

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

Tod Hall
Thursday, December 1, 2016

Pursuant to notice duly given, a regular meeting (the three hundred forty-eighth) of the Board of Trustees of Youngstown State University convened at 2:00 p.m., on Thursday, December 1, 2016, in the Board Room in Tod Hall.

Nine 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, Dr. Anita A. Hackstedde, Mr. James E. Roberts, Dr. John R. Jakubek, Dr. Charles R. Bush, Mr. Samuel W. Grooms and Mr. Allan K. Metz. Ms. Delores E. Crawford and Ms. Samantha Anderson were absent.

Also present were: Mr. James P. Tressel, President of the university; Dr. Martin Abraham, Provost and Vice President for Academic Affairs; 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 MEETING HELD SEPTEMBER 15, 2016.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held September 15, 2016 (#347) 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. ANITA A. HACKSTEDDE

The chairperson reported that Governor Kasich had appointed Dr. Anita A. Hackstedde as a trustee to complete the unexpired term of the late James Greene, concluding in

May 2021. At the request of the chairperson, the secretary administered the oath of office to Dr. Hackstedde, and she was invited to take her seat with the board of trustees.

ITEM IV – REPORT OF THE PRESIDENT OF THE UNIVERSITY

President Tressel welcomed Dr. Hackstedde to the Board of Trustees and thanked the board of trustees and the campus community for their support and patience shown to him over the last 2 ½ years. Mr. Tressel said that during that time he was greatly encouraged by the work of the finance area and the campus-wide effort extended in bringing a \$10 million budget shortfall to a balanced budget. Mr. Tressel said that he continues to look forward to the day-to-day work of increasing YSU's excellence.

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 and Student Affairs Committee

Dr. Abraham introduced Dr. Greg Moring, Professor and Chair of the Department of Art, who offered a presentation on the contributions of Professor Christine McCullough with human and computer evaluations of face sketches with implications for forensic investigations; Assistant Professor Missy McCormick with the YSU Empty Bowls Fundraising Event; Assistant Professor Robert J. Thompson with the “City of You” Brand Identity Project for the City of Youngstown; Assistant Professor Robert Twomey with “ysu3dp” and an introduction to 3D Printing Workshops, and the collaboration of 15 participating faculty and staff from the College of Creative Arts & Communication, the College of Science, Technology, Engineering & Mathematics and the Williamson College of Business Administration in the Launch Lab Initiative. A copy of Dr. Moring's presentation is attached to these minutes.

Dr. Betty Jo Licata, Dean of the Williamson College of Business Administration, introduced Mr. Corey Patrick, a senior Marketing and Finance major. Mr. Patrick described his YSU experiences, which included several internships, membership in 9 student organizations including Enactus and Student Government, and Monus and Beeghly fellowships.

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

Resolution of Appreciation
Regarding Campus Climate Survey

YR 2017-21

WHEREAS, Youngstown State University (YSU) participated in The Chronicles Great Colleges to Work For Survey, a study designed to provide feedback to universities regarding the quality of their workplace, from March 16 through April 8, 2016; and

WHEREAS, the results of the survey were reviewed and summarized by the YSU Office of Assessment in September 2016. The information was shared with the Academic Senate Executive Committee (ASEC), who took a leadership role to design ways to disseminate the information and receive feedback. The ASEC, in tandem with the Office of the Provost, formed open forums to discuss possible solutions to the issues identified in the Survey. The ASEC also formed college focus groups to provide greater opportunities for input at the college level; and

WHEREAS, a tremendous amount of time and energy was expended by many members of the YSU community in moderating and note-taking at the forums and focus groups, gathering feedback, and analyzing and processing the data from the feedback, and preparing a final report; and

WHEREAS, Hillary Fuhrman, Director of Assessment, developed the materials to present the results of the survey, helped to train the moderators and note-takers, and made available a tool for faculty and staff to share opinions. Ms. Fuhrman displayed exemplary leadership in undertaking this project with the utmost professionalism; and

WHEREAS, the Senate Executive Committee, consisting of Chester R. Cooper, Adam Earnhardt, Carol M. Lamb, Ramesh Dangol, Tomi Ovaska, Daniel O'Neill, Amy Flick, Patrick Spearman, Cathy Bieber Parrott, and Gabriella N. Gessler, served the University in promoting open and frank discussions on campus; and leading the sessions in a positive light; and

WHEREAS, many faculty, staff, and students, including Rebecca Badawy, Mari Ann Cann, Rebecca Curnalia, Ramesh Dangol, Amy Flick, Connie Frisby, Gabriella N. Gessler, Jaietta Jackson, Melanie Leonard, Dorian Mermer, Tyler Miller-Gordon, Cary Wecht, Debbie Yiannaki, and Jennifer Young, helped to facilitate the Open Forums and Focus Groups by their participation of being a moderator or a note taker; and

WHEREAS, a group of faculty and staff, including Annette Burden, Justin Edwards, Hillary Fuhrman, Becky Geltz, Alison Kaufman, Jill Mogg, Alicia Prieto Langarica, Kriss Schueller, and Emre Ulusoy, spent numerous hours reading, coding, analyzing, and grouping the data, creating primary themes and sub-themes, and preparing a final document that is a true reflection of the almost nine hundred comments received; and

WHEREAS, the members of the Board of Trustees understand and appreciate the time and energy that was expended by these individuals and wish to thank them for their dedication and service to Youngstown State University with this very important project;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Hillary Fuhrman, the Senate Executive Committee, and all of the faculty, staff, and students named above regarding their service with the Campus Climate Survey, and for their efforts in promoting the welfare and best interests of Youngstown State University and the Community it serves.

Resolution of Support for Appalachian Regional Commission Grant

YR 2017-22

WHEREAS, Youngstown State University (YSU) has applied for Appalachian Regional Commission Funding to secure Flexible Hybrid Electronics Manufacturing Equipment for career-specific education and workforce development; and

WHEREAS, the Appalachian Regional Commission (ARC) has grant funds in the amount of \$187,000.00 available for equipment in support of advanced manufacturing education; and

WHEREAS, the ARC grant would enable YSU to offer expanded relevant curriculum supported by the addition of this equipment; and

WHEREAS, the equipment will accelerate the development of a shared regional resource supporting educational needs in flexible automation and 3D printed electronics; and

WHEREAS, this equipment will further position YSU as a regional and national leader in advanced manufacturing education; and

WHEREAS, YSU supports a cost match of \$313,000.00 through a combination of philanthropic contributions specifically directed for advanced manufacturing education and leveraged state grant funding;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby support YSU's submission of the Flexible Hybrid Manufacturing Equipment grant proposal to the Appalachian Regional Commission and, if awarded, developing the curriculum to fully leverage these resources for students throughout the region.

Resolution to Modify
Graduate Faculty Policy, 3356-10-2 (Previous Policy Number 1002.01)

YR 2017-23

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

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

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

WHEREAS, the Graduate Faculty policy has been reviewed in accordance with the scheduled review dates at Youngstown State University, and has been 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 Graduate Faculty, policy number 3356-10-2 (previous Policy Number 1002.01) shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Affiliate Scholars Policy, 3356-10-3 (Previous Policy Number 1003.01)

YR 2017-24

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

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

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

WHEREAS, the Affiliate Scholars policy has been reviewed in accordance with the scheduled review dates at Youngstown State University, and has been 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 Affiliate Scholars, policy number 3356-10-3 (previous Policy Number 1003.01) shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Admission, Retention and
Graduation Standards Policy, 3356-10-6 (Previous Policy Number 1006.01)

YR 2017-25

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

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

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

WHEREAS, the Admission, Retention and Graduation Standards policy has been reviewed in accordance with the scheduled review dates at Youngstown State University, and has been 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 Admission, Retention and Graduation Standards, policy number 3356-10-6 (previous Policy Number 1006.01) shown as Exhibit C attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Research Misconduct Policy, 3356-10-16 (Previous Policy Number 1016.01)

YR 2017-26

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

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

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

WHEREAS, the Research Misconduct policy has been reviewed in accordance with the scheduled review dates at Youngstown State University, and has been 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 Research Misconduct, policy number 3356-10-16 (previous Policy Number 1016.01) shown as Exhibit D attached hereto. A copy of the policy indicating changes to be made is also attached.

2. Institutional Engagement Committee.

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

Resolution to Accept
Alumni Engagement and WYSU Memberships

YR 2017-27

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 E 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.

Resolution to Accept Gift of Real Estate

YR 2017-28

WHEREAS, Youngstown State University Board of Trustees policy provides that the Board of Trustees may be the recipient of gifts of real estate as determined by the President and as recommended to the Institutional Engagement Committee of the Board of Trustees; and

WHEREAS, the Youngstown State University Foundation owns real estate located within the University's campus as identified on the property map ("Real Estate") attached hereto as Exhibit F; and

WHEREAS, the Youngstown State University Foundation seeks to gift the Real Estate to the Board of Trustees for use by the University; and

WHEREAS, the President recommends that the Board of Trustees accept the gift of Real Estate from the Youngstown State University Foundation.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept the gift of Real Estate from the Youngstown State University Foundation and requests that the President acknowledge the acceptance of this gift and express our gratitude to the Youngstown State University Foundation for their support of the University.

3. Finance and Facilities Committee.

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

Resolution to Modify Purchasing Limits for
Competitive Selection Policy, 3356-3-03 (Previous Policy Number 3003.01)

YR 2017-29

WHEREAS, University 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 Purchasing Limits for Competitive Selection 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 University Policy Purchasing Limits for Competitive Selection, policy number 3356-3-03 (Previous Policy Number 3003.01), shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution of Intent to Locally Administer
Capital Facilities Projects Receiving Less than Four Million Dollars

YR 2017-30

WHEREAS, Youngstown State University (“University”) receives state capital appropriations on a biennial basis for the purpose of capital facilities projects; and

WHEREAS, Ohio Revised Code Section 3345.50 authorizes a state university to administer any capital facilities project for which the total amount of funds expected to be appropriated by the general assembly does not exceed four million dollars without the supervision, control, or approval of the Ohio Facilities Construction Commission, so long as the board of trustees notifies the Chancellor of Higher Education in writing of its intent to administer the capital facilities project; and the board of trustees complies with the guidelines established pursuant to section 153.16 of the Ohio Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project; and

WHEREAS, the University has qualified and experienced staff that have successfully administered capital facilities projects over several biennia; and

WHEREAS, the University intends to locally administer capital facilities projects receiving less than four million dollars in state capital appropriations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University, pursuant to Ohio Revised Code Section 3345.50, does hereby authorize the University to locally administer capital facilities projects receiving less than four million dollars in state capital funds, and does hereby notify the Chancellor of Higher Education of its intent to have the University administer said capital facilities projects; and shall comply with the guidelines established by Ohio Revised Code Section 153.16 and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the projects.

Resolution to Approve Room Rental Rates for the
University Courtyard Apartments, Effective Fall Semester 2017

YR 2017-31

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 H, effective fall semester 2017.

Resolution to Approve Room and
Board Rates for University Housing, Effective Fall Semester 2017

YR 2017-32

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 Housing is seeking an increase to its Board Plan only for FY17-18; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the room and board rates for University Housing, as shown in Exhibit I, effective fall semester 2017.

Resolution to Approve Interfund Transfers

YR 2017-33

WHEREAS, University 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 J.

Resolution to Renew and Amend the Internal Audit Charter

YR 2017-34

WHEREAS, the Internal Audit Charter (the Charter) defines the internal audit activity's purpose, authority, and responsibility; and

WHEREAS, the Charter establishes the internal audit activity's functional reporting relationship with the audit subcommittee, authorizes access to records, personnel, and physical properties relevant to the performance of engagements, and defines the scope of internal audit activities; and

WHEREAS, the Charter has been revised and modified; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby renew and amend the Internal Audit Charter, as shown in Exhibit L and made part hereof

Resolution to Approve the FY17 Annual Internal Audit Plan

YR 2017-35

WHEREAS, the Annual Internal Audit Plan contains the planned scope and time budget of audit engagements for the fiscal year; and

WHEREAS, Internal Audit assesses risk annually and focuses priorities of the Annual Internal Audit Plan on risk exposures throughout the university; and

WHEREAS, the risk-based Annual Internal Audit Plan for fiscal year 2017 has been developed; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the FY17 Annual Internal Audit Plan, as shown in Exhibit M and made part hereof.

Mr. Schiavone reported that the Audit Subcommittee met on November 30, 2016. The subcommittee recommended the renewal and amendment of the Internal Audit Charter and the FY17 Annual Internal Audit Plan. The committee received reports from internal auditor Sarah Gampo regarding the establishment of an anonymous ethics reporting hotline, an internal audit strategic plan and audit timeline matrix. The subcommittee also received the annual required communication from Ms. Angie Lewis, CPA, of Crowe Horwath, the university's external auditor.

Dr. Jakubek reported that the Investment Subcommittee also met on November 30, 2016. The subcommittee received reports from the Hartland & Co., the university's investment advisors, regarding the university's endowment and non-endowment investments. The subcommittee approved revisions to the Asset Allocation and Fixed Income Guidelines and approved investment rebalance recommendations proposed by Hartland.

