

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

Tod Hall
Wednesday, September 28, 2012

Pursuant to notice duly given, a regular meeting (the three hundred tenth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Friday, September 28, 2012, in the Board Room in Tod Hall.

Nine trustees were present at the meeting, to-wit: Dr. Sudershan K. Garg, chairperson of the board, who presided, Mr. Scott R. Schulick, Dr. John R. Jakubek, Mr. Harry Meshel, Ms. Delores E. Crawford, Mr. David C. Deibel, Mr. James B. Greene, Mr. Joshua M. Prest and Ms. Melissa M. Wasser. Mrs. Carole S. Weimer and Mr. Leonard D. Schiavone were absent.

Also present were: Dr. Cynthia E. Anderson, President; Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs; Mr. Eugene P. Grilli, Vice President for Finance and Administration; Mr. John Fahey, Vice President for Student Affairs; Mr. R. Scott Evans, Vice President for University Advancement; Ms. Holly A. Jacobs, University General Counsel; and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 20 persons, including deans, members of the faculty, students, administrators, and members of the news media.

ITEM I – PROOF OF NOTICE OF MEETING.

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

ITEM II – DISPOSITION OF MINUTES FOR MEETING HELD JUNE 13, 2012 AND JULY 27, 2012.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held June 13, 2012 (#308) and special meeting held July 27, 2012 (#309) to each trustee, the student trustees and the president. There being no additions, corrections, or revisions thereto, the minutes of the said meeting were approved as provided.

ITEM III – OATH OF OFFICE OF NEW TRUSTEE, JAMES B. GREENE

The chairperson reported that Governor Kasich had appointed Mr. James B. Greene as trustee for the term concluding May 2021. At the request of the chairperson, the

secretary administered the oath of office to Mr. Greene, and he was invited to take his seat with the board of trustees.

ITEM IV – OATH OF OFFICE OF NEW STUDENT TRUSTEE, MELISSA M. WASSER

The chairperson reported that Governor Kasich had appointed Ms. Melissa M. Wasser as a student trustee for the term concluding May 2014. At the request of the chairperson, the secretary administered the oath of office to Ms. Wasser, and she was invited to take her seat with the board of trustees.

ITEM V – REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Anderson reported on a successful opening of the fall term highlighted by many campus activities and wonderful weather. Dr. Anderson stated that fall 2012 enrollment was lower than had been hoped for, but that prior planning will allow the university to adjust. Dr. Anderson said that recruitment efforts for fall 2013 are already underway.

Dr. Anderson stated that cost containment efforts are in place across the campus and thanked the university community for its efforts during these challenging financial times.

Dr. Anderson reported that the Knight Foundation had awarded the university a \$300,000 grant for the journalism program.

Dr. Anderson congratulated Trustee Crawford on being awarded the 2012 recipient of the “Hope Has a Home” award.

Dr. Anderson welcomed Trustee Greene and Student Trustee Wasser, noting that all are pleased to once again have a full board of 11 trustees.

ITEM VI – 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 Quality and Student Success Committee

The chairperson noted that the Academic Quality and Student Success Committee was recommending three resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Expand
“Western PA Advantage” Fee Schedule to the
Entire “Regional Service Area”

YR 2013-03

WHEREAS, the Western Pennsylvania Advantage and the Regional Service Area were created to increase enrollment and enhance the connections between Northeast Ohio and Western Pennsylvania, advancing the educational, cultural, and technological future of the emerging Cleveland–Youngstown–Pittsburgh economic/technology corridor; and

WHEREAS, the YSU 2020 Strategic Plan calls for the University to increase its engagement throughout the region as well as to attract talented students from an increasingly wider geographic area; and

WHEREAS, the Western Pennsylvania Advantage fees were lowered in 2009, and two additional counties were added in 2011; and

WHEREAS, this attractive fee structure has fostered enrollment success in the areas designated as Western Pennsylvania Advantage fee schedule compared with very limited enrollment success in areas designated as Regional Service Area fee schedule;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University, that, effective Fall 2013, the areas previously designated as “Western Pennsylvania Advantage” and “Regional Service Area” be merged into one region for the purposes of fee schedule and that the fee schedule previously designated as Western Pennsylvania Advantage be applied to the entire region.

Resolution to Approve
Privacy and Release of Student Education Records Policy

YR 2013-04

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Privacy and Release of Student Education Records, policy number 8004.01 of the *University Guidebook*, shown as Exhibit A attached hereto.

Resolution to Approve a
Master of Arts Degree in Gerontology

YR 2013-05

WHEREAS, establishing and enhancing academic programs and educational experiences at the graduate level that meet student and workforce needs are necessities for Youngstown State University's shift toward urban research; and

WHEREAS, undertaking community partnerships to serve and address the cultural, educational, social and economic needs of the region is another priority at Youngstown State University; and

WHEREAS, there has been an increasing demand to deliver expertise, research, and services to a growing older population in the region; and

WHEREAS, a Bachelor of Arts Degree in Gerontology offers an interdisciplinary educational experience that enhances students' employment opportunities and serve the needs of the region's aging population; and will help feed the Masters Degree in Gerontology from within; and

WHEREAS, a large pool of external students from around the country exists; and

WHEREAS, resources for the administration of such a degree currently exist or are included in the current proposal in the Department of Sociology Anthropology, and Gerontology;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of a Master of Arts in Gerontology degree subsequent to approval of said degree by the Ohio Board of Regents.

2. Institutional Engagement Committee.

The chairperson noted that the Institutional Engagement 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 2013-06

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 her 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 she 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 noted that the Finance and Facilities Committee was recommending six resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions recommended by the Finance and Facilities Committee adopted by general consent:

Resolution to Approve
Display of Posters and Other Printed Materials Policy

YR 2013-07

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Display of Posters and Other Printed Materials, policy number 4015.01 of the *University Guidebook*, shown as Exhibit C attached hereto.

Resolution to Modify
Acceptable Use of University Technology Resources Policy

YR 2013-08

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Responsible Use of University Technology Resources, policy number 4009.01 of the *University Guidebook*, to be retitled as Acceptable Use of University Technology Resources, shown as Exhibit D attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Approve Interfund Transfers

YR 2013-09

WHEREAS, Policy Number 3010.01, Budget Transfers, of the *University Guidebook*, requires Board of Trustees approval for interfund transfers of \$100,000 or more; and

WHEREAS, certain accounting adjustments and transfers outside the operating budget are necessary;

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

Resolution to Approve
Transfers Related to Prior Year Ending Deficit Funds as of June 30, 2012

YR 2013-10

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

WHEREAS, Youngstown State University completed the fiscal year ending June 30, 2012, with deficits in certain operating funds and excesses in other operating funds; and

WHEREAS, as part of the University's regular year-end closing procedures for the fiscal year ending June 30, 2012, a net deficit of \$424,030 has been transferred to the University's operating carry-forward fund; and

WHEREAS, the University has adequate reserve funds with which to zero-out the said deficit in the operating carry-forward fund;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the budget transfers, as detailed in Exhibit F.

Resolution to Recommend
The Dissolution of the University Housing Corporation

YR 2013-11

WHEREAS, in 2001, the University Housing Corporation ("UHC") was formed as an Ohio non-profit corporation to develop housing for the students, faculty and staff of Youngstown State University (the "University"); and

WHEREAS, on May 8, 2002, the State of Ohio, through the Ohio Department of Administrative Services on behalf of the University, as Lessor, entered into a Lease with the UHC, as Lessee, pursuant to Ohio Revised Code 123.77 (the "Lease") for the real property described in the Lease for the development of student housing; and

WHEREAS, the UHC constructed the University Courtyard Apartments, a 408-bed student housing facility on the eastern edge of campus (the "Project"), which opened in the Fall of 2003; and

WHEREAS, in 2011, the University determined that it was in its best interest and consistent with the Centennial Campus Master Plan to acquire the Project from the UHC with the intent that the Project be self-supporting; and

WHEREAS, on June 17, 2011, this Board adopted Resolution YR 2011-108 authorizing the issuance and sale of not to exceed \$20,500,000 of General Receipts Bond to pay the costs to acquire the Project from the UHC; and

WHEREAS, on July 20, 2011, the University acquired the Project from the UHC; and UHC assigned all its right, title and interest in the Lease to the University; and

WHEREAS, on June 5, 2012, the State of Ohio, through the Ohio Department of Administrative Services on behalf of the University, terminated the Lease which was unnecessary due to the purchase of the Project by the University; and

WHEREAS, this Board, finds that there is no University purpose for the continued existence of the UHC and that it would be in the best interests of the University and the UHC Board of Directors to take action to dissolve the UHC; and

WHEREAS, this Board recommends that upon dissolution of the UHC, the UHC Board of Directors distribute all residual assets of the UHC to the University in conformity with Article III(2)(b)(v) of the UHC Articles of Incorporation;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby recommend to the University Housing Corporation Board of Directors that they take action to dissolve the University Housing Corporation and distribute all residual assets to Youngstown State University, and that a copy of this Resolution be delivered to the University Housing Corporation.

Resolution to Explore

The Viability of Raising Sufficient Funds to Build a Veterans Center on Wick Avenue

YR 2013-12

WHEREAS the University is committed to providing excellent services, programs, and facilities to our veteran and military students,

WHEREAS the need for a Veterans Center has been identified by the University Veteran's Council,

WHEREAS, a group of distinguished alumni have volunteered to help the University raise sufficient funds to build a Veterans Center,

WHEREAS, the University staff and the alumni group agree that the site of the former Peck House would be an ideal location for a Veterans Center,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby endorses the concept of a University Veterans Center on Wick Avenue at the site of the former Peck House and authorizes the amendment of Campus Mater Plan to reflect that location as the site of a future University Veterans Center.

Dr. Jakubek reported that the Audit Subcommittee met on September 18, 2012, and received reports from Packer Thomas firm, the university's internal auditors.

Mr. Schulick reported that the Investment Subcommittee also met on September 18, 2012, and received reports from Hartland & Co., the university's investment advisors.

4. University Affairs Committee.

The chairperson stated that the University Affairs Committee was recommending three resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions recommended by the University Affairs Committee adopted by general consent:

Resolution to Modify
Conflict of Interest Policy

YR 2013-13

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conflicts of Interest, policy number 7001.01 of the *University Guidebook*, shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Persona Non Grata Policy

YR 2013-14

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conduct on Campus/Persona Non Grata, policy number 7022.01 of the *University Guidebook*, to be retitled as Persona Non Grata, shown as Exhibit H attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Ratify
Faculty/Staff Appointments

YR 2013-15

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 13, 2012, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2011-2012 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 I attached hereto.

Mr. Schulick reported that the Collective Bargaining and Negotiations Subcommittee had no report.

Ms. Crawford reported that the Intercollegiate Athletics Subcommittee met on September 13, 2012 and received reports that included an overview of YSU intercollegiate athletics, a review of the intercollegiate athletics mission and vision statements, the intercollegiate athletics procedures manual, and the installation of inventory control software.

ITEM VII – COMMUNICATIONS AND MEMORIALS

The board acknowledged with deep regret the death of Mrs. Mary B. Smith.

The secretary to the board read aloud a letter dated September 13, 2013 from Mr. Henry Lepore thanking the university for installing hand rails in portions of the Beeghly Center spectator grandstands.

ITEM VIII – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM IX – NEW BUSINESS

The board considered no new business.

ITEM X – CHAIRPERSON'S REMARKS

Dr. Garg provided the following remarks:

This is our first board meeting for the academic year 2012-2013. In the history of the world no matter where you go, good news is often non-news, and is rarely talked about seriously. I would like to break that trend this afternoon and talk about a few of the exciting things that are happening at Youngstown State University. First, YSU has been named a military friendly school for the fourth year in a row. Recently, the board authorized the demolition of Peck House, the site of which has been identified as the home of a new Veterans Center. The Dana School of Music recently received reaccreditation by the National Association of Schools of Music. YSU played a leading role bringing the National Additive Manufacturing Institute (NAMI) to Youngstown. In my specialty, we always talk about a multi-disciplinary approach to the care of cancer patients. Last Tuesday, the board was impressed with a report on the multi-departmental approach to tackling innovative manufacturing issues, which should bring Youngstown and YSU into the national spotlight. I am thankful to Dean Martin Abraham, Dr. Kriss Schueller, Dr. Darrell Wallace, and Mr. Greg Moring for their excellent presentation to the board on this topic.

The YSU football penguins are off to fantastic 4-0 start to the season and are playing smarter and better than ever. My compliments to Head Coach Eric Wolford and Athletics Director Ron Strollo.

There are a number of welcome additions to the YSU family and we invite everyone in attendance to greet after today's meeting our new student trustee, Melissa Wasser, our new trustee Jim Greene, Dr. Charles Howell, the new Dean of the Beeghly College of Education, and Scott Evans our new Vice President of University Advancement.

The board is pleased that the renovation of the Pollock House, the YSU presidential residence, has been completed successfully and within budget. The Pollock House is a beautiful addition to the entrance of the YSU campus.

With positive news often comes some negative news, and all of us are frustrated by the decrease in enrollment. Much effort is underway to correct this problem and I am hopeful that we may soon see a light at the end of this tunnel. Extending the Western PA Advantage to a larger geographic area and the establishment of the NAMI will undoubtedly help attract more talented students to YSU. Let us not let this golden opportunity slip from our grasp!

On behalf of the board I wish to thank Dr. Anderson and her staff for doing a good job over the past two years. These are trying times for all public institutions. All are bleeding – some more than others. Some institutions need to be in intensive care. YSU is recovering on a regular floor – bleeding, but not hemorrhaging. Our prudent and conservative fiscal policies will pay us dividends in the years to come. We are living within our means, unlike the federal government, as we do not have a currency of our own to print. Our best currency is students and our job is to provide them with all the necessary tools so that they can find good jobs after completing their education.

ITEM XI – 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 to be held in the Board Room in Tod Hall:

3:00 p.m., Wednesday, December 12, 2012

3:00 p.m., Wednesday, March 13, 2013

3:00 p.m., Wednesday, June 12, 2013

ITEM XII – ADJOURNMENT

There being no further business to before the board of trustees, and upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 3:45 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

NEW POLICY
UNIVERSITY GUIDEBOOK

Title of Policy:	Privacy and Release of Student Education Records
Responsible Division:	Student Affairs
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	
Resolution Number(s):	YR 2013-
Board Committee:	Academic Quality & Student Success
EFFECTIVE DATE:	
Next review:	2017

Policy: This policy governs the confidentiality of educational records and provides processes for students and parents to access their records.

Purpose: The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. A notice is published annually in the Student Right to Know newspaper as well as in the Bulletin to explain the rights of students with respect to records maintained by the University. It also outlines the University's procedures to comply with the requirements of the Act.

Definitions:

1. "Education records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by any employee or agent of the University. The following categories of information are exempted and are not considered to be "education records:"
 - a. Records made by University personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.

- b. Records maintained by the Youngstown State University Police for law enforcement purposes.
 - c. Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
 - d. Records created or received after a student is no longer in attendance (alumni records).
 - e. Student employment records.
 - f. Grades or peer-graded papers before they are collected and recorded by a professor.
2. All records pertaining to students which are maintained by University offices are official University records, and as such, remain the property of the University.
 3. Each University unit has an obligation to keep a record of requests and disclosures of student education records except when the request is from the student, a University official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.

I. Right to Inspect and Review

Students are granted the right to inspect and review all of their education records, except the following:

1. Financial records of parents.
2. Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.
3. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

II. Waiver of Rights of Access

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the University may not require a student to waive his or her right of access for receipt of University benefits or services.

III. Procedures for Inspection and Review

- A. Requests to review one's own records must be made separately, in writing, to each office maintaining records. That office has 45 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.

NUMBER 8004.01

PAGE 3 of 6

- B. Information contained in education records will be fully explained and interpreted to students by University personnel assigned to, and designated by, the appropriate office.
- C. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

IV. Right to Request Amendment of Information in Records

- A. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or otherwise in violation of their privacy rights.
- B. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
- C. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

V. Procedures for Hearing to Challenge Records

- A. Students challenging information in their records must submit, in writing, a request for a hearing to the Office of the University Registrar, listing the specific information in question and the reasons for the challenge. If the responsible office denies the request for amendment, the University will notify the student in writing and advise of a right to a hearing.
- B. Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing.
- C. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item IV.
- D. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.
- E. Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the University Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior University officials and a decision rendered, in writing, within a reasonable period of time.
- F. Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the

record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by the University.

NUMBER

8004.01

PAGE 4 of 6

VI. Consent for Release Required

Consent must be obtained from students for the release of education records or information contained in education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires.

VII. Release Without Consent

- A. The University reserves the right to verify the accuracy of any information contained in what purports to be an official University document (e.g. a transcript or diploma) or that is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.
- B. The requirement for consent does not apply to the following:
 1. Requests from faculty and staff of Youngstown State University who have a legitimate education interest on a "need to know" basis, including student employees or agents of the institution, if necessary to conduct official business. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, maintaining safety and security of the campus, or performing any function of the University.
 2. Requests by officials of another institution where the student seeks to enroll or is already enrolled for purposes related to enrollment or transfer.
 3. Requests in compliance with a lawful subpoena or judicial order.
 4. Requests in connection with a student's application for or receipt of financial aid.
 5. Requests by state authorities and agencies specifically exempted from the prior consent requirements by the Act, conducting studies on behalf of the University, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
 6. Information submitted to accrediting organizations.
 7. Requests by parents of a dependent student, when claimed by a parent on one's Federal Income Tax Return.
 8. In the case of a health or safety emergency, the University may release information from education records to appropriate persons in connection with an emergency, if

the knowledge of such information is necessary to protect the health or safety of a student or other persons.

