

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

Tod Hall  
Wednesday, December 16, 2015

Pursuant to notice duly given, a regular meeting (the three hundred forty-third) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Wednesday, December 16, 2015, in the Board Room in Tod Hall.

Seven trustees were present at the meeting, to-wit: Mrs. Carole S. Weimer, chairperson of the board, who presided, Mr. Leonard D. Schiavone, Mr. David C. Deibel, Mr. James E. Roberts, Dr. John R. Jakubek, Dr. Charles R. Bush and Mr. Bryce A. Miner. Mr. Harry Meshel, Ms. Delores E. Crawford, Mr. James B. Greene and Ms. Samantha Anderson were absent.

Also present were: Mr. James P. Tressel, President of the university; Mr. Neal McNally, Vice President for Finance and Administration; Ms. Holly A. Jacobs, Vice President and University General Counsel and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 30 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order.

ITEM I – PROOF OF NOTICE OF MEETING.

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

ITEM II – DISPOSITION OF MINUTES FOR MEETINGS HELD SEPTEMBER 24, 2015.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held September 24, 2015 (#342) to each trustee, the student trustees and the president. There being no additions, corrections, or revisions thereto, the minutes of the said meetings were approved as provided.

ITEM III – OATH OF OFFICE OF NEW TRUSTEE, DR. CHARLES R. BUSH

The chairperson reported that Governor Kasich had appointed Dr. Charles R. Bush as a trustee for the term concluding May 2024. At the request of the chairperson, the secretary administered the oath of office to Dr. Bush, and he was invited to take his seat with the board of trustees.

ITEM IV – REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Tressel reported that the fall semester was highlighted by the university's first-ever Ignite program for incoming freshmen. President Tressel said that a record number of prospective students and their parents visited campus during the fall semester. President Tressel said that YSU is especially proud of student Ashley Orr's appointment as the university's first Rhodes Scholar and for the YSU Wind Ensemble's performance at Carnegie Hall in New York City.

ITEM V –REPORTS OF THE COMMITTEES OF THE BOARD.

The chairperson asked whether any trustee had an objection to the approval by unanimous consent of the resolutions recommended for adoption by the committees of the board. There being no objection to adoption by consent of the proposed resolutions listed in the agenda, the chairperson stated that those 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 seven resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Modify  
Academic Senate Policy, 3356-10-10 (Previous Policy Number 1010.01)

**YR 2016-24**

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 Academic Senate, Policy Number 3356-10-10 (previous Policy Number 1010.01) of the *University Guidebook*, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Development and Assessment of  
Student Tuition and Fees Policy, 3356-3-02 (Previous Policy Number 3002.02)

**YR 2016-25**

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 Development and Assessment of Student Tuition and Fees, Policy Number 3356-3-02 (previous Policy Number 3002.02) of the *University Guidebook*, shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Rescind  
Continuing Education Unit Policy, 3356-10-11 (Previous Policy Number 1011.01)

**YR 2016-26**

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 rescinding Continuing Education Unit, Policy Number 3356-10-11 (previous Policy Number 1011.01) of the *University Guidebook*, shown as Exhibit C attached hereto.

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Resolution to Modify  
Honorary Degrees and Commencement  
Speakers Policy, 3356-10-05 (Previous Policy Number 1005.01)

**YR 2016-27**

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 Honorary Degrees and Commencement Speakers, Policy Number 3356-10-05 (previous Policy Number 1005.01) of the *University Guidebook*, shown as Exhibit D attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Approve  
Master of Athletic Training (MAT) Degree

**YR 2016-28**

WHEREAS, a Master of Athletic Training (MAT) degree program offers a curriculum that focuses on developing higher-level knowledge, skills, and abilities needed by athletic trainers for long-term career success with characteristics that distinguish it from other health care graduate programs currently offered at YSU; and

WHEREAS, the proposed graduate program will take advantage of the collaborative relationships within the Human Performance and Exercise Department and other departments housed in the Bitonte College of Health and Human Services to provide students with an interprofessional education experience; and

WHEREAS, the proposed graduate program will prepare students to sit for the Board of Certification (BOC) Examination to practice athletic training; and

WHEREAS, the proposed degree program will create a career pathway in the athletic training setting for students seeking graduate coursework to learn a specialized skillset that prepares them to provide athletic training patient care; and

WHEREAS, Youngstown State University has faculty members with the requisite credentials to offer this degree; and

WHEREAS, the proposed degree program would meet an institutional need at Youngstown State University to increase graduate student enrollment; and

WHEREAS, the proposed Master of Athletic Training (MAT) program aligns with the initiatives of the Youngstown State University 2020 Strategic Plan, fitting with the vision to “strive to integrate curricular and co-curricular activities; to offer outstanding academic programs; to foster intellectual inquiry, exploration, and discovery; to transcend traditional boundaries; to apply perfect knowledge; to encourage creativity; and to provide effective tools, technologies, and facilities for learning”;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the Master of Athletic Training (MAT) degree subsequent to the approval of said degree by the Ohio Department of Higher Education.

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Resolution to Approve  
Master of Fine Arts in Inter-disciplinary Visual Arts (MFA) Degree

**YR 2016-29**

WHEREAS, a Master of Fine Arts (MFA) degree program offers a two-year residency curriculum designed as a professional degree for fine artists, designers, media artists or for those wishing to teach at the college or university level; and

WHEREAS, the National Association of Schools of Art and Design (NASAD) and the College Art Association (CAA), as well as a vast majority of higher education institutions in the United States recognize the MFA degree in visual arts as a terminal degree equivalent; and

WHEREAS, the proposed Master of Fine Arts in Interdisciplinary Visual Arts is designed for fine arts graduates and professionals who want to develop advanced knowledge and professional studio practices through rigorous interdisciplinary curriculum; and

WHEREAS, the proposed Master of Fine Arts in Interdisciplinary Visual Arts is designed as per the requirements of the National Association of Schools of Art and Design (NASAD), the accrediting agency for art institutions of higher education; and

WHEREAS, Youngstown State University has faculty members with the requisite credentials to offer this degree; and

WHEREAS, the proposed Master of Fine Arts in Interdisciplinary Visual Arts program aligns with the initiatives of the Youngstown State University 2020 Strategic Plan, fitting with the vision to “strive to integrate curricular and co-curricular activities; to offer outstanding academic programs; to foster intellectual inquiry, exploration, and discovery; to transcend traditional boundaries; to apply perfect knowledge; to encourage creativity; and to provide effective tools, technologies, and facilities for learning;”

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of the Master of Fine Arts (MFA) in Interdisciplinary Visual Arts degree subsequent to the approval of said degree by the Ohio Department of Higher Education.

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Resolution to Approve  
Reporting of Evaluation of Low Enrollment Courses and Programs

**YR 2016-30**

WHEREAS, Section 3345.35. of the Ohio Revised Code requires the boards of trustees of each state institution of higher education to evaluate all courses and programs based on enrollment and student performance; and

WHEREAS, the chancellor of the Ohio Department of Higher Education has determined six factors to be considered by trustees in their determination of course and program thresholds and in their consideration of recommended actions for courses that fall below the chancellor’s definition of low enrollment; and

WHEREAS, the Provost and Vice President for Academic Affairs will evaluate programs and courses at Youngstown State University based upon the six factors determined by the chancellor, and will prepare a report to be provided to the Youngstown State University Board of Trustees for submission to the Ohio Department of Higher Education;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve Reporting for Evaluation of Low Enrollment Courses and Programs, in compliance with Ohio Revised Code 3345.35., and will review and deliver a report every five years to the Ohio Department of Higher Education, with the first report due January 31, 2016.

2. Institutional Engagement Committee.

The chairperson noted that the Institutional Engagement Committee was recommending five resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions adopted by general consent:

Resolution to Modify  
Display of the Flag of the  
United States of America Policy, 3356-5-01 (Previous Policy Number 5001.01)

**YR 2016-31**

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 Display of the Flag of the United States of America Policy number 3356-5-01 (Previous Policy Number 5001.01) of the *University Guidebook*, shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Electronic Media Rights Policy, 3356-5-06 (Previous Policy Number 5006.01)

**YR 2016-32**

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 Electronic Media Rights Policy number 3356-5-06 (Previous Policy Number 5006.01) of the *University Guidebook*, shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Confirm  
Appointment of University Member to the  
Board of Directors of the Northeastern Educational Television of Ohio, Inc. (NETO)

WHEREAS, there exists a 501(c)(3) corporation known as Northeastern Educational Television of Ohio, Inc. or "NETO" which consists of the Western Reserve Public Media and is made up of two separately licensed public television stations (WNEO and WEAO); and

WHEREAS, NETO is owned and operated by a consortium of Youngstown State University, The University of Akron and Kent State University; and

WHEREAS, the Board of Directors is made up of 15 members, consisting of the Presidents of the three consortium universities and four members appointed by the President of each University, three of whom shall not be employed by the university; and

WHEREAS, the NETO Bylaws requires that the University's Boards of Trustees confirm the President's appointments; and

WHEREAS, the President has appointed Dr. Cary Wecht as the university member on the Board of Directors of NETO to replace Bryan DePoy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby confirms the appointment of Dr. Cary Wecht as the university member on the Board of Directors of NETO.

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Resolution to Accept  
Alumni Engagement and WYSU Memberships

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

WHEREAS, the President has reported that the memberships as listed in Exhibit G attached hereto are being held pending acceptance and he recommends their acceptance;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these memberships on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these memberships.

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Resolution to Name  
Venues in the Veterans Resource Center

**YR 2016-35**

WHEREAS, Youngstown State University implemented a campaign to secure funding to construct a Veterans Resource Center to better serve its student veterans; and

WHEREAS, the following donors made gifts at naming levels as part of the Campaign for the Veterans Resource Center:

\$200,000 from the James and Coralie Centofanti Charitable Foundation;

\$151,000 from Timothy J. Fyda

\$146,896 from John M. MacIntosh, Jr.;

\$100,000 from Flor “Shorty” Navarro;

\$100,000 from John and Denise DeBartolo York; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to these individuals and foundation for their significant contributions and commitment to the students of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University will designate the following named venues in the Veterans Resource Center:

The James and Coralie Centofanti Charitable Foundation Community Room;

Walter and Betsy Fyda Day Room;

John M. MacIntosh, Jr. Conference Room;

The Brier Hill Room (named by John and Denise DeBartolo York);

Computer Laboratory (named by Shorty Navarro) in honor of an Alumnus to be identified at a later date; and

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to these generous donors.

3. Finance and Facilities Committee.

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

Resolution to Modify  
Chargebacks Policy, 3356-3-12 (Previous Policy Number 3009.02)

**YR 2016-36**

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

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

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

WHEREAS, the Chargebacks policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy Chargebacks, policy number 3356-3-12 (Previous Policy Number 3009.02) of the *University Guidebook*, shown as Exhibit H attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Identity Theft Red Flags Policy, 3356-4-14 (Previous Policy Number 4012.02)

**YR 2016-37**

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

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

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

WHEREAS, the Identity Theft Red Flags policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy Identity Theft Red Flags, policy number 3356-4-14 (Previous Policy Number 4012.02) of the *University Guidebook*, shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify  
Electronic Information Technology (EIT)  
Accessibility Policy, 3356-5-14 (Previous Policy Number 5015.01)

**YR 2016-38**

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 Electronic Media Rights Policy number 3356-5-06 (Previous Policy Number 5006.01) of the *University Guidebook*, shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Approve  
Unmanned Aircraft (Drones and Model Aircraft) Policy, 3356-4-44

**YR 2016-39**

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 Unmanned Aircraft (Drones and Model Aircraft) policy number 3356-4-44 of the *University Guidebook*, shown as Exhibit K attached hereto.

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Resolution to Approve  
Partial Waiver of Dual Enrollment Tuition

**YR 2016-40**

WHEREAS, the College Credit Plus program is housed within the Metro Credit Education Outreach Office and reports to the Office of the Provost; and

WHEREAS, Youngstown State University wishes to increase the numbers of students able to take advantage of dual enrollment opportunities; and

WHEREAS, providing a uniform rate of tuition for dual enrollment courses regardless of who is paying the tuition is a fair and desirable practice; and

WHEREAS, it is the mission of Youngstown State University to attract the best and brightest students; and

WHEREAS, the uniform dual enrollment tuition structure is recommended by the Provost and Vice President for Academic Affairs and has the approval of the President; and

WHEREAS, the uniform dual enrollment tuition structure will fulfill the mission of the university and help advance the strategic plan;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve a partial tuition waiver for students enrolled in an approved dual enrollment program, thereby making tuition levels consistent with the College Credit Plus tuition structure, as recommended by the President and the Provost of Youngstown State University, effective summer 2016.

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Resolution to Approve  
Room Rental Rates for the  
University Courtyard Apartments, Effective Fall Semester 2016

**YR 2016-41**

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

WHEREAS, the University Courtyard Apartments were acquired by the University in 2011; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in Exhibit L, effective fall semester 2016.

