposition, along with a summary of the substantive issues of the grievance, shall be placed in the student's file, as well as in the faculty's, staff member's, or administrator's personnel file. A master file of all pertinent documents of all grievances shall be kept in the School of Graduate Studies.

## ARTICLE X.

### STUDENT DISCRIMINATION COMPLAINTS

#### Section A. Introduction

The purpose of this article is to inform students of their rights to secure equitable and expedient resolutions to student complaints of discrimination. As expressed in the Equal Opportunity/Affirmative Action Complaint Procedure, the University is committed to a campus environment that values all individuals and groups, and to non-discrimination and equal opportunity for all persons without regard to sex, race, religion, color, age, national origin, sexual orientation, handicap/disability, or identification as a disabled and/or Vietnam era veteran. The complaint procedure is intended to provide assistance and guidance for those alleging some form of discrimination.

#### Section B. Definition

A complaint of discrimination is any claim of an injury, injustice, or wrong based on the person's sex, race, religion, color, age, national origin, sexual orientation, handicap/disability, or identification as a disabled and/or Vietnam era veteran.

#### Section C. Procedure

The procedure for filing complaints of discrimination is outlined in the Equal Opportunity and Affirmative Action Complaint Procedure available in the Office of Equal Opportunity.

## ARTICLE XI.

### POLICY STATEMENTS

#### Section A. Sexual Harassment

##### 1. Purpose

The purpose of this policy is to establish a strong commitment to prohibit sexual harassment and establish a procedure for investigating and resolving internal complaints of sexual harassment. The sexual harassment procedures are designed to aid in the process of educating members of the University community, serve as a means of preventing sexual harassment, and promptly and fairly respond to alleged incidents of sexual harassment.

2. Scope

- a. Any individual in the University community may lodge a complaint against any other member of the University community, or any other individual acting on behalf of the University.
- b. University community includes, but is not limited to, faculty, staff, students, members of the Board of Trustees, campus visitors, and contractual employees working on the campus.
- c. The Director, Office of Equal Opportunity and Disability Services, serves as the coordinator for the administration of this policy.

3. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination that represents unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when:

- a. Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, or involvement in University-related activities.
- b. Submission to or rejection of such conduct by an individual is used as a component for academic, employment, or activities-involvement decisions affecting that individual.
- c. The conduct has the purpose or effect of substantially interfering with an individual's curricular, co-curricular, or work performance or creating an intimidating, hostile, or offensive educational, employment, or on-campus living environment.

4. Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to, the following, when such acts or behaviors come within one of the above definitions:

- a. Either explicitly or implicitly conditioning any term of education, employment, or involvement in University-related activities on the provision of sexual favors.
- b. Touching or grabbing a sexual part of an individual's body.
- c. Continuing to ask an individual to socialize on or off campus when that person has indicated no interest in such activity.
- d. Displaying or transmitting sexually suggestive language, pictures, objects, cartoons, or posters.
- e. Writing sexually suggestive notes or letters.
- f. Referring to or calling a person a sexually oriented name.
- g. Telling sexual jokes or using sexually vulgar or explicit language.
- h. Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation.



- i. Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation.
- j. Off-campus conduct which falls within the above definition and affects the individual's on-campus environment.

5. Procedure

The procedure for filing sexual harassment complaints is outlined in the University Guidebook and the policy is available in the Office of Equal Opportunity.

## Section B. Statement on Sexual Assault

### 1. Introduction

Youngstown State University is an academic community dedicated to the advancement of learning and development of the individual student. It is a community that values the dignity of the individual. Any activity that may threaten its ideals, especially sexual assault, will not be tolerated. Sexual assault includes, but is not exclusive to, rape and/or acquaintance rape.

When there is probable cause that a sexual assault of any kind has occurred on campus, the University will pursue strong disciplinary action through its own channels. This discipline includes the possibility of severing the relationship between the University and the accused.

The University will fully cooperate with any investigation and will not request or agree to special consideration for any student, faculty, or staff member who is criminally charged.

Youngstown State University is committed to creating an environment that is safe and secure, where learning can take place without concern for one's safety. The University is also committed to providing support services, through its existing departments, for those individuals who have been sexually assaulted.

### 2. Procedure for Handling Date/Acquaintance Rape

Any person from the University who receives a report from an individual who experiences a sexual assault should encourage the individual to file a report with the University Police who will have primary responsibility for any investigatory activities. The person who receives the initial report may want to maintain ongoing contacts with the victim. However, the Counseling Center is responsible for providing assistance which will facilitate the victim's return to a normal campus schedule.

If the victim decides not to contact the police, the person who receives the report of an assault should encourage the victim to seek medical attention as soon as possible after the sexual assault.

The person who receives a report should advise the Chief of University Police about the case. The University Police Department is the agency that is responsible for conducting an investigation, coordinating with appropriate University personnel, and keeping the victim informed. The Chief of University Police will, in turn, notify key University personnel including, but not limited to, the President and Vice President for Student Affairs. The Vice President for

Student Affairs will notify other offices as appropriate (e.g., Director of Housing Services, Executive Director of Intercollegiate Athletics, etc.).

If an assault occurs on campus and charges are filed, the University Police Department is responsible for contacting the alleged assailant and informing this individual of his/her rights and responsibilities. If a sexual assault occurs off campus, the University Police Department will assist the victim in taking action through appropriate off-campus agencies.

When a victim files a report with the University Police Department, this department is responsible for advising the victim about the options available for filing charges. If the victim refuses to file such a report, the person who initially receives the report should inform the victim about the options. Legal action may be channeled through the criminal or civil courts and, if the attacker is a University student, the University judicial process may also be available.

### Section C. Computer Use

University computing facilities are a resource, and they are to be regarded, used, and protected like any other resource. In the particular case of computing resources, activities by individual(s) which cause harm or inconvenience to other computer users or which threaten the security or integrity of computing facilities are of a special concern to the University. Students are responsible for understanding and adhering to specific policies, procedures, and guidelines for computer use on campus and University computing resources. Policies for computer use are available from the Office of Computer Services.

### Section D. Parental/Guardian Notification Of Alcohol and Other Drug Offenses

Youngstown State University is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the University is concerned with taking a proactive approach in regards to students that may be experiencing problems with alcohol or other drugs. In accordance with state law, Youngstown State University has a no-tolerance policy for drugs and alcohol and, therefore, notifies parents of students under 21 years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs in an effort to create a positive support network for students.