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 seven resolutions adopted by general consent:

Resolution to Modify
Employee Files Policy, 3356-7-39; (Previous Policy Number 7019.01)

YR 2017-36

WHEREAS, University 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 Employee Files 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 University Policy Employee Files, policy number 3356-7-39 (Previous Policy Number 7019.01), shown as Exhibit N attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Employee Assistance Program Policy, 3356-7-51; (Previous Policy Number 7026.01)

YR 2017-37

WHEREAS, University 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 Employee Assistance Program 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 University Policy Employee Assistance Program, policy number 3356-7-51 (Previous Policy Number 7026.01), shown as Exhibit O attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Rescind
Domestic Partners Benefits Policy, 3356-7-49; (Previous Policy Number 7025.01)

YR 2017-38

WHEREAS, University 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 University Policy governing Domestic Partners Benefits, policy number 3356-7-49 (Previous Policy Number 7025.01), shown as Exhibit P, attached hereto.

Resolution to Modify
Drug-Free Environment Policy, 3356-7-20; (Previous Policy Number 7006.01)

YR 2017-39

WHEREAS, University 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 Drug-Free Environment 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 University Policy Drug-Free Environment, policy number 3356-7-20 (Previous Policy Number 7006.01), shown as Exhibit R attached hereto. A copy of the policy indicating changes to be made is also attached.

Resolution to Ratify
Personnel Actions – Faculty and PA Staff

YR 2017-40

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 15, 2016, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2016-2017 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-9-02, Selection and Annual Evaluation of Ad-

ministrative Officers of the University; 3356-7-42, Selection of Professional/Administrative Staff; and 3356-7-43, Externally Funded Professional/Administrative Staff;

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.

Resolution to Ratify
Personnel Actions – Intercollegiate Athletics Staff and Coaching

YR 2017-41

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 15, 2016, meeting of the Board of Trustees; and

WHEREAS, such personnel actions are in accordance with the 2016-2017 Budget and with University policies 3356-2-02, Equal Opportunity and Affirmative Action Recruitment and Employment; 3356-7-36, Hiring and Selection Process, Contracts and Compensation for Intercollegiate Athletic Coaches; 3356-9-02, Selection and Annual Evaluation of Administrative Officers of the University; and 3356-7-42, Selection of Professional/Administrative Staff;

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 T attached hereto.

5. Executive Committee

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

Resolution to Extend, Revise and Restate the
Employment Agreement with Youngstown State University President James P. Tressel

YR 2017-42

WHEREAS, pursuant to Resolution YR 2014-75, Mr. James P. Tressel has been employed as President of Youngstown State University since July 1, 2014; and

WHEREAS, Mr. Tressel, to the satisfaction of the Board of Trustees, has served the University well during his tenure as President of the University; and

WHEREAS, the Board of Trustees of Youngstown State University has determined that it is in the best interest of the University to extend, revise and restate Mr. Tressel's contract of employment as President of Youngstown State University.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the extension, revision and restatement of Mr. James P. Tressel's employment contract as President of Youngstown State University upon the terms and conditions set forth in the document entitled "Presidential Employment Agreement" shown as Exhibit U , attached hereto, and authorizes the Board's Chairperson to execute said Presidential Employment Agreement on behalf of Youngstown State University.

6. Governance Committee

The chairperson stated that the Governance Committee today announces a proposed amendment to the Board's *Bylaws*. Voting on the adoption of the proposed amendment to the board's *Bylaws* will occur at the next meeting of the board of trustees. The proposed amendment to the *Bylaws* would appoint the chair of the YSU Academic Senate as a nonvoting member of the board's Academic and Student Affairs Committee. The proposed amendment provides that in the event that the chair of the academic senate is not a member of the YSU faculty, then the faculty member holding the most senior position within the Academic Senate leadership shall hold this position. A redlined version of the proposed amendment to the *Bylaws* is attached to these minutes as Exhibit V.

ITEM VI – COMMUNICATIONS AND MEMORIALS

Mrs. Weimer read a letter from Dr. Tod Porter, Professor and Chair of the Department of Economics, thanking the board of trustees for conferring Faculty Emeritus status upon Dr. Porter's late wife, Dr. Terri Riley.

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 congratulated Mr. Tressel on the extension of his employment agreement with the university and thanked him for his tireless efforts on behalf of YSU.

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:

- 3:00 p.m., Thursday, March 16, 2017
- 3:00 p.m., Wednesday, June 14, 2017
- 3:00 p.m., Wednesday, September 13, 2017

ITEM XI – ADJOURNMENT

There being no further business to come before the board of trustees, and upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 2:35 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

3356-10-02 Graduate faculty.

Previous Policy Number: 1002.01
Responsible Division/Office: College of Graduate Studies
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: December 1997; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The graduate faculty shall consist of the president of the university, the provost/vice president for academic affairs, the dean of the college of graduate studies, the deans of the colleges, and faculty members qualified to teach graduate courses as determined by the dean of graduate studies, and the graduate faculty.
- (B) Definition. Graduate faculty membership includes:
- (1) Category 3 members, who are not employed by Youngstown state university and whose academic entitlements are determined by the dean of graduate studies in consultation with the graduate council;
 - (2) Category 2 members, who may teach graduate courses and supervise master's-level graduate work and participate fully in activities of graduate studies committees; and may vote in graduate faculty meetings;
 - (3) Category 1 members, who may teach and supervise master's- and doctoral-level work and have full rights and privileges in governance of the college of graduate studies. In addition, those faculty serving as chairpersons of doctoral committees shall meet advanced requirements determined by the appropriate college departments and approved by the dean of graduate studies in addition to those necessary for category 1 members.
- (C) Parameters.

- (1) The graduate council is the representative governance unit for the graduate faculty and the college of graduate studies.
- (2) Criteria and internal college procedures for appointment to the graduate faculty are recommended by the individual colleges and approved by the graduate council.
- (3) The graduate faculty recommends and maintains standards for graduate admissions, courses, programs, and degrees, plus rules and procedures to give uniformity to the quality of graduate instruction throughout the university. It shall make recommendations concerning curricular activities required for graduate degrees and make suggestions to the departments concerning courses for graduate credit. It shall encourage the development and improvement of graduate work and research.
- (4) Graduate council policies and procedures are found in the “College of Graduate Studies Academic Policy Book.”

3356-10-02 Graduate faculty.

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Previous Policy Number: 1002.01
Responsible Division/Office: College of Graduate Studies ~~and Research~~
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: December 1997; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: ~~March 18, 2011~~ December 1, 2016
Next Review: ~~2015~~ 21

(A) Policy statement. The graduate faculty shall consist of the president of the university, the provost/vice president for academic affairs, the ~~associate provost for research and dean of the school~~ dean of the college of graduate studies ~~and research~~, the deans of the colleges, and faculty members qualified to teach graduate courses as determined by the ~~associate provost for research and dean of graduate studies~~ ~~and research~~, and the graduate faculty.

(B) Definition. Graduate faculty membership includes:

(1) ~~Category 3 Adjunct~~ members, who are not employed by Youngstown state university and whose academic entitlements are determined by the ~~associate provost for research and dean of graduate studies~~ ~~and research~~ in consultation with the graduate council;

~~(2) Designated members, who may teach masters level courses within a specifically delineated area;~~

~~(23)~~ ~~Associate~~ Category 2 members, who may teach graduate courses and supervise master's-level graduate work and participate fully in activities of graduate studies committees; and may vote in graduate faculty meetings;

~~(34)~~ ~~Regular~~ Category 1 members, who may teach and supervise master's- and doctoral-level work and have full rights and privileges in governance of the ~~school of graduate studies and research~~ college of graduate studies. In addition, those faculty

Agenda Item F.1.d
Exhibit A

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serving as chairpersons of doctoral committees shall meet advanced requirements determined by the appropriate college departments ~~ands~~ approved by the ~~associate provost for research and~~ dean of graduate studies ~~and research~~ in addition to those necessary for category 1 regular members.

(C) Parameters.

- (1) The graduate council is the representative governance unit for the graduate faculty and the ~~school of graduate studies and research~~ college of graduate studies.
- (2) Criteria and internal college procedures for appointment to the graduate faculty are recommended by the individual colleges and approved by the graduate council.
- (3) The graduate faculty recommends and maintains standards for graduate admissions, courses, programs, and degrees, plus rules and procedures to give uniformity to the quality of graduate instruction throughout the university. It shall make recommendations concerning curricular activities required for graduate degrees and make suggestions to the departments concerning courses for graduate credit. It shall encourage the development and improvement of graduate work and research.
- (4) Graduate council policies and procedures are found in the “~~School of Graduate Studies and Research~~ College of Graduate Studies Academic Policy Book.”

- (5) When applying for external funding and invoking the university affiliation, affiliated scholars will follow university procedures and will assign to Youngstown state university indirect cost reimbursement awarded by the grantor.
- (6) The university administers any grant monies awarded to the affiliated scholar whose grant application names Youngstown state university as the institutional affiliation.

3356-10-03 Affiliated scholars.

Previous Policy Number: 1003.01
Responsible Division/Office: ~~Academic Affairs~~Office of the Provost
Responsible Officer: Provost and Vice President~~P~~ for Academic Affairs
Revision History: March 1998; March 2007; March 2011;
 December 2016
Board Committee: Academic and Student Affairs
Effective Date: ~~March 18, 2014~~December 1, 2016
Next Review: 2016~~21~~

- (A) Policy statement. The university encourages the affiliation of non-university individuals engaged in appropriate scholarly activity. Such appointments are either externally funded or non-remunerative.
- (B) Definition. “Affiliated scholars” are individuals with a record of ongoing scholarship or research who are not full-time faculty. Affiliated scholars are expected to hold the appropriate terminal degree and to be engaged in ongoing scholarly activity.
- (C) Parameters.
 - (1) The associate ~~provost for vice president for research and dean of the school of graduate studies and research~~ or designee, in cooperation with the college dean and the university research council, is responsible for the nomination of affiliated scholars. Offers of appointment as affiliated scholars are the responsibility of the provost/vice president for academic affairs.
 - (2) Affiliated scholars will credit Youngstown state university in publications stemming from scholarly activity conducted while affiliated with the university. Copies of publications will be provided to the associate ~~provost vice president for research and dean of the school of graduate studies and research~~.
 - (3) Affiliated scholars have access to university facilities and services, as defined by the appropriate dean.

- (4) Usual and customary charges for the use of university facilities and services are the responsibility of the affiliated scholar.
- (5) When applying for external funding and invoking the university affiliation, affiliated scholars will follow university procedures and will assign to Youngstown state university indirect cost reimbursement awarded by the grantor.
- (6) The university administers any grant monies awarded to the affiliated scholar whose grant application names Youngstown state university as the institutional affiliation.

3356-10-06 Admission, retention, and graduation standards.

Previous Policy Number: 1006.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and VP for Academic Affairs
Revision History: March 1998; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The university shall establish appropriate rules and regulations governing the requirements for admission to, retention in, and graduation from the university.
- (B) Procedures.
- (1) Undergraduate standards for admission, retention, and graduation are made by the academic senate in accordance with its charter and bylaws.
 - (2) Graduate student admission, retention, and graduation standards are made by the graduate council in accordance with the “School of Graduate Studies and Research Academic Policy Book.”
 - (3) Requirements for admission, retention, and graduation from specific curricula may be set by schools and departments and may be more selective than university requirements. Such recommendations are subject to review and approval by the appropriate dean, provost/vice president for academic affairs, and president.
 - (4) Changes in university standards for admission, retention, and graduation are reported to the academic and student affairs committee of the board of trustees.
 - (5) Academic standards can be found in the current editions of the “Undergraduate Bulletin” and the “Graduate Bulletin.”

3356-10-06 Admission, retention, and graduation standards.

Previous Policy Number: 1006.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and VP for Academic Affairs
Revision History: March 1998; March 2007; March 2011;
December 2016
Board Committee: Academic and Student Affairs
Effective Date: ~~March 18, 2011~~ December 1, 2016
Next Review: ~~2016~~ 21

- (A) Policy statement. The university shall establish appropriate rules and regulations governing the requirements for admission to, retention in, and graduation from the university.
- (B) Procedures.
- (1) Undergraduate standards for admission, retention, and graduation are made by the academic senate in accordance with its charter and bylaws.
 - (2) Graduate student admission, retention, and graduation standards are made by the graduate council in accordance with the “School of Graduate Studies and Research Academic Policy Book.”
 - (3) Requirements for admission, retention, and graduation from specific curricula may be set by schools and departments and may be more selective than university requirements. Such recommendations are subject to review and approval by the appropriate dean, provost/vice president for academic affairs, and president.
 - (4) Changes in university standards for admission, retention, and graduation are reported to the academic and student affairs committee of the board of trustees.
 - (5) Academic standards can be found in the current editions of the “Undergraduate Bulletin” and the “Graduate Bulletin.”

**Agenda Item F.1.f
Exhibit C**

3356-10-16 Research misconduct.