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Resolution to Authorize  
The Leasing of University Land for Student Housing and Retail Development

**YR 2016-42**

WHEREAS, Youngstown State University apartment style student housing is operating at near capacity and the University anticipates a need for additional apartment style student housing on its campus; and

WHEREAS, the University owns approximately 1.8 acres of real property, as shown on Exhibit A attached hereto, within an area bounded by Lincoln Avenue to the North, Wick Avenue to the East, Rayen Avenue to the South and North Phelps Street to the West (herein referred to as the "Property"); and

WHEREAS, the Property is suitable for commercial development and the University wishes to foster the development of student housing and retail within the campus area; and

WHEREAS, LRC Realty is a privately held commercial real estate company based in Akron, Ohio that owns approximately 4,000,000 square feet of single and multi-tenant retail facilities and mixed-use properties located in the Midwest, Southeast, Northeast, and Mid-Atlantic states; including University Edge, a 280,000 square foot student housing and retail development at the University of Akron that opened in the summer of 2014; and

WHEREAS, LRC has proposed to the University a plan to develop on the Property an approximately 90,800 square feet, five story mixed-use facility which contains ground floor retail along with four floors of student housing apartments; and

WHEREAS, pursuant to Ohio Revised Code Section 123.17, the Ohio Department of Administrative Services may lease land belonging to or under the control or jurisdiction of a state university, not required nor to be required for use of the university, to a developer; and

WHEREAS, the lease that will be utilized for this student housing and retail development is a State of Ohio lease that will be approved by the Ohio Attorney General, and executed on behalf of the State of Ohio by Governor John Kasich, the Director of the Department of Administrative Services or designee, and Youngstown State University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the leasing of the Property, as shown on Exhibit A, to LRC Realty or an affiliated entity, in accordance with Ohio Revised Code Section 123.17 for the development of student housing and retail; and

BE IT FURTHER RESOLVED, that the best interests of the University will be promoted by entering into a development lease with LRC Realty or an affiliated entity; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University authorizes the President or his designee to obtain all necessary approvals and execute such lease upon such terms and conditions as are in the best interest of the University.

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Resolution to Approve Interfund Transfers

**YR 2016-43**

WHEREAS, Institutional Policy Number 3356-3-11.1 (Previous Policy Number 3010.01) Budget Transfers, requires Board of Trustees approval for inter-fund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project, for capital improvements or construction projects of \$500,000 or more, and for transfers out of operating reserves regardless of amount; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the transfer of funds, as detailed in Exhibit M.

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Resolution to Renew and Amend the Internal Audit Charter

**YR 2016-44**

WHEREAS, the Internal Audit Charter is approved by the Board of Trustees; and

WHEREAS, the Internal Audit Charter sets forth the process for adopting the annual audit plan; and

WHEREAS, the Audit Subcommittee has recommended changes to Internal Audit Charter;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the changes to the Internal Audit Charter, shown as Exhibit N attached hereto.

Mr. Schiavone reported that the Audit Subcommittee met on December 3, 2015. The committee recommended the adoption by the board of trustees of the “Resolution to Renew and Amend the Internal Audit Charter,” which was adopted at today’s meeting. The subcommittee received administration’s report of its regular three-year review and assessment of the Audit Subcommittee Charter and accepted administration’s recommendation that no changes are needed to the Charter at this time. The subcommittee received the communications required by law and generally accepted and governmental auditing standards from Crowe Horwath, the university’s external auditor along with Crowe Horwath’s “clean” audit of the university. The subcommittee received a report on the “Youngstown State University Financial Report for the Years Ended June 30, 2015 and 2014.” The subcommittee received a report regarding the Strategic Plan Accountability and Sustainability Cornerstone. The subcommittee received reports from Packer Thomas & Associates, the university’s internal auditor, regarding housing and residential life and also compliance.

Dr. Jakubek reported that the Investment Subcommittee also met on December 3, 2015, and received reports from the Hartland & Co., the university’s investment advisors regarding the university’s endowment and non-endowment investments.

4. University Affairs Committee.

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

Resolution to Rescind  
Payment of Employee Serving as  
University Consultant Policy, 3356-7-47 (Previous Policy Number 7023.02)

**YR 2016-45**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the Institutional Policy governing Payment of Employee Serving as University Consultant, policy number 3356-7-47 (Previous Policy Number 7023.02) of the *University Guidebook*, shown as Exhibit O, attached hereto.

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Resolution to Rescind  
Supplementary Pay for Faculty Teaching at  
Distant Off-Campus Sites Policy, 3356-10-19; (Previous Policy Number 1019.01)

**YR 2016-46**

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 rescind the Institutional Policy governing Supplementary Pay for Faculty Teaching at Distant Off-Campus Sites, policy number 3356-10-19 (Previous Policy Number 1019.01) of the *University Guidebook*, shown as Exhibit P, attached hereto.

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Resolution to Modify and Retitle  
Supplementary Pay Policy, 3356-7-46; (Previous Policy Number 7023.01)

**YR 2016-47**

WHEREAS, the Institutional Policies are being reviewed and re-conceptualized 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 Supplementary Pay, policy number 3356-7-46 (Previous Policy Number 7023.01) of the *University Guidebook*, to be retitled as Supplemental Pay for Faculty and Professional/Administrative Staff, shown as Exhibit Q attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Modify and Retitle  
Supplemental Pay from Grants and  
Sponsored Programs for Faculty and Professional/  
Administrative Staff Policy, 3356-7-48 (Previous Policy Number 7023.03)

**YR 2016-48**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Supplemental Pay from Grants and Sponsored Programs for Faculty and Professional/Administrative Staff, policy number 3356-7-48 (Previous Policy Number 7023.03) of the *University Guidebook*, to be retitled as Supplemental Pay from Externally Funded Grants, Sponsored Programs and Contracts for Faculty and Professional/Administrative Staff, shown as Exhibit R attached hereto. A copy of the policy indicating changes to be made is also attached.

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Resolution to Approve a  
Memorandum of Understanding  
Amending the Retirement Incentive Plan Set Forth in the  
Agreement between Youngstown State University and the YSU-OEA, 2014-2017

**YR 2016-49**

WHEREAS, the Board of Trustees of Youngstown State University has ratified the collective bargaining agreement (Agreement) with the Youngstown State University Ohio Education Association for the term August 18, 2014 through August 17, 2017; and

WHEREAS, the Agreement allows a retirement incentive plan to provide an opportunity for current faculty members who completed 25 years of service to retire from the University; and

WHEREAS, the University and the YSU-OEA have discussed a change to this provision, allowing the retirement incentive plan to be extended to faculty who have completed 20 years of service to the University; and

WHEREAS, the proposed change represents a substantive change to the agreement, and thus needs to be approved by the Board of Trustees of Youngstown State University; and

WHEREAS, the Memorandum of Understanding has the support of the University administration and the YSU-OEA leadership;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the Provost to approve the Memorandum of Understanding, allowing for the language change in the Agreement.

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Resolution to Approve the  
Selection of the Position for Dean of the College of Liberal Arts and Social Sciences

**YR 2016-50**

WHEREAS, a vacancy occurred in the College of Science, Technology, Engineering and Mathematics upon the promotion of Martin A. Abraham; and

WHEREAS, the Board of Trustees approved the authorization of a search in accordance with *University Guidebook* policy 3356-9-02; and

WHEREAS, a search was completed and a strong consensus emerged to select a particular candidate;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby appoint Wim F. A. Steelant as Dean of the College of Science, Technology, Engineering and Mathematics, effective March 16, 2016.

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Resolution to Ratify Personnel Actions

**YR 2016-51**

WHEREAS, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

WHEREAS, new appointments and other personnel actions have been made subsequent to the September 24, 2015, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2015-2016 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 personnel actions as listed in Exhibit S attached hereto.

Mr. Roberts reported that the Collective Bargaining and Negotiations Subcommittee met in executive session on December 3, 2015. No actions were taken.

Mr. Deibel reported that the Intercollegiate Athletics Subcommittee met on December 3, 2015, and received reports on educational outcomes of student-athletes, academic progress rate statistics, average cumulative GPAs by term and the number of athletes by academic major.

5. Trusteeship Committee.

The secretary to the board reported that a subcommittee of the Trusteeship Committee had met through the summer and fall to consider revisions to the *Bylaws of the Board of Trustees of Youngstown State University*. The secretary said that at its meeting earlier today, the Trusteeship Committee voted unanimously to recommend to the board of trustees the adoption of the proposed revised *Bylaws* attached in redlined form to these minutes. Pursuant to Article VIII, Section 3. of the board's *Bylaws*, the Trusteeship Committee is today announcing that the *Bylaws* be amended as proposed. Action on the proposal may be taken at the next meeting of the board of trustees (regular or special).

ITEM VI – COMMUNICATIONS AND MEMORIALS

The board considered no communications or memorials.

ITEM VII – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VIII – NEW BUSINESS

The committee considered no new business.

ITEM IX – CHAIRPERSON’S REMARKS

Mrs. Weimer thanked everyone associated with the university for their continued hard work on behalf of YSU. Mrs. Weimer said that much of that time and effort takes place behind the scenes and goes unrecognized. Mrs. Weimer also congratulated President Tressel on his induction into the College Football Hall of Fame.

ITEM X – 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:

- 2:00 p.m., Wednesday, March 16, 2016 (which is a change from 3:00 p.m.)
- 3:00 p.m., Wednesday, June 15, 2016
- 3:00 p.m., Wednesday, September 21, 2016

ITEM XI – 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 3:20 p.m.

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Chairperson

ATTEST:

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Secretary to the Board of Trustees

**3356-10-10 Academic senate.**

Previous Policy Number: 1010.01  
Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President of Academic Affairs  
Revision History: October 1998; October 2010; December 2015  
Board Committee: Academic Quality and Student ~~Affairs~~Success  
**Effective Date:** ~~October 1, 2010~~December 16, 2015  
Next Review: 201520

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- (A) Policy statement. Under authority delegated to the academic senate of Youngstown state university by the board of trustees, “In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the university, it is appropriate for the senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university.” (See “Academic Senate Charter Preamble.”)

Where required, or as appropriate, such policy recommendations shall be subject to review by the provost and, in its oversight capacity, by the board’s academic quality and student ~~affairs~~success committee, particularly as to statements of institutional mission, academic plans, university-wide standards of admission, retention, and graduation, and deletions or changes in academic programs and new programs leading to certificates or degrees. (See paragraph (B)(1) of rule 3356-1-03.8 of the Administrative Code.)

Where required, or as appropriate, the academic quality and student ~~affairs~~success committee will inform or make recommendations to the board.

- (B) Purpose. The establishment of the academic senate as an integral part of the governance structure of the university recognizes the essential role and primary responsibility of the faculty in the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university.
- (C) Parameter. The academic senate establishes bylaws for its own operation, which are consistent with its charter and the mission of the university.

(D) Procedures.

- (1) Operating procedures for the academic senate are found in the charter of the academic senate and bylaws of the academic senate.
- (2) Amendments to the charter of the academic senate, passed in accordance with article VI, section 1c, are presented to the president, or designee, and the board of trustees for action.
- (3) Amendments to the bylaws of the academic senate, which are approved by the academic senate, are forwarded to the provost and presented at a regular meeting of the academic quality and student affairssuccess committee of the board of trustees.
- (4) Copies of the charter of the academic senate and the current bylaws are available in the offices of the academic senate and the provost as well as on the academic senate website at <http://academicsenate.yasu.edu/>.

**3356-10-10 Academic senate.**

Previous Policy Number: 1010.01  
Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President of Academic Affairs  
Revision History: October 1998; October 2010; December 2015  
Board Committee: Academic Quality and Student Success  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. Under authority delegated to the academic senate of Youngstown state university by the board of trustees, “In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the university, it is appropriate for the senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university.” (See “Academic Senate Charter Preamble.”)

Where required, or as appropriate, such policy recommendations shall be subject to review by the provost and, in its oversight capacity, by the board’s academic quality and student success committee, particularly as to statements of institutional mission, academic plans, university-wide standards of admission, retention, and graduation, and deletions or changes in academic programs and new programs leading to certificates or degrees. (See paragraph (B)(1) of rule 3356-1-03.8 of the Administrative Code.)

Where required, or as appropriate, the academic quality and student success committee will inform or make recommendations to the board.

- (B) Purpose. The establishment of the academic senate as an integral part of the governance structure of the university recognizes the essential role and primary responsibility of the faculty in the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the university.
- (C) Parameter. The academic senate establishes bylaws for its own operation, which are consistent with its charter and the mission of the university.

(D) Procedures.

- (1) Operating procedures for the academic senate are found in the charter of the academic senate and bylaws of the academic senate.
- (2) Amendments to the charter of the academic senate, passed in accordance with article VI, section 1c, are presented to the president, or designee, and the board of trustees for action.
- (3) Amendments to the bylaws of the academic senate, which are approved by the academic senate, are forwarded to the provost and presented at a regular meeting of the academic quality and student success committee of the board of trustees.
- (4) Copies of the charter of the academic senate and the current bylaws are available in the offices of the academic senate and the provost as well as on the academic senate website at <http://academicssenate.yzu.edu/>.