#### 1. Parameters

- The Parental Notification Policy will be applied in situations where students under the age of 21 have been found responsible for a first violation of University conduct regulations regarding drugs or a first violation of University conduct regulations regarding alcohol.
- The Office of Student Life shall be responsible for administering all procedures of the Parental Notification Policy.

#### 2. Procedures

- a. The policy will be included in *The Code*. Copies are available in the Office of the Vice President for Student Affairs and the Office of Student Life.
- b. Parents/guardians may be notified when the underage student is found responsible for the first drug or alcohol violation and any subsequent drug or alcohol violation(s).

- c. The Vice President for Student Affairs, or designee, may make an exception to the parental notification policy if in his/her judgment it is determined that harm would come to the student as a result of parental notification.
- d. The notification will be provided in writing from the Office of Student Life and will be mailed to the student's home address.
- e. The notification letter will inform parents that their student has been found responsible for a violation of alcohol or other drugs. Included with the letter will be answers to frequently asked questions. Parents will be encouraged to discuss the incident with their student.
- f. The Office of Student Life will be responsible for responding to questions from parents/guardians. If a parent is interested in reviewing his/her student's disciplinary file, the student must sign a waiver to release information.
- g. The Office of Student Life shall be responsible for collecting data on the outcome of parental notification.

**Section E. Policy Regarding the Use of Dune Buggies, Go-Carts, Skateboards, Roller Skates, Roller Blades, and Bicycles on Campus**  
Skateboards, roller skates, roller blades, dune buggies, go-carts, or similar types of recreational vehicles are permitted to be used on University property in specifically designated areas. All such recreational riding should be conducted in a safe and responsible manner. Bicycles are permitted on University property but must be walked across the central core of campus. They must be parked in the provided bike racks and are not permitted in campus buildings.

## **ARTICLE XII. AMENDMENT PROCEDURE**

Any member of the University may recommend a change in *The Code* to the Vice President for Student Affairs. The Vice President for Student Affairs shall then distribute copies of this recommendation to the appropriate areas of the University community to allow for their reaction. If endorsed by the Vice President for Student Affairs, the proposal and any appropriate recommendations will be forwarded to the President. If the amendment is adopted, it will be officially announced to the entire University community and published in the next edition of *The Code*.

*The Code* was adopted by the YSU Board of Trustees on TBD.

**UNIVERSITY GIFTS**  
**EXECUTIVE SUMMARY**  
**APRIL-JUNE 2006**

**Youngstown**  
**STATE UNIVERSITY**

	Number of Gifts	Amount
<b>ALUMNI RELATIONS</b>		
Cash-One Year Single & Joint Members	305	\$9,780.00
Cash-Four Year Single & Joint Members	66	5,895.00
Cash-Single & Joint Life Members	15	3,800.00
<b>Total Cash</b>	<b>386</b>	<b>\$19,475.00</b>
Non-Cash	0	0.00
<b>Total Alumni Relations</b>	<b>386</b>	<b>\$19,475.00</b>
<b>MAAG LIBRARY</b>		
Cash-Contributions	9	495.00
<b>Total Cash</b>	<b>9</b>	<b>\$495.00</b>
Non-Cash	3254	\$0.00
<b>Total Maag Library</b>	<b>3263</b>	<b>\$495.00</b>
<b>UNIVERSITY DEVELOPMENT</b>		
Planned Gifts	1	125,000.00
Special Projects-Recreation & Wellness Center	2	15,000.00
Major Gifts		
\$50,000 - \$99,999	1	60,000.00
\$10,000 - \$49,999	3	54,562.28
Annual Fund		
\$1,000 - \$4,999	27	64,850.00
\$500 - \$999	29	15,139.00
Below \$500	931	55,495.25
<b>Total Pledged Cash</b>	<b>994</b>	<b>390,046.53</b>
Non-Cash	5	256,154.69
<b>Total University Development</b>	<b>999</b>	<b>\$646,201.22</b>
<b>WYSU-FM</b>		
\$1,000 - \$4,999	1	\$1,000.00
\$500 - \$999	3	1,665.00
Below \$500	885	\$59,637.22
<b>Total Pledged Cash</b>	<b>889</b>	<b>\$62,302.22</b>
<b>Total WYSU-FM</b>	<b>889</b>	<b>\$62,302.22</b>
<b>TOTAL GIFTS</b>		
<b>Grand Total Gifts</b>	<b>5537</b>	<b>\$728,473.44</b>

# Youngstown

STATE UNIVERSITY

## ALUMNI RELATIONS CASH CONTRIBUTIONS BY RANK

### One Year Single and Joint Members

Ellen Adovasio	Philip & Thelma Calo
Samuel Agresti	Charles & Carol Campbell
Anthony & Mary Airato	Russell Campbell
Dale Alexander	David Carlei
Marsha Ambrozy	Lori Carlson
Ronald & Marianne Ameen	Allison Carmichael
Rosemary Angelo	Livio & Rosemarie Carr-Bertolini
Robert Arquilla	Mary Castner
Philip Astorino	Lawrence Cernoch
Marcia Augustyn-Lindsay	Joseph Chance
Robert Ault	Julie Chandler
Richard & Doris Baker	Reginald Chow
Millie Baldwin	Carlo & Dorothy Ciccone
Stephen Balog	Barbara Ciccotelli
Karen Balogh	Carmen Cicero
Charles & Joan Bannon	Laura Cintavey
John & Georgia Barkett	Sarah Colangelo
Lucile Bartelmay	Francis Colburn
Martha Beatty	David Collins
Charles & Dorothy Bebout	Darrell & Karen Combs
Mark Beil	Otis Coney
Bonnie Bennett	Donald Cook
Tammy Bennett	Harry Copp
William Bennett	Mary Costantino
Elmer & Rosemary Berstling	Gary Coupland
James Beyerl	Marguerite Craciun
Gay Birnbaum	Jennifer Cramer
William & Kristine Bole	Michael Crisan
Frank Bostardi	Kelli Crowder
Tracey Boudine	Eric Crust
Charlene Brandt	Ricardo Cruz
Ambrose & Sophie Brayer	Esther Damore
Grant & Beverly Brickley	Andrew & Mary Danus
Robert Brill	Glenn Davis
Susan Brown	Harold & Marilyn Davis
Anne Bunofsky	Richard DelBene
Frank Burke	Verna DelDuca
Michael Buzulencia	Lynn Marie Deluco & John Popa
Janice & Judith Cafaro	Louis & Marie Demarinis
Tami Caldwell	Robert Demart