Previous Policy Number: 1016.01
Responsible Division/Office: Office of Research
Responsible Officer: Provost and VP for Academic Affairs
Revision History: 1990; 2000; 2006; December 2010, December 2016
Board Committee: Academic and Student Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy Statement. Among the basic principles of Youngstown state university (university) are the pursuit of truth and the responsible exercise of academic freedom. From these principles derive such ideals and values as the freedom and openness of inquiry, academic honesty, and integrity in scholarship and teaching. The university affirms and honors the preservation, growth, and flourishing of these values throughout all its activities, including teaching and learning, research, scholarly inquiry, and creative scholarly endeavor. Accordingly, research misconduct is adverse to the concept of academic freedom and its responsible exercise.
- (B) Purpose. To address allegations of misconduct in research.
- (C) Scope. This policy will be applied to all misconduct alleged to have occurred in externally funded grants or sponsored programs at the university.
- (D) Definitions (for purposed of this policy).
 - (1) Definitions used in this policy shall conform to those cited in 42 C.F.R. 93 (Department of Health and Human Services, Public Health Service Policies on Research Misconduct):
 - (a) Research misconduct. Fabrication, falsification, plagiarism in proposing, performing or reviewing research, or in reporting research results.
 - (b) Fabrication. Making up data or results and recording or

reporting them.

- (c) Falsification. Manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented by the research record.
- (d) Plagiarism. The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- (e) Complainant. A person who in good faith makes an allegation of research misconduct..
- (f) Respondent. The person against whom an allegation of research misconduct is made or who is the subject of the research misconduct proceeding.
- (g) Research integrity officer (RIO). The associate vice president for research. The RIO means the institutional official responsible for:
 - (i) Assessing allegations of research misconduct to determine whether they fall within the definition of research misconduct, are covered by 42 C.F.R. 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified;
 - (ii) Overseeing inquiries and investigations; and
 - (iii) The other responsibilities described in this policy.
- (h) Deciding official (DO).The appropriate principal administrative officer in which division of the university the respondent holds appointment. The DO is the institutional official who makes final determinations on allegations of research misconduct and any institutional administrative actions. The deciding official will not be the same individual as the research integrity officer and should have no direct prior involvement in the institution's

inquiry, investigation, or allegation assessment.

- (2) Nothing in these definitions shall be deemed to include honest error or differences in opinion as research misconduct.

(E) Regulations.

- (1) It is a violation of this policy for any member of the faculty, professional administrative staff, classified staff, an individual working under an independent contract for services, or a student to engage in research misconduct, to retaliate against anyone making a good faith allegation of research misconduct, to obstruct the inquiry into or investigation of allegations of research misconduct, or to make other than in good faith allegations of research misconduct.
- (2) Except as otherwise required by this policy or by federal, state, or local law or regulation, it is a violation of this policy for any member of the faculty, professional administrative staff or classified staff, an individual providing services pursuant to an independent contract, or a member of the student body to violate the confidentiality of a proceeding under this policy.
- (3) A finding of research misconduct under this policy requires that:
 - (a) There be a significant departure from accepted practices of the relevant research community; and
 - (b) The misconduct be committed intentionally, knowingly, or recklessly; and
 - (c) The allegation be proven by a preponderance of the evidence.

(F) Procedures.

- (1) Any person, upon observing or having evidence of suspected research misconduct or believing specific actions, activities, or conduct constitutes research misconduct, as defined in paragraph (D)(1)(a) of this policy, may make an allegation. Such person contemplating an allegation is encouraged to first discuss the contemplated allegation in confidence with the associate vice

president for research, as the authorized institutional official for research, grants and sponsored programs, who will advise the person(s) about the procedures to be followed under this policy. The phases of process under this policy are divided into four areas: allegations, assessment and inquiry, investigation, and resolution.

(G) Allegations.

- (1) An allegation of research misconduct may be brought through any means of communication. The disclosure may be by written or oral statement or other communication to an institutional official or, in the case of research funded by the U.S. Department of Health and Human Services (HHS), to an HHS official, but it may not be anonymous. Anonymous allegations are by their nature made “not in good faith” under this policy.
- (2) If an allegation of research misconduct is made to an institutional official other than to the RIO, details of the substance of the allegation shall be transmitted to the RIO in writing within one working day. If the allegation is against the associate vice president for research, it shall be transmitted to the provost for disposition and the provost will appoint an individual to act for/as the RIO in implementing this policy.
- (3) If the associate vice president for research is in a conflict of interest situation, s/he shall be replaced in the proceedings by the appointment of a substitute RIO by the provost.

(H) Assessment and inquiry.

- (1) The RIO will initially assess allegations of research misconduct to determine whether they fall within the definition of research misconduct, as covered by 42 C.F.R. 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. Only those allegations that meet each of these requirements will result in an inquiry. The RIO will inform the complainant if the allegation is insufficient to result in an inquiry.
- (2) Upon determination by the RIO that a formal allegation of research misconduct falls within the definition of research misconduct, is covered by 42 C.F.R. 93 or other federal agency guidelines, and

warrants an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified, the RIO will notify the person(s) against whom an allegation is made about the allegation.

(I) Resolution.

- (1) Misconduct. Upon receiving a research misconduct investigation report from the RIO in which the allegation of misconduct is in whole or in part substantiated, the appropriate principal administrative officer (the DO) makes final determinations on allegations of research misconduct and any institutional administrative actions and shall be responsible for initiating applicable disciplinary proceedings in accordance with board policy and/or provisions of an applicable collective bargaining agreement as appropriate. Appeal of disciplinary action is permitted in accordance with board policy and/or provisions of an applicable collective bargaining agreement as appropriate, but must be completed within one hundred twenty days of initiation of appeal in accordance with federal regulations.
- (2) Absence of misconduct. If the results of the inquiry and/or investigation reveal that allegations of misconduct are not supported, then any party making an allegation or against whom an allegation is made and previously notified about the possibility of misconduct or the need to conduct an investigation should be informed of those findings in writing. In announcing a finding that the allegations are not supported, the RIO should consult with the person(s) who were the subject of the allegations to determine:
 - (a) Whether the announcement should be a public announcement; and
 - (b) What organizations beyond those initially informed should receive the information about the findings of no misconduct as a means to restore, repair, or reassure the reputation of those involved.
- (3) The RIO should normally be guided by whether or not a public announcement will be helpful or cause further harm in restoring the reputations of those against whom the allegations were made and should give weight to their views in determining which

additional organizations, if any, should be notified.

- (J) Notification to federal agencies.
- (1) The RIO shall immediately notify the cognizant federal funding agency and the office of research integrity if at any time during an inquiry or investigation conducted under this policy it is determined that any of the following conditions exist:
 - (a) Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
 - (b) Research activities should be suspended;
 - (c) Federal or department of health and human services resources or interests are threatened;
 - (d) There is an immediate need to protect the interests of those involved in the research misconduct proceedings;
 - (e) It is probable that the alleged incident is going to be reported publicly prematurely in order to protect the rights of those involved and to safeguard evidence;
 - (f) There is a reasonable indication of possible violations of civil or criminal law;
 - (g) The research community or public should be informed.
 - (2) When alleged misconduct involves employees or students conducting research supported by federal agency sponsors, additional agency notification requirements apply as follows:
 - (a) When on the basis of an inquiry it is determined that an investigation is warranted, the RIO shall notify the cognizant federal funding agency in writing on or before the date of investigation begins that an investigation is being commenced. The notification should inform the cognizant federal agency, at a minimum, of the name of the person(s) against whom the allegation(s) have been made, the general nature of the allegation(s), and the federal grant application(s) or award(s) involved.

- (b) The RIO must submit the final report of an investigation to the cognizant federal funding agency if the investigation concerns research being supported by federal funds. This report to the cognizant federal agency must describe the policies and procedures under which the investigation was conducted, how and from whom information relevant to the investigation was obtained, the findings, and the basis for the findings. It must include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct as well as a description of any sanctions or corrective actions taken by the university.

3356-10-16 Research misconduct.

Previous Policy Number: 1016.01
Responsible Division/Office: ~~Graduate Studies and~~Office of Research
Responsible Officer: Provost and VP for Academic Affairs
Revision History: 1990; 2000; 2006; December 2010, December 2016
Board Committee: Academic and Student Affairs
Effective Date: **December 15, 2010~~6~~**
Next Review: 201~~5~~21

~~(A) Policy statement. In accordance with the requirements of 42 C.F.R. 93, subparts (A) to (C), "General," "Definitions," and "Responsibilities of Institutions," the board of trustees of Youngstown state university ("YSU") does hereby establish the following policy respecting research misconduct alleged to have occurred in an externally sponsored program.~~

~~(B)~~ (BA) Policy Statement Purpose. Among the basic principles of Youngstown state university (university)SU are the pursuit of truth and the responsible exercise of academic freedom. From these principles derive such ideals and values as the freedom and openness of inquiry, academic honesty, and integrity in scholarship and teaching. The university affirms and honors the preservation, growth, and flourishing of these values throughout all its activities, including teaching and learning, research, scholarly inquiry, and creative scholarly endeavor. Accordingly, research misconduct is ~~inimical~~ adverse to the concept of academic freedom and its responsible exercise.

Comment [WU1]: The original paragraph B incorporated a policy statement, purpose and scope. I divided in accordance with the development of YSU Polices

~~(B)~~ (B) Purpose. ~~It is from this background that the board of trustees implements this policy for handling~~ To address allegations of misconduct in research.

~~(C)~~ (C) Scope. This policy will be applied to all misconduct alleged to have occurred in externally funded grants or sponsored programs at the university. YSU.

~~(D)~~ (D) Definitions (for purposed of this policy).

- (1) Definitions used in this policy shall conform to those cited in 42 C.F.R. 93 (Department of Health and Human Services, Public Health Service Policies on Research Misconduct):

**Agenda Item F.1.g
Exhibit D**

- (a) ~~“Research misconduct,” for purposes of this policy, means~~ fabrication, falsification, plagiarism in proposing, performing or reviewing research, or in reporting research results.
- (b) ~~“Fabrication,” is m~~Making up data or results and recording or reporting them.
- (c) ~~“Falsification,” means m~~Manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented by the research record.
- (d) ~~“Plagiarism,” is t~~The appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.
- (e) ~~“Complainant,” A person who in good faith makes an allegation of research misconduct, is the individual who alleges that research misconduct has taken place and makes a formal allegation.~~
- (f) ~~“Respondent,” is t~~The person against whom an allegation of research misconduct is made or who is the subject of the research misconduct proceeding.
- (g) ~~“Research integrity officer” (“RIO”), for the purpose of this policy, is~~ The associate ~~provost for vice president for research and dean of graduate studies and research.~~ The RIO means the institutional official responsible for:
- (i) Assessing allegations of research misconduct to determine whether they fall within the definition of research misconduct, are covered by 42 C.F.R. 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified;
 - (ii) Overseeing inquiries and investigations; and
 - (iii) The other responsibilities described in this policy.
- (h) ~~“Deciding official” (“DO”), for the purpose of this policy, shall be t~~The appropriate principal administrative officer in which division of the university the respondent holds

appointment. The DO is the institutional official who makes final determinations on allegations of research misconduct and any institutional administrative actions. The deciding official will not be the same individual as the research integrity officer and should have no direct prior involvement in the institution's inquiry, investigation, or allegation assessment.

- (2) Nothing in these definitions shall be deemed to include honest error or differences in opinion as research misconduct.

| ~~(DE)~~ Regulations.

- (1) It is a violation of this policy for any member of the faculty, professional administrative staff, classified staff, an individual working under an independent contract for services, or a student to engage in research misconduct, to retaliate against anyone making a good faith allegation of research misconduct, to obstruct the inquiry into or investigation of allegations of research misconduct, or to make other than in good faith allegations of research misconduct.
- (2) Except as otherwise required by this policy or by federal, state, or local law or regulation, it is a violation of this policy for any member of the faculty, professional administrative staff or classified staff, an individual providing services pursuant to an independent contract, or a member of the student body to violate the confidentiality of a proceeding under this policy.
- (3) A finding of research misconduct under this policy requires that:
- (a) There be a significant departure from accepted practices of the relevant research community; and
 - (b) The misconduct be committed intentionally, knowingly, or recklessly; and
 - (c) The allegation be proven by a preponderance of the evidence.

| ~~(EF)~~ Procedures.

- (1) Any person, upon observing or having evidence of suspected research misconduct or believing specific actions, activities, or conduct constitutes research misconduct, as defined in paragraph ~~(ED)~~(1)(a) of this ~~policy~~, may make an allegation. Such

person contemplating ~~making~~ an allegation ~~may, and~~ is encouraged to, first discuss the contemplated allegation in ~~absolute~~ confidence ~~and privacy~~ with the associate provost vice president for research ~~and dean of graduate studies and research~~, as the authorized institutional official for research, grants and sponsored programs, who will advise the person(s) about the procedures to be followed under this policy. The phases of process under this policy are divided into four areas: allegations, assessment and inquiry, investigation, and resolution.

Comment [WU2]: Absolute Confidence cannot be guaranteed b/c the discussion may lead to the gathering of information and/or further questions.

Comment [WU3]: Privacy means not being disturbed by other people and cannot be guaranteed.