**3356-3-02      Development and assessment of student tuition and fees.**

Previous Policy Number:      3002.02  
Responsible Division/Office:      Finance and ~~Administration~~Business Operations  
Responsible Officer:      Vice President for Finance and ~~Administration~~  
Business Operations  
Revision History:      June 1998; October 2009; June 2010; December  
2015  
Board Committee:      Academic Quality and Student ~~Affairs~~Success  
**Effective Date:**      ~~June 11, 2010~~December 16, 2015  
Next Review:      20~~15~~20

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- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedules of mandatory student tuition and fees and miscellaneous fees. ~~This~~These schedules and the associated refund procedures will be printed in university bulletins and other official university documents.
- (B) Parameters.
- (1) The board of trustees reserves the right to change any fee, charge, or fine, as may be permitted by state law.
- (2) For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission by the registrar and/or ~~executive director of enrollment services~~the associate vice president for enrollment management.
- (3) Tuition and fees are assessed at the time of registration.
- (C) Procedures.
- (1) Annually as part of the budget development process, a review will occur to determine if a modification is required to the mandatory tuition and fees assessed to all students and to ~~the schedule of~~other miscellaneous fees.
- (2) Any proposed modifications will be reviewed by the president's ~~cabinet~~executive leadership team, other administrative groups, as appropriate, and student government.

- (3) Any proposed changes to tuition and fees shall be developed within the parameters permitted by state law.
- (34) Proposed schedules of mandatory tuition and fees and miscellaneous fees will be presented to the finance and facilities committee of the board of trustees, which will recommend action to the full board of trustees.
- (5) In the event that state law, enacted subsequent to the board of trustees having taken action on tuition and fees, limits or prohibits the university's ability to modify tuition and fees, the university's tuition and fees will be set to the levels permitted by state law, notwithstanding any previous action taken by the board of trustees.

**3356-3-02      Development and assessment of student tuition and fees.**

Previous Policy Number:      3002.02  
Responsible Division/Office:      Finance and Business Operations  
Responsible Officer:      Vice President for Finance and  
   Business Operations  
Revision History:      June 1998; October 2009; June 2010; December  
   2015  
Board Committee:      Academic Quality and Student Success  
**Effective Date:**      **December 16, 2015**  
Next Review:      2020

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- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedules of mandatory student tuition and fees and miscellaneous fees. These schedules and the associated refund procedures will be printed in university bulletins and other official university documents.
- (B) Parameters.
- (1) The board of trustees reserves the right to change any fee, charge, or fine, as may be permitted by state law.
  - (2) For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission by the registrar and/or the associate vice president for enrollment management.
  - (3) Tuition and fees are assessed at the time of registration.
- (C) Procedures.
- (1) Annually as part of the budget development process, a review will occur to determine if a modification is required to the mandatory tuition and fees assessed to all students and to other miscellaneous fees.
  - (2) Any proposed modifications will be reviewed by the president’s executive leadership team, other administrative groups, as

appropriate, and student government.

- (3) Any proposed changes to tuition and fees shall be developed within the parameters permitted by state law.
- (4) Proposed schedules of mandatory tuition and fees and miscellaneous fees will be presented to the finance and facilities committee of the board of trustees, which will recommend action to the full board of trustees.
- (5) In the event that state law, enacted subsequent to the board of trustees having taken action on tuition and fees, limits or prohibits the university's ability to modify tuition and fees, the university's tuition and fees will be set to the levels permitted by state law, notwithstanding any previous action taken by the board of trustees.

**TO BE RESCINDED**

**3356-10-11 Continuing education unit.**

Previous Policy Number: 1011.01  
Responsible Division/Office: University Outreach  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: January 1999; December 2010  
Board Committee: Academic and Student Affairs  
**Effective Date: December 15, 2010**  
Next Review: 2015

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- (A) Policy statement. The continuing education unit (“CEU”) for non-credit courses, workshops, seminars, and conferences is coordinated through the Metro college in collaboration with the academic units.
- (B) Parameters.
- (1) Continuing education units offered by Metro and the academic units are offered in accordance with the professional requirements of each profession (attorneys, accountants, nursing, etc.) and standards required by the Ohio CEU board.
  - (2) CEUs may not be used to satisfy diploma or degree requirements of any kind.
  - (3) To assist academic units in providing CEUs, interdepartmental agreements may be developed between Metro college and academic departments regarding marketing their programs in the Metro course catalog and providing registration support.

**3356-10-05 Honorary degrees and commencement speakers.**

Previous Policy Number: 1005.01  
Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: October 1997; July 2009; June 2011;  
June 2013;December 2015  
Board Committee: Academic Quality and Student Success  
**Effective Date:** ~~June 12, 2013~~December 16, 2015  
Next Review: 2018~~20~~

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- (A) Policy statement. The board of trustees shall review and authorize the list from which commencement speakers and honorary degree candidates will be recommended by the academic events committee to the president. The board of trustees shall grant honorary degrees in recognition of a significant impact on the university, on the community, state or nation, or on society. Such degrees will be conferred at commencements, ~~or at~~ special convocations and other events.
- (B) Procedures for selecting and approving candidates ~~for selection of commencement speaker.~~
- (1) ~~(1)~~ Criteria for nomination of commencement speakers and honorary degree candidates are determined by the provost/vice-president for academic affairs, subject to board of trustee's approval.
- (2) ~~(2)~~ Faculty, staff, board of trustee's members and/or anyone associated with the university may submit nominations for commencement speakers and/or honorary degree candidates to the academic events committee of the academic senate or directly to the provost/vice president for academic affairs.
- (3) ~~(3)~~ Per the academic senate by-laws, the academic events committee of the academic senate "shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, inaugural ceremonies, and recommend candidates for honorary degrees and commencement speakers to the university's president."

(4) The academic events committee will review the credentials of all the candidates recommended for commencement speaker and will submit a list of no less than fifteen and no more than twenty candidates for approval by the board of trustees during its regular June meeting at its March meeting. The list may be amended and reapproved by the board at any time throughout the year.

(C) Selection of the commencement speaker.

(1) The academic events committee provost, in consultation with the president, shall make a recommendation for select a commencement speaker from the board approved list to the president who is authorized to approve.

(2) The president will inform the board of the selection of the commencement speaker no later than the board meeting preceding the commencement ceremony.

~~(C) Procedures for selection of honorary degree recipient.~~

(D) Selection of the honorary degree recipient.

(1) Only the board of trustees is authorized to approve the awarding of an honorary degree.

(2) The provost, in consultation with the president, shall recommend candidates for an honorary degree from the approved list for recognition at an appropriate event.

~~(1) The board shall approve the awarding of the degree no later than the board meeting preceding the event at which the honorary degree is to be conferred.~~

~~(2) (1) Criteria for nomination of individuals to receive an honorary degree are determined by the provost/vice-president for academic affairs.~~

~~(3)~~

~~(4) (2) Faculty, staff, board of trustee's members and/or anyone associated with the university may submit nominations for honorary degree candidates to the academic events committee of the academic senate or directly to the provost/vice-president for academic affairs. When nominations are made directly to the provost, the provost will forward the nominations to the academic events committee if time permits.~~

~~(5)~~

~~(6) (3) Per the Academic Senate By Laws, Ththe academic events committee of the academic senate "shall be responsible for making~~

~~recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, inaugural ceremonies, and recommend candidates for honorary degrees and commencement speakers to the university's president."~~

~~(7)~~

~~(8) (4) The academic events committee executive cabinet will review the credentials of all the candidates recommended for an honorary degree and will submit a list of no more than twenty candidates for approval by the academic quality and student success committee of the board of trustees at its March meeting. It is the expectation that candidates for honorary degrees for the next academic year will be selected from this list. The list may be amended and reapproved by the board at any time throughout the year.~~

~~(9)~~

~~(10) (3) (5) — The recommendation(s) of the academic events committee and the president shall be presented to the academic quality and student success committee and will then be forwarded to the board of trustees for action approval.~~



**3356-10-05 Honorary degrees and commencement speakers.**

Previous Policy Number: 1005.01  
Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: October 1997; July 2009; June 2011;  
June 2013; December 2015  
Board Committee: Academic Quality and Student Success  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. The board of trustees shall review and authorize the list from which commencement speakers and honorary degree candidates will be recommended by the academic events committee to the president. The board of trustees shall grant honorary degrees in recognition of a significant impact on the university, on the community, state or nation, or on society. Such degrees will be conferred at commencements, special convocations and other events.
- (B) Procedures for selecting and approving candidates.
- (1) Criteria for nomination of commencement speakers and honorary degree candidates are determined by the provost/vice-president for academic affairs, subject to board of trustee's approval.
  - (2) Faculty, staff, board of trustee's members and/or anyone associated with the university may submit nominations for commencement speakers and/or honorary degree candidates to the academic events committee of the academic senate or directly to the provost/vice president for academic affairs.
  - (3) Per the academic senate by-laws, the academic events committee of the academic senate "shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, inaugural ceremonies, and recommend candidates for honorary degrees and commencement speakers to the university's president."

- (4) The academic events committee will review the credentials of all the candidates recommended and will submit a list of no less than fifteen and no more than twenty candidates for approval by the board of trustees during its regular June meeting. The list may be amended and reapproved by the board at any time throughout the year.
- (C) Selection of the commencement speaker.
- (1) The provost, in consultation with the president, shall select a commencement speaker from the board approved list.
  - (2) The president will inform the board of the selection of the commencement speaker no later than the board meeting preceding the commencement ceremony.
- (D) Selection of the honorary degree recipient.
- (1) Only the board of trustees is authorized to approve the awarding of an honorary degree.
  - (2) The provost, in consultation with the president, shall recommend candidates for an honorary degree from the approved list for recognition at an appropriate event.
  - (3) The board shall approve the awarding of the degree no later than the board meeting preceding the event at which the honorary degree is to be conferred.

**3356-5-01 Display of the flag of the United States of America.**

Previous Policy Number: 5001.01  
 Responsible Division/Office: University ~~Advancement~~Relations  
 Responsible Officer: Associate Vice President for University  
AdvancementRelations  
 Revision History: May 1997; December 2010; December 2015  
 Board Committee: ~~External Relations~~Institutional Engagement  
**Effective Date:** ~~December 15, 2010~~16, 2015  
 Next Review: ~~2015~~20

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- (A) Policy statement. The flag of the United States of America displayed in the veterans' plaza and at other campus locations shall be displayed in accordance with The United States Flag Code as found in Title 4 of the United States Code and the section of Title 36 which provides instructions on display of the flag during rendition of the national anthem. The flag shall be flown at half-staff only during periods of national mourning as declared by the president of the United States, on memorial day, or as proclaimed by the governor of the state of Ohio.
- (B) Procedures.
  - (1) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker, and if displayed from a staff in an auditorium, should be displayed in advance of the audience and at the speaker's right as the speaker faces the audience.
  - (2) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America.
  - (3) The flag, when flown at half-staff, should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
  - (4) On memorial day, the flag should be displayed at half-staff until noon only, then raised to the peak of the staff.

**3356-5-01 Display of the flag of the United States of America.**

Previous Policy Number: 5001.01  
Responsible Division/Office: University Relations  
Responsible Officer: Associate Vice President for University Relations  
Revision History: May 1997; December 2010; December 2015  
Board Committee: Institutional Engagement  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. The flag of the United States of America displayed in the veterans' plaza and at other campus locations shall be displayed in accordance with The United States Flag Code as found in Title 4 of the United States Code and the section of Title 36 which provides instructions on display of the flag during rendition of the national anthem. The flag shall be flown at half-staff only during periods of national mourning as declared by the president of the United States, on memorial day, or as proclaimed by the governor of the state of Ohio.
- (B) Procedures.
- (1) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker, and if displayed from a staff in an auditorium, should be displayed in advance of the audience and at the speaker's right as the speaker faces the audience.
  - (2) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America.
  - (3) The flag, when flown at half-staff, should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
  - (4) On memorial day, the flag should be displayed at half-staff until noon only, then raised to the peak of the staff.

**3356-5-06      Electronic media rights.**

Previous Policy Number:      5006.01  
Responsible Division/Office:      University ~~Advancement~~Relations  
Responsible Officer:      President and Associate Vice President for  
University Relations  
Revision History:      May 1998; December 2010; December 2015  
Board Committee:      Institutional Engagement  
**Effective Date:**      December ~~15, 2010~~16, 2015  
Next Review:      20~~15~~20

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- (A) Policy statement. The president, or designee, in order to gain the greatest possible external exposure for the university and to realize income when feasible, may grant electronic media rights.
  
- (B) Parameters.
  - (1) All transmissions and/or distributions shall meet any applicable regulations placed upon the university by affiliated governing groups.
  - (2) Electronic media includes radio, television, internet, and any other transmission and/or distribution medium utilized to transmit non-instructional university events on a live or delay basis.
  