Linda Demeny  
Neil & Thyra DePascal  
James Dicaprio  
William Difrangia  
Nino DiIullo  
Joseph & Susan DiLoreto  
Kathleen Dimoff  
John Dinger  
Frank & Mary Kay D'Isa  
Frank & Kimberly Dixon  
Linda Dolak  
Cheri Donofrio  
Michael Dubrasky  
Robin Eisenbrei  
Rita Eperjesi  
James Eynon  
Fred Fair  
James Farris  
William Fee  
Samuel Ferrara  
Cynthia Ferrick  
Jesse Figueroa  
Robert & Rosemarie Filips  
Archie & Angela Finamore  
Ronald & Joan Firestine  
Katrina Fleming  
Norman Flout  
Bryan Foskie  
Melissa Franczkowski  
Lisa Frankino  
Jean Freeman  
Carl & Sandra Furano  
Robert Galmish  
Allison Gatta  
Francesca Gaul  
Jason Gerda  
Ryan & Megan Ghizzoni  
Matthew Giannini  
Jack & Mary Gibson  
Amy Glaser  
Ricardo Gonzalez  
Dennis Gordon  
Timothy & Molly Graziano  
James Groth  
Paul & Eva Gucwa  
Don Hanni

Inez Heal  
J.F. & Dorothy Henry  
David Hinkle  
Barbara Hirst  
Dennis Holmes  
Jessy Horkey  
Judith Horner  
Shirley Hrabko  
Suzanne Hrebovcin  
John Hughes  
Scott & Susan Hunter  
David Ingraham  
Donna James  
Edward James  
Edward Jennings  
Bill Johngrass  
Emma Jones  
June Jones  
Susan Kapp-Jacobs  
Michael Kardas  
Frank Karlovic  
Ned Kaufman  
Louis & Helen Kello  
Karen Kern  
Mollie Kessler  
Edward & Sally Knapick-Winsen  
Robert Korenic  
Robert Kovach  
Robert Kreshok  
Mary Anne Kroner  
Eugene Kusnir  
Benjamin Kyle  
Sotiria Lambis  
Juanita Latham  
Virginia Leskanic  
April Lewis  
Christopher Lewis  
John Lewis  
Dawn Lindquist  
Brenda Lipp  
Jay Lugibihl  
Kimberly Green Lustig  
Thomas Lynch  
Shirley Lyon  
Frank MacArtor  
Phillip Malvasi

Donald Mancini  
Michael & Jill Marconi  
Ashley Martig  
James & Monica Matteo  
Dorothy McCabe  
Thomas & Alberta Mele-White  
Genevieve Meshort  
Jared Mike  
Robert Milich  
Marian Miller  
Shannon Miller  
Noreen Moderalli-Mancini  
Edward Morgan  
Daryl Moses  
George & Donna Mowrey  
Robert Mucci  
Michael Muder  
Michael & Janet Murray  
George Myers  
Michael Narducci  
David Nation  
Marianne Navin  
Linda Neal-Moore  
Bert & Dianne Newman  
Carol Olson  
Katie Olson  
Mathew Olson  
Mary O'Neill  
Arthur Ort  
Joseph Pasquarella  
James Patsey  
Earl Pennell  
Phyllis Perlman  
Davida Perry-Taylor  
Eric & Paula Peterson  
Francis & Virginia Petretich  
John Philips  
Ronald Piersante  
Ronald Ples  
Jane Pollack  
Barry Poor  
Peggy Potts  
James & Mary Price  
Richard & Roberta Price  
Wealthie Prince  
Peter Prokop

Michael Prystash  
Alfred & Joann Raghanti  
Gary Rauschenberg  
Diane Reinke  
Amber Reynolds  
Ralph & Christine Ricci  
William Richardson  
Frances Ritz  
Timothy & Mary Rodgers  
William Rodgers  
Arlene Rohrer  
Frank Romeo  
Nick Rosian  
Joseph & Linda Ross  
Michael Rossetti  
Rebecca Royer  
Roula Saab  
Karl Sachs  
Charles Sammarone  
Richard Sanker  
Russell Sarkies  
Mary Sartori  
Frederick & Beverly Sauer  
Joan Sawayda  
Richard Sawicki  
Erich Schultheis  
Edwin & Mary Schwartz  
David Seery  
Howard Seidel  
Debra Seinkner  
Linda Seka  
Michael & Jean Senchak  
Amanda Sevilla  
Justin Sharp  
Robert Shelby  
Raymond Sheppard  
Patricia Shively  
Stanley Simons  
Nancy Sloan  
Philip Smaldino  
Donald Smith  
James & Mary Smith  
John & Lucy Smith  
Edward Smrek  
Robert Smyczynski  
Marla Solomon

Nancy Sprockett  
Gail Stark  
John Stas  
Tresa Stavlas  
Richard Sternagel  
Mattie Stevens  
James & Angela Stille  
Barbara Sullivan  
Michael Susick  
Claudia Swantek  
Frank Tarantine  
Griffith Thomas  
Jack & Jeanne Tibolla  
Wayne & Nancy Tiedeman  
James Tkach  
Rosemary Tornincasa  
Joseph Torok  
Thomas & Mary Toth  
Ronald Totten  
Roy Vankanegan

David Vincent  
James Walkama  
Robert Walker  
Thomas Walko  
Robert & Sandra Webber  
Robert Wilkeson  
Gilles Willard  
Willie Williams  
Frank Wittenauer  
Raymond Wolfe  
Dennis & Rae Woolley  
John & Judith Worthington  
Mary Ann Wrobel  
Roy Yancey  
Sarah Yankle  
Ralph & Helen Yingst  
Jeffrey Yurtin  
Tina Zelinka  
John Ziemianski  
Walter Zuhosky

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

**\$9,780.00**

**Four Year Single and Joint Members**

Victor & Dolores Angel  
Barbara Bartos  
James Basista  
Jeffrey & Lorraine Bees  
Thomas Braydich  
Thomas & Barbara Brugh  
Cailor Fleming Insurance  
Rand Cairey  
Jayne Carlini  
Gary Carrocce  
James & Catherine Cochran  
Christopher & Janice Cubbison  
John & Catherine Dailey  
David & Maribeth Detec  
James & Janice Donlin  
Joyce Doyle  
Larry Dunn  
Matthew Fekete  
Janet Ferrell  
Kenneth Fitzgerald