9. To authorized federal officials who have need to audit and evaluate federally-supported programs.

NUMBER 8004.01

PAGE 5 of 6

10. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence or non-forcible sex offense to the alleged victim of that crime.
11. Disclosure to a parent of an underage student in violation of University policy governing the use or possession of alcohol or drugs.
12. Requests for "directory information" (see item VIII).

VIII. Directory Information

- A. Youngstown State University, in accordance with the Act, has designated the following information about students as public (directory) information:
 1. Name
 2. Address (local, home and e-mail)
 3. Telephone (local and home)
 4. Program of study (including college of enrollment, major and campus)
 5. Enrollment status (e.g. full-time, part-time, withdrawn)
 6. Dates of attendance and graduation
 7. Degrees, honors, and awards received
 8. Previous educational agencies or institutions attended
 9. Participation in officially recognized activities and sports
 10. Weight and height of members of intercollegiate athletic teams
- B. Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld shall so indicate by completing a Student Privacy Hold Form which can be obtained from the Office of the University Registrar. At least ten days should be allowed for processing of these requests. This request must be made within the first seven (7) calendar days of an academic semester.
- C. Youngstown State University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in all good faith, will not release directory information requested to be withheld, and any

requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.

D. The University publishes student directory information on its website.

NUMBER
8004.01

PAGE 6 of 6

IX. Complaints, Concerns or Suggestions

Any student who has reason to believe that the University is not complying with the Act or this policy should inform the Office of the University Registrar in writing. The University Registrar shall promptly review all such allegations.

UNIVERSITY GUIDEBOOK

Title of Policy:	Persona Non Grata
Responsible Division(s):	Finance and Administration; Student Affairs
Approving Officer(s):	Vice President for Finance and Administration Vice President/Student Affairs
<i>Revision History:</i>	June 1999; September 2009; July 2012
Resolution Number(s):	YR 2000-25; YR 2010-24; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner.

Definitions for purposes of this policy:

Employee - Any person on active employment status at the University.

Student - Any person currently registered for classes.

Visitor - Any person who is not a student or an employee.

Persona Non Grata: A person who has exhibited behavior that has been deemed detrimental to the University community and who is thus no longer permitted to be present on University owned or controlled property, or to have access to University services or events.

Detrimental Behavior: “Behavior that has been deemed detrimental to the University community” includes but is not limited to:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other official University activities.
2. Obstruction of the free-flow of pedestrian or vehicle traffic.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of any person.
4. Unauthorized entry to or use of the building and grounds of the University.
5. Failure to comply with directions of University officials, YSU Police, or other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so.
6. Unauthorized use, possession, or distribution of narcotic or illegal drugs or alcoholic beverages.
7. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers.
8. Theft of, or damage to, property of the University, a member of the University community, or a campus visitor.
9. Disorderly conduct; breach of the peace; aiding, abetting, or procuring another to breach the peace; or lewd, indecent, or obscene conduct or expression.
10. Any act of violence such as arson, assault, and/or homicide.
11. Violation of other University regulations and applicable city, state, or federal laws.

Parameters:

- These regulations are in no way intended to limit or restrict the Constitutional guarantees of freedom of speech and peaceful assembly.
- These regulations are designed to comply with the mandates of Section 3345.21 of the *Ohio Revised Code*.
- Violators of these regulations may be ejected from University-owned or controlled property and subject to criminal prosecution and/or University discipline which may include suspension or expulsion if a student, or suspension or termination if an employee and/or designation as persona non grata. When applicable, disciplinary action shall be conducted in accordance with Sections 3345.22 and 3345.23 of the *Ohio Revised Code*.

- YSU Police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the University.
- If necessary, the President, or designee, may seek the assistance of other appropriate law enforcement agencies.
- Violations of this policy by students are subject to procedures found in *The Code of Student Rights, Responsibilities, and Conduct (The Code)*.
- Employees covered by collective bargaining should refer to their respective agreement for additional information.
- The following Board policies address other forms of misconduct that may result in penalties in addition to those covered in this policy:
 - Board Policy 1013.01—Research, Grants, and Sponsored Programs
 - Board Policy 1014.01—Integrity in Research - Use of Human Participants
 - Board Policy 1015.01—Integrity in Research - Use and Care of Animals
 - Board Policy 1016.01—Scientific Misconduct
 - Board Policy 1017.01—Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research
 - Board Policy 2002.01—Equal Opportunity Discrimination Complaint Procedures
 - Board Policy 2003.01—Discrimination/Harassment
 - Board Policy 4009.01—Use of University Computing Resources
 - Board Policy 9006.01—Professional Conduct of Faculty, Department Chairs, and Professional/Administrative Employees.

Procedures:

The following procedures apply to those situations in which an individual's behavior may result in determination of persona non grata status.

- 1. Notice** – An individual accused of behavior detrimental to the University community shall be served with notice that such behavior is not acceptable and may result in a determination of persona non grata status.
 - a.** The warning notice shall contain:
 - Name and last known address of the individual
 - The date, time and location of a hearing before a hearing panel along with the date by which the individual must contact the University General Counsel to confirm attendance at the hearing.

- A statement that failure to confirm attendance with the University General Counsel within the specified time limit may result in a determination as to persona non grata status being made without the accused individual being present.
 - A statement that the individual is on temporary persona non grata status at the University until the date and time, and pending the outcome, of the hearing referenced above.
- b. The notice may be issued only by the University President, or Vice Presidents. All notices must be reviewed by the University General Counsel before they are sent or delivered.
2. **Hearing:** A hearing will be held at the time, date, and location specified in the warning notice. All hearings will be held in private. The hearing panel, appointed by the Office of the University General Counsel, will be comprised of three individuals. At the hearing the individual accused of behavior detrimental to the University will be presented with the evidence against him/her and be given the opportunity to respond. The accused individual may be accompanied by another individual who may serve in an advisory capacity.
3. **Finding and Notification:** Written notification of the finding of the hearing panel shall occur within five business days of the hearing. If the finding is that the individual is deemed to be persona non grata, the notification will indicate whether the time period is specified or permanent.
4. The restrictions imposed by persona non grata status shall take effect upon receipt of the notification.
5. The University police are to be informed and are authorized to enforce the sanction of persona non grata. Others will be informed as appropriate.
6. Any person determined to be a persona non grata who violates the sanction imposed shall be deemed a trespasser and prosecuted accordingly.
7. **Review:**
- a. A written request for review may be made to the President or his/her designee at any time after a determination of persona non grata status.
 - b. The review shall be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding.
 - c. The persona non grata status shall remain in effect pending the decision on the review.
 - d. The President or his/her designee shall render a decision within ten working days of receipt of the request for a review.
 - e. The decision shall be final.

SUMMARY OF PERSONNEL ACTIONS

April 1, 2012 – June 30, 2012

Appointments – 16

New Positions – 1

- Professional/Administrative – 1
 - Manager of Processing and Employee Records – Human Resources

Replacement Positions – 15

- Professional/Administrative – 8
- Classified Civil Service – 7

Separations – 68

Resignations – 9

- Faculty – 4
- Professional/Administrative – 4
- Classified – 1

Retirement - 18

- Faculty – 17
- Professional/Administrative – 1

Contract not renewed – 11

- Faculty – 6
- Professional/Administrative – 5

Temporary appointment ended – 28

- Faculty – 28

Contract ended – 2

- Professional/Administrative – 2

**Agenda Item F.4.c
Exhibit**

SUMMARY OF PERSONNEL ACTIONS
Externally Funded Positions
April 1, 2012 – June 30, 2012

Appointments – 2

Replacement Positions – 2

- Professional/Administrative – 2

Separations – 4

Resignations – 3

- Professional/Administrative – 2

Contract ended – 1

- Professional/Administrative – 1

UNIVERSITY GUIDEBOOK

Title of Policy:	Conflicts of Interest
Responsible Office/Division:	Human Resources
Approving Officer:	Vice President for Finance & Administration
<i>Revision History:</i>	August 1997; December 2010; August 2012
Resolution Number(s):	YR 1998-16; YR 2011-52; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next Review:	2017

Policy: All employees are to avoid conflicts of interest and conflicts of commitment in the conduct of University business. Employees are also expected to avoid even the appearance of a conflict or impropriety.

Purpose: A conflict typically exists when financial or other personal considerations compromise or have the potential for or the appearance of compromising a person’s objectivity in meeting University responsibilities, including research activities.

Employees may not engage in activities that interfere with performing job duties and responsibilities at the University. Employees are expected to avoid any situation which compromises job performance, loyalty, or stewardship to the University. This may be considered a conflict of commitment.

Employees are expected to avoid participating in decisions or actions on behalf of the University which may result in personal gain to the employee, or the employee’s family or business associates. This may be considered a conflict of interest.

There are two main conflict of interest provisions in Ohio’s ethics laws that apply to full and part-time employees of the University. First, Ohio Revised Code §102.03 prohibits employees from soliciting or accepting or influencing one to give anything of value when

it comes from a party who is interested in a pending matter or doing or seeking to do business with the University. Second, Ohio Revised Code §§2921.42 and 2921.43 prohibit public employees from having an interest in a public contract. These statutes also prohibit a public employee's family and business associates from having an interest in a public contract. There may be an exception to this prohibition, but it must be approved in advance through the Office of Contract Compliance. The employee must report the conflict on the "Conflict of Interest Certification Form." The following procedures are designed to ensure integrity in the conduct of University business.

Procedures:

1. Annually, all employees authorized to sign for expenditures or involved in making purchasing decisions on behalf of the University are required to complete a "Conflict of Interest Certification Form." The forms are retained in the Office of Contract Compliance. The Contract Compliance Officer and the Controller will review these forms and make any determinations necessary.
2. Employees are under a continuing obligation to update information on this form should circumstances change.
3. An employee unsure of the applicability of any of these procedures may consult with the Office of the Controller or the Office of Contract Compliance.
4. Employees are also expected, as soon as possible, to disclose to their department head any of the following:
 - Any employment at the University in addition to primary employment (i.e., part-time teaching position, etc.);
 - Outside employment;
 - Other interests or activities that require commitments of time that may interfere with meeting University obligations;
 - Use of supplies, equipment, or University resources for non-University purposes;
 - Receipt of gifts or entertainment, of more than nominal value, from suppliers of goods or services;
 - Receipt of gifts or entertainment, of more than nominal value, from persons associated or seeking association with the University; or
 - Use of confidential or privileged information acquired in the course of employment at the University for non-University purposes.

5. The department head will review the disclosed information to determine whether a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest exists. If the department head is uncertain as to whether a specific situation constitutes a conflict of interest, they shall consult with their superior.
6. If it is determined that a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest does exist, the department head and employee will together develop a written statement of action to manage, reduce, or eliminate the conflict situation. If the statement is mutually agreed upon, a copy will be submitted to the next highest level of authority.
7. If the department head and employee cannot mutually agree upon a statement of action, the situation will be referred to the appropriate dean/executive director or vice president for final determination.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Conduct on Campus /Persona Non Grata
Responsible Division(s):	Finance and Administration; Student Affairs
Approving Officer(s):	Vice President for Finance and Administration Vice President/Student Affairs
<i>Revision History:</i>	June 1999; September 2009; July 2012
Resolution Number(s):	YR 2000-25; YR 2010-24; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner.

Definitions for purposes of this policy:

Employee - Any person on active employment status at the University.

Student - Any person currently registered for classes.

Visitor - Any person who is not a student or an employee.

Persona Non Grata: A person who has exhibited behavior that has been deemed detrimental to the University community and who is thus no longer permitted to be present on University **owned or controlled property, or to have access to University services or events.**

Detrimental Behavior: “Behavior that has been deemed detrimental to the University community” includes but is not limited to:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other official University activities.
2. Obstruction of the free-flow of pedestrian or vehicle traffic.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of any person.
4. Unauthorized entry to or use of the building and grounds of the University.
5. Failure to comply with directions of University officials, YSU Police, or other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so.
6. Unauthorized use, possession, or distribution of narcotic or illegal drugs or alcoholic beverages.
7. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers.
8. Theft of, or damage to, property of the University, a member of the University community, or a campus visitor.
9. Disorderly conduct; breach of the peace; aiding, abetting, or procuring another to breach the peace; or lewd, indecent, or obscene conduct or expression.
10. Any act of violence such as arson, assault, and/or homicide.
11. Violation of other University regulations and applicable city, state, or federal laws.

Parameters:

- These regulations are in no way intended to limit or restrict the Constitutional guarantees of freedom of speech and peaceful assembly.
- These regulations are designed to comply with the mandates of Section 3345.21 of the *Ohio Revised Code*.
- Violators of these regulations may be ejected from University-owned or controlled property and subject to criminal prosecution and/or University discipline which may include suspension or expulsion if a student, or suspension or termination if an employee and/or designation as persona non grata. When applicable, disciplinary action shall be conducted in accordance with Sections 3345.22 and 3345.23 of the *Ohio Revised Code*.

- YSU Police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the University.
- If necessary, the President, or designee, may seek the assistance of other appropriate law enforcement agencies.
- Violations of this policy by students are subject to procedures found in *The Code of Student Rights, Responsibilities, and Conduct (The Code)*.
- Employees covered by collective bargaining should refer to their respective agreement for additional information.
- The following Board policies address other forms of misconduct that may result in penalties in addition to those covered in this policy:
 - Board Policy 1013.01—Research, Grants, and Sponsored Programs
 - Board Policy 1014.01—Integrity in Research - Use of Human Participants
 - Board Policy 1015.01—Integrity in Research - Use and Care of Animals
 - Board Policy 1016.01—Scientific Misconduct
 - Board Policy 1017.01—Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research
 - Board Policy 2002.01—Equal Opportunity Discrimination Complaint Procedures
 - Board Policy 2003.01—Discrimination/Harassment
 - Board Policy 4009.01—Use of University Computing Resources
 - Board Policy 9006.01—Professional Conduct of Faculty, Department Chairs, and Professional/Administrative Employees.

Procedures:

The following procedures apply to those situations in which an individual's behavior may result in determination of persona non grata status.

- 1. Notice** – An individual accused of behavior detrimental to the University community shall be served with notice that such behavior is not acceptable and may result in a determination of persona non grata status.
 - a.** The warning notice shall contain:
 - Name and last known address of the individual
 - The date, time and location of a hearing before a hearing panel along with the date by which the individual must contact the University General Counsel to confirm attendance at the hearing.

- A statement that failure to confirm attendance with the University General Counsel within the specified time limit may result in a determination as to persona non grata status being made without the accused individual being present.
 - A statement that the individual is on temporary persona non grata status at the University until the date and time, and pending the outcome, of the hearing referenced above.
- b.** The notice may be issued only by the University President, or Vice Presidents. All notices must be reviewed by the University General Counsel before they are sent or delivered.
- 2. Hearing:** A hearing will be held at the time, date, and location specified in the warning notice. All hearings will be held in private. The hearing panel, appointed by the Office of the University General Counsel, will be comprised of three individuals. At the hearing the individual accused of behavior detrimental to the University will be presented with the evidence against him/her and be given the opportunity to respond. The accused individual may be accompanied by another individual who may serve in an advisory capacity.
- 3. Finding and Notification:** Written notification of the finding of the hearing panel shall occur within five business days of the hearing. If the finding is that the individual is deemed to be persona non grata, the notification will indicate whether the time period is specified or permanent.
- 4.** The restrictions imposed by persona non grata status shall take effect upon receipt of the notification.
- 5.** The University police are to be informed and are authorized to enforce the sanction of persona non grata. Others will be informed as appropriate.
- 6.** Any person determined to be a persona non grata who violates the sanction imposed shall be deemed a trespasser and prosecuted accordingly.
- 7. Review:**
- a.** A written request for review may be made to the President or his/her designee at any time after a determination of persona non grata status.
 - b.** The review shall be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding.
 - c.** The persona non grata status shall remain in effect pending the decision on the review.
 - d.** The President or his/her designee shall render a decision within ten working days of receipt of the request for a review.
 - e.** The decision shall be final.

UNIVERSITY GUIDEBOOK

Title of Policy:	Conflicts of Interest
Responsible Office/Division:	Human Resources
Approving Officer:	Vice President for Finance & Administration
<i>Revision History:</i>	August 1997; December 2010; August 2012
Resolution Number(s):	YR 1998-16; YR 2011-52; YR 2013-
Board Committee:	Internal University Affairs
EFFECTIVE DATE:	December 15, 2010
Next Review:	2017

<p>Policy: All employees are to avoid conflicts of interest and conflicts of commitment in the conduct of University business. Employees are also expected to avoid even the appearance of a conflict or impropriety.</p>
--

Purpose: A conflict typically exists when financial or other personal considerations compromise or have the potential for or the appearance of compromising a person’s objectivity in meeting University responsibilities, including research activities.

Employees may not engage in activities that interfere with performing job duties and responsibilities at the University. Employees are expected to avoid any situation which compromises job performance, loyalty, or stewardship to the University. This may be considered a conflict of commitment.