- (C) Procedures.
  - (1) The office of marketing and communication is responsible for the external distribution of electronic media programs.
  - (2) Program initiatives that have the potential of generating income are subject to bid.
  - (3) The office of marketing and communication identifies, communicates appropriate electronic standards, reviews external programming activities, recommends new program initiatives, and packages all programs with income potential for bid.

- (4) The office of marketing and communication recommends action to the president for ~~the~~ final decision.

**3356-5-06      Electronic media rights.**

Previous Policy Number:      5006.01  
Responsible Division/Office:      University Relations  
Responsible Officer:      President and Associate Vice President for  
University Relations  
Revision History:      May 1998; December 2010; December 2015  
Board Committee:      Institutional Engagement  
**Effective Date:**      December 16, 2015  
Next Review:      2020

---

- (A) Policy statement. The president, or designee, in order to gain the greatest possible external exposure for the university and to realize income when feasible, may grant electronic media rights.
- (B) Parameters.
- (1) All transmissions and/or distributions shall meet any applicable regulations placed upon the university by affiliated governing groups.
  - (2) Electronic media includes radio, television, internet, and any other transmission and/or distribution medium utilized to transmit non-instructional university events on a live or delay basis.
- (C) Procedures.
- (1) The office of marketing and communication is responsible for the external distribution of electronic media programs.
  - (2) Program initiatives that have the potential of generating income are subject to bid.
  - (3) The office of marketing and communication identifies, communicates appropriate electronic standards, reviews external programming activities, recommends new program initiatives, and packages all programs with income potential for bid.
  - (4) The office of marketing and communication recommends action to the president for final decision.





**UNIVERSITY MEMBERSHIPS  
EXECUTIVE SUMMARY  
Fiscal Year 2014-2015  
July 1, 2014-September 30, 2014**

<b>Memberships Received</b>	<b>Number of Memberships</b>	<b>Amount</b>
Alumni Relations	174	\$ 8,580
WYSU-FM	1,009	\$ 109,378
<b>Total University Memberships</b>	<b>1,183</b>	<b>\$ 117,958</b>

**YSUF Gift Processing Summary - July, 2015 - September, 2015**

	<u>July, 2015</u>	<u>August, 2015</u>	<u>Sept., 2015</u>	<u>Total July, 2015 - Sept., 2015</u>
Total Gift \$ Received/ Processed	\$964,946.83	\$282,637.90	\$319,987.69	\$1,567,572.42
Allocations:				
Rich Center	\$225.00	\$1,473.85	\$1,029.92	\$2,728.77
YSU	\$661,857.85	\$188,765.39	\$156,253.85	\$1,006,877.09
YSUF	\$302,863.98	\$92,398.66	\$162,703.92	\$557,966.56
Total Allocations	\$964,946.83	\$282,637.90	\$319,987.69	\$1,567,572.42
Pledges	\$21,850.00	\$18,400.00	\$775,150.00	\$815,400.00
Number of Gifts	250	234	202	686

### 3356-3-12 Chargebacks.

Previous Policy Number: 3009.02  
Responsible Division/Office: ~~Budget Office~~ Finance and Business Operations  
Responsible Officer: Vice President for Finance and ~~Administration~~  
Business Operations  
Revision History: December 2010; December 2015  
Board Committee: Finance and Facilities  
**Effective Date:** **December 15, 2010** 16, 2015  
Next Review: 201520

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- (A) Policy statement. The university is committed to financial accountability. In certain instances, chargebacks provide an effective method by which to ensure financial accountability and the appropriate allocation of costs.
- (B) Purpose. To establish a policy to create, modify and authorize chargebacks and related processes.
- (C) Definitions. “Chargeback” ~~is~~ the allocation of costs by charging departments for certain goods or services that have been provided by another department. Chargebacks are a way to control and allocate costs and not a mechanism for increasing the operating budget for departments providing goods and/or services.
- (D) Parameter.
- (1) Certain departments on campus need resources to perform certain functions, to provide specific services and/or materials. In some cases, resources are provided to departments so that they may provide goods and/or services to other departments. The cost of certain goods and/or services may be charged back (i.e., billed) to the departments that request the goods and/or services.
  - (2) Chargebacks for auxiliary overhead and employee fringe benefits are excluded from this policy.
  - (3) Authorized chargebacks shall be included in the university’s operating budget as adopted by the board of trustees.

**Agenda Item F.3.a**  
**Exhibit H**

- (4) The vice president for finance and ~~administration~~business operations shall establish procedures and guidelines for chargeback processes.
- (5) The establishment of new chargebacks and the modification of existing chargebacks should be approved prior to implementation and as part of the annual budget process.
- (6) Chargebacks may be assessed only by departments that have been approved and designated to do so. Only the financial managers of these departments may authorize chargebacks.
- (7) A chargeback may be assessed when the goods and/or services are requested by the department receiving the goods and/or services. A chargeback also may be assessed when essential services are provided, even for services not explicitly requested (i.e., police security services for an event on campus).
- (8) Chargebacks should reflect the direct cost of the goods and/or services provided. The department providing goods/services should be able to clearly demonstrate and document how the chargeback is calculated.
- (9) Exceptions to this policy may be approved by the president or his/her designee.

### **3356-3-12 Chargebacks.**

Previous Policy Number: 3009.02  
Responsible Division/Office: Finance and Business Operations  
Responsible Officer: Vice President for Finance and Business  
Operations  
Revision History: December 2010; December 2015  
Board Committee: Finance and Facilities  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. The university is committed to financial accountability. In certain instances, chargebacks provide an effective method by which to ensure financial accountability and the appropriate allocation of costs.
- (B) Purpose. To establish a policy to create, modify and authorize chargebacks and related processes.
- (C) Definitions. “Chargeback”. The allocation of costs by charging departments for certain goods or services that have been provided by another department. Chargebacks are a way to control and allocate costs and not a mechanism for increasing the operating budget for departments providing goods and/or services.
- (D) Parameter.
  - (1) Certain departments on campus need resources to perform certain functions, to provide specific services and/or materials. In some cases, resources are provided to departments so that they may provide goods and/or services to other departments. The cost of certain goods and/or services may be charged back (i.e., billed) to the departments that request the goods and/or services.
  - (2) Chargebacks for auxiliary overhead and employee fringe benefits are excluded from this policy.
  - (3) Authorized chargebacks shall be included in the university’s operating budget as adopted by the board of trustees.

- (4) The vice president for finance and business operations shall establish procedures and guidelines for chargeback processes.
- (5) The establishment of new chargebacks and the modification of existing chargebacks should be approved prior to implementation and as part of the annual budget process.
- (6) Chargebacks may be assessed only by departments that have been approved and designated to do so. Only the financial managers of these departments may authorize chargebacks.
- (7) A chargeback may be assessed when the goods and/or services are requested by the department receiving the goods and/or services. A chargeback also may be assessed when essential services are provided, even for services not explicitly requested (i.e., police security services for an event on campus).
- (8) Chargebacks should reflect the direct cost of the goods and/or services provided. The department providing goods/services should be able to clearly demonstrate and document how the chargeback is calculated.
- (9) Exceptions to this policy may be approved by the president or his/her designee.

**3356-4-14 Identity theft red flags ~~policy~~.**

Previous Policy Number: 4012.02 (~~new~~)  
Responsible Division/Office: ~~Financial Services~~ and Business Operations  
Responsible Officer: Vice President for Finance and ~~Administration~~  
Business Operations  
Revision History: December 2010; December 2015  
Board Committee: Finance and Facilities  
**Effective Date:** **December ~~15, 2010~~ 16, 2015**  
Next Review: ~~2015~~20

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- (A) Policy statement. The university will establish an identity theft prevention program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program in compliance with part 681 of Title 16 of the Code of Federal Regulations, implementing sections 114 and 315 of the Fair and Accurate Credit Transactions Act (“FACTA”) of 2003.
- (B) Purpose. The purpose of this policy is to enable appropriate university officials to develop and implement policies and procedures to address the risks of identity theft to its students, faculty, staff, vendors and other customers.
- (C) Definitions. All terms used in this policy that are defined in 16 C.F.R. section 681.2 shall have the same meaning provided therein.
- (D) Parameters.
- (1) The requirements of this policy apply to all university departments and organizations, which: regularly arrange for the extension, renewal or continuation of credit; defer payment for services rendered and/or regularly extend, renew or continue credit; or use consumer reports to conduct credit or background checks on prospective employees.
  - (2) This policy incorporates by reference university policies and procedures to the extent necessary to accomplish the purpose of this policy and to comply with 16 C.F.R. section 681.2, including but not limited to the following rules of the Administrative Code:

- (a) Rule 3356-4-09 – “Acceptable use of university technology resources”;
  - (b) Rule 3356-3-08 – “Cash collection sites”;
  - (c) Rule 3356-9-06 – “Professional conduct of faculty, department chairpersons, and professional/administrative employees”;
  - (d) Rule 3356-4-13 – “Sensitive information”;
  - (e) Rule 3356-3-04 – “Contract compliance/administration.”
- (3) At a minimum, the university’s identity theft prevention program will include:
- (a) Guidelines for identifying patterns, practices or specific activities that indicate the possible existence of an identity theft;
  - (b) Identification of reasonable and appropriate action steps that will be taken when a pattern, practice or specific activity has been detected;
  - (c) Processes for requiring that accounts accessed or managed by external vendors on behalf of the university have implemented an appropriate program;
  - (d) Training to educate employees on the program;
  - (e) Periodic review and updates to the program;
  - (f) Annual program reporting to appropriate university leadership.
- (4) In administering the program, the vice president for finance and ~~administration~~business operations (chief financial officer) shall:
- (a) Assign specific responsibility for the program’s implementation;
  - (b) Review reports prepared pursuant to section 8 below;
  - (c) Approve all material changes to the program as necessary to address changing identity theft risks.



- (5) The program shall include procedures to ensure that the activities of service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts.
- (6) The program shall include relevant red flags from the following categories as appropriate:
  - (a) Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
  - (b) The presentation of suspicious documents;
  - (c) The presentation of suspicious personal identifying information;
  - (d) The unusual use of, or other suspicious activity related to, a covered account;
  - (e) Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.
- (7) The program shall provide for appropriate responses to detected red flags to prevent and mitigate identity theft. The response shall be commensurate with the degree of risk posed. Appropriate responses may include:
  - (a) Monitor a covered account for evidence of identity theft;
  - (b) Contact the customer;
  - (c) Change any passwords, security codes or other security devices that permit access to a covered account;
  - (d) Reopen a covered account with a new account number;
  - (e) Not open a new covered account;
  - (f) Close an existing covered account;

- (g) Notify law enforcement;
  - (h) Determine no response is warranted under the particular circumstances.
- (8) Program reports. Each annual report shall address material matters related to the program and shall evaluate:
- (a) The effectiveness of the program in accomplishing its purpose;
  - (b) Any service provider arrangements;
  - (c) Any significant incidents involving identity theft that may have occurred and the university's response to those incidents;
  - (d) All recommendations for material changes to the program.

**3356-4-14 Identity theft red flags.**

Previous Policy Number: 4012.02  
Responsible Division/Office: Finance and Business Operations  
Responsible Officer: Vice President for Finance and  
Business Operations  
Revision History: December 2010; December 2015  
Board Committee: Finance and Facilities  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. The university will establish an identity theft prevention program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the program in compliance with part 681 of Title 16 of the Code of Federal Regulations, implementing sections 114 and 315 of the Fair and Accurate Credit Transactions Act (“FACTA”) of 2003.
- (B) Purpose. The purpose of this policy is to enable appropriate university officials to develop and implement policies and procedures to address the risks of identity theft to its students, faculty, staff, vendors and other customers.
- (C) Definitions. All terms used in this policy that are defined in 16 C.F.R. section 681.2 shall have the same meaning provided therein.
- (D) Parameters.
- (1) The requirements of this policy apply to all university departments and organizations, which: regularly arrange for the extension, renewal or continuation of credit; defer payment for services rendered and/or regularly extend, renew or continue credit; or use consumer reports to conduct credit or background checks on prospective employees.
  - (2) This policy incorporates by reference university policies and procedures to the extent necessary to accomplish the purpose of this policy and to comply with 16 C.F.R. section 681.2, including

but not limited to the following rules of the Administrative Code:

- (a) Rule 3356-4-09 – “Acceptable use of university technology resources”;
  - (b) Rule 3356-3-08 – “Cash collection sites”;
  - (c) Rule 3356-9-06 – “Professional conduct of faculty, department chairpersons, and professional/administrative employees”;
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- (3) At a minimum, the university’s identity theft prevention program will include:
- (a) Guidelines for identifying patterns, practices or specific activities that indicate the possible existence of an identity theft;
  - (b) Identification of reasonable and appropriate action steps that will be taken when a pattern, practice or specific activity has been detected;
  - (c) Processes for requiring that accounts accessed or managed by external vendors on behalf of the university have implemented an appropriate program;
  - (d) Training to educate employees on the program;
  - (e) Periodic review and updates to the program;
  - (f) Annual program reporting to appropriate university leadership.
- (4) In administering the program, the vice president for finance and business operations (chief financial officer) shall:
- (a) Assign specific responsibility for the program’s

- implementation;
- (b) Review reports prepared pursuant to section 8 below;
  - (c) Approve all material changes to the program as necessary to address changing identity theft risks.
- (5) The program shall include procedures to ensure that the activities of service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts.
- (6) The program shall include relevant red flags from the following categories as appropriate:
- (a) Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
  - (b) The presentation of suspicious documents;
  - (c) The presentation of suspicious personal identifying information;
  - (d) The unusual use of, or other suspicious activity related to, a covered account;
  - (e) Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.
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- (a) Monitor a covered account for evidence of identity theft;
  - (b) Contact the customer;

- (c) Change any passwords, security codes or other security devices that permit access to a covered account;
  - (d) Reopen a covered account with a new account number;
  - (e) Not open a new covered account;
  - (f) Close an existing covered account;
  - (g) Notify law enforcement;
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- (8) Program reports. Each annual report shall address material matters related to the program and shall evaluate:
- (a) The effectiveness of the program in accomplishing its purpose;
  - (b) Any service provider arrangements;
  - (c) Any significant incidents involving identity theft that may have occurred and the university's response to those incidents;
  - (d) All recommendations for material changes to the program.