David Fox  
Robert Frantz  
William Frew  
John Greaf  
Mary Ann Herschel  
Mervyn & Marlene Hollander  
Patricia Hughes  
Gregory Hynes  
Katherine Kartalis  
Paul & Julie Klacik  
Edward Koleman  
Kathy Kramer  
Ronald Kushner  
Norman & Linda Kwallek  
Kathy Laughlin  
Michael Liptak  
Richard & Cheryl Martinko  
Angela Mavrikis  
Judy Migliore  
Sandra Mikkelsen



Stanley & Joanne Nudell  
Joseph & Ann Owen  
William & Judith Pallante  
Janet Pannunzio  
Gary Parucker  
John Patrick  
Janet Quast  
Marcia Remita  
Randall & Sheryl Rivello  
Regina Root  
Christopher & Carrie Rosko  
Maryanne Sawczuk  
Kevin Smith

Dolores Jean Sonoga  
John & Mary Stoll  
Carl Svagerko  
G. James Sylvester  
Frank Tarantino  
Ellen Tressel  
Russell Van Tassel  
Anne White  
Robert Williams  
Rhonda Woods  
Richard Yecies  
Joseph Ziegler  
Theodore Zines

**Total Four Year Single and Joint Members:      \$5,895.00**

**Single and Joint Life Members**

Drs. Dean & Darlene Ball  
William & Patricia Beard  
James Calko  
Edward Condo  
Deann Davis  
Mary Fontanarosa  
Robert Pavlik  
Roland & Brenda Reed

Gina Sacco  
Terry & Virginia Shannon  
Phillip Summitt  
Janeen Suverison  
Maracia Thompson  
Agatha Wadolowski  
Constance Witt

**Total Single and Joint Life Members:      \$3,800.00**

# Youngstown

STATE UNIVERSITY

## UNIVERSITY DEVELOPMENT PLEDGED CASH CONTRIBUTIONS BY RANK

### PLANNED GIFTS

<i>Donor</i>	<i>Amount</i>	<i>Designation</i>
Alan W. Cope	\$125,000.00	Alan & Carole Cope Endowment
<b>Total Planned Gifts:</b>	<b>\$125,000.00</b>	

### SPECIAL PROJECTS GIFTS

Christopher W. Allick	\$ 5,000.00	Andrews Rec & Wellness Center
Samuel H. & Maria Miller Foundation	10,000.00	Andrews Rec & Wellness Center
<b>Total Special Projects:</b>	<b>\$15,000.00</b>	

### MAJOR GIFTS

#### *1908 Society - \$50,000-\$99,999*

Edward W. & Alice R. Powers Trust	\$60,000.00	Alice Powers Memorial Scholarship
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#### *Heritage Society - \$10,000-\$49,999*

Mary Alice B. Schaff	\$24,562.28	Dana School of Music Concert Series
Thomas M. Stephens	\$10,000.00	Thomas & Evelyn Stephens Scholarship
Youngstown Foundation	\$20,000.00	Youngstown Foundation Beatty Scholarship

**Total Major Gifts: \$114,562.28**

### ANNUAL FUND

#### *Centennial Club - \$1,000-\$9,999*

Abbott Labs	Jacqueline E. Lynch
Patrick W. Calhoun	John & Dorothy Masternick Foundation
Thomas O. Clingan	ms consultants, inc.
Dover Club	NEC Unified Solutions, Inc.
Bradford C. Downie	Willie E. Peagler
Farmers National Bank	Richard R. Peterson
First Energy Foundation	Rockwell International
Hill Barth & King LLC	Gina M. Schiavone
Doris J. Hutch	Score Chapter 112
International Institute Foundation of Youngstown, Inc.	Thomas Smolanovich
Thomas N. Klimko	W D. Tate
Bonnie L. Koch	Richard W. Watkins
Anthony J. Lariccia	Raymond John Wean Foundation
	Denise D. York

***YSU Circle - \$500-\$1000***

Carl Alexoff  
American Society of Civil Engineers-  
Youngstown Branch  
Ronald E. Bizzarri  
Boardman Steel, Inc.  
Sandra G. Borrow  
Bristol-Myers Squibb Foundation  
Joseph G. Carson  
Catholic Healthcare Partners  
Allan R. Feldman  
Erik R. Fleischer  
Four Square Foundation  
General Electric Foundation  
Philip Ginnetti  
Charles C. Han  
Lee R. Hively

***YSU Friends - \$1-\$500***

Janice E. Adams  
Stacey L. Adger  
Samuel J. Agresti  
Karen D. Albani  
Marilyn C. Alberini  
Peter C. Albert  
Erica D. Alesi  
B. S. Allen  
Shane W. Allen  
Alonzo Fireworks Display, Inc.  
Beth Analetto  
Barbara Anderson  
Gayle A. Anderson  
Gregory G. Anderson  
James R. Anderson  
Scott Anderson  
William R. Anderson  
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<i><u>Donor</u></i>	<i><u>Amount</u></i>	<i><u>Designation</u></i>
Boardman Steel, Inc.	\$ 3,673.19	Volleyball Stands for Athletics
Delphi Packard Electric	4,150.00	Northstar V8 Engines for E & T
Heavy Construction Systems Specialists, Inc.	215,500.00	HeavyBid Advanced Network Licenses for E & T
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Mr. Alex Uspenski  
Janet A. Valenta  
Ms. Barbara Valiensi  
Ms. Claudia Valimont  
Dr. Sagar Vallabh  
Mr. Thomas Vanasdale  
Mr. & Mrs. Robert L. Vandale  
Mr. Matthew Vansuch  
Mr. Thomas G. VanWert  
Mr. Allan Vaughan  
Mr. & Mrs. Leonard Veith  
Mr. Joseph A. Velazquez  
Ms. Anne Vermeire  
Ms. Debra Vernier  
Atty. & Mrs. Frank G. Verterano  
Mr. James E. Vincent  
Mr. Thomas Viscuso  
Mr. Kevin Vosler  
Mr. Gordon D. Vujevic  
Mr. Jeffery Vutech  
Mr. Joseph Wade  
Mr. & Mrs. Wendell B. Wagner  
Mrs. Diane Wagstrom  
Mrs. Gloria Waldeck  
Ms. Harriett J. Walker  
Ms. Carol Wall  
Ms. Monica A. Walls