Employees are expected to avoid participating in decisions or actions on behalf of the University which may result in personal gain to the employee, or the employee’s family or business associates. This may be considered a conflict of interest.

There are two main conflict of interest provisions in Ohio's ethics laws that apply to full and part time employees of the University. First, Ohio Revised Code §102.03 prohibits employees from soliciting or accepting or influencing one to give anything of value when it comes from a party who is interested in a pending matter or doing or seeking to do business with the University. Second, Ohio Revised Code §§2921.42 and 2921.43 prohibit public employees from having an interest in a public contract. These statutes also prohibit a public employee's family and business associates from having an interest in a public contract. There may be an exception to this prohibition, but it must be approved in advance through the Office of Contract Compliance. The employee must report the conflict on the "Conflict of Interest Certification Form." The following procedures are designed to ensure integrity in the conduct of University business.

Procedures:

1. Annually, all employees authorized to sign for expenditures or involved in making purchasing decisions on behalf of the University are required to complete a "Conflict of Interest Certification Form." The forms are retained in the Office of ~~Financial Services and the Office of Procurement Services~~ Contract Compliance. The Contract Compliance Officer and the ~~Executive Director of Financial Services~~ Controller will review these forms and make any determinations necessary.
2. Employees are under a continuing obligation to update information on this form should circumstances change.
3. An employee unsure of the applicability of any of these procedures may consult with the Office of ~~Financial Services~~ the Controller or the Office of ~~Procurement Services~~ Contract Compliance.
4. Employees are also expected, as soon as possible, to disclose to their department head any of the following:
 - Any employment at the University in addition to primary employment (i.e., part-time teaching position, etc.);
 - Outside employment;
 - Other interests or activities that require commitments of time that may interfere with meeting University obligations;
 - Use of supplies, equipment, or University resources for non-University purposes;
 - Receipt of gifts or entertainment, of more than nominal value, from suppliers of goods or services;
 - Receipt of gifts or entertainment, of more than nominal value, from persons associated or seeking association with the University; or

- Use of confidential or privileged information acquired in the course of employment at the University for non-University purposes.
5. Department head will review the disclosed information to determine whether a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest exists. If the department head is uncertain as to whether a specific situation constitutes a conflict of interest, they shall consult with their superior.
 6. If it is determined that a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest does exist, the department head and employee will together develop a written statement of action to manage, reduce, or eliminate the conflict situation. If the statement is mutually agreed upon, a copy will be submitted to the next highest level of authority.
 7. If the department head and employee cannot mutually agree upon a statement of action, the situation will be referred to the appropriate dean/executive director or vice president for final determination.

YOUNGSTOWN STATE UNIVERSITY
FY 2012 Year-End Summary and Proposed FY 2013 Transfers
As of 8/27/12 (subject to audit adjustments)

FY 2012 Year-End Summary

General Fund (includes scholarships)	(\$1,610,345)
Intercollegiate Athletics	(221,932)
Subtotal	(\$1,832,277)
Technology & Lab Materials Fees	\$744,867
College Fees	663,380
Subtotal	\$1,408,247
Net Year-End Operating Deficit	(\$424,030)

Proposed FY 2013 Transfers to Cover Deficit

From Reserves:

IT Equipment Replacement Reserve	\$925,000
Technology Master Plan	293,913
Property Acquisition Reserve	150,000
Employee Wellness Program	63,213
Scholarship Reserve	140,179
Institutional Enhancement Reserve	100,000
Legal Contingency Reserve	115,903
Subtotal	\$1,788,208

To Designated Funds:

Tech & Lab Materials Fee Carry-Fwd. Fund	(\$590,182) *
College Fee Carry-Fwd. Fund	(649,573) *
Research Incentive Carry-Fwd. Fund	(124,423)
Subtotal	(\$1,364,178)
Net Total	\$424,030

* Amounts adjusted for FY 2012 actual revenues and expenses.

UNIVERSITY GUIDEBOOK

Title of Policy: Responsible Acceptable Use of University Technology Resources

Responsible Division/Office: Information Technology
Approving Officer: Vice President for Finance and Administration
Revision History: August 1999; November 2010; July 2012
Resolution Number(s): YR 2000-56; YR 2011-45; YR 2013-
Board Committee: Finance & Facilities
EFFECTIVE DATE:
Next review: 2017

Policy: University technology resources are provided to the University community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the University in compliance with this policy.

General Statement:

Technology resources (computing, networking, and data and network services) are provided to the University community in order to fulfill the mission of the University.

While the University recognizes the importance of academic freedom and freedom of expression, as a public employer, the University also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.

Use of University owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the University or for more than limited, responsible personal use conforming to this policy is prohibited.

Technology resources provided by the University are the property of the University. University owned technology is not intended to supersede the need for technology purchases for personal purposes.

As the University is a public entity, information in an electronic form may also be subject to disclosure under the Ohio Public Records Act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).

Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.

Policy:

All users of University owned technology resources (computing, networking and data), regardless of affiliation with the University, must:

- Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Protect the confidentiality, integrity and availability of technology resources.
- Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
- Comply with all applicable policies at Youngstown State University.
- Respect the right of other technology users to be free from harassment or intimidation.
- Respect copyrights, intellectual-property rights, and ownership of files and passwords.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the University.
- Limit personal use of University technology resources so that such use does not interfere with one's responsibilities to the University.
- ~~Refrain from any~~ Not attempt to circumvent information technology security systems or the University Information Security Practices.
- ~~Refrain from the~~ Not use of any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the University.
- ~~Refrain from using~~ Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the University.
- ~~Refrain from stating or implying~~ Not state or imply that they speak on behalf of the University without authorization to do so.
- ~~and from using~~ Not use University trademarks and logos without authorization to do so.

Scope:

This policy applies to all users and uses of University owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.

User Responsibilities:

- By ~~using any YSU technology resources~~ accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly ~~are agreeing~~ agree to adhere to this policy and agree to the University Information sSecurity pPractices of the University.

- Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
- Users are responsible for any activity performed on University owned technology devices assigned to them except when the device is compromised by actions beyond the users control.
- There is no expectation of personal privacy when using University resources. (See section below regarding privacy) Potential violations regarding use of technology resources should be reported to the appropriate supervisor(s) or manager(s).
- Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by Information Systems Technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
- Users are responsible for maintaining data in compliance with the University records retention plan.
- Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See the Sensitive Information Policy Guidebook Policy #4012.01 for more information.)
- Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other University responsibilities, and is otherwise in compliance with University policies.

No Expectation of Privacy:

~~While~~ The University does not routinely monitor specific individual end-user usage of its technology resources. However, the University does routinely monitor technology resource usage in the normal operations and maintenance of the University's computing, network and data resources. This monitoring includes ~~require the backup and~~ caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks ~~ports~~ for anomalies and vulnerabilities, the filtering of malicious traffic, and other ~~such~~ activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware, ~~however,~~ that ~~their~~ there use of University technology resources is ~~not completely private~~ no expectation of privacy associated with the use of University technology resources.

~~For uncommon situations,~~ ~~When specifically authorized by in conjunction with~~ the Office of the General Counsel, the University may also specifically monitor the activity and accounts of individual end-users of University technology resources, including ~~individual~~ login sessions, file systems and communications; ~~without notice, when:~~

- a. ~~The user has given permission or has voluntarily made activity and accounts accessible to the public, for example by posting to a publicly accessible web page or providing publicly accessible network services.~~

- ~~b. Supervisors and assigned personnel need to access accounts, files or communications used for University business when an employee becomes unavailable.~~
- ~~c. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns.~~
- ~~d. System managers initiate access to user accounts, files or communications when there is reason to believe that the user is interfering with the performance of a system.~~
- ~~e. It reasonably appears necessary to do so to protect the integrity, security or functionality of the University or other technology resources or to protect the University from liability.~~
- ~~f. There is reasonable cause to believe that the user has violated, or is violating, this policy.~~
- ~~g. It is otherwise required or permitted by law, University policy or work rules.~~

When authorized by the appropriate University Executive (President or Vice President), the University may access end-user accounts, files, or communications used for University business when needed by a supervisor or assigned personnel for University business and the end-user is unavailable.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel, student conduct, or law enforcement agencies, and may use those results in appropriate University disciplinary proceedings.

Personal Computing Devices:

- Personal computing devices (laptops, desktops, tablets, cellular phones, etc.) are restricted to the campus wireless network or the Residence Hall network.
- No personal computing devices will be allowed to connect to the wired campus network (excluding the Residence Hall network).
- Personal computing devices must comply with University Information Security Practices when using the campus wireless network or other provided University technology resource.
- Personal computing devices used to conduct University business are subject to public records requests.
- Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the University's wired or wireless network.

Security:

The University employs various measures (i.e. the University's Information Security Practices) to protect the security of information technology resources and user accounts; however users should be aware that the University cannot provide good security without user participation. Users should increase their technology security awareness, and fully employ access restrictions for their accounts including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology. **Additional Policy Ramifications:** Users must abide by all applicable restrictions whether or not they are built into the computing system, network, or information resource, and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in

other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.

Examples of Unacceptable Use:

As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited:

- Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
- Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.
- Any form of harassment by electronic means (e.g., email, web access, phone, paging) whether through language, content, frequency or size of messages is prohibited.
- Making fraudulent offers of products, items, or services using any University technology resource is prohibited.
- Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity that involves a conflict of interest. (Refer to 7001.01 – Conflicts of Interest, and 7005.01 – Solicitation and Distribution of Materials, Employees.)
- Creating or forwarding chain letters, Ponzi or other pyramid schemes is prohibited.
- Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large number of electronic mail messages for official University purposes necessitates following the University's procedures for the electronic distribution of information.
- Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.
- Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- Circumventing user authentication or security of any host, network or account is prohibited.
- Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends, and/or co-workers.

- Attempting to log on to another user's account (secured or otherwise is prohibited); ~~remove or modify files, access protected files, or in any way alter another user's account are prohibited.~~
- Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- Personal use beyond limited responsible use is prohibited.

Individual University staff may be exempted from these restrictions on a case-by-case basis (with written authorization ~~as identified above~~ according to the University's Information Security Practices) in the course of performing legitimate job responsibilities.

Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder but ~~accessible to the~~ may be changed at the request of the area supervisor ~~if needed as authorized by this policy~~ and approved by the supervisor's Vice President or the President.

Under no circumstances is an employee of Youngstown State University authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing University-owned resources.

Enforcement:

The Office of the Chief Technology Officer may suspend and/or restrict either an individual's or a device's access to the University network resource if:

1. It is deemed necessary to maintain the security or functionality of the network resource.
2. It is deemed necessary to protect the University from potential liability.
3. The account, system, or device is believed to have been either compromised or is in violation of this policy.

The Office of the Chief Technology Officer must immediately report the enforcement action and the justification for the action to the Vice President of Student Affairs, Vice President for Finance and Administration, or Provost (or their designee) as applicable. The University may permanently suspend all technology access of anyone using the University network resource until due process has been completed by Student Conduct, employee administrative discipline, and/or law enforcement agencies.

UNIVERSITY GUIDEBOOK

Title of Policy: Acceptable Use of University Technology Resources

Responsible Division/Office: Information Technology
Approving Officer: Vice President for Finance and Administration
Revision History: August 1999; November 2010; July 2012
Resolution Number(s): YR 2000-56; YR 2011-45; YR 2013-
Board Committee: Finance & Facilities
EFFECTIVE DATE:
Next review: 2017

Policy: University technology resources are provided to the University community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the University in compliance with this policy.

General Statement:

Technology resources (computing, networking, data and network services) are provided to the University community in order to fulfill the mission of the University.

While the University recognizes the importance of academic freedom and freedom of expression, as a public employer, the University also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.

Use of University owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the University or for more than limited, responsible personal use conforming to this policy is prohibited.

Technology resources provided by the University are the property of the University. University owned technology is not intended to supersede the need for technology purchases for personal purposes.

As the University is a public entity, information in an electronic form may also be subject to disclosure under the Ohio Public Records Act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).

Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.

**Agenda Item F.3.b
Exhibit D**

Policy:

All users of University owned technology resources (computing, networking and data), regardless of affiliation with the University, must:

- Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Protect the confidentiality, integrity and availability of technology resources.
- Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
- Comply with all applicable policies at Youngstown State University.
- Respect the right of other technology users to be free from harassment or intimidation.
- Respect copyrights, intellectual-property rights, and ownership of files and passwords.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the University.
- Limit personal use of University technology resources so that such use does not interfere with one's responsibilities to the University.
- Not attempt to circumvent information technology security systems or the University Information Security Practices.
- Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the University.
- Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the University.
- Not state or imply that they speak on behalf of the University without authorization to do so.
- Not use University trademarks and logos without authorization to do so.

Scope:

This policy applies to all users and uses of University owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.

User Responsibilities:

- By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to the University Information Security Practices.
- Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.

- Users are responsible for any activity performed on University owned technology devices assigned to them except when the device is compromised by actions beyond the users control.
- There is no expectation of personal privacy when using University resources. (See section below regarding privacy)Potential violations regarding use of technology resources should be reported to the appropriate supervisor(s) or manager(s).
- Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by Information Systems Technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
- Users are responsible for maintaining data in compliance with the University records retention plan.
- Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See the Sensitive Information Policy Guidebook Policy #4012.01 for more information.)
- Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other University responsibilities, and is otherwise in compliance with University policies.

No Expectation of Privacy:

The University does not routinely monitor specific individual end-user usage of its technology resources. However, the University does routinely monitor technology resource usage in the normal operations and maintenance of the University's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of University technology resources.

When authorized by the Office of the General Counsel, the University may also specifically monitor the activity and accounts of individual end-users of University technology resources, including login sessions, file systems and communications.

When authorized by the appropriate University Executive (President or Vice President), the University may access end-user accounts, files, or communications used for University business when needed by a supervisor or assigned personnel for University business and the end-user is unavailable.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel, student conduct, or law enforcement agencies, and may use those results in appropriate University disciplinary proceedings.

Personal Computing Devices:

- Personal computing devices (laptops, desktops, tablets, cellular phones, etc.) are restricted to the campus wireless network or the Residence Hall network.
- No personal computing devices will be allowed to connect to the wired campus network (excluding the Residence Hall network).
- Personal computing devices must comply with University Information Security Practices when using the campus wireless network or other provided University technology resource.
- Personal computing devices used to conduct University business are subject to public records requests.
- Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the University's wired or wireless network.

Security:

The University employs various measures (i.e., the University's Information Security Practices) to protect the security of information technology resources and user accounts; however, users should be aware that the University cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

Additional Policy Ramifications:

Users must abide by all applicable restrictions whether or not they are built into the computing system, network, or information resource, and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.

Examples of Unacceptable Use:

As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited:

- Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
- Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.
- Any form of harassment by electronic means (e.g., email, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited.
- Making fraudulent offers of products, items, or services using any University technology resource is prohibited.
- Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity

that involves a conflict of interest. (Refer to 7001.01 – Conflicts of Interest, and 7005.01 – Solicitation and Distribution of Materials, Employees.)

- Creating or forwarding chain letters, Ponzi or other pyramid schemes is prohibited.
- Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official University purposes necessitates following the University's procedures for the electronic distribution of information.
- Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.
- Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- Circumventing user authentication or security of any host, network or account is prohibited.
- Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends, and/or co-workers.
- Attempting to log on to another user's account (secured or otherwise) is prohibited.
- Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- Personal use beyond limited responsible use is prohibited.

Individual University staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the University's Information Security Practices) in the course of performing legitimate job responsibilities.

Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder but may be changed at the request of the area supervisor and approved by the supervisor's Vice President or the President.

Under no circumstances is an employee of Youngstown State University authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing University-owned resources.

Enforcement:

The Office of the Chief Technology Officer may suspend and/or restrict either an individual's or a device's access to the University network resource if:

1. It is deemed necessary to maintain the security or functionality of the network resource.
2. It is deemed necessary to protect the University from potential liability.
3. The account, system, or device is believed to have been either compromised or is in violation of this policy.

The Office of the Chief Technology Officer must immediately report the enforcement action and the justification for the action to the Vice President of Student Affairs, Vice President for Finance and Administration, or Provost (or their designee) as applicable. The University may permanently suspend all technology access of anyone using the University network resource until due process has been completed by Student Conduct, employee administrative discipline, and/or law enforcement agencies.

NEW POLICY
UNIVERSITY GUIDEBOOK

Title of Policy: Display of Posters and Other Printed Materials

Responsible Division: Finance and Administration

Approving Officer: Vice President for Finance and Administration

Revision History:

Resolution Number(s): YR 2013-

Board Committee: Finance and Facilities

EFFECTIVE DATE:

Next review: 2017

Policy: The Board of Trustees is committed to the sustainability, functionality, and aesthetics of the University physical plant. Therefore, posters and other printed materials must be displayed in appropriate locations and must be affixed in an appropriate manner.

Procedures:

- 1) Students, employees and visitors may display printed materials on designated public bulletin boards.
- 2) Materials must be displayed in appropriate places:
 - a) On bulletin boards, message boards, or other locations specifically identified for the display of printed materials.
 - b) Doors, windows, stairwells, elevators, or other locations where it interferes with safety, shall not have materials posted.
- 3) Printed Materials must be affixed in an appropriate manner:
 - a) On surfaces specifically designed to display printed materials.
 - b) With methods of fixture that are appropriate to the surface being utilized.