**3356-5-14      Electronic information technology (EIT) accessibility ~~policy~~.**

Previous Policy Number:      5015.01  
Responsible Office:      Finance and ~~Administration~~ Business Operations (Information Technology Services)  
Responsible Officer:      Vice President for Finance and ~~Administration~~ Business Operations  
Revision History:      December 2013; March 2014; June 2015; December 2015  
Board Committee:      ~~University Affairs~~ Finance and Facilities  
**BOT Approval Date:**      ~~June 17,~~ December 16, 2015  
Next Review:      2020

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- (A) Policy statement. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. department of education. Youngstown State University (“YSU”) is committed to ensuring that communication with university constituents, i.e., students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, or who otherwise require the use of assistive technology to access information, is as effective as communication with those without disabilities, ~~including learning disabilities~~.

The university will ensure that all computer software and systems for public use will permit all persons ~~students~~ with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those ~~students~~ without disabilities.

- (B) Purpose. All electronic and information technology (“EIT”) must be accessible to university constituents and must adhere to the EIT accessibility standards referred to below.
- (C) Scope. This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes:
- (1) University web pages and linked information;
  - (2) All online learning content, including documents posted in learning management systems, (“Blackboard” and “Sakai”); and
  - (3) Distance education and e-learning tools and materials.

(D) Definitions.

- (1) “Official university web page.” An official University web page is any web page created by the university, its departments, colleges, or other administrative offices for the official business of the university. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.
- (2) “University-related web page.” A university-related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:
  - (a) Linked from an official university web page;
  - (b) Stored on one of the university-controlled web servers;
  - (c) Created in support of university businesses and courses; or
  - (d) On servers contracted by the university.
- (3) “Content editors.” Authorized university faculty or staff trained by the information technology (“IT”) and human resources (“HR”) department on the EIT accessibility standards and on the approved content management system such that they are approved to maintain a department or office web page.
- (4) “Faculty.” Authorized faculty who have received training on EIT accessibility standards and content management systems.
- (5) “EIT accessibility training.” Required training conducted by staff of the IT and HR departments for all content editors and faculty prior to having authorization to publish EIT on the university website, web pages, or any university EIT.
- (6) “EIT accessibility coordinator.” Staff member authorized to coordinate and implement the EIT accessibility policy.
- (7) “EIT accessibility standards.” YSU’s EIT accessibility standards are drawn from W3C web accessibility initiative (“WAI”) and section 508 standards.
- (8) “Implementation timeline.” Plan for the university to be fully compliant with the EIT accessibility standards.

(E) Parameters.

- (1) Each administrative unit, department, or office, through an authorized content editor, is responsible for ensuring that EIT content is accessible. In addition, all



software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.

- (2) Content editors may develop and maintain official university web pages and are responsible for their content subject to the following requirements:
- (a) Software used to develop official university web pages will be limited to packages approved by information technology services (“ITS”).
  - (b) Official university web pages must run on ITS servers or servers contracted for by ITS.
  - (c) All official university web pages and related university web pages and all EIT must strictly adhere to the EIT accessibility standards.
  - (d) The EIT coordinator shall provide direction and guidance on standards to be followed for accessibility of all EIT. The standards shall be posted on the ADA accessibility compliance web page. The EIT coordinator is responsible for developing and implementing a plan to monitor all university EIT for adherence to EIT accessibility standards. The EIT coordinator is authorized to disable any EIT found to be in violation of the EIT accessibility standards.
  - (e) All official and university-related web pages and all EIT must adhere to:
    - (i) Applicable [copyright laws](#).
    - (ii) Applicable state of Ohio and federal laws and rules.
    - (iii) Rule 3356-4-09 of the Administrative Code, “Acceptable Use of University Technology Resources,” (where appropriate).
    - (iv) [EIT accessibility standards](#).
  - (f) The use of university symbols (i.e., YSU word mark, YSU logo, university seal, and Pete the penguin) and related information should adhere to the university’s [graphic identity standards](#) from the office of marketing and communications.
  - (g) Registered student organizations use of the university name must adhere to article V, section F, paragraph 16 of “The Code of Student Rights, Responsibilities, and Conduct.”
  - (h) The following are examples of content prohibited from display on either official university web pages or university-related web pages, including all EIT:

- (i) Unauthorized solicitation or endorsement for for-profit business ventures.
    - (ii) Activities that involve a conflict of interest (rules 3356-7-01 and 3356-7-19 of the Administrative Code).
    - (iii) Adult content (including banners).
    - (iv) Any content covered by rule 3356-4-13 of the Administrative Code, "Sensitive information," such as credit card numbers.
    - (v) Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.
  - (i) All university computer labs shall provide equal access afforded by technology for all ~~students and~~ users, including ~~students~~ users with disabilities. The university shall make assistive technology available at all student computer labs and shall provide a notice of accessibility that includes contact information for questions, inquiries, or complaints.
- (F) Procedures for creating and posting accessible EIT.
- (1) Authorized content editors and faculty may develop and maintain official university websites or pages and EIT.
  - (2) Administrative units, individuals, and organizations requesting ability to place EIT on the university website or the university course management system must contact the university website manager, at [webmaster@ysu.edu](mailto:webmaster@ysu.edu) ysu web team, in order to be trained and become an authorized content editor and/or faculty.
  - (3) If any EIT is determined to be in violation of the parameters in this policy, including the EIT accessibility standards, an effort will be made beforehand to discuss the violation(s) with the content editor or faculty and to correct any errors. The EIT coordinator has the authority to disable any EIT from the university servers if in his/her discretion such action is necessary.
- (G) Purchasing accessible software compatible with assistive technology. It is the policy of the university to ensure that all IT software and systems purchased meet the EIT accessibility standards by producing accessible products and documents. The software or systems shall permit ~~students~~ persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those students without disabilities. See computer software accessibility purchasing standard that will be placed into the terms and conditions and request for proposal documents provided by the office of procurement services.

(H) Reporting violations.

- (1) All accessibility concerns with any university EIT should be directed to the EIT coordinator for prompt resolution. Any person desiring to make an [anonymous complaint](#) with regard to a violation of this policy or any federal or state law with regard to EIT accessibility may do so by reporting violations through a confidential mailbox.
- (2) In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/section 504 coordinator for students or the Title II/section 504 coordinator for employees. The university grievance policy can be found at [university grievance policy](#). The contact information for individuals serving in those roles on behalf of the university can be found at the university's web page dedicated to [accessibility compliance](#).

**3356-5-14**

**Electronic information technology (EIT) accessibility.**

Previous Policy Number: 5015.01  
Responsible Office: Finance and Business Operations (Information Technology Services)  
Responsible Officer: Vice President for Finance and Business Operations  
Revision History: December 2013; March 2014; June 2015; December 2015  
Board Committee: Finance and Facilities  
**BOT Approval Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability in programs and activities by public universities receiving financial assistance from the U.S. department of education. Youngstown State University (“YSU”) is committed to ensuring that communication with university constituents, i.e., students, prospective students, employees, guests and visitors, with hearing, visual and manual impairments, or who otherwise require the use of assistive technology to access information, is as effective as communication with those without disabilities.

The university will ensure that all computer software and systems for public use will permit all persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those without disabilities.

- (B) Purpose. All electronic and information technology (“EIT”) must be accessible to university constituents and must adhere to the EIT accessibility standards referred to below.
- (C) Scope. This policy applies to all electronic and information technology, excluding EIT intended for private use only. EIT includes:
- (1) University web pages and linked information;
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- (D) Definitions.
- (1) “Official university web page.” An official University web page is any web page created by the university, its departments, colleges, or other administrative offices

for the official business of the university. This includes Maag library, academics, athletics, student newspaper, and student groups and associations.

- (2) “University-related web page.” A university-related web page is any web page created by or linked from a web page created by faculty, staff, students and/or registered student organizations that are either:
    - (a) Linked from an official university web page;
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    - (c) Created in support of university businesses and courses; or
    - (d) On servers contracted by the university.
  - (3) “Content editors.” Authorized university faculty or staff trained by the information technology (“IT”) and human resources (“HR”) department on the EIT accessibility standards and on the approved content management system such that they are approved to maintain a department or office web page.
  - (4) “Faculty.” Authorized faculty who have received training on EIT accessibility standards and content management systems.
  - (5) “EIT accessibility training.” Required training conducted by staff of the IT and HR departments for all content editors and faculty prior to having authorization to publish EIT on the university website, web pages, or any university EIT.
  - (6) “EIT accessibility coordinator.” Staff member authorized to coordinate and implement the EIT accessibility policy.
  - (7) “EIT accessibility standards.” YSU’s EIT accessibility standards are drawn from W3C web accessibility initiative (“WAI”) and section 508 standards.
  - (8) “Implementation timeline.” Plan for the university to be fully compliant with the EIT accessibility standards.
- (E) Parameters.
- (1) Each administrative unit, department, or office, through an authorized content editor, is responsible for ensuring that EIT content is accessible. In addition, all software and IT systems purchased shall produce accessible products and documents and/or shall be compatible with assistive technology.
  - (2) Content editors may develop and maintain official university web pages and are responsible for their content subject to the following requirements:

- (a) Software used to develop official university web pages will be limited to packages approved by information technology services (“ITS”).
- (b) Official university web pages must run on ITS servers or servers contracted for by ITS.
- (c) All official university web pages and related university web pages and all EIT must strictly adhere to the EIT accessibility standards.
- (d) The EIT coordinator shall provide direction and guidance on standards to be followed for accessibility of all EIT. The standards shall be posted on the ADA accessibility compliance web page. The EIT coordinator is responsible for developing and implementing a plan to monitor all university EIT for adherence to EIT accessibility standards. The EIT coordinator is authorized to disable any EIT found to be in violation of the EIT accessibility standards.
- (e) All official and university-related web pages and all EIT must adhere to:
  - (i) Applicable copyright laws.
  - (ii) Applicable state of Ohio and federal laws and rules.
  - (iii) Rule 3356-4-09 of the Administrative Code, “Acceptable Use of University Technology Resources,” (where appropriate).
  - (iv) EIT accessibility standards.
- (f) The use of university symbols (i.e., YSU word mark, YSU logo, university seal, and Pete the penguin) and related information should adhere to the university’s graphic identity standards from the office of marketing and communications.
- (g) Registered student organizations use of the university name must adhere to article V, section F, paragraph 16 of “The Code of Student Rights, Responsibilities, and Conduct.”
- (h) The following are examples of content prohibited from display on either official university web pages or university-related web pages, including all EIT:
  - (i) Unauthorized solicitation or endorsement for for-profit business ventures.
  - (ii) Activities that involve a conflict of interest (rules 3356-7-01 and 3356-7-19 of the Administrative Code).

- (iii) Adult content (including banners).
    - (iv) Any content covered by rule 3356-4-13 of the Administrative Code, "Sensitive information," such as credit card numbers.
    - (v) Software or media (i.e., photographs, audio, video, etc.) not authorized for distribution, regardless of the purchase price or copyright status.
  - (i) All university computer labs shall provide equal access afforded by technology for all users, including users with disabilities. The university shall make assistive technology available at all student computer labs and shall provide a notice of accessibility that includes contact information for questions, inquiries, or complaints.
- (F) Procedures for creating and posting accessible EIT.
- (1) Authorized content editors and faculty may develop and maintain official university websites or pages and EIT.
  - (2) Administrative units, individuals, and organizations requesting ability to place EIT on the university website or the university course management system must contact the university website manager, ysu web team, in order to be trained and become an authorized content editor and/or faculty.
  - (3) If any EIT is determined to be in violation of the parameters in this policy, including the EIT accessibility standards, an effort will be made beforehand to discuss the violation(s) with the content editor or faculty and to correct any errors. The EIT coordinator has the authority to disable any EIT from the university servers if in his/her discretion such action is necessary.
- (G) Purchasing accessible software compatible with assistive technology. It is the policy of the university to ensure that all IT software and systems purchased meet the EIT accessibility standards by producing accessible products and documents. The software or systems shall permit persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same services with substantially equivalent ease of use as those without disabilities. See computer software accessibility purchasing standard that will be placed into the terms and conditions and request for proposal documents provided by the office of procurement services.