Mr. Jack Walsh  
Ms. Heidi M. Walter  
Mr. & Mrs. R. David Wardale  
Ms. Regina A. Waris  
Mrs. Sieglinde U. Warren  
Mrs. Susan Watson  
Mr. & Mrs. Thomas D. Watts  
W.A. Weber  
Ms. Cathy Weiss  
Dr. Lisa Weiss  
Ms. Janice Welch  
Mr. Tom Weller  
Mrs. Jeanne Wellman  
Mr. & Mrs. William C. Weltman  
Mr. & Mrs. John C. Wendle  
Dr. & Mrs. Gordon G. Wepfer  
Mrs. Peg Wessell  
Mr. Christopher Wetzl  
Ms. Joan Whitman  
Ms. Karen Wiery  
Mr. & Mrs. John Wigle  
Mr. Gordon Wilber  
Ms. Patricia Wilder  
Ms. Susan B. Wilkins  
Atty. C. Bruce Williams  
Mr. & Mrs. Lawrence A. Williams

Mrs. Louise H. Williams  
Ms. E. Kathryn Wilms  
Mr. & Mrs. Harry Wilson  
Ms. Jeanne Wilson  
Mr. Robert Wilson  
Mr. Reggie Windom  
Dr. & Mrs. Eric J. Wingler  
Mr. Robert Winter  
Mr. Harry Wood  
Mrs. Patricia C. Woodings  
Mr. & Mrs. Doug Woodring  
Mr. Broderick L. Wright  
Mr. Fred Yane  
Mr. Ed Yasechko  
Mr. Joseph Yobe  
Mr. Frank Yoder  
Mr. & Mrs. David J. Young  
Mr. William Yuhas  
Mr. Neil Yutkin  
Mrs. Victoria M. Zeiger  
Dr. Matthias Zeller  
Mr. Bernie Zeroski  
Mr. & Mrs. Jerry Zimmerman  
Mr. & Mrs. Dennis A. Zitello  
Mr. James Zupanic  
Ms. Dorothy Zwick

**Total Cash Contributions:**

**\$62,302.22**

# Youngstown

STATE UNIVERSITY

## MAAG LIBRARY CASH CONTRIBUTIONS BY CATEGORY

### Miscellaneous

William & Maryanne Alchier  
Jerry & Mary Margaret Dies  
John & Gloria Fedor  
Helen & Gene Gentner  
Mike Gentner  
John & Noreen Hall  
Yvonne McDowell  
Helen I. Morgan  
Pittsburgh Conference on Analytical Chemistry & Applied Science in honor of Robert Risi

**Total Cash Contributions** **\$495.00**

### NON-CASH CONTRIBUTIONS

#### Books

Anonymous	Dr. James Kiriazis
Rashid Abdu, M.D.	Anthony Kobak
Dr. Sunil Ahuja	Henry J. Kohoutek
American Swiss Foundation	Paul J. Kolbulnicky
Dr. Louise A. Aurilio	Dr. Glorianne M. Leck
Cheryl Bollinger	Maggie Hamel McCloud
Michael Brenner	Robert McKeen
Dr. G. Andy Chang	James D. Miller
Lichu Chen	Angela Mudrak
Dennis A. Clouse	National Institute of Building Sciences
Zhiyuan Cong	Negative Population Growth, Inc.
Cranbrook Academy of Art	Jim Ontko
Robert Lee Dunlap	Ralph Ormsby
Karen & Joseph Edwards	Rachel Raines
Embassy of Belgium	Jean Romeo
Christopher Etter	John Sakas, Jr.
Thomas Fabek	Helen Savage
Mercedes Golonko	Jenniene E. Scarem
Richard F. Harvey	Thomas Schiff
Professor Jean Hassell	Jan Schnall
Kappa Delta Pi	Vladislava Sidorov



Dr. David Simonelli  
Margaret A. Stavick  
Norma J. Stefanik  
Brad Talowsky  
Thurgood Marshall Scholarship Fund, Inc.  
Too Far  
T. Mason Trainer  
Scott J. Troy

**Total Books**

University of Minnesota  
University of Nevada Las Vegas  
University of Texas at Arlington  
Washington Monthly  
Sharon G. Webber  
Wege Foundation  
Jeanne Wellman  
Yale University Press

**1,520**

**Miscellaneous**

Anonymous  
Dr. Louise A. Aurilio  
Carl Chuey  
Dr. Leslie S. Domonkos  
Karen & Joseph Edwards  
Dr. Alan M. Jones

**Total Miscellaneous Items**

Angela Mudrak  
Dr. Howard Pullman  
Margaret A. Stavick  
Too Far  
C. David Updegraff  
Sharon G. Webber

**1,734**

**INTER-FUND TRANSFERS REQUIRING BOARD APPROVAL**  
**TRANSFERS OUTSIDE OF THE OPERATING BUDGET**  
**Quarter Ended June 30, 2006**

FROM	TO	AMOUNT	REASON
Parking Facilities Improvement	Parking Services Plant Reserve	\$700,000	Transfer to Plant Reserve
General Fund	Designated Fund	\$641,140 *	Segregate carryforward funds from current year operating funds
Housing Services	Housing Services Plant Reserve	\$327,964	Transfer to Plant Reserve
Andrews Student Rec/Wellness Center	Andrews Student Rec/Wellness Center Plant Reserve	\$325,527	Transfer to Plant Reserve
Bookstore Equipment	Bookstore Plant Reserve	\$271,824	Transfer to Plant Reserve
General Fund	ERIP OPERS Fund	\$216,000	Transfer ERIP Savings to fund the ERIP
Kilcawley Center	Kilcawley Center Plant Reserve	\$204,852	Transfer to Plant Reserve
Parking Services	Parking Services Plant Reserve	\$192,570	Transfer to Plant Reserve

\* This is the unaudited net end-of-year balance and is subject to audit adjustment.

Agenda Item F.3.a.  
Exhibit C

**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

**FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL**

<b>NAME</b>	<b>GENDER/ RACE*</b>	<b>POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/FTE / BASE SALARY</b>	<b>COMMENTS</b>
<b>APRIL 2006</b>							
None.							
<b>MAY 2006</b>							
None.							
<b>JUNE 2006</b>							
None.							