- c) In no case can printed materials be affixed to walls, windows, doors, elevators or other building surfaces when such surfaces have not been designated and properly prepared to affix printed materials.
- 4) Printed materials not meeting the above standards will be immediately removed.
- 5) Materials displayed for special occasions, for example, Red and White Day, must not damage surfaces and must be carefully removed in a timely manner.
- 6) Damage caused by improper posting and/or the cost of removal will be charged to the department or organization responsible for displaying the printed material.
- 7) All materials on public bulletin boards or other specific locations will be removed on a scheduled basis.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for June 30, 2012

FROM	TO	AMOUNT	REASON
<i>FY2012 Year End Transfers</i>			
Housing & Residence Life (Auxiliary)	Housing & Residence Life Plant Reserve (Auxiliary Plant Fund)	\$1,066,177	Year end excess of \$1,071,177 less \$5,000 to operating contingency reserve.
Parking Services (Auxiliary)	Parking Services Plant Reserve (Auxiliary Plant Fund)	\$312,190	Year end excess of \$327,190 less \$15,000 to operating contingency reserve.
Kilcawley Center (Auxiliary)	Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	\$114,337	Year end excess.
Andrews Recreation & Wellness Center (Auxiliary)	Andrews Recreation & Wellness Center Plant Reserve (Auxiliary Plant Fund)	\$184,578	Year end excess.
General Fund	Operating Carry Forward (Designated Fund)	(\$424,030)	Transfer net FY2012 year end deficit to Operating Carryforward Fund. Consists of General Fund deficit of (\$1,610,345), Intercollegiate Athletic deficit of (\$221,932) and unspent FY2012 technology and lab materials fees of \$744,867, and unspent FY2012 college fees of \$663,380.
ERIP OPERS Fund (Designated Fund)	General Fund	\$2,338,082	Transfer ERIP Savings.
Bookstore Operating (Auxiliary)	Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	\$100,000	Payoff interfund loan.



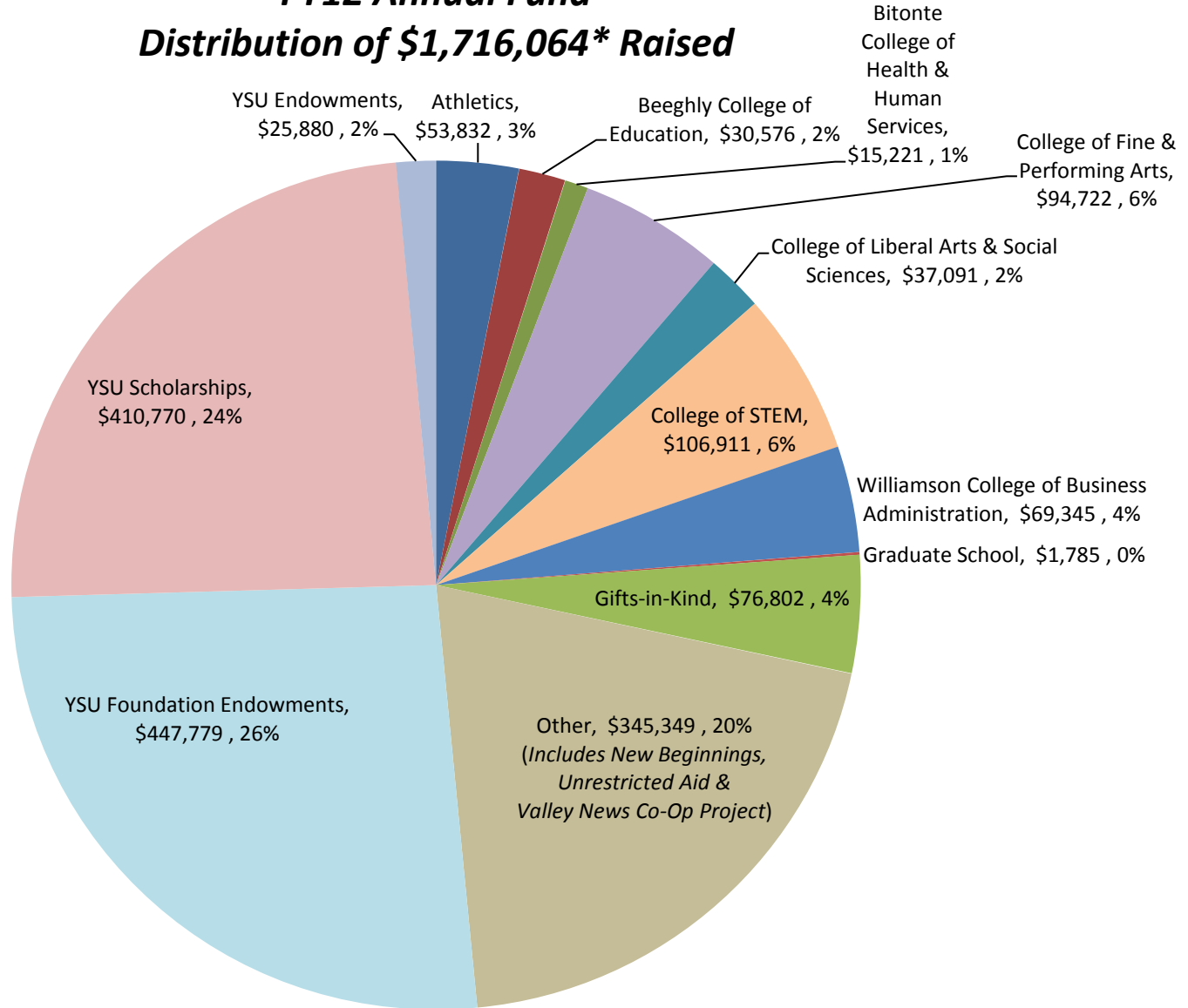
YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for First Quarter 2013

FROM	TO	AMOUNT	REASON
<i>First quarter FY2013</i>			
Debt Service Reserve - WCBA Gifts (Restricted Plant Fund)	Bond Fund - Series 2009 (Debt Service Fund)	\$851,779	Transfer to fund portion of FY13 debt service attributed to the WCBA.
Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	Kilcawley House Renovations - Phase 3 (Auxiliary Plant Fund)	\$700,000	Transfer to fund third and final phase of a project to renovate the six resident floors during spring and summer semester 2013. Renovations include complete roof replacement for Kilcawley House, complete renovation of the sixth and seventh floors, and upgrades to the stairwells and basement lounges.
Debt Service Reserve - General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2010 (Debt Service Fund)	\$517,690	Transfer to fund portion of FY13 debt service.
Bond Fund - Series 2013 (Debt Service Fund)	Housing & Residence Life (Auxiliary)	\$363,508	Transfer excess FY13 debt service funding back to original source.
Debt Service Reserve - WATTS Gifts (Restricted Plant Fund)	Bond Fund - Series 2010 (Debt Service Fund)	\$299,547	Transfer to fund portion of FY13 debt service attributed to WATTS.
Debt Service Reserve - General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2009 (Debt Service Fund)	\$201,035	Transfer to fund portion of FY13 debt service.
Property Acquisition Fund (Unrestricted Plant Fund)	Church Deconstruction Fund (Unrestricted Plant Fund)	\$119,000	Transfer to fund deconstruction of Pilgrim Collegiate Church.

**UNIVERSITY GIFTS
EXECUTIVE SUMMARY
Fiscal Year 2011-2012 Fourth Quarter
April 1, 2012-June 30, 2012**

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	174	\$ 5,590
Cash-Four Year Single & Joint Members	25	2,260
Cash-Single & Joint Life Members	7	1,925
Total Alumni Relations	206	\$ 9,775
UNIVERSITY DEVELOPMENT		
Annual Fund		
\$50,000 - \$99,999	1	\$ 194,000
\$10,000 - \$49,999	6	106,060
\$1,000 - \$9,999	70	150,215
\$500 - \$999	45	24,379
Below \$500	996	69,678
Total Annual Fund Pledged Cash	1118	\$ 544,333
Gifts-in-Kind	3	640
Total Annual Fund	1121	\$ 544,973
Major Gifts	35	\$ 140,725
Total Major Gifts	35	\$ 140,725
Underwriting	5	\$ 6,500
Total Underwriting	5	\$ 6,500
Total University Development	1161	\$ 692,198
WYSU-FM		
\$1,000 - \$9,999	5	\$ 8,945
\$500 - \$999	4	2,100
Below \$500	773	67,305
Total Pledged Cash	782	\$ 78,350
Gifts-in-Kind	1	14,972
Total Underwriting	783	\$ 93,322
Total WYSU-FM	783	\$ 93,322
TOTAL GIFTS		
Grand Total Gifts	2150	\$ 795,295

FY12 Annual Fund Distribution of \$1,716,064* Raised



*Cash and pledges

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

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

April 2012

None.							
-------	--	--	--	--	--	--	--

May 2012

None.							
-------	--	--	--	--	--	--	--

June 2012

None.							
-------	--	--	--	--	--	--	--

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

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

April 2012

Mr. Alvy Armstrong	M/C	Replacement \$63,540	Equipment Manager	Intercollegiate Athletics	4/16/2012	\$52,438 1.0	\$11,102 decrease
Ms. Susan Shaw	F/C	Replacement \$57,622	Manager, HRIS	Human Resources	4/30/2012	\$80,000 1.0	\$22,378 increase

May 2012

Ms. Mary Evans	F/C	Replacement \$43,730	Assistant Coach, Women's Basketball	Intercollegiate Athletics	5/1/2012	\$42,500 1.0	\$1,230 decrease
Mr. Steve Hall	M/B	Replacement \$59,382	Assistant Coach, Men's Basketball	Intercollegiate Athletics	5/1/2012	\$55,000 1.0	\$4,382 decrease
Mr. Jesse Potter	M/C	Replacement \$48,320	Assistant Director of Athletics	Intercollegiate Athletics	5/1/2012	\$44,654 1.0	\$3,666 decrease
Mr. Kenneth Schindler	M/C	Replacement \$123,908	Associate VP for Information Technology	Information Technology	5/7/2012	\$141,000 1.0	\$17,092 increase

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Deanna Parsons	F/C	Replacement \$51,740	Restricted Funds Coordinator	General Accounting	5/16/2012	\$46,000 1.0	\$5,740 decrease
Ms. Jennifer Lewis	F/C	New	Manager of Processing and Employee Records	Human Resources	5/21/2012	\$66,000 1.0	\$66,000 increase

June 2012

Ms. Debra LaRocca	F/C	Replacement \$83,886	Manager, Employee Benefits	Human Resources	6/4/2012	\$73,000 1.0	\$10,886 decrease
-------------------	-----	-------------------------	----------------------------	-----------------	----------	-----------------	-------------------

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
------	--------------	--	-------	------------	-----------------------------------	----------------	----------

April 2012

Ms. Darlene Aliberti	F/C	Replacement \$49,130	Secretary	Dental Hygiene(.50) & Deans Office(.50)	4/23/2012	\$32,115 1.0	\$17,015 decrease
Ms. Lisa Devore	F/C	Replacement \$50,627	Administrative Assistant 1	Chemistry	4/16/2012	\$39,312 1.0	\$11,315 decrease

May 2012

Ms. Yolanda Resatar	F/C	Replacement \$44,595	Purchasing Assistant	Bookstore	5/7/2012	\$30,722 1.0	\$14,540 decrease
Ms. Margaret Savko	F/C	Replacement \$48,402	Administrative Assistant 1	Office of Financial Aid & Scholarships	5/21/2012	\$33,862 1.0	\$14,540 decrease Temporary

June 2012

Ms. Kimberly Jenkins	F/C	Replacement \$47,986	Secretary	Maag Library	6/17/2012	\$35,630 1.0	\$12,356 decrease
Ms. Wendy Welsh	F/C	Replacement \$24,939	Secretary	Mathematics & Statistics	6/18/2012	\$16,058 .5	\$8,881 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Faun Williams	F/B	Replacement \$49,878	Secretary	Equal Opportunity & Diversity	6/26/2012	\$32,115 1.0	\$17,763 decrease Temporary

SEPARATIONS

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

RETIREMENTS:

Ms. Kathryn Feld	F/C	Faculty	Professor	Health Professions	5/20/2012	\$93,642	
Dr. Michael Finney	M/C	Faculty	Professor	English	5/20/2012	\$93,189	
Ms. Madalyn Janosik	F/C	Faculty	Clinical Instructor	Nursing	5/20/2012	\$63,962	
Dr. Hong Kim	M/A	Faculty	Professor	Teacher Education	5/20/2012	\$90,556	
Dr. Donna McNierney	F/C	Faculty	Professor	Educ. Found., Res., Tech., and Ldrshp.	5/20/2012	\$91,679	
Dr. Michael Moseley	M/C	Faculty	Professor	Art	5/20/2012	\$96,373	
Dr. Louise Pavia	F/C	Faculty	Professor	Human Ecology	5/20/2012	\$75,674	
Dr. James Schramer	M/C	Faculty	Professor	English	5/20/2012	\$85,001	
Dr. Michael Theall	M/C	Faculty	Professor	Teacher Education	5/20/2012	\$88,676	
Dr. Joyce Feist-Willis	F/C	Faculty	Associate Professor	Teacher Education	5/31/2012	\$80,350	
Dr. Frank Castronovo	M/C	Faculty	Professor/Chair	Theater and Dance	6/30/2012	\$123,922	
Dr. Clement Psenicka	M/C	Faculty	Professor	Management	6/30/2012	\$110,866	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

SEPARATIONS

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

RETIREMENTS:

Dr. Gary Salvner	M/C	Faculty	Professor/Chair	English	6/30/2012	\$122,383	
Dr. Melissa Smith	F/C	Faculty	Professor	Foreign Languages & Literatures	6/30/2012	\$86,635	
Dr. Daniel Suchora	M/C	Faculty	Professor/Chair	Mechanical & Industrial Engineering	6/30/2012	\$128,411	
Dr. Ronald Tabak	M/C	Faculty	Professor	Physics and Astronomy	6/30/2012	\$102,921	
Dr. Homer Warren	M/B	Faculty	Associate Professor	Marketing	6/30/2012	\$109,522	
Dr. Bowers, Bege	F/C	P/A	Associate Provost for Academic Programs and Planning	Provost Office	6/30/2012	\$130,053	

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

SEPARATIONS:

Dr. Deborah Benyo	F/C	Faculty	Assistant Professor	Biological Sciences	5/20/2012	\$51,238	Temporary appointment ended
Dr. Lewis Caccia	M/C	Faculty	Assistant Professor	English	5/20/2012	\$50,991	Temporary appointment ended
Ms. Lori Carlson	F/C	Faculty	Instructor	Mathematics and Statistics	5/20/2012	\$50,607	Temporary appointment ended
Mr. Daniel Coyne	M/C	Faculty	Instructor	School of Technology	5/20/2012	\$57,739	Temporary appointment ended
Dr. John George	M/C	Faculty	Assistant Professor	School of Technology	5/20/2012	\$58,917	Temporary appointment ended

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Dr. Daryl Gross	M/C	Faculty	Instructor	School of Technology	5/20/2012	\$42,849	Temporary appointment ended
Dr. Jolien Helsel	F/C	Faculty	Assistant Professor	Economics	5/20/2012	\$53,579	Temporary appointment ended
Mr. Edmund Ickert	M/C	Faculty	Instructor	Computer Science and Information Systems	5/20/2012	\$52,746	Temporary appointment ended
Ms. Jaietta Jackson	F/B	Faculty	Instructor	Communication	5/20/2012	\$42,048	Temporary appointment ended
Dr. Charles Jeffords	M/C	Faculty	Assistant Professor	Educ. Found., Res., Tech., and Ldrshp.	5/20/2012	\$51,238	Temporary appointment ended
Ms. Sarah Jenyk	F/C	Faculty	Instructor	Economics	5/20/2012	\$38,689	Temporary appointment ended
Ms. Susan Kearns	F/C	Faculty	Instructor	Health Professions	5/20/2012	\$50,000	Temporary appointment ended
Dr. Christopher Mattheus	M/C	Faculty	Assistant Professor	Geological and Environmental Sciences	5/20/2012	\$51,238	Temporary appointment ended
Ms. Laura McCaskey	F/C	Faculty	Instructor	Marketing	5/20/2012	\$40,365	Temporary appointment ended
Ms. Colleen McLean	F/C	Faculty	Instructor	Geological and Environmental Sciences	5/20/2012	\$40,365	Temporary appointment ended
Ms. Dorian Mermer	F/C	Faculty	Instructor	Communication	5/20/2012	\$42,048	Temporary appointment ended

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Ms. Cathy Parrott	F/C	Faculty	Assistant Professor	Physical Therapy	5/20/2012	\$85,473	Temporary appointment ended
Mr. Thomas Pittman	M/C	Faculty	Instructor	English	5/20/2012	\$39,832	Temporary appointment ended
Mr. Michael Pontikos	M/C	Faculty	Instructor	Marketing	5/20/2012	\$40,365	Temporary appointment ended
Mr. Joseph Sanson	M/C	Faculty	Instructor	School of Technology	5/20/2012	\$46,575	Temporary appointment ended
Mr. Guy Shebat	M/C	Faculty	Instructor	English	5/20/2012	\$39,832	Temporary appointment ended
Mr. Frank Sole	M/C	Faculty	Instructor	Management	5/20/2012	\$42,364	Temporary appointment ended
Ms. Kathryn Tessmer	F/C	Faculty	Assistant Professor	Human Performance and Exercise Science	5/20/2012	\$53,978	Temporary appointment ended
Ms. Cynthia Vigliotti	F/C	Faculty	Instructor	English	5/20/2012	\$41,074	Temporary appointment ended
Ms. Donna Walsh	F/C	Faculty	Instructor	Marketing	5/20/2012	\$41,778	Temporary appointment ended
Dr. Melinda Wolford	F/C	Faculty	Assistant Professor	Counseling & Special Education/Center of Excellence	5/20/2012	\$51,238	Temporary appointment ended
Ms. Karla Wyant	F/C	Faculty	Instructor	Social Work	5/20/2012	\$42,367	Temporary appointment ended