(H) Reporting violations.

- (1) All accessibility concerns with any university EIT should be directed to the EIT coordinator for prompt resolution. Any person desiring to make an anonymous complaint with regard to a violation of this policy or any federal or state law with regard to EIT accessibility may do so by reporting violations through a confidential mailbox.
- (2) In addition, any person desiring to file a formal complaint for EIT accessibility issues may contact the Title II/section 504 coordinator for students or the Title II/section 504 coordinator for employees. The university grievance policy can be found at university grievance policy. The contact information for individuals serving in those roles on behalf of the university can be found at the university's web page dedicated to accessibility compliance.



## NEW POLICY

### **3356-4-44 Unmanned aircraft (drones and model aircraft).**

Responsible Division/Office: Environmental and Occupational Health and Safety  
Responsible Officer: Vice President for Finance and Business Operations  
Revision History: December 2015  
Board Committee: Finance and Facilities  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. The operation of unmanned aircraft systems (UAS), including drones and model aircraft, is regulated by the Federal Aviation Administration (FAA) and relevant state law. Youngstown state university (university) seeks to permit UAS's to be utilized productively in a manner that fully meets institutional, legal, public safety and ethical responsibilities.
- (B) Purpose. To provide direction to anyone seeking to operate a UAS or model aircraft on or above university property or as part of University employment or University activities.
- (C) Scope. This policy applies to:
- (1) Employees, students, and student groups operating UAS's in any location as part of their University employment or as part of University activities;
  - (2) The operation by any person of UAS's or model aircraft on or above Youngstown State University property;
  - (3) The purchase of UAS's with funding through the university, including university accounts, grants, or Youngstown state university foundation accounts, and;
  - (4) The hiring or contracting for any UAS services by a university department, office or unit.

**Agenda Item F.3.d  
Exhibit K**

(D) Definitions.

- (1) University property. Buildings, grounds, and land that are owned, leased, licensed or otherwise controlled by the university including but not limited to any University “air rights” recognized by federal or state law.
- (2) Unmanned aircraft system (UAS), unmanned aircraft (UA), or drone. Any unmanned aerial vehicle, and all of the associated support equipment, control station, data links, telemetry, communications and equipment necessary to operate the unmanned aerial vehicle from a distance of more than one foot via tether or remote control, including but not limited to drones, planes, model aircrafts, helicopters, blimps, balloons or kites. For purposes of this policy collectively referred to as UAS.
- (3) Certificate of Authorization or Waiver (COA). An authorization issued by the Air Traffic Organization (ATO) of the FAA to an operator for a specific UAS activity. A COA may contain provisions or limitations to ensure the UAS can operate safely with other airspace users.
- (4) 333 Exemption. An FAA exemption based on Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA) which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System.
- (5) Model Aircraft. Equipment used only for hobby and recreation purposes and not for commercial purposes.
- (6) Operator. The pilot or individual who is controlling, maneuvering, or commanding an drone, unmanned aircraft, unmanned aircraft system or model aircraft.

(E) Procedures.

- (1) Any individual or group, including university employees, students and student groups, seeking to operate a model aircraft or UAS on university property is responsible for obtaining all required documentation and approvals, and

for compliance with FAA regulations, state and federal laws and university policies.

- (2) The university's office of environmental and occupational health and safety (EOHS) shall be responsible for university procedures, approvals, and instructions regarding UAS and model aircraft operation on university property and for UAS operation pursuant to university employment or university activities. Operators should contact EOHS for applicable forms and procedures.
- (3) Any use of UAS or model aircraft over university property other than by university students, employees or vendors as part of university employment or activities, is only allowed after receiving written approval from the EOHS; and is only permitted pursuant to a written agreement which holds the university harmless from any resulting claims or harm to individuals and damage to university property and provides proof of insurance as required by EOHS.
- (4) If UAS are being used to obtain photos, video or sound for non-university commercial purposes, university commercial use policies must also be followed. In addition to all other requirements, permission for such use must be granted in writing from the office of marketing & communication.
- (5) UAS shall be operated in a responsible manner and shall not create a hazard to university owned or controlled property, the university community or the public at any time and shall not be operated in a way that disrupts instruction or unduly affects the environment of people in or passing through a common space, those working or studying within a building, or those entering, exiting or otherwise making their way about a facility.
- (6) In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private and the unauthorized interception or recording of images, electronic communications and electronic data.

- (7) Any person who observes the use of any UAS or model aircraft on university property should immediately notify the university police department at 330-941-3527.

(F) Prohibited uses.

- (1) UAS's and model aircraft shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with university policy and social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health care rooms
- (2) UAS's and model aircraft shall not be used to monitor the inside of university facilities including but not limited campus daycare facilities.
- (3) UAS's and model aircraft shall not be used to monitor or record sensitive or personal information that may be found, for example, in an individual's workspaces, on computer or other electronic displays

(G) Violations.

- (1) Any violations of this policy will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the university for employees and sanctions for students up and including expulsion from the university.
- (2) Legal prohibitions regarding physical presence on campus, such as trespass, and other legal action may also be pursued against third parties that operate a UAS or model aircraft in violation of this policy.
- (3) Fines or damages incurred by individuals or units that do not comply with this policy will not be paid by the university and will be the responsibility of those persons involved.

- (4) Any person or entity using or operating any UAS or model aircraft in violation of this policy may face criminal and civil penalties and liability under federal and state law.

**University Courtyard Apartments  
Monthly Room Rental Rates**

<u>Unit Type</u>	<u>Proposed FY 2016</u>	<u>Actual FY 2015</u>	<u>Percent Increase</u>	<u>Dollar Increase</u>
1 Bed / 1 Bath	\$805.00	\$780.00	3.2%	\$25.00
2 Bed / 2 Bath	\$680.00	\$660.00	3.0%	\$20.00
4 Bed / 2 Bath	\$590.00	\$570.00	3.5%	\$20.00



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for Second Quarter 2016**

<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>REASON</b>
Parking Services Plant Reserve (Auxiliary Plant Fund)	M-1 Deck Safety Update Project (Auxiliary Plant Fund)	\$1,500,000	Transfer to fund a safety update project to the M-1 Parking Deck, including lighting, staining, and repairs.

**Agenda Item F.3.g**  
**Exhibit M**

***Mission Statement***

Internal Audit will assist The YSU Board of Trustees and University management in the discharge of their oversight, management, and operating responsibilities through *independent* audits and consultations designed to evaluate and promote the system of internal controls, including effective and efficient operations.

***Definition of Internal Auditing***

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

***Authority and Accountability***

To ensure maximum independence and adequate consideration of recommendations, Internal Audit will report to the Audit Subcommittee of the Board of Trustees and will have direct access to the Audit Subcommittee and/or President. Daily interactions and administration of the internal audit contract will be coordinated by the Vice President for Administration and Finance or his designee.

Internal Audit is authorized to have unrestricted access to University information, including records, computer files, property, and personnel of the University in accordance with the authority granted by the Board's approval of this charter and applicable federal and state statutes. Internal Audit is free to review and evaluate all policies, procedures, and practices of any University-related activity, program, or function except where limited by law or University policy.

***Scope of Work***

Internal Audit will assess the University's processes of risk management, control, and governance to ensure that:

- Risks are appropriately identified and managed. **A risk assessment shall be included in the scope of work, regardless of any change in the appointment of Internal Audit in the ensuing contract year, planned or otherwise.**
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employees' actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Quality and continuous improvement are fostered in the University.



In developing the annual audit plan:

- During the March Audit Subcommittee meeting, Internal Audit will meet with the Audit Subcommittee to present its risk-based methodology. During that meeting, the Board will be notified that Internal Audit will begin to develop the annual audit plan. Feedback from the Board is welcome and desired. Next, Internal Audit will meet with the President and Vice President of Administration and Finance to discuss the risk analysis and specific areas of concern. Following that, Internal Audit will meet with the Chair and Vice Chair of the Audit Subcommittee to further discuss the risk analysis and specific areas of Board concern. Finally, Internal Audit will develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or concerns identified by the Board and/or management, and submit that plan to the President and the Chair of the Audit Subcommittee for signature to commence implementation of the plan.
- Internal Audit will implement the annual audit plan and provide quarterly status reports.
- Internal Audit will maintain a professional audit staff with sufficient knowledge, skills, and experience to meet the requirements of this Charter. *As necessary, Internal Audit may engage a third party in instances where specialized skills or expertise may be required to fulfill a particular audit.* At a minimum, Internal Audit will comply with relevant professional standards, such as the *International Standards For The Professional Practice of Internal Auditing* and the *Code of Ethics* of the Institute of Internal Auditors, Inc.
- Internal Audit will issue periodic reports to management, and Audit Subcommittee as appropriate, summarizing results of audit activities.

**3356-7-47 Payment of employee serving as university consultant.**

Previous Policy Number: 7023.02  
Responsible Division/Office: Finance and Administration/Human Resources  
Responsible Officer: VP for Finance and Administration  
Revision History: January 1999; September 2011  
Board Committee: University Affairs  
**Effective Date: September 27, 2011**  
Next Review: 2016

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- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and to pay employees for these additional services.
- (B) Parameters.
- (1) Typically, consultants hired by the university are not full-time faculty or staff members, but on occasion, it may be appropriate to utilize an employee as a consultant.
  - (2) Those employees serving as a consultant on a university grant or project will usually be compensated by an appropriate reduction of workload.
  - (3) Occasionally, it is impossible for an employee to be released from assigned responsibilities. In these circumstances, overload payment for consultant work may be considered.
- (C) Procedures.
- (1) Prior to making any commitments, an employee wishing to serve as a university consultant must first discuss it with the appropriate supervisor.
  - (2) If the employee and supervisor both support the request to serve as a university consultant, a request for approval is submitted in writing to the provost or appropriate vice president. Such a request will contain the following information:

**Agenda Item F.4.a  
Exhibit O**

- (a) Supporting credentials of the employee.
- (b) Detailed description of the services to be performed, including the amount of time required for the assignment.
- (c) The workload reduction needed or the overload payment to the employee with responsibilities that cannot be reduced and the method for determining the amount.
- (d) A letter of support from the employee's supervisor.

**3356-10-19     Supplementary pay for faculty teaching at distant off-campus sites.**

Previous Policy Number:     1019.01  
Responsible Division/Office: Academic Affairs  
Responsible Officer:     Provost and VP for Academic Affairs  
Revision History:     December 1999; March 2007; December 2011  
Board Committee:     Academic Quality and Student Success  
**Effective Date:     December 14, 2011**  
Next Review:     2016

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- (A) Policy statement. On occasion, it is necessary and appropriate to have full-time faculty teach at instructional sites located beyond a fifty-mile radius from the Youngstown campus and to offer supplementary pay.
- (B) Parameters.
- (1) Only full-time faculty engaged in teaching regular for-credit Youngstown state university courses at sites located beyond a fifty-mile radius from the Youngstown campus are eligible for supplementary pay.
  - (2) Faculty engaged in teaching regular for-credit Youngstown state university courses at sites located beyond a fifty-mile radius from the main campus may be reimbursed for travel expenses in accordance with rule 3356-3-05 of the Administrative Code).
  - (3) Faculty teaching off-campus classes are subject to all applicable provisions of the “Agreement between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association.”
  - (4) Should the teaching of a class off-campus trigger an approved overload assignment, the faculty member shall receive overload compensation as provided in the agreement.
  - (5) Supplemental pay shall be determined as follows:

- (a) A teaching assignment involving one travel day (one roundtrip) per week for a full academic term will qualify for five hundred dollars;
- (b) An assignment involving two or more travel days per week for a full academic term will qualify for one thousand dollars; and
- (c) An assignment involving more than two travel days per week per term will make the faculty member eligible for an overnight stay to reduce the travel to two travel days.

3356-7-46 Supplemental~~ry~~ pay~~;~~ for faculty and professional/administrative staff.