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

<b>NAME</b>	<b>GENDER/ RACE*</b>	<b>POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/FTE / BASE SALARY</b>	<b>COMMENTS</b>
<b>APRIL 2006</b>							
Mr. Steven Hoffmaster	M/A	\$44,196	Manager of Monthly Close	General Accounting	4/10/06-6/30/06	\$12,288 1.00 FTE \$54,000	New hire.
Ms. Rebecca Kay Moore	F/C	\$37,984	Manager, Information Literacy and Assessment Program	Maag Library	4/1/06-6/30/06	\$10,000 1.00 FTE \$40,000	Promotion from Assistant Reference Librarian.
Ms. Sandra Torres	F/H	\$25,000	Financial Aid Coordinator Temporary	Financial Aid and Scholarships	4/10/06-6/30/06	\$5,689 1.00 FTE \$25,000	New hire; from intermittent classified to P/A.

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

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

<b>NAME</b>	<b>GENDER/ RACE*</b>	<b>POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/FTE / BASE SALARY</b>	<b>COMMENTS</b>
<b>MAY 2006</b>							
None.							
<b>JUNE 2006</b>							
Ms. Lindsey Dorsey	F/	\$15,600	Intervention Aide	Rich Center for Autism	6/26/06-6/30/07	\$15,900 1.00 FTE \$15,600	New hire; Externally funded.
Ms. Jeanne Fairbanks	F/C	\$15,600	Intervention Aide	Rich Center for Autism	6/9/06-6/30/07	\$16,560 1.00 FTE \$15,600	New hire; Externally funded.
Mr. Dennis Gajdos	M/C	\$36,459	Systems Administrator	Media and Academic Computing	6/5/06-6/30/07	\$53,007 1.00 FTE \$49,250	New hire.
Ms. Susan Reitmann	F/C	N/A	Human Resources Generalist (Temporary)	Human Resources	6/26/06-6/30/07	\$44,846 1.00 FTE \$44,000	New hire; Temporary; Banner Project.
<b>REHIRES:</b>							
<b>APRIL 2006</b>							
None.							
<b>MAY 2006</b>							
Ms. Julie Chandler	F/C	N/A	Research Technician	Biological Sciences	5/16/06-6/30/06	\$3,254 1.00 FTE \$25,128	Extension; Externally funded.
Mr. Nicholas Gavolas	M/C	N/A	Assistant Coach, Women's Diving	Intercollegiate Athletics	5/1/06-4/30/07	\$8,377 .367 FTE \$23,510	Rehire.

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

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

<b>NAME</b>	<b>GENDER/ RACE*</b>	<b>POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/FTE / BASE SALARY</b>	<b>COMMENTS</b>
Ms. Deanna Theodore	F/C	\$15,600	Intervention Aide	Rich Center for Autism	7/1/06-6/30/07	\$1,780 1.00 FTE \$15,600	Rehire; from part-time position to full-time externally funded.
<b>JUNE 2006</b>							
Ms. Mary Jo Ferguson	F/C	N/A	Lead Instructional Assistant	Rich Center for Autism	6/13/06-8/13/06	\$3,224 .50 FTE \$37,881	Summer rehire; Externally funded.
Ms. Deborah Garchar	F/C	\$42,881	Associate Director of Records	Office of the Registrar	6/26/06-6/30/07	\$57,183 1.00 FTE \$56,135	Rehire; From CCS to P/A.
Ms. Angela Gerthung	F/C	N/A	Coordinator of External Testing	Comprehensive Testing Center	6/1/06-06/30/06	\$1,453 .70 FTE \$24,916	Temporary FTE increase from .50.
Dr. Ikram Khawaja	M/A	N/A	Interim Dean (Temporary)	College of Arts and Sciences	6/1/06-6/30/06	\$10,042 1.00 FTE \$120,510	One month extension.
Ms. Shelley Lowry	F/C	N/A	Lead Instructional Assistant	Rich Center for Autism	6/12/06-8/12/06	\$3,394 .50 FTE \$39,017	Summer rehire; Externally funded.
Mr. Dominic Mileto	M/C	N/A	Instruction Specialist	Rich Center for Autism	6/12/06-8/12/06	\$2,768 .70 FTE \$22,729	Summer rehire; Externally funded.

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

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

<b>NAME</b>	<b>GENDER/ RACE*</b>	<b>POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>SALARY/FTE / BASE SALARY</b>	<b>COMMENTS</b>
Ms. Angie Urmson Jeffries	F/C	N/A	Coordinator	Upward Bound	7/1/06-8/31/06	\$5,064 1.00 FTE \$30,385	Return to full- time from temporary .75; Externally funded.
Mr. Richard White	M/C	N/A	Associate Director of Planning and Construction	University Facilities	6/26/06-6/30/07	\$62,954 1.00 FTE \$61,800	Promotion from Project Manager .

**CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY**

<b>NAME</b>	<b>GENDER/ RACE*</b>	<b>POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATE</b>	<b>SALARY/FTE / BASE SALARY</b>	<b>COMMENTS</b>
<b>APRIL 2006</b>							
None.							
<b>MAY 2006</b>							
Ms. Susan Coleman	F/C	Replacement/ \$26,021	Secretary 1	Teacher Education	05/30/06	\$26,020	
Mr. John Dodson	M/C	Replacement/ \$32,053	Laboratory Machinist 2	College of Engineering & Technology – Dean's Office	05/01/06	\$41,163	

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/ RACE*	POSITION <i>NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/FTE / BASE SALARY	COMMENTS
<b>JUNE 2006</b>							
Ms. Linda Frattaroli	F/C	Replacement/ \$26,021	Secretary 1	Center for Student Progress	6/5/06	\$28,184	
Ms. Ann Fiest	F/C	New	Secretary 2	Office of Human Resources	6/12/06	\$27,206	Externally funded
Ms. Cathlene Harvey	F/B	Replacement/ \$28,662	Administrative Assistant 1	Educational Administration, Research & Foundations	6/5/06	\$39,499	
Mr. Robert Truitt	M/C	Replacement	Locksmith 2	Facilities	6/1/06	\$39,499	
Ms. Christine Domhoff	F/C	Replacement/ \$32,219	Administrative Assistant 2	Registrar	6/12/06	\$46,612	