(2) ~~Details of each of these steps are available in the office of grants and sponsored programs.~~

(FG) Allegations.

(1) An allegation of research misconduct may be brought through any means of communication. The disclosure may be by written or oral statement or other communication to an institutional official or, in the case of research funded by the U.S. ~~d~~Department of ~~h~~Health and ~~h~~uman services (“HHS”), to an HHS official, but it may not be anonymous. Anonymous allegations are by their nature made “not in good faith” under this policy.

Comment [WU4]: Added word brought

(2) If an allegation of research misconduct is made to an institutional official other than to the RIO, details of the substance of the allegation shall be transmitted to the RIO in writing within one working day. If the allegation is against the associate provost vice president for research ~~and dean of graduate studies and research~~, it shall be transmitted to the provost for disposition and the provost will appoint an individual to act for/as the RIO in implementing this policy.

(3) If the associate provost vice president for research ~~and dean of graduate studies and research~~ is in a conflict of interest situation, s/he shall be replaced in the proceedings by the appointment of a substitute RIO by the provost.

(GH) Assessment and inquiry.

(1) The RIO will initially assess allegations of research misconduct to determine whether they fall within the definition of research misconduct, ~~as~~ covered by 42 C.F.R. 93, and warrant an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified. Only those allegations that meet each of these requirements will result in an inquiry. The RIO will inform the

complainant if the allegation is insufficient to result in an inquiry.

- (2) Upon determination by the RIO that a formal allegation of research misconduct falls within the definition of research misconduct, is covered by 42 C.F.R. 93 or other federal agency guidelines, and warrants an inquiry on the basis that the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified, the RIO will notify the person(s) against whom an allegation is made about the allegation.

- ~~(3) Additional procedural information regarding both the assessment/inquiry and investigation phases is available in the office of grants and sponsored programs or the office of the associate provost for research and dean of graduate studies and research.~~

~~(H)~~ Resolution.

- (1) Misconduct. Upon receiving a research misconduct investigation report from the RIO in which the allegation of misconduct is in whole or in part substantiated, the appropriate principal administrative officer (the DO) makes final determinations on allegations of research misconduct and any institutional administrative actions and shall be responsible for initiating applicable disciplinary proceedings in accordance with board policy and/or provisions of an applicable collective bargaining agreement as appropriate. Appeal of disciplinary action is permitted in accordance with board policy and/or provisions of an applicable collective bargaining agreement as appropriate, but must be completed within one hundred twenty days of initiation of appeal in accordance with federal regulations.
- (2) Absence of misconduct. If the results of the inquiry and/or investigation reveal that allegations of misconduct are not supported, then any party making an allegation or against whom an allegation is made and previously notified about the possibility of misconduct or the need to conduct an investigation should be informed of those findings in writing. In announcing a finding that the allegations are not supported, the RIO should consult with the person(s) who were the subject of the allegations to determine:
 - (a) Whether the announcement should be a public announcement; and

- (b) What organizations beyond those initially informed should receive the information about the findings of no misconduct as a means to restore, repair, or reassure the reputation of those involved.
 - (3) The RIO should normally be guided by whether or not a public announcement will be helpful or cause further harm in restoring the reputations of those against whom the allegations were made and should give weight to their views in determining which additional organizations, if any, should be notified.
- | (H) Notification to federal agencies.
- (1) The RIO shall immediately notify the cognizant federal funding agency and the office of research integrity if at any time during an inquiry or investigation conducted under this policy it is determined that any of the following conditions exist:
 - (a) Health or safety of the public is at risk, including an immediate need to protect human or animal subjects;
 - (b) Research activities should be suspended;
 - (c) Federal or department of health and human services resources or interests are threatened;
 - (d) There is an immediate need to protect the interests of those involved in the research misconduct proceedings;
 - (e) It is probable that the alleged incident is going to be reported publicly prematurely in order to protect the rights of those involved and to safeguard evidence;
 - (f) There is a reasonable indication of possible violations of civil or criminal law;
 - (g) The research community or public should be informed.
 - (2) When alleged misconduct involves employees or students conducting research supported by federal agency sponsors, additional agency notification requirements apply as follows:
 - (a) When on the basis of an inquiry it is determined that an investigation is warranted, the RIO shall notify the cognizant federal funding agency in writing on or before the date of investigation begins that an investigation is

being commenced. The notification should inform the cognizant federal agency, at a minimum, of the name of the person(s) against whom the allegation(s) have been made, the general nature of the allegation(s), and the federal grant application(s) or award(s) involved.

- (b) The RIO must submit the final report of an investigation to the cognizant federal funding agency if the investigation concerns research being supported by federal funds. This report to the cognizant federal agency must describe the policies and procedures under which the investigation was conducted, how and from whom information relevant to the investigation was obtained, the findings, and the basis for the findings. It must include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct as well as a description of any sanctions or corrective actions taken by the university.

3356-3-03 Purchasing limits for competitive selection.

Previous Policy Number: 3003.01
Responsible Division/Office: Procurement Services
Responsible Officer: Vice President for Finance and
Business Operations
Revision History: June 1998; June 2001; March 2007; May 2010;
January 2012; December 2016
Board Committee: Finance and Facilities
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. In all its business practices, the university will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the university will always seek to protect the interests of the institution and seek to obtain the best value for the institution.
- (B) Definitions.
- (1) “Goods” are defined as but not limited to, equipment, materials, other tangible assets, and insurance, but excluding real property or an interest in real property.
 - (2) “Services” are defined as any deliverable resulting from labor performed specifically for the university, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, and software design. Services do not include services furnished pursuant to employment agreements.
 - (3) “Professional design services” are defined as but not limited to, services within the scope of practice of a state registered architect, registered engineer, registered surveyor, landscape architect, and interior designer. See rule 3356-4-07 of the Administrative Code, “Selection of design professionals for university capital projects” (Corresponding university policy 3356-4-07 can be found at: <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>).

- (4) “Construction/renovation” is defined in rule 3356-4-15 of the Administrative Code, “University construction/renovation projects” (Corresponding university policy 3356-4-15 can be found at <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>).
- (C) Parameters.
- (1) Goods or services shall be obtained through a competitive selection process when an individual transaction/project from a single supplier is \$50,000 or more.
 - (2) Professional design services shall be obtained through a competitive selection process when an individual transaction is \$50,000 or more.
 - (3) A construction/renovation project shall be obtained through a competitive selection process when the construction project cost is \$200,000 or more. Construction contracts valued at \$200,000 or more shall be approved by the attorney general or general counsel, as required by law, prior to the start of construction.
 - (4) All construction/renovation projects must be coordinated through the university’s facilities office.
- (D) Procedures.
- (1) For purchases exceeding the dollar thresholds, appropriate forms of competitive selection include:
 - (a) An invitation to bid (“ITB”). A formal ITB is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
 - (b) A request for proposal (“RFP”). RFP’s are managed and distributed through the university’s procurement services office. An RFP is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.
 - (c) A request for qualifications (“RFQ”). With the assistance

of procurement services, an RFQ is sent to prospective bidders and may be published in appropriate media when seeking to purchase services. RFQ's for professional design services are handled solely through the facilities office.

- (d) Purchases under an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration ("GSA") schedule, inter-university council purchasing group ("IUC-PG"), or others, some of which can be found on punch out catalogs on the university's online procurement system ("eCUBE").
- (2) Competitive Bid Exceptions – the only purchases which may be made without competitive bidding are the following:
- (a) Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of the specific equipment to be serviced.
 - (b) Software/hardware for system upgrades and ongoing maintenance and support on existing systems already in use.
 - (c) Purchases as defined by the competitive bid waiver process in Section (D)(3).
- (3) If the purchase is above the dollar threshold and the nature of the purchase is such that competitive selection would be impractical due to emergency or other special circumstances, the department making the request for a purchase may submit a written request for a waiver of competitive selection. Such requests must include documentation as to why a waiver is warranted and be attached electronically to the requisition being submitted for the purchase. Justification for a waiver may include single source provider, emergency purchase or economic efficacy, and be signed by the appropriate financial manager with signature authority. If the director of procurement services finds that sufficient justification has been presented, he or she may approve the waiver. If the director feels that a bid waiver should be denied, it will be forwarded to the vice president for finance and business

operations, or designee, for final approval or denial. If the request is denied, procurement services will initiate a competitive selection process at the request of the user department.

- (4) For purchases below the dollar thresholds, competitive selection is not required. However, when opportunities exist for significant cost savings, financial managers are strongly encouraged to use an appropriate form of competitive selection as listed above or obtain three written quotes. Financial managers are encouraged to seek assistance from procurement services to locate sources of supply, including items that can be purchased on an existing contract. The director of procurement services, or designee, reserves the right to require a competitive selection process or three written quotes for purchases under the dollar thresholds when he or she believes that it is in the best interest of the university to do so, or when regulations require.
- (5) Details of procurement procedures may be found on the procurement services website at <http://web.yzu.edu/procure>.

3356-3-03 Purchasing limits for competitive selection.

Previous Policy Number: 3003.01
Responsible Division/Office: Procurement Services
Responsible Officer: Vice President for Finance and Administration Business Operations
Revision History: June 1998; June 2001; March 2007; May 2010; January 2012; December 2016
Board Committee: Finance and Facilities
Effective Date: ~~March 14, 2012~~ December 1, 2016
Next Review: ~~2017~~ 21

(A) Policy statement. In all its business practices, the university will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the university will always seek to protect the interests of the institution and seek to obtain the best value for the institution.

(B) Parameters Definitions.

- (1) “Goods” are defined as but not limited to, equipment, materials, any other tangible products, assets, and insurance, but excluding real property or an interest in real property.
- (2) “Services” are defined as any deliverable resulting from labor performed specifically for the university, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, and software design. Services do not include services furnished pursuant to employment agreements.
- (3) “Professional design services” are defined as but not limited to, services within the scope of practice of a state registered architect, registered engineer, registered surveyor, landscape architect, and interior designer. See rule 3356-4-07 of the Administrative Code, “Selection of design professionals for university capital projects” (Corresponding university policy 3356-4-07 can be found at: <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>).

Agenda Item F.3.a
Exhibit G

~~(34)~~ “Construction/renovation” is defined ~~as work needed to produce a complete and usable facility, including parking areas or work needed to make changes to the physical structure of a building or parking area. Construction work includes excavation, building, and landscaping. Evaluation and maintenance are not considered generally to be construction work, in rule 3356-4-15 of the Administrative Code, “University construction/renovation projects” (Corresponding university policy 3356-4-15 can be found at <http://cms.ysu.edu/administrative-offices/university-policies/university-policies>).~~

~~(4)~~ —“Professional design services” are defined as services within the scope of practice of an architect or landscape architect or a professional engineer or surveyor. (See also rule 3356-4-07 of the Administrative Code.)

(C) Parameters.

~~(51)~~ Goods or services that will result in estimated payments of fifty thousand dollars or more per fiscal year, per supplier, shall be obtained through a competitive selection process when an individual transaction/project from a single supplier is \$50,000 or more. Goods obtained by competitive selection process shall not count toward the fifty thousand dollar limit.

~~(6)~~ —Services that will result in estimated payments of fifty thousand dollars or more per fiscal year, per supplier, shall be obtained through a competitive selection process.

~~(72)~~ Professional design services ~~that will result in estimated payments of fifty thousand dollars or more per fiscal year, per supplier,~~ shall be obtained through a competitive selection process when an individual transaction is \$50,000 or more. ~~(refer to section 153.71 of the Revised Code).~~

~~(83)~~ A construction/renovation project ~~that will result in estimated payments of two hundred thousand dollars or more~~ shall be obtained through a competitive selection process when the construction project cost is \$200,000 or more. Construction contracts valued at at two hundred thousand dollars \$200,000 or more shall be approved by the attorney general or general counsel, as required by law, prior to the start of construction.

~~(94)~~ All construction/renovation projects ~~exceeding applicable state or federal prevailing wage limits~~ must be coordinated through the university's facilities office, planning and construction.

~~(ED)~~ Procedures.

(1) ~~For purchases exceeding the dollar thresholds, Procurement services considers the following to be~~ appropriate forms of competitive selection include: when dollar thresholds are exceeded:

(a) An invitation to bid (“ITB”). A formal ITB is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.

(b) A request for proposal (“RFP”). RFP's are managed and distributed through the university's procurement services office. An RFP is drafted and sent to prospective bidders and published in appropriate media when seeking to purchase goods.

(c) A request for qualifications (“RFQ”). With the assistance of procurement services, Aan RFQ is sent to prospective bidders and may be published in appropriate media when seeking to purchase services. RFQ's for professional design services are handled solely through the facilities office.

~~(d) Written quotes. When practical, three written quotes are required from prospective vendors.~~

~~(ed)~~ Purchases under an approved competitively awarded governmental or group purchasing agreement, such as state term schedule, general services administration (“GSA”) schedule, inter-university council purchasing group (“IUC-PG”), or others, some of which can be found on punch out catalogs on the university's online procurement system (“eCUBE”).