Previous Policy Number: 7023.01  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for ~~Finance and Administration~~ Legal Affairs and Human Resources  
Revision History: 1999; December 2003; June 2010; December 2015  
Board Committee: University Affairs  
**Effective Date:** ~~June 11, 2010~~ December 16, 2015  
Next Review: 20~~15~~20

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- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee's assigned duties and responsibilities ~~above and beyond their normal scope of duties~~ and to pay employees for these additional services. This policy does not apply to supplemental payment compensation for externally-funded grants, sponsored programs and contracts. See university policy 3356-7-48.
- (B) Definition. For the purpose of supplemental~~ry~~ pay, an "employee" is defined as any faculty or; professional/administrative staff, ~~or classified civil service staff.~~
- (C) Parameters.
- (1) ~~Assignments of additional duties for s~~Supplemental~~ry~~ pay assignments are intended to enable the university to generally deal with short-term staffing needs ~~problems~~ involving unusual circumstances or; unanticipated situations, or assignments of additional duties beyond the scope of the assigned duties. ~~occasions when normal staffing practices will not suffice.~~ Such assignments will generally not be approved as a routine matter or on a continuing or reoccurring basis and may not exceed six months for professional/administrative staff, or one academic year for faculty. ~~in duration.~~ In special circumstances, with the approval of the president, these time limitations is ~~six-month period can~~ may be extended. ~~for an additional six-month period.~~
- (2) Supplemental~~ry~~ payments to an employee during any fiscal year may not exceed the lesser of either twenty per cent as calculated on the affected employee's full-time salary basis or ten thousand dollars. ~~However, contractual or grant agreements governing externally funded activities and/or which provide special incentives to perform activities beyond an employee's normal scope of work may supersede this monetary limitation.~~ University policy 3356-7-48 "Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff" governs supplemental pay in those situations.

- (3) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental~~ry~~ payments should be made from the appropriate ~~and designated supplemental~~ account code in the university's financial system. Such payments shall be made to the employee ~~as a lump sum payment~~ on a ~~biweekly or~~ semimonthly basis.

Supplemental pay assignments must be approved in advance by the employee or the faculty member's manager in any situation in which the assignment is for work for another university department.

(D) Procedures.

- (1) A department/unit supervisor with the approval of the ~~or divisional~~ executive officer may authorize assignments of additional duties for supplemental pay when ~~encountering~~ short-term staffing problems ~~that~~ cannot be met through normal staffing practices ~~may explore the possibility of assigning additional duties to an employee.~~
- (2) Requests ~~to make for~~ supplemental~~ry~~ payments ~~should~~~~must~~ be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer. ~~Such emergency situations shall not exceed one biweekly or semimonthly pay period.~~
- (3) ~~The division executive officer may authorize assignments of additional duties for supplementary pay.~~ Funds necessary to cover the cost of supplemental~~ry~~ payments will be provided from ~~within~~ the department's ~~division affected supplemental pay account.~~
- (4) ~~Faculty~~ Bargaining unit members should refer to their collective bargaining agreements for additional supplemental pay procedures and requirements.
- (5) The ~~office~~ department of human resources will develop necessary administrative procedures, including a "Supplemental Pay" and form and guidelines for supplemental pay s in order to process and manage supplemental~~ry~~ payments.

**3356-7-46 Supplemental pay for faculty and professional/administrative staff.**

Previous Policy Number: 7023.01  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: 1999; December 2003; June 2010; December 2015  
Board Committee: University Affairs  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. On occasion, it is necessary and appropriate to have employees perform services not included in the employee's assigned duties and responsibilities and to pay employees for these additional services. This policy does not apply to supplemental payment compensation for externally-funded grants, sponsored programs and contracts. See university policy 3356-7-48.
- (B) Definition. For the purpose of supplemental pay, an "employee" is defined as any faculty or professional/administrative staff.
- (C) Parameters.
- (1) Supplemental pay assignments are intended to enable the university to generally deal with short-term staffing needs involving unusual circumstances or unanticipated situations, or assignments of additional duties beyond the scope of the assigned duties. Such assignments will generally not be approved as a routine matter or on a continuing or reoccurring basis and may not exceed six months for professional/administrative staff, or one academic year for faculty. In special circumstances, with the approval of the president, these time limitations may be extended.
  - (2) Supplemental payments to an employee during any fiscal year may not exceed the lesser of either twenty per cent as calculated on the affected employee's full-time salary basis or ten thousand dollars. University policy 3356-7-48 "Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff" governs supplemental pay in those situations.
  - (3) To allow for accurate and transparent financial analysis and reporting and for audit purposes, supplemental payments should be made from the appropriate account code in the university's financial system. Such payments shall be made to the employee on a semimonthly basis.



Supplemental pay assignments must be approved in advance by the employee or the faculty member's manager in any situation in which the assignment is for work for another university department.

(D) Procedures.

- (1) A department/unit supervisor with the approval of the divisional executive officer may authorize assignments of additional duties for supplemental pay when short-term staffing problems cannot be met through normal staffing practices.
- (2) Requests for supplemental payments should be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer.
- (3) Funds necessary to cover the cost of supplemental payments will be provided from the department's supplemental pay account.
- (4) Bargaining unit members should refer to their collective bargaining agreements for additional supplemental pay procedures and requirements.
- (5) The office of human resources will develop necessary administrative procedures, including a "Supplemental Pay" form and guidelines for supplemental pay in order to process and manage supplemental payments.

3356-7-48 Supplemental pay from externally funded grants, ~~and~~ sponsored programs and contracts for faculty and professional/administrative staff.

Previous Policy Number: 7023.03  
Responsible Division/Office: ~~Human Resources~~ Office of Research  
Responsible Officer: Provost and Vice President for Finance and Administration ~~Academic Affairs~~  
Revision History: December 2008; December 2015  
Board Committee: University Affairs  
**Effective Date:** ~~December 17, 2008~~ 16, 2015  
Next Review: ~~2015~~ 20

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- (A) Policy statement. ~~Assignment of duties associated with e~~ Externally-funded grants and contracts are intended to enable the university and its employees to participate in scholarly, creative activities. ~~On occasion,~~ In support of these activities it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and for those employees to receive to pay ~~employees~~ for these additional services.
- ~~(B) — Background. This policy compliments the following board policies:~~
- ~~(1) — Rule 3356-7-46 of the Administrative Code.~~
  - ~~(2) — Rule 3356-7-47 of the Administrative Code.~~
- ~~(C) — Definition. “Supplementary payment compensation” is defined here for faculty and for professional/administrative staff. For classified civil service staff, this issue is dealt with under a separate board policy and follows the guidelines of the Fair Labor Standards Act (“FLSA”).~~
- ~~(D)~~ B) Parameters. ~~Assignment of duties associated with externally-funded grants and contracts is intended to enable the university and its employees to participate in scholarly, creative activities.~~ The sponsors of grant awards ~~impose~~ establish guidelines and compliance requirements ~~which are designed~~ to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from externally funded grants.

sponsored programs and contracts (through the office of grants and sponsored programs research) must be preapproved prior to the inception of the activities for which compensation is sought. The parameters and criteria defining the salary compensation rate structure are determined by university policy, including trustee policies and collective bargaining agreements, as well as and federal compliance regulations.

(1) Payment to faculty.

~~(a) — Youngstown state university — Ohio education association agreement (“YSU-OEA”), article 24.1, “(Faculty Development and Research) External Funding: Faculty members who receive grants for research and other activities which subsidize a portion of the faculty member's salary shall receive a workload reallocation (i.e., reassigned teaching time) providing such specific arrangements were approved by the provost prior to the submission of the grant proposal.”~~

~~(b) Excerpt from federal regulation office of management and budget (“OMB”) A-21. Supplemental pay compensation must be reasonable. The U.S. OMB “Circular A-21— Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions” reads Per Title 2, CFR 200.400 to 200.43, the “Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards”.~~

~~“The pay level for salary rates for periods during and outside the Academic Year: Under current regulations, faculty compensation on sponsored program appointments may never exceed the institutionally established base salary, excluding incidental work, for regular employees serving on sponsored programs.” (Please note that this phrase should be interpreted to read as: “except for” incidental work.)~~ “charges for work performed on Federal awards by faculty members during the academic year are allowable at the Institutional Base Salary (IBS) rate. Except as noted in paragraph (h)(1)(ii) of this section, in no event will charges to Federal awards, irrespective of the basis of

computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an Institute of Higher Education (IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.

YSU accepts the federal definition of "incidental" work as any work in excess of normal for the individual for which supplemental compensation is paid by the institution under institutional policy. To be consistent with the faculty collective bargaining agreement (~~"CBA"~~) between Youngstown state university ("YSU") and the Ohio Education Association (hereinafter referred to as YSU/YSU-OEA CBA), compensation for incidental work is at the equivalent rate as overload pay ~~(as currently described in article 4.7 of the CBA for the 2008–2011 contract year)~~. "Overload" refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned. Based on YSU/YSU-OEA CBA language, for overload, twelve workload hours are equivalent to the normal workload of a full-time faculty member normally employed for forty hours/week.

(e**b**) Faculty salary rate structure (for federal and state grants):

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- (i) During the academic year, external grant funds ~~will be~~ are used to provide workload reallocation (~~or~~ reassigned time or supplemental pay). ~~On rare occasion, a~~ A faculty member ~~is permitted to~~ may receive supplemental ~~ry~~ pay, for project activities that do not overlap with regular workload assignments or other grant-related activities with

appropriate documentation. Further Aadditional compensation can ~~only~~ be provided for those activities defined as “incidental work,” as described above and shall be paid at a rate consistent with standard overload pay. “Overload” refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned. ~~Therefore, for supplemental compensation during an academic year, activities beyond the standard twenty-four workload hours are permitted at a rate established as the dollar amount per workload hour (as described in the current YSU/YSU-OEA CBA).~~

- (ii) ~~During summer months, YSU faculty are typically only paid for teaching duties, as there is no reassigned time for research.~~ Dependent upon the guidelines of the federal grant sponsors, faculty may receive up to three months of additional salary. ~~(not counting summer vacation).~~ Supplemental pay from externally funded grants, sponsored programs, and contracts may not be received by faculty and professional/administrative staff while on leave from the university. ~~These p~~Payments are to be ~~paid~~ at a rate ~~dependent~~ based upon the individual’s ~~prorated~~ institutional base salary (IBS). This rate structure may not exceed the university-established base salary (according to “OMB” circular “A” 21 Title 2, C.F.R. 200, the “Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards”). ~~The Youngstown state university/Youngstown state university—Ohio education association CBA~~ YSU/YSU-OEA CBA specifies a maximum of nine teaching hours to be full-time for summer. For payment purposes in the summer, nine workload hours is considered full-time; with the nine hours being a combination of teaching hours plus research hours (hence, three credit hours is the equivalent of one month induring the summer). Any additional compensation is based on the overload rate

described above, for grant project activities with appropriate documentation.

- (~~d~~c) Payments from private sources including businesses: There are no upper salary rate limits on payments received from the private business sector. However, the minimum payments may not be ~~at a rate~~ less than ~~that~~those charged to federal grants and contracts. During the academic year, ~~these~~ sponsor funds will first be used to cover re-assigned teaching time. ~~As a guide, a~~Additional compensation during the academic year or summer will use a minimum of the pro-rated annual salary or the overload rate. ~~(described in this rule)~~. The sponsored program agreement with a company must be pre-approved and finalized through the associate ~~provost~~vice-president for research. Specific duties ~~involving~~associated with this compensation cannot be the same or overlap with those funded by~~of~~ an existing, concurrent ~~external grant, project, sponsored program, or contract~~.
- ~~(e) — The “Academic Affairs Policy for Supplemental Pay for Research Active Faculty” is incorporated by reference and available at the school of graduate studies and research (append).~~
- (2) Payment to full time professional/administrative staff:
- (a) Under most circumstances, ~~these individuals~~full time professional/administrative staff ~~may~~are not be eligible for ~~any~~ supplemental pay, since these employees have twelve-month full-time appointments or "salaried" positions. Full time professional/~~A~~administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties, ~~and~~. ~~Therefore, they~~ are not eligible for additional compensation for externally-funded activities, except when those activities may be classified as supplemental and incidental work and are that is unrelated to their current duties, ~~, such as filling short term staffing needs, or in support of other unanticipated situations.~~

- (b) ~~In rare circumstances, w~~When supplemental compensation ~~may~~is to be paid, the rate of pay will be based on a pro-rated or ~~the~~-equivalent hourly basis. Compensation is permitted and ~~shall be based,~~shall not exceed the lesser up to a maximum of twenty percent of the ~~earned~~ annual salary or ten thousand dollars during any fiscal year. The specific duties and timeline, on the externally-funded grant or contract must be detailed clearly and pre-approved.
- (c) Department chairs:
- (i) During the summer terms, ~~D~~department chairs (having twelve-month appointments) may wish to undertake grant-funded work that can generate supplemental pay during the summer terms. Chairs are permitted to receive ~~three~~six workload hours of salary at their respective faculty rate, ~~or in combination, the sponsor funds can be used to buy out the reassigned teaching duties.~~
- (ii) During the academic year, ~~funds from external sponsors may be used to supplant the teaching obligations (as reassigned time) of the chairs.~~ ~~C~~chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends, with appropriate documentation.

(3) See Rule 3356-7-46 of the Administrative Code (university policy 3356-7-46 Supplemental Pay) for further information on supplemental pay.

(~~EC~~) Procedures.