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Mr. Mark Zetts	M/C	Faculty	Instructor	Human Ecology	5/20/2012	\$54,163	Temporary appointment ended
Mr. Robert H. Cole	M/C	Faculty	Instructor	Dana School of Music	5/20/2012	\$19,350	Non renewal
Dr. Dennis Latess	M/C	Faculty	Assistant Professor	HPES/Teacher Education	5/20/2012	\$56,247	Non renewal
Dr. Benjamin McGee	M/B	Faculty	Assistant Professor	Counseling, Special Education and School Psychology	5/20/2012	\$66,593	Non renewal
Ms. Laurie Sanders-Katrych	F/C	Faculty	Instructor	Human Ecology	5/20/2012	\$38,689	Non renewal
Mr. Ronald Slipski	M/C	Faculty	Instructor	Political Science	5/20/2012	\$38,689	Non renewal
Mr. Larry Zielke	M/C	Faculty	Instructor	Human Ecology	5/20/2012	\$52,215	Non renewal
Dr. Lorna Gallagher	F/C	Faculty	Postdoctoral	Biological Sciences	5/31/2012	\$37,500	Resignation
Dr. Barbara O'Connor	F/C	Faculty	Assistant Professor	Teacher Education	5/31/2012	\$52,752	Resignation
Dr. Amber Eade	F/C	Faculty	Assistant Professor	Psychology	6/30/2012	\$52,756	Resignation
Ms. Nicky Newton	F/C	Faculty	Assistant Professor	Psychology	6/30/2012	\$51,238	Resignation
Mr. Michael Cretella	M/C	Classified	University Law Enforcement Officer	Police	6/30/2012	\$72,363	Accepted P/A position
Mr. Byron Thorne	M/B	P/A	Assistant Coach, Men's Basketball	Intercollegiate Athletics	4/30/2012	\$59,382	Resignation
Mr. Robert Pizzuto	M/C	P/A	Assistant Coach, Baseball	Intercollegiate Athletics	5/31/2012	\$18,258	Non renewal
Ms. Jennifer Vladic	F/C	P/A	Housing Coordinator	Housing and Residence Life	6/7/2012	\$32,001	Resignation
Mr. Benjamin Blake	M/C	P/A	University Archivist	Maag Library	6/30/2012	\$60,000	Non renewal

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Ms. Mari Jean Benedik	F/C	P/A	Director, Career and Counseling Services	Career and Counseling Services	6/30/2012	\$53,574	Non renewal
Ms. Erica Chung	F/A	P/A	Assistant Athletic Trainer	Intercollegiate Athletics	6/30/2012	\$39,385	Resignation
Mr. Joseph Edwards	M/C	P/A	Interim Special Associate to the Dean	BCOE	6/30/2012	\$42,000	Contract ended
Ms. Michelle Jordan	F/C	P/A	Assistant Coach, Softball	Intercollegiate Athletics	6/30/2012	\$17,745	Contract ended
Mr. Edward Marko	M/C	P/A	Assistant Coach, Baseball	Intercollegiate Athletics	6/30/2012	\$31,868	Non renewal
Mr. Richard Pasquale	M/C	P/A	Head Coach, Baseball	Intercollegiate Athletics	6/30/2012	\$50,240	Non renewal
Ms. Jacqueline Robertson	F/B	P/A	Assistant Director	Housing and Residence Life	6/30/2012	\$41,672	Resignation

*Race abbreviation codes:

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

BOARD OF TRUSTEES



AGENDA

Friday, September 28, 2012

BOARD OF TRUSTEES' MEETING

**Friday, September 28, 2012
3:00 p.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meetings
- C. Disposition of Minutes
- D. Oath of Office of New Trustee, James B. Greene
- E. Oath of Office of New Student Trustee, Melissa M. Wasser
- F. Report of the President of the University
- G. Report of the Committees of the Board
 - 1. Academic Quality and Student Success Committee
 - a. Resolution to Expand "Western PA Advantage" Fee Schedule to the Entire "Regional Service Area"
 - b. Resolution to Approve Privacy and Release of Student Education Records Policy
 - c. Resolution to Approve a Master of Arts Degree in Gerontology
 - 2. Institutional Engagement Committee
 - a. Resolution to Accept Development Gifts
 - 3. Finance and Facilities Committee
 - a. Resolution to Approve Display of Posters and Other Printed Materials Policy
 - b. Resolution to Modify Acceptable Use of University Technology Resources Policy
 - c. Resolution to Approve Interfund Transfers
 - d. Resolution to Approve Transfers Related to Prior Year Ending Deficit Funds as of June 30, 2012
 - e. Resolution to Recommend the Dissolution of the University Housing Corporation
 - f. Resolution to Explore the Viability of Raising Sufficient Funds to Build a Veteran's Center on Wick Avenue
 - g. Report of the Audit Subcommittee, John R. Jakubek, Chair
 - h. Report of the Investment Subcommittee, Scott R. Schulick, Chair
 - 4. University Affairs Committee
 - a. Resolution to Modify Conflict of Interest Policy
 - b. Resolution to Modify Persona Non Grata Policy
 - c. Resolution to Ratify Faculty/Staff Appointments
 - d. Report of the Collective Bargaining and Negotiations Subcommittee, Scott R. Schulick, Chair
 - e. Report of the Intercollegiate Athletics Subcommittee, Delores E. Crawford, Chair
- H. Communications and Memorials
- I. Unfinished Business
- J. New Business
- K. Chairperson's Remarks
- L. Dates and Times of Upcoming Regular Meetings of the Board
 - Tentative Meeting Dates: 3 p.m., Wednesday, December 12, 2012
 - 3 p.m., Wednesday, March 13, 2013
 - 3 p.m., Wednesday, June 12, 2013
- M. Adjournment

BOARD OF TRUSTEES' MEETING

Friday, September 28, 2012
3:00 p.m.

Tod Hall
Board Meeting Room

AGENDA

- A. Roll Call
- B. Proof of Notice of Meetings Held June 13, 2012; and July 27, 2012
- C. Disposition of Minutes
- D. Oath of Office of New Trustee, James B. Greene
- E. Report of the President of the University
- F. Report of the Committees of the Board
 - 1. Academic Quality and Student Success Committee
 - a. Resolution to Expand "Western PA Advantage" Fee Schedule to the Entire "Regional Service Area"
 - b. Resolution to Approve Privacy and Release of Student Education Records Policy
 - c. Resolution to Approve a Master of Arts Degree in Gerontology
 - 2. Institutional Engagement Committee
 - a. Resolution to Accept Development Gifts
 - 3. Finance and Facilities Committee
 - a. Resolution to Approve Display of Posters and Other Printed Materials Policy
 - b. Resolution to Modify Acceptable Use of University Technology Resources Policy
 - c. Resolution to Approve Interfund Transfers
 - d. Resolution to Approve Transfers Related to Prior Year Ending Deficit Funds as of June 30, 2012
 - e. Resolution to Recommend the Dissolution of the University Housing Corporation
 - f. Resolution to Explore the Viability of Raising Sufficient Funds to Build a Veteran's Center on Wick Avenue
 - g. Report of the Audit Subcommittee, John R. Jakubek, Chair
 - h. Report of the Investment Subcommittee, Scott R. Schulick, Chair
 - 4. University Affairs Committee
 - a. Resolution to Modify Conflict of Interest Policy
 - b. Resolution to Modify Persona Non Grata Policy
 - c. Resolution to Ratify Faculty/Staff Appointments
 - d. Report of the Collective Bargaining and Negotiations Subcommittee, Scott R. Schulick, Chair
 - e. Report of the Intercollegiate Athletics Subcommittee, Delores E. Crawford, Chair
- G. Communications and Memorials
- H. Unfinished Business
- I. New Business
- J. Chairperson's Remarks
- K. Dates and Times of Upcoming Regular Meetings of the Board
 - Tentative Meeting Dates: 3 p.m., Wednesday, December 12, 2012
 - 3 p.m., Wednesday, March 13, 2013
 - 3 p.m., Wednesday, June 12, 2013
- L. Adjournment

ACADEMIC QUALITY AND
STUDENT SUCCESS COMMITTEE

**RESOLUTION TO APPROVE
PRIVACY AND RELEASE OF STUDENT
EDUCATION RECORDS POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Privacy and Release of Student Education Records, policy number 8004.01 of the *University Guidebook*, shown as **Exhibit A** attached hereto.

NEW POLICY
UNIVERSITY GUIDEBOOK

Title of Policy:	Privacy and Release of Student Education Records
Responsible Division:	Student Affairs
Approving Officer:	Vice President for Student Affairs
<i>Revision History:</i>	
Resolution Number(s):	YR 2013-
Board Committee:	Academic Quality & Student Success
EFFECTIVE DATE:	
Next review:	2017

Policy: This policy governs the confidentiality of educational records and provides processes for students and parents to access their records.

Purpose: The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. A notice is published annually in the Student Right to Know newspaper as well as in the Bulletin to explain the rights of students with respect to records maintained by the University. It also outlines the University's procedures to comply with the requirements of the Act.

Definitions:

1. "Education records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by any employee or agent of the University. The following categories of information are exempted and are not considered to be "education records:"
 - a. Records made by University personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.

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

- b. Records maintained by the Youngstown State University Police for law enforcement purposes.
 - c. Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
 - d. Records created or received after a student is no longer in attendance (alumni records).
 - e. Student employment records.
 - f. Grades or peer-graded papers before they are collected and recorded by a professor.
2. All records pertaining to students which are maintained by University offices are official University records, and as such, remain the property of the University.
 3. Each University unit has an obligation to keep a record of requests and disclosures of student education records except when the request is from the student, a University official with a legitimate educational interest, someone requesting directory information, or related to a request with consent from the student. Students have the right to review this record of requests and disclosures of student record information.

I. Right to Inspect and Review

Students are granted the right to inspect and review all of their education records, except the following:

1. Financial records of parents.
2. Confidential letters and statements of recommendation placed in education records prior to January 1, 1975.
3. Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

II. Waiver of Rights of Access

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the University may not require a student to waive his or her right of access for receipt of University benefits or services.

III. Procedures for Inspection and Review

- A. Requests to review one's own records must be made separately, in writing, to each office maintaining records. That office has 45 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.

- B. Information contained in education records will be fully explained and interpreted to students by University personnel assigned to, and designated by, the appropriate office.
- C. Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

IV. Right to Request Amendment of Information in Records

- A. Students have a right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or otherwise in violation of their privacy rights.
- B. This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.
- C. The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

V. Procedures for Hearing to Challenge Records

- A. Students challenging information in their records must submit, in writing, a request for a hearing to the Office of the University Registrar, listing the specific information in question and the reasons for the challenge. If the responsible office denies the request for amendment, the University will notify the student in writing and advise of a right to a hearing.
- B. Hearings will be conducted by a University official who does not have a direct interest in the outcome of the hearing.
- C. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item IV.
- D. The hearing officer will render a decision, in writing, noting the reason and summarizing all evidence presented within a reasonable period of time after the challenge is filed.
- E. Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted to the University Registrar within 10 days of the student's notification of the decision of the hearing officer. The appeal shall be heard by an Appeals Board of three disinterested senior University officials and a decision rendered, in writing, within a reasonable period of time.
- F. Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized party, the record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by the University.

VI. Consent for Release Required

Consent must be obtained from students for the release of education records or information contained in education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires.

VII. Release Without Consent

- A. The University reserves the right to verify the accuracy of any information contained in what purports to be an official University document (e.g. a transcript or diploma) or that is provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.
- B. The requirement for consent does not apply to the following:
1. Requests from faculty and staff of Youngstown State University who have a legitimate education interest on a "need to know" basis, including student employees or agents of the institution, if necessary to conduct official business. Legitimate educational interest includes performing a task related to the regular duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, maintaining safety and security of the campus, or performing any function of the University.
 2. Requests by officials of another institution where the student seeks to enroll or is already enrolled for purposes related to enrollment or transfer.
 3. Requests in compliance with a lawful subpoena or judicial order.
 4. Requests in connection with a student's application for or receipt of financial aid.
 5. Requests by state authorities and agencies specifically exempted from the prior consent requirements by the Act, conducting studies on behalf of the University, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
 6. Information submitted to accrediting organizations.
 7. Requests by parents of a dependent student, when claimed by a parent on one's Federal Income Tax Return.
 8. In the case of a health or safety emergency, the University may release information from education records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
 9. To authorized federal officials who have need to audit and evaluate federally-supported programs.

10. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence or non-forcible sex offense to the alleged victim of that crime.
11. Disclosure to a parent of an underage student in violation of University policy governing the use or possession of alcohol or drugs.
12. Requests for "directory information" (see item VIII).

VIII. Directory Information

- A. Youngstown State University, in accordance with the Act, has designated the following information about students as public (directory) information:
 1. Name
 2. Address (local, home and e-mail)
 3. Telephone (local and home)
 4. Program of study (including college of enrollment, major and campus)
 5. Enrollment status (e.g. full-time, part-time, withdrawn)
 6. Dates of attendance and graduation
 7. Degrees, honors, and awards received
 8. Previous educational agencies or institutions attended
 9. Participation in officially recognized activities and sports
 10. Weight and height of members of intercollegiate athletic teams
- B. Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld shall so indicate by completing a Student Privacy Hold Form which can be obtained from the Office of the University Registrar. At least ten days should be allowed for processing of these requests. This request must be made within the first seven (7) calendar days of an academic semester.
- C. Youngstown State University receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The University, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the University will be refused unless the student provides written consent for the release.
- D. The University publishes student directory information on its website.

IX. Complaints, Concerns or Suggestions

Any student who has reason to believe that the University is not complying with the Act or this policy should inform the Office of the University Registrar in writing. The University Registrar shall promptly review all such allegations.

**RESOLUTION TO APPROVE A
MASTER OF ARTS DEGREE IN GERONTOLOGY**

WHEREAS, establishing and enhancing academic programs and educational experiences at the graduate level that meet student and workforce needs are necessities for Youngstown State University's shift toward urban research; and

WHEREAS, undertaking community partnerships to serve and address the cultural, educational, social and economic needs of the region is another priority at Youngstown State University; and

WHEREAS, there has been an increasing demand to deliver expertise, research, and services to a growing older population in the region; and

WHEREAS, a Bachelor of Arts Degree in Gerontology offers an interdisciplinary educational experience that enhances students' employment opportunities and serve the needs of the region's aging population; and will help feed the Masters Degree in Gerontology from within; and

WHEREAS, a large pool of external students from around the country exists; and

WHEREAS, resources for the administration of such a degree currently exist or are included in the current proposal in the Department of Sociology Anthropology, and Gerontology;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of a Master of Arts in Gerontology degree subsequent to approval of said degree by the Ohio Board of Regents.