(2) ~~Financial managers are encouraged to use appropriate forms of competitive selection for purchases below the dollar thresholds whenever they deem prudent. Appropriate forms of competitive selection in regard to purchases below the dollar thresholds include those listed above, as well as pricing research and verbal or phone~~

~~quotes. Financial managers are encouraged to seek help from procurement services to locate sources of supply. The director of procurement services, or designee, reserves the right to require a competitive selection process for purchases under the dollar thresholds when it is in the best interest of the university to do so or when regulations require. Competitive Bid Exceptions – the only purchases which may be made without competitive bidding are the following:~~

- ~~(a) Maintenance contracts purchased from the manufacturer or authorized dealer/supplier of the specific equipment to be serviced.~~
- ~~(b) Software/hardware for system upgrades and ongoing maintenance and support on existing systems already in use.~~
- ~~(c) Purchases as defined by the competitive bid waiver process in Section (D)(3).~~

(3) ~~However, if the purchase is above the dollar threshold and the nature of the purchase is such that competitive selection would be impractical due to emergency or other special circumstances, the department making the request for a purchase over the purchase amounts set herein may make submit~~ a written request for a waiver of competitive ~~bidding~~ selection. ~~Bid waiver~~ Such requests ~~must be forwarded to the procurement services either in hard copy with full~~ must include documentation as to why a waiver is warranted and be ~~or~~ attached electronically to the requisition being submitted seeking for the purchase. ~~Such requests must provide j~~ Justification for a waiver may include ~~(e.g., single source provider, emergency purchase or economic efficacy,)~~ and be signed by the ~~individual with account~~ appropriate financial manager with signature authority.

~~(4)~~ If the director of procurement services finds that sufficient justification has been presented, ~~he or she may approve the waiver. If the director feels that a bid waiver should be denied, it will be a recommendation to waive the bidding process is~~ forwarded to the vice president for finance and ~~administration~~ business operations, or designee, for final approval or denial. If the request is denied, procurement services will initiate ~~the a~~ competitive selection process at the request of the user department.

- (4) For purchases below the dollar thresholds, competitive selection is not required. However, when opportunities exist for significant cost savings, financial managers are strongly encouraged to use an appropriate form of competitive selection as listed above or obtain three written quotes. Financial managers are encouraged to seek assistance from procurement services to locate sources of supply, including items that can be purchased on an existing contract. The director of procurement services, or designee, reserves the right to require a competitive selection process or three written quotes for purchases under the dollar thresholds when he or she believes that it is in the best interest of the university to do so, or when regulations require.
- (5) Details of procurement procedures may be found- on the procurement services website at- <http://web.yzu.edu/procure>.

**3356-7-13 Sick leave accrual, use and conversion, excluded professional/
administrative and excluded classified staff.**

Previous Policy Number: 7002.09
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human
Resources
Revision History: January 1999; November 2009; October 2011;
June 2012; December 2016
Board Committee: University Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Professional/administrative and classified staff who are excluded from a bargaining unit earn fifteen days of sick leave per year. Said sick leave is accrued at the rate of five hours per semi-monthly pay period for excluded professional/administrative staff and 4.6 hours per biweekly pay period for excluded classified staff.
 - (2) Professional/administrative and classified staff who are excluded from a bargaining unit may utilize up to four days of accrued but unused sick leave per fiscal year for personal reasons not necessarily associated with an illness or injury to the employee or an immediate family member.
 - (3) Sick leave may be accumulated without limit provided the employee remains in an active pay status at the university.
 - (4) Sick leave may be utilized for personal illness, injury or exposure to a contagious disease which could be communicated to other

employees, and visits to, or treatments by, medical providers that cannot be scheduled outside the employee's normal work hours.

- (5) Sick leave may also be utilized for an illness in the employee's immediate family when the employee's presence is reasonably necessary for the health and welfare of the affected family member.
 - (6) Paid sick leave shall be used concurrently with Family and Medical Leave Act ("FMLA") in accordance with rule 3356-7-05 of the Administrative Code.
 - (7) At the time of retirement, excluded professional/administrative staff that have completed ten or more years of active service or a combination of active university service, together with other state of Ohio units as specified by law, shall receive payment for one-fourth of the unused sick leave days up to a maximum of fifty days. Payment is based on the rate of pay at the time of retirement. Such payment will be made only once to an employee. After the employee accepts the payment, all remaining sick leave credit accrued will be eliminated. (Please see section 21.5 of the association of classified employees agreement regarding sick leave for excluded classified employees.)
 - (8) A retired employee who returns to university service may accrue and use sick leave as before, but cannot receive a second sick leave conversion payment.
 - (9) Sick leave conversion does not apply to any termination or separation other than retirement.
 - (10) Employees covered by collective bargaining should refer to their respective labor agreement.
- (C) Procedures.
- (1) Employees utilizing sick leave should notify their immediate supervisor as soon as possible regarding the necessity to utilize sick leave. To the extent such is possible; sick leave used for personal reasons is to be scheduled in advance.

- (2) Employees are required to complete the appropriate sick leave form in advance of the leave, when possible or immediately upon return to work.
- (3) Employees will forward the completed form to their immediate supervisor for approval/disapproval.
- (4) The supervisor reviews and approves/disapproves the leave and forwards it to the office of human resources for processing and records retention.

3356-7-13 Sick leave accrual, use and conversion, excluded professional/ administrative and excluded classified staff.

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Previous Policy Number: 7002.09
Responsible Division/Office: Human Resources
Responsible Officer: ~~Vice President for Finance~~ Legal Affairs and Administration ~~Human Resources~~
Revision History: January 1999; November 2009; October 2011; June 2012; December 2016
Board Committee: University Affairs
Effective Date: ~~June 13, 2012~~ December 1, 2016
Next Review: ~~2017~~ 21

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- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Professional/administrative and classified staff who are excluded from a bargaining unit earn fifteen days of sick leave per year. Said sick leave is accrued at the rate of five hours per semi-monthly pay period for excluded professional/administrative staff and 4.6 hours per biweekly pay period for excluded classified staff.
 - (2) Professional/administrative and classified staff who are excluded from a bargaining unit may utilize up to four days of accrued but unused sick leave per fiscal year for personal reasons not necessarily associated with an illness or injury to the employee or an immediate family member.
 - (3) Sick leave may be accumulated without limit provided the employee remains in an active pay status at the university.
 - (4) Sick leave may be utilized for personal illness, injury or exposure to a contagious disease which could be communicated to other employees, and visits to, or treatments by, medical providers that cannot be scheduled outside the employee's normal work hours.

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Exhibit Q**

- (5) Sick leave may also be utilized for an illness in the employee's immediate family ~~and/or same-sex domestic partner~~ when the employee's presence is reasonably necessary for the health and welfare of the affected family member.
 - (6) Paid sick leave shall be used concurrently with Family and Medical Leave Act ("FMLA") in accordance with rule 3356-7-05 of the Administrative Code.
 - (7) At the time of retirement, excluded professional/administrative staff that have completed ten or more years of active service or a combination of active university service, together with other state of Ohio units as specified by law, shall receive payment for one-fourth of the unused sick leave days up to a maximum of fifty days. Payment is based on the rate of pay at the time of retirement. Such payment will be made only once to an employee. After the employee accepts the payment, all remaining sick leave credit accrued will be eliminated. (Please see section 21.5 of the association of classified employees agreement regarding sick leave for excluded classified employees.)
 - (8) A retired employee who returns to university service may accrue and use sick leave as before, but cannot receive a second sick leave conversion payment.
 - (9) Sick leave conversion does not apply to any termination or separation other than retirement.
 - (10) Employees covered by collective bargaining should refer to their respective labor agreement.
- (C) Procedures.
- (1) Employees utilizing sick leave should notify their immediate supervisor as soon as possible regarding the necessity to utilize sick leave. To the extent such is possible, sick leave used for personal reasons is to be scheduled in advance.
 - (2) Employees are required to complete the appropriate sick leave form in advance of the leave, when possible or immediately upon return to work.
 - (3) Employees will forward the completed form to their immediate supervisor for approval/disapproval.

- (4) The supervisor reviews and approves/disapproves the leave and forwards it to the office of human resources for processing and records retention.

3356-7-14 Maternity/parental leave – paid leave, excluded professional/administrative staff.

Previous Policy Number: 7002.10
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: April 2008; April 2012; December 2016
Board Committee: University Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university understands that supporting employees as they balance career, childbirth and family life benefits both the employee and the university. The policy allows for a specified period of paid leave following the birth or adoption of a child.
- (B) Purpose. Under the provisions of this policy, the university will provide paid leave, at the employees current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, childbirth, and/or to care for and bond with a newborn or newly adopted child.
- (C) Parameters. Maternity/parental leave runs concurrently with the unpaid leave benefits provided in accordance with the Leave of Absence, Family Medical Leave Act (“FMLA”), (rule 3356-7-05 of the Administrative Code), and with the unpaid leave benefits provided in the “Leave of absence without pay, extended childcare, excluded professional/administrative staff” (rule 3356-7-06 of the Administrative Code).
- (D) Definitions.
 - (1) “Paid maternity leave” means a period of paid leave for up to six workweeks or two hundred forty hours for birth and adoptive mothers or a same sex parent following the birth or adoption of a child. This paid leave is also available to birth mothers for pregnancy-related medical issues.

- (2) “Paid parental leave” means three workweeks or one hundred twenty hours of paid leave for a biological/adoptive same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the chief human resources officer.
- (3) “Adoption expense payment” means the payment of two thousand dollars for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid maternity and parental leave.
- (4) Paid parental leave also means three workweeks or one hundred twenty hours of paid leave following the maternity leave for mothers or a same sex parent to care for and bond with the child. This leave must be used consecutively with maternity leave.

(E) Procedures.

- (1) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but which also runs concurrently with unpaid leave in accordance with family medical leave (rule 3356-7-05 of the Administrative Code) or childcare leave (rule 3356-7-06 of the Administrative Code).
- (2) Only one paid maternity and/or parental leave benefit is available per employee, per birth or adoption event. The number of children born, i.e., multiple births, or adopted during the same event does not increase the length of the paid leave.
- (3) This paid leave benefit is based upon one hundred per cent full time equivalent (“FTE”) and is prorated in accordance with the employee’s percentage of FTE status.
- (4) This policy applies only to employees who have completed at least one year of service prior to the date that paid maternity or parental leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or adoption of a child will

be eligible for a pro-rated portion of the paid maternity and/or parental leave.

- (5) When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to his or her supervisor and to the chief human resources officer as far in advance as possible. The employee shall also submit an application for leave form at that time with anticipated dates of leave.
- (6) The university will maintain all group insurance benefits for a full-time employee who is on approved maternity or parental leave. The employee will continue to pay his or her portion of the insurance benefit contribution.
- (7) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- (8) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.

3356-7-14 Maternity/parental leave – paid leave, excluded professional/administrative staff.

Previous Policy Number: 7002.10
Responsible Division/Office: Human Resources
Responsible Officer: ~~Vice President~~ for ~~Legal Affairs~~~~Finance~~ and ~~Administration~~Human Resources
Revision History: April 2008; April 2012; December 2016
Board Committee: University Affairs
Effective Date: ~~June 13, 2012~~December 1, 2016
Next Review: ~~2017~~21

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. The university understands that supporting employees as they balance career, childbirth and family life benefits both the employee and the university. The policy allows for a specified period of paid leave following the birth or adoption of a child.
- (B) Purpose. Under the provisions of this policy, the university will provide paid leave, at the employees current salary for up to six workweeks or two hundred forty hours, for pregnancy-related medical reasons, childbirth, and/or to care for and bond with a newborn or newly adopted child.
- (C) Parameters.
- (+) Maternity/parental leave runs concurrently with the unpaid leave benefits provided in accordance with the Leave of Absence, Family Medical Leave Act (“FMLA”), (rule 3356-7-05 of the Administrative Code), and with the unpaid leave benefits provided in the “Leave of absence without pay, extended childcare, excluded professional/administrative staff” (rule 3356-7-06 of the Administrative Code).
- (D) Definitions.
- (1) “Paid maternity leave” means a period of paid leave for up to six workweeks or two hundred forty hours for birth and adoptive mothers or a same sex parent following the birth or adoption of a

child. This paid leave is also available to birth mothers for pregnancy-related medical issues.

- (2) “Paid parental leave” means three workweeks or one hundred twenty hours of paid leave for a biological/adoptive ~~father or same sex domestic partner~~ same sex parent not covered by paid maternity leave to care for and bond with a newborn/adopted child. This leave must be used within six months following the birth or adoption of a child. This leave may be scheduled on an intermittent basis with the approval of the supervisor and the chief human resources officer.
 - (3) “Adoption expense payment” means the payment of two thousand dollars for adoption expenses. Such payment may be requested upon approval of the adoption. An employee who adopts a child may elect to receive the adoption expense payment in lieu of receiving the paid maternity and parental leave.
 - (4) Paid parental leave also means three workweeks or one hundred twenty hours of paid leave following the maternity leave for mothers or a same sex parent to care for and bond with the child. This leave must be used consecutively with maternity leave.
- (E) Procedures.
- (1) Paid maternity and parental leave shall be used prior to using sick leave, which may be used to extend the period of paid leave, but which also runs concurrently with unpaid leave in accordance with family medical leave (rule 3356-7-05 of the Administrative Code) or childcare leave (rule 3356-7-06 of the Administrative Code).
 - (2) Only one paid maternity and/or parental leave benefit is available per employee, per birth or adoption event. The number of children born, i.e., multiple births, or adopted during the same event does not increase the length of the paid leave.
 - (3) This paid leave benefit is based upon one hundred per cent full time equivalent (“FTE”) and is prorated in accordance with the employee’s percentage of FTE status.