**SEPARATIONS**

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
<b>RETIREMENTS:</b>							
<b>APRIL 2006</b>							
Ms. Pauline Saternow	F/C	P/A	Associate Director of Transfer Recruitment and Admissions	Undergraduate Admissions	4/1/06	\$80,338	ERIP Retirement.
Ms. Karol J. Satrum	F/C	P/A	Executive Director of Student Services and Ombudsperson	Student Services	4/1/06	\$95,408	ERIP Retirement.
Ms. Barbara Bort	F/C	CCS	Accountant 3	Grants Accounting	05/31/06		ERIP
Ms. Carlotta Kane	F/C	CCS	Library Media Technical Assistant 2	Maag Library	05/31/06	\$26,021	ERIP
<b>MAY 2006</b>							
Dr. Richard Burden	M/C	Faculty	Professor	Mathematics & Stat	5/31/06	\$94,650	Retirement (ETS)
Dr. Wade Driscoll	M/C	Faculty	Professor	Mechanical & Industrial Engineering	5/19/06	\$99,947	Retirement (ETS)
Dr. Mark Masaki	M/N	Faculty	Professor	Psychology	5/19/06	\$91,910	Retirement (ETS)
Dr. Richard Mitchell	M/C	Faculty	Professor	Art	5/19/06	\$89,754	Retirement (ETS)
Dr. Virginia Phillips	F/C	Faculty	Professor	Computer Science & Information Systems	5/30/06	\$96,819	Retirement (ETS)
Dr. Sandra Stephan	F/C	Faculty	Professor	English	5/19/06	\$71,820	Retirement (ETS)
Dr. Allen L Viehmeyer	M/C	Faculty	Professor	Foreign Languages & Literatures	5/19/06	\$88,889	Retirement
<b>JUNE 2006</b>							
Dr. Douglas J. Faires	M/C	Faculty	Professor	Mathematics & Stats	6/30/06	\$101,168	Retirement (ETS)
Dr. Robert Foulkes	M/C	Faculty	Professor	Electrical/Comp. Engr.	6/30/06	\$97,044	Retirement (ETS)
Dr. Saul Friedman	M/C	Faculty	Professor	History	6/30/06	\$94,240	Retirement (ETS)

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Dr. Beverly Gartland	F/C	Faculty	Professor	Sociology & Anthro.	6/30/06	\$85,973	Retirement (ETS)
Dr. Francis Krygowski	M/C	Faculty	Professor	School of Technology	6/30/06	\$76,145	Retirement (ETS)
Dr. David Stephens	M/C	Faculty	Professor	Geography	6/30/06	\$92,216	Retirement (ETS)
Dr. Nancy Sweeney	F/C	Faculty	Associate Professor	Counseling & Spec Ed.	6/30/06	\$65,454	Retirement (ETS)
Dr. Edward Tokar	M/C	Faculty	Professor	Educ. Admin. Res. & Foundations	6/30/06	\$81,814	Retirement (ETS)
Ms. Maria Lame	F/	P/A	Senior Academic Advisor	Dean's Office College of Arts and Sciences	6/1/06	\$45,281	ERIP Retirement.
Ms. Sandra Stanhope	F/C	P/A	Database Administrator	Computer Services	6/1/06	\$83,027	ERIP Retirement.
Ms. Franklin Dean	M/C	CCS	Groundskeeper 2	Grounds	6/30/2006	\$26,395	ERIP
Ms. Mary Lynch	F/C	CCS	Secretary 1	School of Graduate Studies	6/30/06		ERIP
Ms. Marianne Anderson	F/C	CCS	Data Systems Coordinator 2	Financial Services	6/30/06		ERIP

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS

**SEPARATIONS:**

**APRIL 2006**

Dr. John-Christian Smith	M/C	Faculty	Professor	Philosophy & Religious Studies	4/14/06	\$72,429	Deceased
Ms. Annette Ahrens	F/C	P/A	Assistant Reference Librarian (Temporary)	Maag Library	4/1/06	\$ 957	Contract Ended.
Ms. Ruth Waddell	F/	P/A	Intervention Aide	Rich Center for	4/29/06	\$16,068	Terminated;

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Mr. Jeffrey Taylor	M/C	P/A	Director of Budget Planning and Resource Analysis	Autism Office of Budget Planning	4/7/06	\$79,568	Externally funded. Resignation.
Mr. Leonard Ritz	M/C	CCS	Communication Technician 3	Telephone Services	4/28/06	\$31,117	ERIP
Ms. Christine Mastramico	F/C	CCS	Administrative Assistant 2	Registrar	4/28/06	\$32,219	ERIP
Mr. Jerry Fullum	M/C	CCS	Administrative Assistant 2	College of Engineering & Technology, Dean's Office	4/28/06		ERIP
Ms. Gloria Fedor	F/C	CCS	Library Media Technical Assistant 2	Maag Library	4/28/06		ERIP
Mr. Joseph Dubos	M/C	CCS	Locksmith 2	Facilities	4/28/06		ERIP
Ms. Lois Catheline	F/C	CCS	Administrative Assistant 2	Accounts Payable	4/28/06		ERIP
Ms. Carol Yarnell	F/C	CCS	Secretary 2	Student Diversity Programs	4/30/06		ERIP
Ms. Charlotte Grant	F/N	CCS	Secretary 2	Center for Student Progress	4/30/06	\$26,021	Position was reclassified as Secretary 1
Ms. Mary Bodnovich	F/C	CCS	Administrative Assistant 2	Records	4/28/06		ERIP

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
<b>MAY 2006</b>							
Mr. Bongsung Bac	M/A	Faculty	Assistant Professor	Art	5/19/06	\$66,872	Non-renewal
Ms. Judy Bowers	F/C	Faculty	Instructor	Teacher Education	5/19/06	\$40,000	Term appt. ended
Mr. James Boyce	M/C	Faculty	Instructor	Dana School of Music	5/19/06	\$34,147	Term appt. ended
Ms. Lori Carlson	F/C	Faculty	Instructor	Math & Stats	5/19/06	\$42,206	Term appt. ended
Ms. Christine Dennison	F/C	Faculty	Instructor	Marketing	5/19/06	\$38,342	Term appt. ended
Dr. Karen Duda	F/C	Dept. Chairperson	Professor	Computer Science & Information Systems	5/06/06	\$121,875	Deceased
Mr. Robert Fitzer	M/C	Faculty	Instructor	Dana School of Music	5/19/06	\$35,652	Term appt. ended
Mr. Patrick Gaughan	M/C	Faculty	Instructor	Management	5/19/06	\$46,350	Term appt. ended
Dr. John George	M/C	Faculty	Assistant Professor	School of Technology	5/19/06	\$56,929	Non-renewal
Dr. Jack Harpool	M/C	Faculty	Assistant Professor	Management	5/19/06	\$50,000	Term appt. ended
Ms. Jolien Helsel	F/C	Faculty	Instructor	Economics	5/19/06	\$41,200	Term appt. ended
Ms. Mary Lou Henneman	F/C	Faculty	Instructor	English	5/19/06	\$34,147	Term appt. ended
Mr. Edmund Ickert	F/C	Faculty	Instructor	Computer Science & Information Systems	5/19/06	\$44,024	Term appt. ended
Ms. Jaietta Jackson	F/B	Faculty	Instructor	Communication & Theater	5/19/06	\$35,020	Term appt. ended
Ms. Angela Jancius	F/C	Faculty	Assistant Professor	Sociology & Anthropology	5/19/06	\$45,224	Term appt. ended
Ms. Madalyn Janosik	F/C	Faculty	Instructor	Nursing	5/19/06	\$52,877	Term appt. ended
Mr. Carmen Leone	M/C	Faculty	Assistant Professor	English	5/19/06	\$45,224	Term appt. ended
Ms. Renee McManus	F/C	Faculty	Instructor	Nursing	5/19/06	\$46,231	Term appt. ended
Ms. Dorian Mermer	F/C	Faculty	Instructor	Communication &	5/19/06	\$35,020	Term appt. ended