INSTITUTIONAL ENGAGEMENT COMMITTEE

RESOLUTION TO ACCEPT DEVELOPMENT GIFTS

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

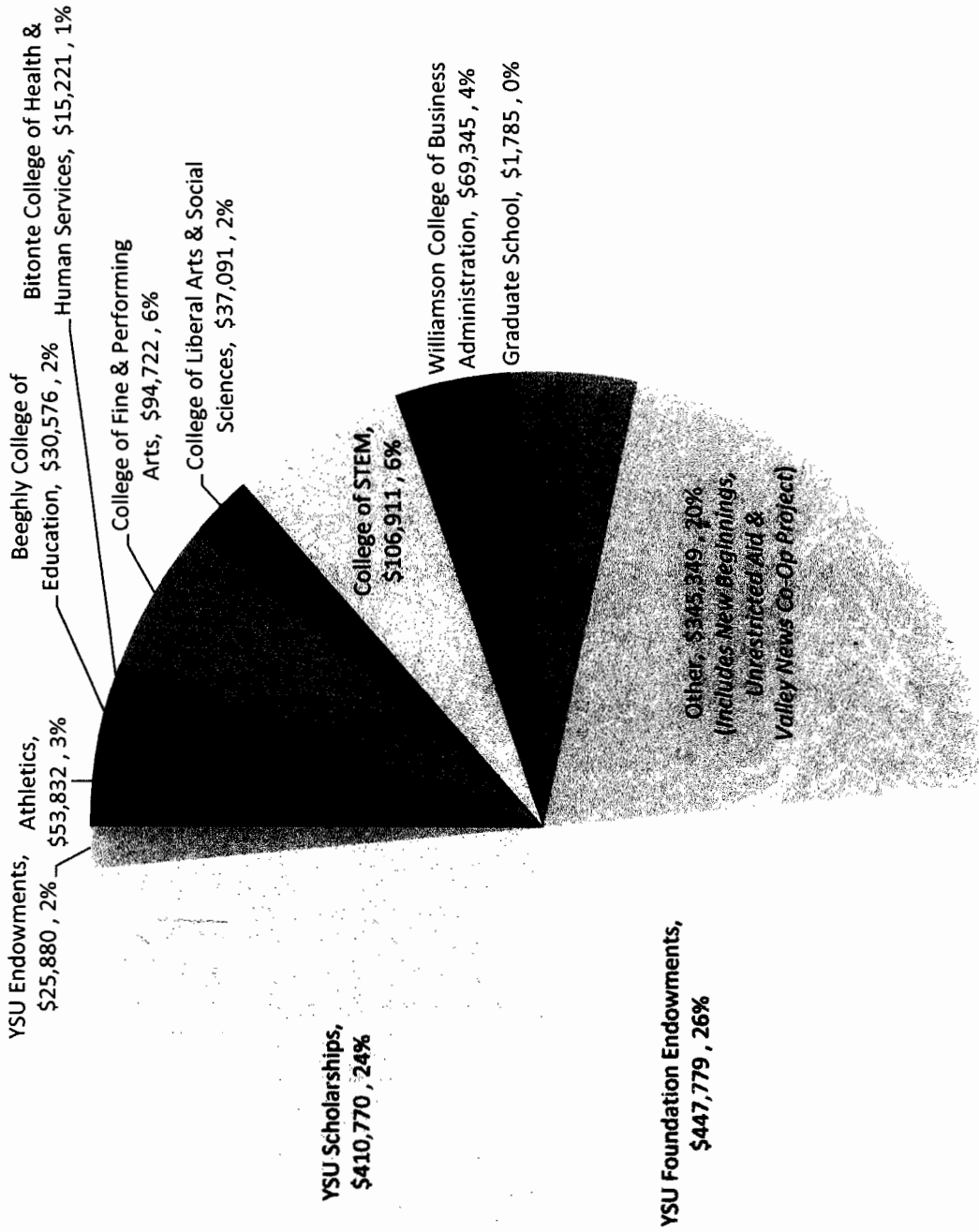
WHEREAS, the President has reported that the gifts as listed in **Exhibit B** attached hereto are being held pending acceptance and she recommends their acceptance;

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.

**UNIVERSITY GIFTS
EXECUTIVE SUMMARY
Fiscal Year 2011-2012 Fourth Quarter
April 1, 2012-June 30, 2012**

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	174	\$ 5,590
Cash-Four Year Single & Joint Members	25	2,260
Cash-Single & Joint Life Members	7	1,925
Total Alumni Relations	206	\$ 9,775
UNIVERSITY DEVELOPMENT		
Annual Fund		
\$50,000 - \$99,999	1	\$ 194,000
\$10,000 - \$49,999	6	106,060
\$1,000 - \$9,999	70	150,215
\$500 - \$999	45	24,379
Below \$500	996	69,678
Total Annual Fund Pledged Cash	1118	\$ 544,333
Gifts-in-Kind	3	640
Total Annual Fund	1121	\$ 544,973
Major Gifts	35	\$ 140,725
Total Major Gifts	35	\$ 140,725
Underwriting	5	\$ 6,500
Total Underwriting	5	\$ 6,500
Total University Development	1161	\$ 692,198
WYSU-FM		
\$1,000 - \$9,999	5	\$ 8,945
\$500 - \$999	4	2,100
Below \$500	773	67,305
Total Pledged Cash	782	\$ 78,350
Gifts-in-Kind	1	14,972
Total Underwriting	783	\$ 93,322
Total WYSU-FM	783	\$ 93,322
TOTAL GIFTS		
Grand Total Gifts	2150	\$ 795,295

FY12 Annual Fund Distribution of \$1,716,064* Raised



*Cash and pledges

FINANCE AND FACILITIES COMMITTEE

**RESOLUTION TO APPROVE
DISPLAY OF POSTERS AND
OTHER PRINTED MATERIALS POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Display of Posters and Other Printed Materials, policy number 4015.01 of the *University Guidebook*, shown as **Exhibit C** attached hereto.

**Board of Trustees Meeting
September 28, 2012
YR 2012-**

Agenda Item F.3.a.

NEW POLICY
UNIVERSITY GUIDEBOOK

Title of Policy:	Display of Posters and Other Printed Materials
Responsible Division:	Finance and Administration
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	
Resolution Number(s):	YR 2013-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	
Next review:	2017

Policy: The Board of Trustees is committed to the sustainability, functionality, and aesthetics of the University physical plant. Therefore, posters and other printed materials must be displayed in appropriate locations and must be affixed in an appropriate manner.

Procedures:

- 1) Students, employees and visitors may display printed materials on designated public bulletin boards.
- 2) Materials must be displayed in appropriate places:
 - a) On bulletin boards, message boards, or other locations specifically identified for the display of printed materials.
 - b) Doors, windows, stairwells, elevators, or other locations where it interferes with safety, shall not have materials posted.
- 3) Printed Materials must be affixed in an appropriate manner:
 - a) On surfaces specifically designed to display printed materials.
 - b) With methods of fixture that are appropriate to the surface being utilized.

**RESOLUTION TO MODIFY
ACCEPTABLE USE OF UNIVERSITY
TECHNOLOGY RESOURCES POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Responsible Use of University Technology Resources, policy number 4009.01 of the *University Guidebook*, to be retitled as Acceptable Use of University Technology Resources, shown as **Exhibit D** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 28, 2012
YR 2012-**

Agenda Item F.3.b

UNIVERSITY GUIDEBOOK**Title of Policy: Acceptable Use of University Technology Resources**

Responsible Division/Office: Information Technology
 Approving Officer: Vice President for Finance and Administration
Revision History: August 1999; November 2010; July 2012
 Resolution Number(s): YR 2000-56; YR 2011-45; YR 2013-
 Board Committee: Finance & Facilities
EFFECTIVE DATE:
 Next review: 2017

Policy: University technology resources are provided to the University community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the University in compliance with this policy.

General Statement:

Technology resources (computing, networking, data and network services) are provided to the University community in order to fulfill the mission of the University.

While the University recognizes the importance of academic freedom and freedom of expression, as a public employer, the University also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.

Use of University owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the University or for more than limited, responsible personal use conforming to this policy is prohibited.

Technology resources provided by the University are the property of the University. University owned technology is not intended to supersede the need for technology purchases for personal purposes.

As the University is a public entity, information in an electronic form may also be subject to disclosure under the Ohio Public Records Act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).

Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.

**Agenda Item F.3.b
 Exhibit D**

Policy:

All users of University owned technology resources (computing, networking and data), regardless of affiliation with the University, must:

- Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Protect the confidentiality, integrity and availability of technology resources.
- Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
- Comply with all applicable policies at Youngstown State University.
- Respect the right of other technology users to be free from harassment or intimidation.
- Respect copyrights, intellectual-property rights, and ownership of files and passwords.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the University.
- Limit personal use of University technology resources so that such use does not interfere with one's responsibilities to the University.
- Not attempt to circumvent information technology security systems or the University Information Security Practices.
- Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the University.
- Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the University.
- Not state or imply that they speak on behalf of the University without authorization to do so.
- Not use University trademarks and logos without authorization to do so.

Scope:

This policy applies to all users and uses of University owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.

User Responsibilities:

- By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to the University Information Security Practices.
- Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.

- Users are responsible for any activity performed on University owned technology devices assigned to them except when the device is compromised by actions beyond the users control.
- There is no expectation of personal privacy when using University resources. (See section below regarding privacy) Potential violations regarding use of technology resources should be reported to the appropriate supervisor(s) or manager(s).
- Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by Information Systems Technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
- Users are responsible for maintaining data in compliance with the University records retention plan.
- Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See the Sensitive Information Policy Guidebook Policy #4012.01 for more information.)
- Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other University responsibilities, and is otherwise in compliance with University policies.

No Expectation of Privacy:

The University does not routinely monitor specific individual end-user usage of its technology resources. However, the University does routinely monitor technology resource usage in the normal operations and maintenance of the University's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of University technology resources.

When authorized by the Office of the General Counsel, the University may also specifically monitor the activity and accounts of individual end-users of University technology resources, including login sessions, file systems and communications.

When authorized by the appropriate University Executive (President or Vice President), the University may access end-user accounts, files, or communications used for University business when needed by a supervisor or assigned personnel for University business and the end-user is unavailable.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel, student conduct, or law enforcement agencies, and may use those results in appropriate University disciplinary proceedings.

Personal Computing Devices:

- Personal computing devices (laptops, desktops, tablets, cellular phones, etc.) are restricted to the campus wireless network or the Residence Hall network.
- No personal computing devices will be allowed to connect to the wired campus network (excluding the Residence Hall network).
- Personal computing devices must comply with University Information Security Practices when using the campus wireless network or other provided University technology resource.
- Personal computing devices used to conduct University business are subject to public records requests.
- Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the University's wired or wireless network.

Security:

The University employs various measures (i.e., the University's Information Security Practices) to protect the security of information technology resources and user accounts; however, users should be aware that the University cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.

Additional Policy Ramifications:

Users must abide by all applicable restrictions whether or not they are built into the computing system, network, or information resource, and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.

Examples of Unacceptable Use:

As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited:

- Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
- Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.
- Any form of harassment by electronic means (e.g., email, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited.
- Making fraudulent offers of products, items, or services using any University technology resource is prohibited.
- Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity

that involves a conflict of interest. (Refer to 7001.01 – Conflicts of Interest, and 7005.01 – Solicitation and Distribution of Materials, Employees.)

- Creating or forwarding chain letters, Ponzi or other pyramid schemes is prohibited.
- Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official University purposes necessitates following the University's procedures for the electronic distribution of information.
- Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.
- Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- Circumventing user authentication or security of any host, network or account is prohibited.
- Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends, and/or co-workers.
- Attempting to log on to another user's account (secured or otherwise) is prohibited.
- Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
- Personal use beyond limited responsible use is prohibited.

Individual University staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the University's Information Security Practices) in the course of performing legitimate job responsibilities.

Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder but may be changed at the request of the area supervisor and approved by the supervisor's Vice President or the President.

Under no circumstances is an employee of Youngstown State University authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing University-owned resources.

Enforcement:

The Office of the Chief Technology Officer may suspend and/or restrict either an individual's or a device's access to the University network resource if:

1. It is deemed necessary to maintain the security or functionality of the network resource.
2. It is deemed necessary to protect the University from potential liability.
3. The account, system, or device is believed to have been either compromised or is in violation of this policy.

The Office of the Chief Technology Officer must immediately report the enforcement action and the justification for the action to the Vice President of Student Affairs, Vice President for Finance and Administration, or Provost (or their designee) as applicable. The University may permanently suspend all technology access of anyone using the University network resource until due process has been completed by Student Conduct, employee administrative discipline, and/or law enforcement agencies.

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

WHEREAS, Policy Number 3010.01, Budget Transfers, of the *University Guidebook*, requires Board of Trustees approval for interfund transfers of \$100,000 or more; and

WHEREAS, certain accounting adjustments and transfers outside the operating budget are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve transfers outside the operating budget, as detailed in **Exhibit E**.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for June 30, 2012

FY2012 Year End Transfers

Housing & Residence Life (Auxiliary)	Housing & Residence Life Plant Reserve (Auxiliary Plant Fund)	\$1,066,177	Year end excess of \$1,071,177 less \$5,000 to operating contingency reserve.
Parking Services (Auxiliary)	Parking Services Plant Reserve (Auxiliary Plant Fund)	\$312,190	Year end excess of \$327,190 less \$15,000 to operating contingency reserve.
Kilcawley Center (Auxiliary)	Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	\$114,337	Year end excess.
Andrews Recreation & Wellness Center (Auxiliary)	Andrews Recreation & Wellness Center Plant Reserve (Auxiliary Plant Fund)	\$184,578	Year end excess.
General Fund	Operating Carry Forward (Designated Fund)	(\$424,030)	Transfer net FY2012 year end deficit to Operating Carryforward Fund. Consists of General Fund deficit of (\$1,610,345), Intercollegiate Athletic deficit of (\$221,932) and unspent FY2012 technology and lab materials fees of \$744,867, and unspent FY2012 college fees of \$663,380.
ERIP OPERS Fund (Designated Fund)	General Fund	\$2,338,082	Transfer ERIP Savings.
Bookstore Operating (Auxiliary)	Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	\$100,000	Payoff interfund loan.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for First Quarter 2013

First quarter FY2013

Debt Service Reserve - WCBA Gifts (Restricted Plant Fund)	Bond Fund - Series 2009 (Debt Service Fund)	\$851,779	Transfer to fund portion of FY13 debt service attributed to the WCBA.
Kilcawley Center Plant Reserve (Auxiliary Plant Fund)	Kilcawley House Renovations - Phase 3 (Auxiliary Plant Fund)	\$700,000	Transfer to fund third and final phase of a project to renovate the six resident floors during spring and summer semester 2013. Renovations include complete roof replacement for Kilcawley House, complete renovation of the sixth and seventh floors, and upgrades to the stairwells and basement lounges.
Debt Service Reserve - General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2010 (Debt Service Fund)	\$517,690	Transfer to fund portion of FY13 debt service.
Bond Fund - Series 2013 (Debt Service Fund)	Housing & Residence Life (Auxiliary)	\$363,508	Transfer excess FY13 debt service funding back to original source.
Debt Service Reserve - WATTS Gifts (Restricted Plant Fund)	Bond Fund - Series 2010 (Debt Service Fund)	\$299,547	Transfer to fund portion of FY13 debt service attributed to WATTS.
Debt Service Reserve - General Fund (Unrestricted Plant Fund)	Bond Fund - Series 2009 (Debt Service Fund)	\$201,035	Transfer to fund portion of FY13 debt service.
Property Acquisition Fund (Unrestricted Plant Fund)	Church Deconstruction Fund (Unrestricted Plant Fund)	\$119,000	Transfer to fund deconstruction of Pilgrim Collegiate Church.

**RESOLUTION TO APPROVE TRANSFERS
RELATED TO PRIOR YEAR ENDING FUND BALANCES**

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

WHEREAS, Youngstown State University completed the fiscal year ending June 30, 2012, with deficits in certain operating funds and excesses in other operating funds; and

WHEREAS, as part of the University's regular year-end closing procedures for the fiscal year ending June 30, 2012, a net deficit of \$424,030 has been transferred to the University's operating carry-forward fund; and

WHEREAS, the University has adequate reserve funds with which to zero-out the said deficit in the operating carry-forward fund;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the budget transfers, as detailed in **Exhibit F**.

YOUNGSTOWN STATE UNIVERSITY
FY 2012 Year-End Summary and Proposed FY 2013 Transfers
As of 8/27/12 (subject to audit adjustments)

FY 2012 Year-End Summary

General Fund (includes scholarships)	(\$1,610,345)
Intercollegiate Athletics	(221,932)
Subtotal	(\$1,832,277)
Technology & Lab Materials Fees	\$744,867
College Fees	663,380
Subtotal	\$1,408,247
Net Year-End Operating Deficit	(\$424,030)

Proposed FY 2013 Transfers to Cover Deficit

From Reserves:

IT Equipment Replacement Reserve	\$925,000
Technology Master Plan	293,913
Property Acquisition Reserve	150,000
Employee Wellness Program	63,213
Scholarship Reserve	140,179
Institutional Enhancement Reserve	100,000
Legal Contingency Reserve	115,903
Subtotal	\$1,788,208

To Designated Funds:

Tech & Lab Materials Fee Carry-Fwd. Fund	(\$590,182) *
College Fee Carry-Fwd. Fund	(649,573) *
Research Incentive Carry-Fwd. Fund	(124,423)
Subtotal	(\$1,364,178)
Net Total	\$424,030

* Amounts adjusted for FY 2012 actual revenues and expenses.

**RESOLUTION TO RECOMMEND THE DISSOLUTION OF THE
UNIVERSITY HOUSING CORPORATION**

WHEREAS, in 2001, the University Housing Corporation (“UHC”) was formed as an Ohio non-profit corporation to develop housing for the students, faculty and staff of Youngstown State University (the “University”); and

WHEREAS, on May 8, 2002, the State of Ohio, through the Ohio Department of Administrative Services on behalf of the University, as Lessor, entered into a Lease with the UHC, as Lessee, pursuant to Ohio Revised Code 123.77 (the “Lease”) for the real property described in the Lease for the development of student housing; and

WHEREAS, the UHC constructed the University Courtyard Apartments, a 408-bed student housing facility on the eastern edge of campus (the “Project”), which opened in the Fall of 2003; and

WHEREAS, in 2011, the University determined that it was in its best interest and consistent with the Centennial Campus Master Plan to acquire the Project from the UHC with the intent that the Project be self-supporting; and

WHEREAS, on June 17, 2011, this Board adopted Resolution YR 2011-108 authorizing the issuance and sale of not to exceed \$20,500,000 of General Receipts Bond to pay the costs to acquire the Project from the UHC; and

WHEREAS, on July 20, 2011, the University acquired the Project from the UHC; and UHC assigned all its right, title and interest in the Lease to the University; and

WHEREAS, on June 5, 2012, the State of Ohio, through the Ohio Department of Administrative Services on behalf of the University, terminated the Lease which was unnecessary due to the purchase of the Project by the University; and

WHEREAS, this Board, finds that there is no University purpose for the continued existence of the UHC and that it would be in the best interests of the University and the UHC Board of Directors to take action to dissolve the UHC; and

WHEREAS, this Board recommends that upon dissolution of the UHC, the UHC Board of Directors distribute all residual assets of the UHC to the

University in conformity with Article III(2)(b)(v) of the UHC Articles of Incorporation;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby recommend to the University Housing Corporation Board of Directors that they take action to dissolve the University Housing Corporation and distribute all residual assets to Youngstown State University, and that a copy of this Resolution be delivered to the University Housing Corporation.