- (4) This policy applies only to employees who have completed at least one year of service prior to the date that paid maternity or parental leave is to commence. Employees who attain one year of service while on leave for the purpose of a birth or adoption of a child will be eligible for a pro-rated portion of the paid maternity and/or parental leave.
- (5) When the use of paid maternity or parental leave is anticipated, the employee shall provide notice to his or her supervisor and to the chief human resources officer as far in advance as possible. The employee shall also submit an application for leave form at that time with anticipated dates of leave.
- (6) ~~If the paid leave is to be used by a same sex domestic partner, the employee shall ensure that the "Affidavit of Domestic Partner" is on file in the office of human resources.~~
- (76) The university will maintain all group insurance benefits for a full-time employee who is on approved maternity or parental leave. The employee will continue to pay his or her portion of the insurance benefit contribution.
- (87) Employees on paid maternity or parental leave continue to accrue sick and vacation leave.
- (98) Employees on paid maternity or parental leave are ineligible to receive holiday pay. A holiday occurring during the leave period shall be counted as one day of maternity or parental leave and paid as such.

3356-7-15 Bereavement leave, exempt professional/administrative staff and department chairpersons.

Previous Policy Number: 7002.11
Responsible Division/Office: Human Resources
Responsible Officer: Vice President of Legal Affairs and Human Resources
Revision History: March 2010; March 2015; December 2016
Board Committee: University Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Up to four consecutive days of paid bereavement leave will be granted to members of the exempt professional administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.
 - (2) As used in this policy, “immediate family” is defined as the employee’s spouse, children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse’s grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
 - (3) Members of exempt professional administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee’s aunt or uncle.
 - (4) Employees covered by collective bargaining should refer to their respective labor agreement.
- (C) Procedures.

- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
- (2) Employees will complete the appropriate leave form in advance of the leave, when possible, or upon return to work.
- (3) Employees will forward the completed form to their immediate supervisor for their approval.
- (4) Supervisors may require reasonable proof to verify the request for bereavement leave.
- (5) The supervisor reviews and signs the form and forwards it to the office of human resources, where the official leave files are maintained.

3356-7-15 Bereavement leave, exempt professional/administrative staff and department chairpersons.

Previous Policy Number: 7002.11
Responsible Division/Office: Human Resources
Responsible Officer: Vice President of Legal Affairs and General Counsel Human Resources
Revision History: March 2010; March 2015; December 2016
Board Committee: University Affairs
Effective Date: March 11, 2015 **December 1, 2016**
Next Review: 202021

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.
- (B) Parameters.
- (1) Up to four consecutive days of paid bereavement leave will be granted to members of the exempt professional administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.
 - (2) As used in this policy, “immediate family” is defined as the employee’s spouse, ~~qualifying domestic partner (as defined in rule 3356-7-49 of the Administrative Code)~~; children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse’s grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.
 - (3) Members of exempt professional administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee’s aunt or uncle.
 - (4) Employees covered by collective bargaining should refer to their respective labor agreement.

(C) Procedures.

- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
- (2) Employees will complete the appropriate leave form in advance of the leave, when possible, or upon return to work.
- (3) Employees will forward the completed form to their immediate supervisor for their approval.
- (4) Supervisors may require reasonable proof to verify the request for bereavement leave.
- (5) The supervisor reviews and signs the form and forwards it to the office of human resources, where the official leave files are maintained.

3356-7-20 Drug-free environment.

Previous Policy Number: 7006.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: September 1998; December 2010; September 2015; December 2016
Board Committee: University Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. Youngstown state university (“university”) is committed to creating a safe and healthy environment for its employees, students and visitors. The university prohibits the unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs, controlled substances, intoxicants, and alcohol by any student, employee, organization (including student organizations), volunteer or visitor on university premises, at any location where university business is being conducted, as part of any university activity, in a university vehicle, or in the workplace. Employees are prohibited from working and from operating any university vehicle or equipment while under the influence of alcohol or non-prescribed controlled substances. Employees using prescribed or over-the-counter medication are prohibited from operating university vehicles or equipment at any time when their ability to do so might be impaired by the medication. No passenger in a university vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle
- (B) Purpose. This policy is designed to create and maintain an environment which sustains the general health and well-being of students, employees, and visitors and to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The authorized use of alcohol on university premises is governed by university policy 3356-5-10, “Alcoholic beverages on campus.”
- (C) Scope. This policy applies to all students, interns, faculty, employees (including student employees), volunteers, university visitors, third parties, (unless otherwise noted) and any individual or organization using university

premises or engaged in a university activity or program whether on or off campus.

As a recipient of federal funding, such as student financial aid and federal grants and contracts for research, the university is required to follow federal law including the Controlled Substances Act (CSA) (21 U.S.C, Chapter 13). The CSA prohibits the manufacture, dispensation, possession, use, or distribution of marijuana in any form on any university-owned property, in the conduct of university business or as part of any university activity. On September 8, 2016, Ohio law allowed certain activities related to the possession and use of medical marijuana. However, using and possessing marijuana, including medically prescribed marijuana, continues to be prohibited by and a violation of the CSA and university policy.

This prohibition applies even when the possession and use would be legal under the laws of Ohio. As a result, those with medical marijuana prescriptions/cards are not permitted to use medical marijuana on campus, in the conduct of university business or as part of any university activity. Sanctions for students and employees who are found to be in possession of or using marijuana include suspension, expulsion, and/or termination of employment.

This prohibition does not extend to research related to marijuana that is approved by:

1. The Agency for Health Care Research and Quality;
2. The National Institutes of Health;
3. The National Academy of Sciences;
4. The centers for Medicare and Medicaid services;
5. The United States Department of Defense;
6. The Centers for Disease Control and Prevention;
7. The United States Department of Veterans' Affairs;
8. The Drug Enforcement Administration;
9. The Food and Drug Administration;
10. Any board recognized by the National Institutes of Health for the purpose of evaluating the medical value of health care services.

Students who are legally authorized Ohio medical marijuana users and are living in university owned or managed housing, may submit a letter with supporting documentation to the associate vice-president for student experience asking to be released from their university housing and dining obligations.

(D) Definitions.

- (1) “University premise.” Any building or land (including parking lots) owned, leased or used by the university including any site at which an employee is to perform work for the University.
- (2) “University vehicle or equipment.” Any vehicle or equipment owned, leased, or operated by the university.
- (3) “Controlled substances.” Include and are not limited to narcotics, depressants, stimulants, hallucinogens, cannabis, and any chemical compound added to federal or state regulations and denoted as a controlled substance.
- (4) “Illegal drugs.” A substance whose use or possession is controlled by federal or state law but is not being used or possessed under the supervision of a licensed health care professional.
- (5) “Intoxicant.” Any substance which can induce a condition of diminished mental and/or physical ability, excitement, irrational behavior or other physiological effects.
- (6) “Random testing.” Drug or alcohol testing that is conducted on employees chosen by random selection.
- (7) “Reasonable suspicion testing.” Testing based on specific, objective observations concerning the appearance, behavior, speech, or body odors of an employee including but not limited to slurred speech; dilated or pinpoint pupils; drowsiness or sleepiness; unusual or rapid changes in mood; unexplained work errors; impaired manual dexterity, coordination, or ability to reason; diversion of medications or upon verification of a drug or alcohol-related conviction; and self-disclosure of selling or taking drugs or alcohol.
- (8) “Refusal to consent.” Obstructing the collection or testing process; submitting an altered, adulterated, or substitute sample; failing to appear for a scheduled test; refusing to complete the requested testing forms; failing to promptly provide specimen(s) for testing when directed to do so and without a valid medical basis for the failure.

(E) Guidelines.

- (1) All faculty, staff, volunteers, and student employees are required to report known or suspected violations of this policy to their supervisor, manager, or an appropriate administrator.
 - (2) This policy is subject to all applicable collective bargaining agreements and state law; however, no employee or bargaining unit may be exempted from application of this policy.
 - (3) Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided by an employee or volunteer shall be kept confidential to the extent required by law and maintained in files separate from personnel files. Such records and information may only be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding.
 - (4) Voluntary submission for treatment of substance abuse problems will not subject employees or volunteers to disciplinary action or sanctions; however, submission for treatment shall not serve as a substitute for disciplinary action or sanction under this or any other university policy.
 - (5) Any employee, volunteer, or visitor who observes an individual unlawfully manufacturing, distributing, dispensing, using or possessing alcohol or possessing controlled substances on university premises shall be reported immediately to the university police. Off-site university programs or activities should contact campus police, security and/or local law enforcement.
- (F) Procedures.
- (1) Consistent with this policy, the office of human resources shall:
 - (a) Develop procedures for the implementation and monitoring of drug and alcohol testing program which may include contracting with outside entities to provide testing services;

- (b) Inform all employees of the drug-free environment policy upon employment and ensure that the policy is accessible to all employees on the human resources website;
 - (c) Provide access to training for supervisors and managers; and
 - (d) Provide information on resources available through the university's employee assistance program ("EAP").
- (2) Consistent with this policy, the office of student experience shall:
- (a) Annually inform students of the university's drug-free environment policy;
 - (b) Provide alcohol and drug abuse awareness programming for students.
- (3) Drug/alcohol testing.
- (a) Pre-employment testing. Applicants for specific safety-related and other designated positions at the university will be drug/alcohol tested after receiving a final offer of employment and prior to beginning work. Applicants will be notified at the time of application that testing for drugs is a requirement of the employment process. Offers of employment are contingent on successfully passing a drug/alcohol test.
 - (b) Random testing. Performed for safety-related and other designated positions as required by law and pursuant to individual agreements. Employees in this group are subject to random testing as a condition of continued employment.
 - (c) Ordered testing. With the approval of the office of human resources, departments or units within the university can establish testing standards that are more rigorous than outlined in this policy (such testing is typically required by federal regulations, licensure boards, and other legal or regulatory entities).
 - (d) Reasonable suspicion testing.

- (i) Reasonable suspicion testing may be ordered by a supervisor, chair, or other university administration only in consultation with the office of human resources employee and labor relations officer.
 - (ii) If the supervisor or manager is unclear that testing is merited, they should consult with the office of human resources employee and labor relations officer.
 - (iii) Where reasonable suspicion exists, the employee or volunteer shall be immediately relieved of duty pending the outcome of the testing. After an employee is sent for testing, the employee should be placed on administrative leave until further actions are taken.
 - (iv) Failure of a manager or supervisor to receive training on this policy shall not invalidate otherwise proper reasonable suspicion testing.
 - (v) Individuals testing positive should be referred to the university employee assistance program (EAP) for evaluation. The evaluation will determine and recommend if substance abuse treatment or education is appropriate and/or necessary. Employee and labor relations will review the recommendation and may determine that treatment is a requirement for any current employee who has an alcohol or drug problem that affects job performance.
- (e) Post-rehabilitation testing. When an employee has had a confirmed positive test result or has been sent to a drug dependency program at the request of the university and will remain as a university employee, then as a condition of continued employment, the employee will be required to take and pass a follow-up drug test or tests during a period of up to two years after the employee's return to work.
- (G) Self-disclosure of conviction by employee.
- (1) Consistent with this policy and as required by the Drug Free Workplace Act of 1988, all employees, faculty, staff and volunteers

are required to notify their immediate supervisor within five calendar days after any alcohol or drug-related conviction or finding of guilt, including a plea of nolo contendere occurring in the workplace. When a supervisor is so notified by an employee, the supervisor shall immediately notify the chief human resources officer.

- (2) Within thirty days of such notice, the university will take appropriate personnel action against the employee, which may include corrective action, random testing requirements, notification of an appropriate licensing authority, and required participation in a drug abuse assistance or rehabilitation program.
 - (3) If the self-disclosure is from an employee engaged in the performance of work under a federal grant or contract the supervisor shall notify the associate vice president for research. The associate vice president for research shall notify the federal agency sponsoring the grant or contract within ten days after notification of the employee's conviction.
- (H) Sanctions for violation or noncompliance.
- (1) A refusal to consent to testing shall be considered as a violation of this policy.
 - (2) Corrective action may include discipline up to and including termination, required participation in an evaluation by EAP and/or follow-through with an education/treatment program. If an employee refuses to participate or does not satisfactorily complete a required education/treatment program, the employee may be subject to corrective action up to and including termination.
 - (3) Students violating this policy will be subject to disciplinary action in accordance with "The Code of Student Rights, Responsibilities, and Conduct (The Code)." Sanctions may include warning, probation, suspension, expulsion, or referral for prosecution.
 - (4) Employees violating this policy will be subject to disciplinary action in accordance with applicable collective bargaining agreements and/or other university policies and procedures. Sanctions may include warning, reprimand, suspension, removal or termination, or referral for prosecution. Employees violating this policy may also be

required to participate in a drug or alcohol abuse assistance or rehabilitation program.