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
				Theater			
Ms. Kathleen Mumaw	F/C	Faculty	Instructor	Accounting & Finance	5/19/06	\$37,981	Term appt. ended
Dr. Barbara Nykiel-Herbert	F/C	Faculty	Assistant Professor	English	5/19/06	\$45,224	Term appt. ended
Ms. Cathy Parrott	F/C	Faculty	Assistant Professor	Physical Therapy	5/19/06	71,301	Term appt. ended
Ms. Sueann Rendano	F/C	Faculty	Instructor	Nursing	5/19/06	\$40,923	Term appt. ended
Ms. Molly Roche	F/C	Faculty	Instructor	Nursing	5/19/06	\$40,923	Term appt. ended
Mr. Joseph Serowik	M/C	Faculty	Assistant Professor	Criminal Justice	5/19/06	\$49,440	Term appt. ended
Ms. Cynthia Shields	F/C	Faculty	Instructor	Nursing	5/19/06	\$46,231	Term appt. ended
Mr. William Shuttleworth	M/C	Faculty	Instructor	Human Performance & Exercise Science	5/19/06	\$35,077	Term appt. ended
Dr. Hy Sockel,	M/C	Faculty	Associate Professor	Management	5/19/06	\$80,455	Non-renewal
Mr. Frank Sole	M/C	Faculty	Instructor	Management	5/19/06	\$35,197	Term appt. ended
Mr. Daniel Sturm	M/C	Faculty	Instructor	English	5/19/06	\$40,170	Term appt. ended
Ms. Patricia Testa	F/C	Faculty	Instructor	Nursing	5/19/06	\$46,231	Term appt. ended
Mr. Richard Testa	M/C	Faculty	Instructor	School of Technology	5/19/06	\$56,650	Resignation
Ms. Cynthia Vigliotti	F/C	Faculty	Instructor	English	5/19/06	\$34,147	Term appt. ended
Mr. Shawn Vondran	M/C	Faculty	Instructor	Dana School of Music	5/19/06	\$34,147	Term appt. ended
Dr. Mark Vopat	M/C	Faculty	Assistant Professor	Philosophy & Religious Studies	5/19/06	\$45,224	Term appt. ended
Ms. Patricia Wagner	F/C	Faculty	Instructor	Criminal Justice	5/19/06	\$36,000	Term appt. ended
Dr. Marcia Wildroutd	F/C	Faculty	Assistant Professor	Biological Sciences	5/19/06	\$45,224	Term appt. ended
Mr. Mark Zetts	M/C	Faculty	Instructor	Human Ecology	5/19/06	\$45,320	Term appt. ended
Mr. Larry Zielke	M/C	Faculty	Instructor	Management	5/19/06	\$45,000	Term appt. ended
Ms. Rebecca Bowen	F/C	P/A	Assistant Reference Librarian (Temporary)	Maag Library	5/16/06	\$2,393	Contract ended.

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

<b>SEPARATIONS</b>							
<b>NAME</b>	<b>GENDER/ RACE*</b>	<b>CATEGORY OF EMPLOYMENT</b>	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SEPARATION DATE</b>	<b>VACANT POSITION BUDGETED SALARY</b>	<b>COMMENTS</b>
Ms. Jillian Coleman	F/	P/A	Assistant Coach, Women's Swimming and Diving	Intercollegiate Athletics	5/1/06	\$28,000	Resignation.
Ms. Rachel Durochia	F/C	P/A	Coordinator of Graphic Services (Temporary)	Kilcawley Center	5/1/06	\$20,116	Contract ended.
Dr. Isaiah Jackson	M/B	P/A	Scholar in Residence	Dean's Office College of Arts and Sciences	5/13/06	\$25,133	Contract ended.
Ms. Deanna Theodore	F/C	P/A	Co-Head Coach, Cheerleading	Intercollegiate Athletics	5/22/06	\$2,655	Resigned part-time position to accept full-time externally funded Rich Center position.
Mr. Salem Rashid	M/C	CCS	Programmer/ Analyst 4	Computer Services	5/26/06		Resigned
<b>JUNE 2006</b>							
Ms. Jade Clayton	F/	P/A	Intervention Aide	Rich Center for Autism	6/1/06	\$15,600	Resignation; Externally funded.
Mr. Jimmy Myers	M/B	P/A	Director of Equal Opportunity and Diversity	Equal Opportunity and Diversity	6/24/06	\$92,620	Resignation.
Mr. Paul Rohrbaugh	M/C	P/A	Curriculum Resources/Education Librarian	Maag Library	6/24/06	\$42,751	Resignation.
Mr. Bradley Robison	M/C	CCS	Layout Design Artist	University Relations	6/21/06	\$14,331	Resigned

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**YOUNGSTOWN STATE UNIVERSITY  
PERSONNEL ACTIONS  
APRIL 1, 2006—JUNE 30, 2006**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Ms. Cathlene Harvey	F/B	CCS	Secretary 2	Reading & Study Skills	6/5/06	\$28,018	Promotion to Educational Admin, Research & Found, Administrative Assistant 1
Mr. Robert Truitt	M/C	CCS	Locksmith 1	Facilities	6/1/06	\$28,059	Promotion to Locksmith 2, Facilities

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