**RESOLUTION TO EXPLORE THE VIABILITY OF RAISING
SUFFICIENT FUNDS TO BUILD A VETERAN'S CENTER ON WICK
AVENUE**

WHEREAS the University is committed to providing excellent services, programs, and facilities to our veteran and military students,

WHEREAS the need for a Veterans Center has been identified by the University Veteran's Council,

WHEREAS, a group of distinguished alumni have volunteered to help the University raise sufficient funds to build a Veterans Center,

WHEREAS, the University staff and the alumni group agree that the site of the former Peck House would be an ideal location for a Veterans Center,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby endorses the concept of a University Veterans Center on Wick Avenue at the site of the former Peck House and authorizes the amendment of Campus Mater Plan to reflect that location as the site of a future University Veterans Center.

**Board of Trustees Meeting
September 28, 2012
YR 2012-**

Agenda Item F.3.f

UNIVERSITY AFFAIRS COMMITTEE

**RESOLUTION TO MODIFY
CONFLICTS OF INTEREST POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conflicts of Interest, policy number 7001.01 of the *University Guidebook*, shown as **Exhibit G** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting
September 28, 2012
YR 2012-**

Agenda Item F.4.a

UNIVERSITY GUIDEBOOK

Title of Policy:	Conflicts of Interest
Responsible Office/Division:	Human Resources
Approving Officer:	Vice President for Finance & Administration
<i>Revision History:</i>	August 1997; December 2010; August 2012
Resolution Number(s):	YR 1998-16; YR 2011-52; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next Review:	2017

Policy: All employees are to avoid conflicts of interest and conflicts of commitment in the conduct of University business. Employees are also expected to avoid even the appearance of a conflict or impropriety.

Purpose: A conflict typically exists when financial or other personal considerations compromise or have the potential for or the appearance of compromising a person's objectivity in meeting University responsibilities, including research activities.

Employees may not engage in activities that interfere with performing job duties and responsibilities at the University. Employees are expected to avoid any situation which compromises job performance, loyalty, or stewardship to the University. This may be considered a conflict of commitment.

Employees are expected to avoid participating in decisions or actions on behalf of the University which may result in personal gain to the employee, or the employee's family or business associates. This may be considered a conflict of interest.

There are two main conflict of interest provisions in Ohio's ethics laws that apply to full and part-time employees of the University. First, Ohio Revised Code §102.03 prohibits employees from soliciting or accepting or influencing one to give anything of value when

it comes from a party who is interested in a pending matter or doing or seeking to do business with the University. Second, Ohio Revised Code §§2921.42 and 2921.43 prohibit public employees from having an interest in a public contract. These statutes also prohibit a public employee's family and business associates from having an interest in a public contract. There may be an exception to this prohibition, but it must be approved in advance through the Office of Contract Compliance. The employee must report the conflict on the "Conflict of Interest Certification Form." The following procedures are designed to ensure integrity in the conduct of University business.

Procedures:

1. Annually, all employees authorized to sign for expenditures or involved in making purchasing decisions on behalf of the University are required to complete a "Conflict of Interest Certification Form." The forms are retained in the Office of Contract Compliance. The Contract Compliance Officer and the Controller will review these forms and make any determinations necessary.
2. Employees are under a continuing obligation to update information on this form should circumstances change.
3. An employee unsure of the applicability of any of these procedures may consult with the Office of the Controller or the Office of Contract Compliance.
4. Employees are also expected, as soon as possible, to disclose to their department head any of the following:
 - Any employment at the University in addition to primary employment (i.e., part-time teaching position, etc.);
 - Outside employment;
 - Other interests or activities that require commitments of time that may interfere with meeting University obligations;
 - Use of supplies, equipment, or University resources for non-University purposes;
 - Receipt of gifts or entertainment, of more than nominal value, from suppliers of goods or services;
 - Receipt of gifts or entertainment, of more than nominal value, from persons associated or seeking association with the University; or
 - Use of confidential or privileged information acquired in the course of employment at the University for non-University purposes.

5. The department head will review the disclosed information to determine whether a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest exists. If the department head is uncertain as to whether a specific situation constitutes a conflict of interest, they shall consult with their superior.
6. If it is determined that a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest does exist, the department head and employee will together develop a written statement of action to manage, reduce, or eliminate the conflict situation. If the statement is mutually agreed upon, a copy will be submitted to the next highest level of authority.
7. If the department head and employee cannot mutually agree upon a statement of action, the situation will be referred to the appropriate dean/executive director or vice president for final determination.

UNIVERSITY GUIDEBOOK

Title of Policy:	Conflicts of Interest
Responsible Office/Division:	Human Resources
Approving Officer:	Vice President for Finance & Administration
<i>Revision History:</i>	August 1997; December 2010; August 2012
Resolution Number(s):	YR 1998-16; YR 2011-52; YR 2013-
Board Committee:	Internal University Affairs
EFFECTIVE DATE:	December 15, 2010
Next Review:	2017

Policy: All employees are to avoid conflicts of interest and conflicts of commitment in the conduct of University business. Employees are also expected to avoid even the appearance of a conflict or impropriety.

Purpose: A conflict typically exists when financial or other personal considerations compromise or have the potential for or the appearance of compromising a person's objectivity in meeting University responsibilities, including research activities.

Employees may not engage in activities that interfere with performing job duties and responsibilities at the University. Employees are expected to avoid any situation which compromises job performance, loyalty, or stewardship to the University. This may be considered a conflict of commitment.

Employees are expected to avoid participating in decisions or actions on behalf of the University which may result in personal gain to the employee, or the employee's family or business associates. This may be considered a conflict of interest.

There are two main conflict of interest provisions in Ohio's ethics laws that apply to full and part time employees of the University. First, Ohio Revised Code §102.03 prohibits employees from soliciting or accepting or influencing one to give anything of value when it comes from a party who is interested in a pending matter or doing or seeking to do business with the University. Second, Ohio Revised Code §§2921.42 and 2921.43 prohibit public employees from having an interest in a public contract. These statutes also prohibit a public employee's family and business associates from having an interest in a public contract. There may be an exception to this prohibition, but it must be approved in advance through the Office of Contract Compliance. The employee must report the conflict on the "Conflict of Interest Certification Form." The following procedures are designed to ensure integrity in the conduct of University business.

Procedures:

1. Annually, all employees authorized to sign for expenditures or involved in making purchasing decisions on behalf of the University are required to complete a "Conflict of Interest Certification Form." The forms are retained in the Office of ~~Financial Services and the Office of Procurement Services~~ Contract Compliance. The Contract Compliance Officer and the ~~Executive Director of Financial Services~~ Controller will review these forms and make any determinations necessary.
2. Employees are under a continuing obligation to update information on this form should circumstances change.
3. An employee unsure of the applicability of any of these procedures may consult with the Office of ~~Financial Services~~ the Controller or the Office of ~~Procurement Services~~ Contract Compliance.
4. Employees are also expected, as soon as possible, to disclose to their department head any of the following:
 - Any employment at the University in addition to primary employment (i.e., part-time teaching position, etc.);
 - Outside employment;
 - Other interests or activities that require commitments of time that may interfere with meeting University obligations;
 - Use of supplies, equipment, or University resources for non-University purposes;
 - Receipt of gifts or entertainment, of more than nominal value, from suppliers of goods or services;
 - Receipt of gifts or entertainment, of more than nominal value, from persons associated or seeking association with the University; or

- Use of confidential or privileged information acquired in the course of employment at the University for non-University purposes.
5. Department head will review the disclosed information to determine whether a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest exists. If the department head is uncertain as to whether a specific situation constitutes a conflict of interest, they shall consult with their superior.
 6. If it is determined that a conflict of interest, the appearance of a conflict of interest, or the potential for a conflict of interest does exist, the department head and employee will together develop a written statement of action to manage, reduce, or eliminate the conflict situation. If the statement is mutually agreed upon, a copy will be submitted to the next highest level of authority.
 7. If the department head and employee cannot mutually agree upon a statement of action, the situation will be referred to the appropriate dean/executive director or vice president for final determination.

**RESOLUTION TO MODIFY
PERSONA NON GRATA POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Conduct on Campus/Persona Non Grata, policy number 7022.01 of the *University Guidebook*, to be retitled as Persona Non Grata, shown as **Exhibit H** attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Persona Non Grata
Responsible Division(s):	Finance and Administration; Student Affairs
Approving Officer(s):	Vice President for Finance and Administration Vice President/Student Affairs
<i>Revision History:</i>	June 1999; September 2009; July 2012
Resolution Number(s):	YR 2000-25; YR 2010-24; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next review:	2017

Policy: To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner.

Definitions for purposes of this policy:

Employee - Any person on active employment status at the University.

Student - Any person currently registered for classes.

Visitor - Any person who is not a student or an employee.

Persona Non Grata: A person who has exhibited behavior that has been deemed detrimental to the University community and who is thus no longer permitted to be present on University owned or controlled property, or to have access to University services or events.

Detrimental Behavior: "Behavior that has been deemed detrimental to the University community" includes but is not limited to:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other official University activities.
2. Obstruction of the free-flow of pedestrian or vehicle traffic.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of any person.
4. Unauthorized entry to or use of the building and grounds of the University.
5. Failure to comply with directions of University officials, YSU Police, or other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so.
6. Unauthorized use, possession, or distribution of narcotic or illegal drugs or alcoholic beverages.
7. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers.
8. Theft of, or damage to, property of the University, a member of the University community, or a campus visitor.
9. Disorderly conduct; breach of the peace; aiding, abetting, or procuring another to breach the peace; or lewd, indecent, or obscene conduct or expression.
10. Any act of violence such as arson, assault, and/or homicide.
11. Violation of other University regulations and applicable city, state, or federal laws.

Parameters:

- These regulations are in no way intended to limit or restrict the Constitutional guarantees of freedom of speech and peaceful assembly.
- These regulations are designed to comply with the mandates of Section 3345.21 of the *Ohio Revised Code*.
- Violators of these regulations may be ejected from University-owned or controlled property and subject to criminal prosecution and/or University discipline which may include suspension or expulsion if a student, or suspension or termination if an employee and/or designation as persona non grata. When applicable, disciplinary action shall be conducted in accordance with Sections 3345.22 and 3345.23 of the *Ohio Revised Code*.

- YSU Police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the University.
- If necessary, the President, or designee, may seek the assistance of other appropriate law enforcement agencies.
- Violations of this policy by students are subject to procedures found in *The Code of Student Rights, Responsibilities, and Conduct (The Code)*.
- Employees covered by collective bargaining should refer to their respective agreement for additional information.
- The following Board policies address other forms of misconduct that may result in penalties in addition to those covered in this policy:
 - Board Policy 1013.01—Research, Grants, and Sponsored Programs
 - Board Policy 1014.01—Integrity in Research - Use of Human Participants
 - Board Policy 1015.01—Integrity in Research - Use and Care of Animals
 - Board Policy 1016.01—Scientific Misconduct
 - Board Policy 1017.01—Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research
 - Board Policy 2002.01—Equal Opportunity Discrimination Complaint Procedures
 - Board Policy 2003.01—Discrimination/Harassment
 - Board Policy 4009.01—Use of University Computing Resources
 - Board Policy 9006.01—Professional Conduct of Faculty, Department Chairs, and Professional/Administrative Employees.

Procedures:

The following procedures apply to those situations in which an individual's behavior may result in determination of persona non grata status.

1. **Notice** – An individual accused of behavior detrimental to the University community shall be served with notice that such behavior is not acceptable and may result in a determination of persona non grata status.
 - a. The warning notice shall contain:
 - Name and last known address of the individual
 - The date, time and location of a hearing before a hearing panel along with the date by which the individual must contact the University General Counsel to confirm attendance at the hearing.

- A statement that failure to confirm attendance with the University General Counsel within the specified time limit may result in a determination as to persona non grata status being made without the accused individual being present.
 - A statement that the individual is on temporary persona non grata status at the University until the date and time, and pending the outcome, of the hearing referenced above.
- b. The notice may be issued only by the University President, or Vice Presidents. All notices must be reviewed by the University General Counsel before they are sent or delivered.
2. **Hearing:** A hearing will be held at the time, date, and location specified in the warning notice. All hearings will be held in private. The hearing panel, appointed by the Office of the University General Counsel, will be comprised of three individuals. At the hearing the individual accused of behavior detrimental to the University will be presented with the evidence against him/her and be given the opportunity to respond. The accused individual may be accompanied by another individual who may serve in an advisory capacity.
3. **Finding and Notification:** Written notification of the finding of the hearing panel shall occur within five business days of the hearing. If the finding is that the individual is deemed to be persona non grata, the notification will indicate whether the time period is specified or permanent.
4. The restrictions imposed by persona non grata status shall take effect upon receipt of the notification.
5. The University police are to be informed and are authorized to enforce the sanction of persona non grata. Others will be informed as appropriate.
6. Any person determined to be a persona non grata who violates the sanction imposed shall be deemed a trespasser and prosecuted accordingly.
7. **Review:**
- a. A written request for review may be made to the President or his/her designee at any time after a determination of persona non grata status.
 - b. The review shall be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding.
 - c. The persona non grata status shall remain in effect pending the decision on the review.
 - d. The President or his/her designee shall render a decision within ten working days of receipt of the request for a review.
 - e. The decision shall be final.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: ~~Conduct on Campus~~/**Persona Non Grata**

Responsible Division(s): Finance and Administration; Student Affairs

Approving Officer(s): Vice President for Finance and Administration
Vice President/Student Affairs

Revision History: June 1999; September 2009; July 2012

Resolution Number(s): YR 2000-25; YR 2010-24; YR 2013-

Board Committee: University Affairs

EFFECTIVE DATE:

Next review: 2017

Policy: To maintain an effective learning, living, and working environment, it is essential that all employees, students, and visitors conduct themselves in a courteous, responsible, and law-abiding manner.

Definitions for purposes of this policy:

Employee - Any person on active employment status at the University.

Student - Any person currently registered for classes.

Visitor - Any person who is not a student or an employee.

Persona Non Grata: A person who has exhibited behavior that has been deemed detrimental to the University community and who is thus no longer permitted to be present on University owned or controlled property, or to have access to University services or events.

Detrimental Behavior: "Behavior that has been deemed detrimental to the University community" includes but is not limited to:

1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other official University activities.
2. Obstruction of the free-flow of pedestrian or vehicle traffic.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the mental or physical health or safety of any person.
4. Unauthorized entry to or use of the building and grounds of the University.
5. Failure to comply with directions of University officials, YSU Police, or other law enforcement officers acting in performance of their duties, and failure to identify one's self to these persons when requested to do so.
6. Unauthorized use, possession, or distribution of narcotic or illegal drugs or alcoholic beverages.
7. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or fire extinguishers.
8. Theft of, or damage to, property of the University, a member of the University community, or a campus visitor.
9. Disorderly conduct; breach of the peace; aiding, abetting, or procuring another to breach the peace; or lewd, indecent, or obscene conduct or expression.
10. Any act of violence such as arson, assault, and/or homicide.
11. Violation of other University regulations and applicable city, state, or federal laws.

Parameters:

- These regulations are in no way intended to limit or restrict the Constitutional guarantees of freedom of speech and peaceful assembly.
- These regulations are designed to comply with the mandates of Section 3345.21 of the *Ohio Revised Code*.
- Violators of these regulations may be ejected from University-owned or controlled property and subject to criminal prosecution and/or University discipline which may include suspension or expulsion if a student, or suspension or termination if an employee and/or designation as persona non grata. When applicable, disciplinary action shall be conducted in accordance with Sections 3345.22 and 3345.23 of the *Ohio Revised Code*.

- YSU Police may be called upon to assist in the enforcement of these regulations and other regulations designed to preserve good order on the campus and to prevent disruption of the educational functions of the University.
- If necessary, the President, or designee, may seek the assistance of other appropriate law enforcement agencies.
- Violations of this policy by students are subject to procedures found in *The Code of Student Rights, Responsibilities, and Conduct (The Code)*.
- Employees covered by collective bargaining should refer to their respective agreement for additional information.
- The following Board policies address other forms of misconduct that may result in penalties in addition to those covered in this policy:
 - Board Policy 1013.01—Research, Grants, and Sponsored Programs
 - Board Policy 1014.01—Integrity in Research - Use of Human Participants
 - Board Policy 1015.01—Integrity in Research - Use and Care of Animals
 - Board Policy 1016.01—Scientific Misconduct
 - Board Policy 1017.01—Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research
 - Board Policy 2002.01—Equal Opportunity Discrimination Complaint Procedures
 - Board Policy 2003.01—Discrimination/Harassment
 - Board Policy 4009.01—Use of University Computing Resources
 - Board Policy 9006.01—Professional Conduct of Faculty, Department Chairs, and Professional/Administrative Employees.

Procedures:

The following procedures apply to those situations in which an individual's behavior may result in determination of persona non grata status.