- (1) Requests to make and/or receive supplemental compensation, from an external grant, ~~or~~ sponsored program, or contract must be ~~pre-~~approved prior to any work being assigned or undertaken. The request for payment must be a justifiable expenditure, as documented in the formal grant budget awarded by the external sponsoring agency. In all cases, supplemental compensation to

faculty, administrative staff and department chairs is subject to the approval by their respective dean, unit head, vice president, or the provost. The principal investigator (PI) authorizes payment to an employee on a form (“Request for Grant-Funded Supplemental Pay”), which must be submitted to the associate ~~provost~~vice-president for research for ~~pre~~-approval, prior to any grant work being initiated.

- (2) Both the PI and the payee attest that the activities for supplemental compensation were performed as described. The PI and payee are expected to document their times spent on federally funded grant activities, as instructed by the office of ~~grants accounting~~research. The university will develop and maintain the necessary administrative procedures to process and manage supplemental payments.



**3356-7-48 Supplemental pay from externally funded grants, sponsored programs and contracts for faculty and professional/administrative staff.**

Previous Policy Number: 7023.03  
Responsible Division/Office: Office of Research  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: December 2008; December 2015  
Board Committee: University Affairs  
**Effective Date: December 16, 2015**  
Next Review: 2020

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- (A) Policy statement. Externally-funded grants and contracts enable the university and its employees to participate in scholarly, creative activities. In support of these activities it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties and for those employees to receive pay for additional services.
- (B) Parameters. The sponsors of grant awards establish guidelines and compliance requirements to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from externally funded grants, sponsored programs and contracts (through the office of research) must be approved prior to the activities for which compensation is sought. The parameters and criteria defining salary compensation are determined by university policy, collective bargaining agreements, and federal compliance regulations.
- (1) Payment to faculty.
- (a) Per Title 2, CFR 200.400 to 200.43, the “Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards”:
- “charges for work performed on Federal awards by faculty members during the academic year are allowable at the Institutional Base Salary (IBS) rate. Except as noted in paragraph (h)(1)(ii) of this section, in no event will charges

to Federal awards, irrespective of the basis of computation, exceed the proportionate share of the IBS for that period. This principle applies to all members of faculty at an institution. IBS is defined as the annual compensation paid by an Institute of Higher Education (IHE) for an individual's appointment, whether that individual's time is spent on research, instruction, administration, or other activities. IBS excludes any income that an individual earns outside of duties performed for the IHE. Unless there is prior approval by the Federal awarding agency, charges of a faculty member's salary to a Federal award must not exceed the proportionate share of the IBS for the period during which the faculty member worked on the award.

YSU accepts the federal definition of "incidental" work as any work in excess of normal for the individual for which supplemental compensation is paid by the institution under institutional policy. To be consistent with the faculty collective bargaining agreement between Youngstown state university ("YSU") and the Ohio Education Association (hereinafter referred to as YSU/YSU-OEA CBA), compensation for incidental work is at the equivalent rate as overload pay. "Overload" refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned. Based on YSU/YSU-OEA CBA language, for overload, twelve workload hours are equivalent to the normal workload of a full-time faculty member normally employed for forty hours/week.

- (b) Faculty salary rate structure (for federal and state grants).
  - (i) During the academic year, external grant funds are used to provide workload reallocation (reassigned time or supplemental pay). A faculty member may receive supplemental pay, for project activities that do not overlap with regular workload assignments or other grant-related activities with appropriate documentation. Further additional compensation can be provided for those activities defined as "incidental work," as described above and shall be

paid at a rate consistent with standard overload pay. "Overload" refers to those activities beyond the standard twenty-four workload hours during an academic year that are normally assigned.

- (ii) Dependent upon the guidelines of the federal grant sponsors, faculty may receive up to three months of additional salary. Supplemental pay from externally funded grants, sponsored programs, and contracts may not be received by faculty and professional/administrative staff while on leave from the university. Payments are to be at a rate based upon the individual's institutional base salary (IBS). This rate structure may not exceed the university-established base salary (according to Title 2, C.F.R. 200, the "Uniform Administrative Cost Requirements, Cost Principals, and Audit Requirements for Federal Awards"). The YSU/YSU-OEA CBA specifies a maximum of nine teaching hours to be full-time for summer. For payment purposes in the summer, nine workload hours is considered full-time; with the nine hours being a combination of teaching hours plus research hours (hence, three credit hours is the equivalent of one month during the summer). Any additional compensation is based on the overload rate described above, for grant project activities with appropriate documentation.
- (c) Payments from private sources including businesses: There are no upper salary rate limits on payments received from the private business sector. However, minimum payments may not be less than those charged to federal grants and contracts. During the academic year, sponsor funds will first be used to cover re-assigned teaching time. Additional compensation during the academic year or summer will use a minimum of the pro-rated annual salary or the overload rate. The sponsored program agreement with a company must be pre-approved and finalized through the associate vice-president for research. Specific duties associated with this compensation cannot be the same or overlap with those

funded by an existing, concurrent grant, sponsored program, or contract.

- (2) Payment to full time professional/administrative staff.
  - (a) Under most circumstances, full time professional/administrative staff are not eligible for supplemental pay, since these employees have twelve-month full-time appointments or "salaried" positions. Full time professional/administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties, and are not eligible for additional compensation for externally-funded activities, except when those activities may be classified as supplemental and incidental that is unrelated to their current duties, such as filling short term staffing needs, or in support of other unanticipated situations.
  - (b) When supplemental compensation is to be paid, the rate of pay will be based on a pro-rated or equivalent hourly basis. Compensation is permitted and shall not exceed the lesser of twenty percent of the annual salary or ten thousand dollars during any fiscal year. The specific duties and timeline, on the externally-funded grant or contract must be detailed clearly and pre-approved.
  - (c) Department chairs.
    - (i) During the summer terms, department chairs (having twelve-month appointments) may wish to undertake grant-funded work that can generate supplemental pay during the summer terms. Chairs are permitted to receive six workload hours of salary at their respective faculty rate.
    - (ii) During the academic year, chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends, with appropriate documentation.

- (3) See Rule 3356-7-46 of the Administrative Code (university policy 3356-7-46 Supplemental Pay) for further information on supplemental pay.

(C) Procedures.

- (1) Requests to make and/or receive supplemental compensation, from an external grant, sponsored program, or contract must be approved prior to any work being assigned or undertaken. The request for payment must be a justifiable expenditure, as documented in the formal grant budget awarded by the external sponsoring agency. In all cases, supplemental compensation to faculty, administrative staff and department chairs is subject to the approval by their respective dean, unit head, vice president, or the provost. The principal investigator (PI) authorizes payment to an employee on a form (“Request for Grant-Funded Supplemental Pay”), which must be submitted to the associate vice-president for research for approval prior to any grant work being initiated.
- (2) Both the PI and the payee attest that the activities for supplemental compensation were performed as described. The PI and payee are expected to document their times spent on federally funded grant activities, as instructed by the office of research. The university will develop and maintain the necessary administrative procedures to process and manage supplemental payments.

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**8/16/15 through 10/15/15**

**Appointments – 23**

**New Positions – 7**

- Professional Administrative Staff – 0
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 4
- Faculty – 0

**Replacement Positions – 16**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 7
- Faculty – 1

**Separations – 7**

- Professional Administrative Staff – 0
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 2
- Faculty – 1

**Reclassifications – 0**

**Promotions – 2**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 0
- Faculty – 0

**Transfers – 0**

**Salary Adjustments/Position Audits – 4**

- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 1

**Displacements – 0**

**Layoffs – 0**

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Molly O'Malley	APAS	Housing Coordinator	Housing & Residence Life	9/16/2015	1.00	\$ 27,670.00
Lucas Politsky	APAS	Housing Coordinator	Housing & Residence Life	9/1/2015	1.00	\$ 28,170.00
Llancyllius Williams	APAS	Coordinator	Math Assistance Center	9/8/2015	1.00	\$ 48,000.00
Melissa Chizmar	Externally Funded	Site Coordinator	Center for Human Service Development	9/1/2015	0.60	\$ 25,500.00
Kristin DelMonaco	Externally Funded	Instruction Specialist	Rich Center for Autism	9/1/2015	1.00	\$ 21,175.00
Jean Fitch	Externally Funded	Site Coordinator	Center for Human Service Development	9/1/2015	0.60	\$ 25,500.00
Hayley Jenkins	Externally Funded	Assistant Site Coordinator	Center for Human Service Development	9/16/2015	0.60	\$ 18,720.00
Amy Klingensmith	Externally Funded	Site Coordinator	Center for Human Service Development	9/1/2015	0.60	\$ 25,500.00
Todd McDavid	Externally Funded	Regional Admissions Officer	Enrollment Management	8/16/2015	0.48	\$ 24,000.00
Patrick O'Brien	Externally Funded	Instruction Specialist	Rich Center for Autism	9/1/2015	1.00	\$ 21,175.00
Katherine Perry	Externally Funded	Instruction Specialist	Rich Center for Autism	10/1/2015	1.00	\$ 22,446.00
Kenneth Pugh	Externally Funded	Coordinator	Upward Bound	9/21/2015	1.00	\$ 30,090.00
Cathy Sankey	Externally Funded	Regional Admissions Officer	Enrollment Management	10/5/2015	0.39	\$ 16,042.00
Jo Ann Sicafuse	Externally Funded	Instruction Specialist	Rich Center for Autism	10/1/2015	1.00	\$ 21,175.00
Raymond Shaffer	Faculty	Assistant Professor	Accounting & Finance	9/1/2015	1.00	\$ 69,616.00
Kimberlee Avery	P/A Excluded	Associate Director Transfer, Recruitment & Admissions	Undergraduate Admissions	9/8/2015	1.00	\$ 60,000.00
Chelsea Gilliam	P/A Excluded	Head Women's Bowling Coach	Athletics	9/1/2015	0.75	\$ 25,000.00
Jody Kraner	P/A Excluded	Associate Director of Admissions - Operations	Undergraduate Admissions	9/16/2015	1.00	\$ 60,000.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Ronald Markowitz	P/A Excluded	Temporary Coordinator	Center for Student Progress	10/1/2015	1.00	\$ 37,189.00
Fredrick Robinson	P/A Excluded	Assistant Coach-Men's Basketball	Athletics	9/21/2015	1.00	\$ 62,000.00
Andrew Shepard-Smith	P/A Excluded	Director	Grants & Sponsored Programs	9/16/2015	1.00	\$ 100,000.00
Jacqueline Smith	P/A Excluded	Assist Coach Swimming & Diving	Athletics	10/1/2015	1.00	\$ 32,169.00
Sara Zilles	P/A Excluded	Assistant Softball Coach	Athletics	9/16/2015	1.00	\$ 34,555.00



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>
Rona Butler	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	8/21/2015	1.00	\$ 28,032.00
Eugene Mach	Externally Funded	Coordinator	Upward Bound	8/20/2015	1.00	\$ 30,090.00
Susan Leson	Faculty	Associate Professor	Human Ecology	9/25/2015	1.00	\$ 64,857.00
Brian DePaoli	P/A Excluded	Assistant Men's Basketball Coach	Athletics	9/8/2015	1.00	\$ 60,000.00
Thomas Finnerty	P/A Excluded	Associate Director	Center for Urban & Regional Studies	9/30/2015	1.00	\$ 71,415.30
Steve Hall	P/A Excluded	Assistant Men's Basketball Coach	Athletics	8/31/2015	1.00	\$ 62,000.00
Teri Riley	P/A Excluded	Senior Associate Provost	Provost VP - Academic Affairs	9/20/2015	1.00	\$ 137,088.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
RECLASSIFICATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
None							

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THORUGH 10/15/15  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
William D'Amico	APAS	Assistant Director	Undergraduate Admissions	9/1/2015	1.00	\$ 44,000.00	\$ 32,000.00
Kevin Bruinsma	P/A Excluded	Assistant Coach Men's Basketball	Athletics	9/21/2015	1.00	\$ 60,000.00	\$ 40,007.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
None						

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
SALARY ADJUSTMENTS/POSITION AUDITS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Amy Cossentino	P/A Excluded	Director	University Scholars & Honors Program	10/16/2015	1.00	\$ 84,849.00	1.00	\$ 79,097.00
Danielle Meyer	P/A Excluded	Director	Housing & Residence Life	8/16/2015	1.00	\$ 75,508.00	1.00	\$ 70,568.00
Trevor Parks	P/A Excluded	Director	Sports Information	8/16/2015	1.00	\$ 55,058.00	1.00	\$ 51,456.00
Patricia Veisz	P/A Externally funded	Temporary Director	WCBA	10/1/2015	0.85	\$ 62,534.00	1.00	\$ 73,569.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
DISPLACEMENTS RESULTING FROM LAYOFF**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE</b>	<b>NEW DEPARTMENT</b>	<b>DATE DISPLACED</b>	<b>FTE</b>
None					

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 8/16/15 THROUGH 10/15/15  
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF LAYOFF</b>	<b>FTE</b>	<b>SALARY</b>
None						