1. **Notice** – An individual accused of behavior detrimental to the University community shall be served with notice that such behavior is not acceptable and may result in a determination of persona non grata status.
 - a. The warning notice shall contain:
 - Name and last known address of the individual
 - The date, time and location of a hearing before a hearing panel along with the date by which the individual must contact the University General Counsel to confirm attendance at the hearing.

- A statement that failure to confirm attendance with the University General Counsel within the specified time limit may result in a determination as to persona non grata status being made without the accused individual being present.
 - A statement that the individual is on temporary persona non grata status at the University until the date and time, and pending the outcome, of the hearing referenced above.
- b. The notice may be issued only by the University President, or Vice Presidents. All notices must be reviewed by the University General Counsel before they are sent or delivered.
2. **Hearing:** A hearing will be held at the time, date, and location specified in the warning notice. All hearings will be held in private. The hearing panel, appointed by the Office of the University General Counsel, will be comprised of three individuals. At the hearing the individual accused of behavior detrimental to the University will be presented with the evidence against him/her and be given the opportunity to respond. The accused individual may be accompanied by another individual who may serve in an advisory capacity.
3. **Finding and Notification:** Written notification of the finding of the hearing panel shall occur within five business days of the hearing. If the finding is that the individual is deemed to be persona non grata, the notification will indicate whether the time period is specified or permanent.
4. The restrictions imposed by persona non grata status shall take effect upon receipt of the notification.
5. The University police are to be informed and are authorized to enforce the sanction of persona non grata. Others will be informed as appropriate.
6. Any person determined to be a persona non grata who violates the sanction imposed shall be deemed a trespasser and prosecuted accordingly.
7. **Review:**
- a. A written request for review may be made to the President or his/her designee at any time after a determination of persona non grata status.
 - b. The review shall be limited to an examination of procedural errors which may have occurred in the process or an examination of new evidence which became available after the finding.
 - c. The persona non grata status shall remain in effect pending the decision on the review.
 - d. The President or his/her designee shall render a decision within ten working days of receipt of the request for a review.
 - e. The decision shall be final.

**RESOLUTION TO RATIFY
FACULTY/STAFF APPOINTMENTS**

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

WHEREAS, new appointments have been made subsequent to the June 13, 2012, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2011-2012 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 I** attached hereto.

**Board of Trustees Meeting
September 28, 2012
YR 2012-**

Agenda Item F.4.c

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

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

April 2012

None.							
None.							

May 2012

None.							
-------	--	--	--	--	--	--	--

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

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

April 2012

Mr. Alvy Armstrong	M/C	Replacement \$63,540	Equipment Manager	Intercollegiate Athletics	4/16/2012	\$52,438 1.0	\$11,102 decrease
Ms. Susan Shaw	F/C	Replacement \$57,622	Manager, HRIS	Human Resources	4/30/2012	\$80,000 1.0	\$22,378 increase

May 2012

Ms. Mary Evans	F/C	Replacement \$43,730	Assistant Coach, Women's Basketball	Intercollegiate Athletics	5/1/2012	\$42,500 1.0	\$1,230 decrease
Mr. Steve Hall	M/B	Replacement \$59,382	Assistant Coach, Men's Basketball	Intercollegiate Athletics	5/1/2012	\$55,000 1.0	\$4,382 decrease
Mr. Jesse Potter	M/C	Replacement \$48,320	Assistant Director of Athletics	Intercollegiate Athletics	5/1/2012	\$44,654 1.0	\$3,666 decrease
Mr. Kenneth Schindler	M/C	Replacement \$123,908	Associate VP for Information Technology	Information Technology	5/7/2012	\$141,000 1.0	\$17,092 increase

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Deanna Parsons	F/C	Replacement \$51,740	Restricted Funds Coordinator	General Accounting	5/16/2012	\$46,000 1.0	\$5,740 decrease
Ms. Jennifer Lewis	F/C	New	Manager of Processing and Employee Records	Human Resources	5/21/2012	\$66,000 1.0	\$66,000 increase

June 2012

Ms. Debra LaRocca	F/C	Replacement \$83,886	Manager, Employee Benefits	Human Resources	6/4/2012	\$73,000 1.0	\$10,886 decrease
-------------------	-----	-------------------------	----------------------------	-----------------	----------	-----------------	-------------------

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
-------------	---------------------	--	--------------	-------------------	--	------------------------	-----------------

April 2012

Ms. Darlene Aliberti	F/C	Replacement \$49,130	Secretary	Dental Hygiene(.50) & Deans Office(.50)	4/23/2012	\$32,115 1.0	\$17,015 decrease
Ms. Lisa Devore	F/C	Replacement \$50,627	Administrative Assistant 1	Chemistry	4/16/2012	\$39,312 1.0	\$11,315 decrease

May 2012

Ms. Yolanda Resatar	F/C	Replacement \$44,595	Purchasing Assistant	Bookstore	5/7/2012	\$30,722 1.0	\$14,540 decrease
Ms. Margaret Savko	F/C	Replacement \$48,402	Administrative Assistant 1	Office of Financial Aid & Scholarships	5/21/2012	\$33,862 1.0	\$14,540 decrease Temporary

June 2012

Ms. Kimberly Jenkins	F/C	Replacement \$47,986	Secretary	Maag Library	6/17/2012	\$35,630 1.0	\$12,356 decrease
Ms. Wendy Welsh	F/C	Replacement \$24,939	Secretary	Mathematics & Statistics	6/18/2012	\$16,058 .5	\$8,881 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Faun Williams	F/B	Replacement \$49,878	Secretary	Equal Opportunity & Diversity	6/26/2012	\$32,115 1.0	\$17,763 decrease Temporary

SEPARATIONS

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

RETIREMENTS:

Ms. Kathryn Feld	F/C	Faculty	Professor	Health Professions	5/20/2012	\$93,642	
Dr. Michael Finney	M/C	Faculty	Professor	English	5/20/2012	\$93,189	
Ms. Madalyn Janosik	F/C	Faculty	Clinical Instructor	Nursing	5/20/2012	\$63,962	
Dr. Hong Kim	M/A	Faculty	Professor	Teacher Education	5/20/2012	\$90,556	
Dr. Donna McNierney	F/C	Faculty	Professor	Educ. Found., Res., Tech., and Ldrshp.	5/20/2012	\$91,679	
Dr. Michael Moseley	M/C	Faculty	Professor	Art	5/20/2012	\$96,373	
Dr. Louise Pavia	F/C	Faculty	Professor	Human Ecology	5/20/2012	\$75,674	
Dr. James Schramer	M/C	Faculty	Professor	English	5/20/2012	\$85,001	
Dr. Michael Theall	M/C	Faculty	Professor	Teacher Education	5/20/2012	\$88,676	
Dr. Joyce Feist-Willis	F/C	Faculty	Associate Professor	Teacher Education	5/31/2012	\$80,350	
Dr. Frank Castronovo	M/C	Faculty	Professor/Chair	Theater and Dance	6/30/2012	\$123,922	
Dr. Clement Psenicka	M/C	Faculty	Professor	Management	6/30/2012	\$110,866	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

SEPARATIONS

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
RETIREMENTS:							
Dr. Gary Salvner	M/C	Faculty	Professor/Chair	English	6/30/2012	\$122,383	
Dr. Melissa Smith	F/C	Faculty	Professor	Foreign Languages & Literatures	6/30/2012	\$86,635	
Dr. Daniel Suchora	M/C	Faculty	Professor/Chair	Mechanical & Industrial Engineering	6/30/2012	\$128,411	
Dr. Ronald Tabak	M/C	Faculty	Professor	Physics and Astronomy	6/30/2012	\$102,921	
Dr. Homer Warren	M/B	Faculty	Associate Professor	Marketing	6/30/2012	\$109,522	
Dr. Bowers, Bege	F/C	P/A	Associate Provost for Academic Programs and Planning	Provost Office	6/30/2012	\$130,053	
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS

SEPARATIONS:

Dr. Deborah Benyo	F/C	Faculty	Assistant Professor	Biological Sciences	5/20/2012	\$51,238	Temporary appointment ended
Dr. Lewis Caccia	M/C	Faculty	Assistant Professor	English	5/20/2012	\$50,991	Temporary appointment ended
Ms. Lori Carlson	F/C	Faculty	Instructor	Mathematics and Statistics	5/20/2012	\$50,607	Temporary appointment ended
Mr. Daniel Coyne	M/C	Faculty	Instructor	School of Technology	5/20/2012	\$57,739	Temporary appointment ended
Dr. John George	M/C	Faculty	Assistant Professor	School of Technology	5/20/2012	\$58,917	Temporary appointment ended

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Dr. Daryl Gross	M/C	Faculty	Instructor	School of Technology	5/20/2012	\$42,849	Temporary appointment ended
Dr. Jolien Helsel	F/C	Faculty	Assistant Professor	Economics	5/20/2012	\$53,579	Temporary appointment ended
Mr. Edmund Ickert	M/C	Faculty	Instructor	Computer Science and Information Systems	5/20/2012	\$52,746	Temporary appointment ended
Ms. Jaietta Jackson	F/B	Faculty	Instructor	Communication	5/20/2012	\$42,048	Temporary appointment ended
Dr. Charles Jeffords	M/C	Faculty	Assistant Professor	Educ. Found., Res., Tech., and Ldrshp.	5/20/2012	\$51,238	Temporary appointment ended
Ms. Sarah Jenyk	F/C	Faculty	Instructor	Economics	5/20/2012	\$38,689	Temporary appointment ended
Ms. Susan Kearns	F/C	Faculty	Instructor	Health Professions	5/20/2012	\$50,000	Temporary appointment ended
Dr. Christopher Mattheus	M/C	Faculty	Assistant Professor	Geological and Environmental Sciences	5/20/2012	\$51,238	Temporary appointment ended
Ms. Laura McCaskey	F/C	Faculty	Instructor	Marketing	5/20/2012	\$40,365	Temporary appointment ended
Ms. Colleen McLean	F/C	Faculty	Instructor	Geological and Environmental Sciences	5/20/2012	\$40,365	Temporary appointment ended
Ms. Dorian Mermer	F/C	Faculty	Instructor	Communication	5/20/2012	\$42,048	Temporary appointment ended

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Ms. Cathy Parrott	F/C	Faculty	Assistant Professor	Physical Therapy	5/20/2012	\$85,473	Temporary appointment ended
Mr. Thomas Pittman	M/C	Faculty	Instructor	English	5/20/2012	\$39,832	Temporary appointment ended
Mr. Michael Pontikos	M/C	Faculty	Instructor	Marketing	5/20/2012	\$40,365	Temporary appointment ended
Mr. Joseph Sanson	M/C	Faculty	Instructor	School of Technology	5/20/2012	\$46,575	Temporary appointment ended
Mr. Guy Shebat	M/C	Faculty	Instructor	English	5/20/2012	\$39,832	Temporary appointment ended
Mr. Frank Sole	M/C	Faculty	Instructor	Management	5/20/2012	\$42,364	Temporary appointment ended
Ms. Kathryn Tessmer	F/C	Faculty	Assistant Professor	Human Performance and Exercise Science	5/20/2012	\$53,978	Temporary appointment ended
Ms. Cynthia Vigliotti	F/C	Faculty	Instructor	English	5/20/2012	\$41,074	Temporary appointment ended
Ms. Donna Walsh	F/C	Faculty	Instructor	Marketing	5/20/2012	\$41,778	Temporary appointment ended
Dr. Melinda Wolford	F/C	Faculty	Assistant Professor	Counseling & Special Education/Center of Excellence	5/20/2012	\$51,238	Temporary appointment ended
Ms. Karla Wyant	F/C	Faculty	Instructor	Social Work	5/20/2012	\$42,367	Temporary appointment ended

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Mr. Mark Zetts	M/C	Faculty	Instructor	Human Ecology	5/20/2012	\$54,163	Temporary appointment ended
Mr. Robert H. Cole	M/C	Faculty	Instructor	Dana School of Music	5/20/2012	\$19,350	Non renewal
Dr. Dennis Latess	M/C	Faculty	Assistant Professor	HPES/Teacher Education	5/20/2012	\$56,247	Non renewal
Dr. Benjamin McGee	M/B	Faculty	Assistant Professor	Counseling, Special Education and School Psychology	5/20/2012	\$66,593	Non renewal
Ms. Laurie Sanders-Katrych	F/C	Faculty	Instructor	Human Ecology	5/20/2012	\$38,689	Non renewal
Mr. Ronald Slipski	M/C	Faculty	Instructor	Political Science	5/20/2012	\$38,689	Non renewal
Mr. Larry Zielke	M/C	Faculty	Instructor	Human Ecology	5/20/2012	\$52,215	Non renewal
Dr. Lorna Gallagher	F/C	Faculty	Postdoctoral	Biological Sciences	5/31/2012	\$37,500	Resignation
Dr. Barbara O'Connor	F/C	Faculty	Assistant Professor	Teacher Education	5/31/2012	\$52,752	Resignation
Dr. Amber Eade	F/C	Faculty	Assistant Professor	Psychology	6/30/2012	\$52,756	Resignation
Ms. Nicky Newton	F/C	Faculty	Assistant Professor	Psychology	6/30/2012	\$51,238	Resignation
Mr. Michael Cretella	M/C	Classified	University Law Enforcement Officer	Police	6/30/2012	\$72,363	Accepted P/A position
Mr. Byron Thorne	M/B	P/A	Assistant Coach, Men's Basketball	Intercollegiate Athletics	4/30/2012	\$59,382	Resignation
Mr. Robert Pizzuto	M/C	P/A	Assistant Coach, Baseball	Intercollegiate Athletics	5/31/2012	\$18,258	Non renewal
Ms. Jennifer Vldic	F/C	P/A	Housing Coordinator	Housing and Residence Life	6/7/2012	\$32,001	Resignation
Mr. Benjamin Blake	M/C	P/A	University Archivist	Maag Library	6/30/2012	\$60,000	Non renewal

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
APRIL 1, 2012 - JUNE 30, 2012**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
SEPARATIONS:							
Ms. Mari Jean Benedik	F/C	P/A	Director, Career and Counseling Services	Career and Counseling Services	6/30/2012	\$53,574	Non renewal
Ms. Erica Chung	F/A	P/A	Assistant Athletic Trainer	Intercollegiate Athletics	6/30/2012	\$39,385	Resignation
Mr. Joseph Edwards	M/C	P/A	Interim Special Associate to the Dean	BCOE	6/30/2012	\$42,000	Contract ended
Ms. Michelle Jordan	F/C	P/A	Assistant Coach, Softball	Intercollegiate Athletics	6/30/2012	\$17,745	Contract ended
Mr. Edward Marko	M/C	P/A	Assistant Coach, Baseball	Intercollegiate Athletics	6/30/2012	\$31,868	Non renewal
Mr. Richard Pasquale	M/C	P/A	Head Coach, Baseball	Intercollegiate Athletics	6/30/2012	\$50,240	Non renewal
Ms. Jacqueline Robertson	F/B	P/A	Assistant Director	Housing and Residence Life	6/30/2012	\$41,672	Resignation

*Racc abbreviation codes:

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

INFORMATION

OATH OF OFFICE

JAMES B. GREENE



YSU Police Department

Statistics Reported to FBI Uniform Crime Report

Report for the Months of	April - June 2011	April - June 2012
---------------------------------	--------------------------	--------------------------

Arrests in Our Jurisdiction	16	12
Assault on an Officer	0	1
Criminal Mischief	2	0
Criminal Trespass	3	2
Disorderly Conduct	2	2
Drug Abuse Violations	2	2
Liquor Law Violations	3	3
Menacing by Stalking	0	1
Misuse of Credit Card	1	0
Warrant/Arrest	3	1

Offenses Committed	44	41
---------------------------	-----------	-----------

Offenses Reported	45	45
Aggravated Menacing	0	1
Assault on an Officer	0	1
Assault- Simple	3	0
Burglary	3	3*
Criminal Damage	2	0
Criminal Mischief	7	10
Menacing	3	4
Theft	27	25
Vandalism	0	1
Unfounded Reports	1	4
Theft	1	4

Monetary Value of Property Stolen in Our Jurisdiction	\$4,566.00	\$5,122.00
--	-------------------	-------------------

Monetary Value of Property Recovered in Our Jurisdiction	\$1,600.00	\$700.00
---	-------------------	-----------------

*one (1) was an attempt

Police Activity Summary

April –
June 2011

April –
June 2012

Arrests on Warrant in Our Jurisdiction	3	1
---	----------	----------

Crimes Against Persons	6	6
Aggravated Menacing	0	1
Assault on an Officer	0	1
Assault - Simple	3	0
Menacing	3	4

Criminal Trespass Warnings	20	10
Adult	20	10
Juvenile	0	0

Parking Enforcement	43	492
City of Youngstown Tickets	43	492

Property Crimes	9	11
Criminal Damaging	2	0
Criminal Mischief	7	10
Vandalism	0	1

Miscellaneous	185	236
Alarm Responses	74	116
Auto Accidents	27	27
Lost and Found Reports	54	55
Matter of Record Reports	21	36
Property Damage (non-criminal)	9	2

Mutual Aid Requests	38	96
----------------------------	-----------	-----------

Services	256	298
Entries into Secured Areas	162	256
Escorts	78	28
Personal Transports	0	0
Public Assists	3	0
Vehicles Unlocked	13	14

kps: 09/18/12
pb.boardoftrusteesreport.f12