- (5) Employees, students, volunteers, and visitors who violate this policy may be prohibited from accessing university premises, services, programs or events (see university policy 3356-7-45, "Persona non grata").

3356-7-20 Drug-free environment.

Previous Policy Number: 7006.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: September 1998; December 2010; September 2015; December 2016
Board Committee: University Affairs
Effective Date: ~~September 24, 2015~~ December 1, 2016
Next Review: 20201

- (A) Policy statement. Youngstown state university (“university”) is committed to creating a safe and healthy environment for its employees, students and visitors. The university prohibits the unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs, controlled substances, intoxicants, and alcohol by any student, employee, organization (including student organizations), volunteer or visitor on university premises, at any location where university business is being conducted, as part of any university activity, in a university vehicle, or in the workplace. Employees are prohibited from working and from operating any university vehicle or equipment while under the influence of alcohol or non-prescribed controlled substances. Employees using prescribed or over-the-counter medication are prohibited from operating university vehicles or equipment at any time when their ability to do so might be impaired by the medication. No passenger in a university vehicle may consume alcoholic beverages or use non-prescribed controlled substances while in the vehicle
- (B) Purpose. This policy is designed to create and maintain an environment which sustains the general health and well-being of students, employees, and visitors and to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The authorized use of alcohol on university premises is governed by university policy 3356-5-10, “Alcoholic beverages on campus.”
- (C) Scope. This policy applies to all students, interns, faculty, employees (including student employees), volunteers, university visitors, third parties, (unless otherwise noted) and any individual or organization using university premises or engaged in a university activity or program whether on or off campus.

As a receipt of federal funding, such as student financial aid and federal grants and contracts for research, the university is required to follow federal law including the Controlled Substances Act (CSA) (21 U.S.C., Chapter 13). The CSA prohibits the manufacture, dispensation, possession, use, or distribution of marijuana in any form on any university-owned property, in the conduct of university business or as part of any university activity. On September 8, 2016, Ohio law allowed certain activities related to the possession and use of medical marijuana. However, using and possessing marijuana, including medically prescribed marijuana, continues to be prohibited by and a violation of the CSA and university policy.

This prohibition applies even when the possession and use would be legal under the laws of Ohio. As a result, those with medical marijuana prescriptions/cards are not permitted to use medical marijuana on campus, in the conduct of university business or as part of any university activity. Sanctions for students and employees who are found to be in possession of or using marijuana include suspension, expulsion, and/or termination of employment.

This prohibition does not extend to research related to marijuana that is approved by:

1. The Agency for Health Care Research and Quality;
2. The National Institutes of Health;
3. The National Academy of Sciences;
4. The centers for Medicare and Medicaid services;
5. The United States Department of Defense;
6. The Centers for Disease Control and Prevention;
7. The United States Department of Veterans' Affairs;
8. The Drug Enforcement Administration;
9. The Food and Drug Administration;
10. Any board recognized by the National Institutes of Health for the purpose of evaluating the medical value of health care services.

Students who are legally authorized Ohio medical marijuana users and are living in university owned or managed housing, may submit a letter with supporting documentation to the associate vice-president for student experience asking to be released from their university housing and dining obligations.

(D) Definitions.

- (1) “University premise.” Any building or land (including parking lots) owned, leased or used by the university including any site at which an employee is to perform work for the University.

- (2) “University vehicle or equipment.” Any vehicle or equipment owned, leased, or operated by the university.
 - (3) “Controlled substances.” Include and are not limited to narcotics, depressants, stimulants, hallucinogens, cannabis, and any chemical compound added to federal or state regulations and denoted as a controlled substance.
 - (4) “Illegal drugs.” A substance whose use or possession is controlled by federal or state law but is not being used or possessed under the supervision of a licensed health care professional.
 - (5) “Intoxicant.” Any substance which can induce a condition of diminished mental and/or physical ability, excitement, irrational behavior or other physiological effects.
 - (6) “Random testing.” Drug or alcohol testing that is conducted on employees chosen by random selection.
 - (7) “Reasonable suspicion testing.” Testing based on specific, objective observations concerning the appearance, behavior, speech, or body odors of an employee including but not limited to slurred speech; dilated or pinpoint pupils; drowsiness or sleepiness; unusual or rapid changes in mood; unexplained work errors; impaired manual dexterity, coordination, or ability to reason; diversion of medications or upon verification of a drug or alcohol-related conviction; and self-disclosure of selling or taking drugs or alcohol.
 - (8) “Refusal to consent.” Obstructing the collection or testing process; submitting an altered, adulterated, or substitute sample; failing to appear for a scheduled test; refusing to complete the requested testing forms; failing to promptly provide specimen(s) for testing when directed to do so and without a valid medical basis for the failure.
- (E) Guidelines.
- (1) All faculty, staff, volunteers, and student employees are required to report known or suspected violations of this policy to their supervisor, manager, or an appropriate administrator.
 - (2) This policy is subject to all applicable collective bargaining agreements and state law; however, no employee or bargaining unit may be exempted from application of this policy.

- (3) Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided by an employee or volunteer shall be kept confidential to the extent required by law and maintained in files separate from personnel files. Such records and information may only be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding.
 - (4) Voluntary submission for treatment of substance abuse problems will not subject employees or volunteers to disciplinary action or sanctions; however, submission for treatment shall not serve as a substitute for disciplinary action or sanction under this or any other university policy.
 - (5) Any employee, volunteer, or visitor who observes an individual unlawfully manufacturing, distributing, dispensing, using or possessing alcohol or possessing controlled substances on university premises shall be reported immediately to the university police. Off-site university programs or activities should contact campus police, security and/or local law enforcement.
- (F) Procedures.
- (1) Consistent with this policy, the office of human resources shall:
 - (a) Develop procedures for the implementation and monitoring of drug and alcohol testing program which may include contracting with outside entities to provide testing services;
 - (b) Inform all employees of the drug-free environment policy upon employment and ensure that the policy is accessible to all-employees on the human resources website;
 - (c) Provide access to training for supervisors and managers; and
 - (d) Provide information on resources available through the university's employee assistance program ("EAP").
 - (2) Consistent with this policy, the office of student experience shall:
 - (a) Annually inform students of the university's drug-free environment policy;

- (b) Provide alcohol and drug abuse awareness programming for students.
- (3) Drug/alcohol testing.
- (a) Pre-employment testing. Applicants for specific safety-related and other designated positions at the university will be drug/alcohol tested after receiving a final offer of employment and prior to beginning work. Applicants will be notified at the time of application that testing for drugs is a requirement of the employment process. Offers of employment are contingent on successfully passing a drug/alcohol test.
 - (b) Random testing. Performed for safety-related and other designated positions as required by law and pursuant to individual agreements. Employees in this group are subject to random testing as a condition of continued employment.
 - (c) Ordered testing. With the approval of the office of human resources, departments or units within the university can establish testing standards that are more rigorous than outlined in this policy (such testing is typically required by federal regulations, licensure boards, and other legal or regulatory entities).
 - (d) Reasonable suspicion testing.
 - (i) Reasonable suspicion testing may be ordered by a supervisor, chair, or other university administration only in consultation with the office of human resources employee and labor relations officer.
 - (ii) If the supervisor or manager is unclear that testing is merited, they should consult with the office of human resources employee and labor relations officer.
 - (iii) Where reasonable suspicion exists, the employee or volunteer shall be immediately relieved of duty pending the outcome of the testing. After an employee is sent for testing, the employee should be placed on administrative leave until further actions are taken.

- (iv) Failure of a manager or supervisor to receive training on this policy shall not invalidate otherwise proper reasonable suspicion testing.
 - (v) Individuals testing positive should be referred to the university employee assistance program (EAP) for evaluation. The evaluation will determine and recommend if substance abuse treatment or education is appropriate and/or necessary. Employee and labor relations will review the recommendation and may determine that treatment is a requirement for any current employee who has an alcohol or drug problem that affects job performance.
 - (e) Post-rehabilitation testing. When an employee has had a confirmed positive test result or has been sent to a drug dependency program at the request of the university and will remain as a university employee, then as a condition of continued employment, the employee will be required to take and pass a follow-up drug test or tests during a period of up to two years after the employee's return to work.
- (G) Self-disclosure of conviction by employee.
- (1) Consistent with this policy and as required by the Drug Free Workplace Act of 1988, all employees, faculty, staff and volunteers are required to notify their immediate supervisor within five calendar days after any alcohol or drug-related conviction or finding of guilt, including a plea of nolo contendere occurring in the workplace. When a supervisor is so notified by an employee, the supervisor shall immediately notify the chief human resources officer.
 - (2) Within thirty days of such notice, the university will take appropriate personnel action against the employee, which may include corrective action, random testing requirements, notification of an appropriate licensing authority, and required participation in a drug abuse assistance or rehabilitation program.
 - (3) If the self-disclosure is from an employee engaged in the performance of work under a federal grant or contract the supervisor shall notify the associate vice president for research. The associate vice president for research shall notify the federal agency sponsoring the grant or contract within ten days after notification of the employee's conviction.
- (H) Sanctions for violation or noncompliance.

- (1) A refusal to consent to testing shall be considered as a violation of this policy.
- (2) Corrective action may include discipline up to and including termination, required participation in an evaluation by EAP and/or follow-through with an education/treatment program. If an employee refuses to participate or does not satisfactorily complete a required education/treatment program, the employee may be subject to corrective action up to and including termination.
- (3) Students violating this policy will be subject to disciplinary action in accordance with “The Code of Student Rights, Responsibilities, and Conduct (The Code).” Sanctions may include warning, probation, suspension, expulsion, or referral for prosecution.
- (4) Employees violating this policy will be subject to disciplinary action in accordance with applicable collective bargaining agreements and/or other university policies and procedures. Sanctions may include warning, reprimand, suspension, removal or termination, or referral for prosecution. Employees violating this policy may also be required to participate in a drug or alcohol abuse assistance or rehabilitation program.
- (5) Employees, students, volunteers, and visitors who violate this policy may be prohibited from accessing university premises, services, programs or events (see university policy 3356-7-45, “Persona non grata”).

3356-7-22 Employee health insurance programs.

Previous Policy Number: 7008.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: March 1998; December 2011; June 2015; December 2016
Board Committee: University Affairs
Effective Date: December 1, 2106
Next review: 2021

- (A) Policy statement. The board of trustees authorizes all of the university's employee health care insurance programs. This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the university.
- (B) Health care advisory committee. A health care advisory committee ("HCAC") with representation from all bargaining units and non-bargaining employees from each of the university divisions is established in accordance with the HCAC September 2011 policy and guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost-controlling measures.
- (C) Plan design and benefit levels.
 - (1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.
 - (2) Eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage as identified in the "Benefits" section of the website for the office of human resources at <http://web.yzu.edu/hr/>.
- (D) Premium sharing.

- (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.
 - (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
 - a) Employees will contribute, via payroll deduction, an aggregate of fifteen per cent of the funding level. Funding rates will be established for three tiers: the employee only, employee plus one dependent and family (employee plus two or more dependents) contracts. A flat percentage of salary that is required for funding level to be reached will be identified each July first.
 - b) Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the funding rates effective July 1, 2015:
 - (i) Minimum of ten per cent, and
 - (ii) Maximum of twenty per cent.
 - (3) Payments shall be deducted in equal amounts from each eligible participant's semimonthly paychecks.
- (E) Working spouse/coordination of benefits.
- (1) As a condition of eligibility for coverage under the university's group medical and/or prescription drug plan (referred to as "university coverage"), if an employee's spouse is eligible for group medical and/or prescription coverage which is sponsored, maintained and/or provided by the spouse's current employer, former employer (if retirees), or business for self-employed individuals other than sole proprietors, collectively or individually, (referred to as "employer coverage"), the spouse must enroll for at least single coverage in his/her employer coverage unless he/she is entitled to medicare. The use of the word "spouse" in this policy refers to a legal spouse.

For purposes of this section, in instances where the spouse's employer makes no monetary contribution for employer coverage, such plans will not be considered to be employer coverage. This is intended to apply to situations in which the spouse is a current employee in a business but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or a retiree in a group medical and/or prescription drug insurance plan.

- (2) The requirement of paragraph (E)(1) of this rule does not apply to any spouse who works less than twenty-five hours per week and is required to pay more than fifty per cent of the single premium funding rate or three hundred dollars per month, whichever is greater, in order to participate in employer coverage.
 - (3) An employee's spouse who fails to enroll in employer coverage, as outlined above, shall be ineligible for university coverage.
 - (4) Upon the spouse's enrollment in employer coverage, that coverage will become the primary plan and the university coverage will become the secondary plan, according to the primary plan's coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a medicare beneficiary and medicare is secondary to the university coverage and primary to the spouse's employer coverage, the university coverage will be the primary coverage. Sections 3902.11 and 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.
- (F) Upon becoming eligible, the employee's spouse must enroll in employer coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll, whose spouse participates in the university's group medical and/or prescription drug insurance coverage, shall, upon request, complete and submit to the plan a written certification verifying whether his/her spouse is eligible for and enrolled in employer coverage. If any employee fails to complete and submit the certification form during the annual certification process, such employee's spouse will be removed immediately from university coverage. Any information not

completed or provided on the certification form may be requested from the employee.

- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer of a change in the eligibility of the employee's spouse for employer coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of university coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from university coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the university coverage.

The administrator shall provide at least thirty days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable university coverage for reimbursement of benefits and expenses, including attorney's fees and costs incurred by the university coverage as a result of the false information or failure. Additionally, if the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.

- (I) The details of the working spouse limitations and coordination of benefits requirements are available upon request from the human resource office.
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses are employed by the university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse works for the university and the other does not, the children remain on the university insurance. If both spouses work for the university and choose employee plus one or family coverage, the higher paid employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.

3356-7-22 Employee health insurance programs.

Previous Policy Number: 7008.01
Responsible Division/Office: ~~Finance and Administration~~/Human Resources
Responsible Officer: Vice President for ~~Finance- Legal Affairs~~ and _____
Administration Human Resources
Revision History: March 1998; December 2011; June 2015; December 2016
Board Committee: University Affairs
Effective Date: ~~June 17, 2015~~ December 1, 2016
Next review: ~~2020~~ 2021

- (A) Policy statement. The board of trustees authorizes all of the university's employee health care insurance programs. This policy is intended to authorize participation in the medical, prescription drug, dental and vision plan options for professional/administrative and other non-bargaining employees of the university.
- (B) Health care advisory committee. A health care advisory committee ("HCAC") with representation from all bargaining units and non-bargaining employees from each of the university divisions is established in accordance with the HCAC September 2011 policy and guidelines. The charge of the committee is to review and assess existing medical, dental, prescription drug, and vision benefit plan options and other cost-controlling measures.
- (C) Plan design and benefit levels.
- (1) Bargaining unit employees are eligible for medical, dental, prescription drug, and vision coverage in accordance with the applicable collective bargaining agreement.
 - (2) Eligible employees who are not covered by a collective bargaining agreement are eligible for medical, dental, prescription drug, and vision coverage as identified in the "Benefits" section of the website for the office of human resources at <http://web.yosu.edu/hr/>.
- (D) Premium sharing.

- (1) Bargaining unit employees who choose to enroll in the medical, prescription drug, dental or vision plan will be required to contribute toward the cost of coverage in accordance with the applicable collective bargaining agreement.
 - (2) Eligible employees who are not covered by a collective bargaining agreement and who choose to enroll in the university's health insurance plans will be required to share in the cost of coverage as follows:
 - a) Employees will contribute, via payroll deduction, an aggregate of fifteen per cent of the funding level. Funding rates will be established for three tiers: the employee only, employee plus one dependent, and family (employee plus two or more dependents) contracts. A flat percentage of salary that is required for funding level to be reached will be identified each July first.
 - b) Notwithstanding the foregoing formula, employees shall pay no more or no less than the following percentages of the funding rates effective July 1, 2015:
 - (i) Minimum of ten per cent, and
 - (ii) Maximum of twenty per cent.
 - (3) Payments shall be deducted in equal amounts from each eligible participant's semimonthly paychecks.
- (E) Working spouse/coordination of benefits.
- (1) As a condition of eligibility for coverage under the university's group medical and/or prescription drug plan (referred to as "university coverage"), if an employee's spouse is eligible for group medical and/or prescription coverage which is sponsored, maintained and/or provided by the spouse's current employer, former employer (if retirees), or business for self-employed individuals other than sole proprietors, collectively or individually, (referred to as "employer coverage"), the spouse must enroll for at least single coverage in his/her employer coverage unless he/she is entitled to medicare. The use of the word "spouse" in this policy

refers to a traditional legal spouse, ~~as well as a same-sex domestic partner.~~

For purposes of this section, in instances where the spouse's employer makes no monetary contribution for employer coverage, such plans will not be considered to be employer coverage. This is intended to apply to situations in which the spouse is a current employee in a business but not to situations in which the spouse is a business owner, including partner of a company and/or firm, is a self-employed individual (other than a sole proprietor) in a business, or a retiree in a group medical and/or prescription drug insurance plan.

- (2) The requirement of paragraph (E)(1) of this rule does not apply to any spouse who works less than twenty-five hours per week and is required to pay more than fifty per cent of the single premium funding rate or three hundred dollars per month, whichever is greater, in order to participate in employer coverage.
 - (3) An employee's spouse who fails to enroll in employer coverage, as outlined above, shall be ineligible for university coverage.
 - (4) Upon the spouse's enrollment in employer coverage, that coverage will become the primary plan and the university coverage will become the secondary plan, according to the primary plan's coordination of benefits and participation rules. Notwithstanding the foregoing, in the event the spouse is a medicare beneficiary and medicare is secondary to the university coverage and primary to the spouse's employer coverage, the university coverage will be the primary coverage. Sections 3902.11 and 3902.14 of the Revised Code shall govern the implementation and interpretation of these coordination of benefits rules.
- (F) Upon becoming eligible, the employee's spouse must enroll in employer coverage unless he/she is exempt from this requirement in accordance with the exemptions stated in this policy.
- (G) All employees choosing to enroll, whose spouse participates in the university's group medical and/or prescription drug insurance coverage, shall, upon request, complete and submit to the plan a written certification verifying whether his/her spouse is eligible for and enrolled in employer coverage. If any employee fails to complete and submit the certification

form during the annual certification process, such employee's spouse will be removed immediately from university coverage. Any information not completed or provided on the certification form may be requested from the employee.

- (H) If an employee submits false material information or fails to timely advise the plan via the chief human resources officer of a change in the eligibility of the employee's spouse for employer coverage within thirty days of notification of such eligibility, and such false information or failure results in the provision of university coverage to which the employee's spouse is not entitled, the employee's spouse will be disenrolled from university coverage. Such disenrollment may be retroactive to the date as of which the employee's spouse became ineligible for plan coverage, as determined by the administrator for the university coverage.

The administrator shall provide at least thirty days advance written notice of any proposed retroactive disenrollment. In the event of retroactive disenrollment, the employee will be personally liable to the applicable university coverage for reimbursement of benefits and expenses, including attorney's fees and costs incurred by the university coverage as a result of the false information or failure. Additionally, if the employee submits false information in this context, the employee may be subject to disciplinary action up to and including termination of employment.

- (I) The details of the working spouse limitations and coordination of benefits requirements are available upon request from the human resource office.
- (J) For purposes of salary deduction toward insurance premium cost sharing, families in which both spouses/~~domestic partners~~ are employed by the university have the option either to be treated as only one employee, employee plus one or family coverage, or to select individual coverage and for each to pay the single salary share for premium.
- (K) If one spouse/domestic partner works for the university and the other does not, the children remain on the university insurance. If both spouses/~~domestic partners~~ work for the university and choose employee plus one or family coverage, the higher paid employee pays for the employee plus one or family coverage.
- (L) An employee may opt out of health insurance benefits (medical, prescription drug, dental and/or vision) coverage upon submission of

sufficient evidence, in accordance with the provisions of this rule, of such coverage from another source.

3356-7-26 Nepotism and potential conflicts in employment situations.

Previous Policy Number: 7013.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and
Human Resources
Revision History: December 1998; December 2010; June 2016;
December 2016
Board Committee: University Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The university fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees, as well as creating confidence in the integrity of the hiring process. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited. Employees may not authorize, or use the authority or influence of their position to authorize, any of the employment practices as defined herein for the benefit of a family member or business associate.
- (B) Definitions.
- (1) Nepotism is the practice of applying favoritism, without regard to merit, through authority or influence by someone in a position of power or authority toward family members or other for whom the employee has a relationship or is legally responsible. Favoritism is shown by giving preferential treatment in any employment practice to family members as defined in this policy.
 - (2) Employment practices include: the ability or power to effectively hire, transfer, suspend, lay off, recall, promote, discharge; assign or reassign duties; reward, discipline, or influence grievances/appeals.
 - (3) Family members are defined as: parents, grandparents, children of any age, grandchildren, spouse, or siblings (regardless of where these family members reside) and anyone to whom he or she is related by blood or marriage (aunts, uncles, nieces, nephews,

cousins, and in-laws) and who is also residing in the same household with the employee.

- (4) University officials include: members of the board of trustees, executive officers, administrative officers, and other employees in a position to in any way affect employment practices.
- (5) Business associate includes: any individuals, companies, or organizations with which the official is acting together to pursue a common business purpose. Examples would be partners in a partnership, co-owners of a business, an outside employer, and co-members of an LLC.

(C) Parameters.

- (1) Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards. Thus, while there is no prohibition of family members and business associates being employed simultaneously at the university, there are restrictions as to whether an employee may authorize employment practices that directly affect another family member or business associate.
- (2) Division (A)(1) of section 2921.42 of the Revised Code provides that no public (university) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a family member, or any business associates has an interest. Violation of this section may constitute a felony.
- (3) University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the university's administrative and personnel decision-making. This responsibility includes avoiding the appearance of a conflict of interest between personal and university interests (see rule 3356-7-01 of the Administrative Code).
- (4) University officials shall not attempt to influence an employment-practice that directly affects a family member or business associate.

- (5) Normally the university will not hire, transfer, promote, or employ family members in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a family member. However, should that occur, the conflict must be disclosed and the university should determine the action steps to be taken to manage the conflict. The employee should apprise the supervisor and in consultation with the appropriate dean/vice president and chief of human resources officer, resolve the situation and avoid the conflict.
 - (6) If a relationship develops during the course of employment that would create a conflict, the appropriate supervisor, in consultation with the appropriate dean/vice president and the chief human resources officer, will confer with the individuals involved to resolve the situation and avoid the conflict.
 - (7) In rare and unusual situations when it is determined to be in the best interest of the university, exceptions may be made. Such exceptions are to be made through the provost or appropriate vice president and with the approval of the president.
- (D) Procedures.
- (1) The university requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
 - (2) Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.
 - (3) If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.
 - (4) Upon receiving notification of such possible influence, the immediate supervisor and appropriate dean/vice president will consult with the chief human resources officer.

- (5) An employee who violates this policy may be subject to disciplinary action and the employment practice may be reversed.

3356-7-26 Nepotism and potential conflicts in employment situations.

Previous Policy Number: 7013.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and
Human Resources
Revision History: December 1998; December 2010; June 2016;
December 2016
Board Committee: University Affairs
Effective Date: ~~June 15, 2016~~December 1, 2016
Next Review: 2021

- (A) Policy statement. The university fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees, as well as creating confidence in the integrity of the hiring process. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited. Employees may not authorize, or use the authority or influence of their position to authorize, any of the employment practices as defined herein for the benefit of a family member or business associate.
- (B) Definitions.
- (1) Nepotism is the practice of applying favoritism, without regard to merit, through authority or influence by someone in a position of power or authority toward family members or other for whom the employee has a relationship or is legally responsible. Favoritism is shown by giving preferential treatment in any employment practice to family members as defined in this policy.
 - (2) Employment practices include: the ability or power to effectively hire, transfer, suspend, lay off, recall, promote, discharge; assign or reassign duties; reward, discipline, or influence grievances/appeals.
 - (3) Family members are defined as: parents, grandparents, children of any age, grandchildren, spouse, or siblings (regardless of where these family members reside) and anyone to whom he or she is related by blood or marriage (aunts, uncles, nieces, nephews,

cousins, and in-laws) and who is also residing in the same household with the employee. ~~Family members include domestic partners and family members, as defined herein, of a domestic partner.~~

- (4) University officials include: members of the board of trustees, executive officers, administrative officers, and other employees in a position to in any way affect employment practices.
- (5) Business associate includes: any individuals, companies, or organizations with which the official is acting together to pursue a common business purpose. Examples would be partners in a partnership, co-owners of a business, an outside employer, and co-members of an LLC.

(C) Parameters.

- (1) Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards. Thus, while there is no prohibition of family members and business associates being employed simultaneously at the university, there are restrictions as to whether an employee may authorize employment practices that directly affect another family member or business associate.
- (2) Division (A)(1) of section 2921.42 of the Revised Code provides that no public (university) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a family member, or any business associates has an interest. Violation of this section may constitute a felony.
- (3) University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the university's administrative and personnel decision-making. This responsibility includes avoiding the appearance of a conflict of interest between personal and university interests (see rule 3356-7-01 of the Administrative Code).

- (4) University officials shall not attempt to influence an employment-practice that directly affects a family member or business associate.
 - (5) Normally the university will not hire, transfer, promote, or employ family members in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a family member. However, should that occur, the conflict must be disclosed and the university should determine the action steps to be taken to manage the conflict. The employee should apprise the supervisor and in consultation with the appropriate dean/vice president and chief of human resources officer, resolve the situation and avoid the conflict.
 - (6) If a relationship develops during the course of employment that would create a conflict, the appropriate supervisor, in consultation with the appropriate dean/vice president and the chief human resources officer, will confer with the individuals involved to resolve the situation and avoid the conflict.
 - (7) In rare and unusual situations when it is determined to be in the best interest of the university, exceptions may be made. Such exceptions are to be made through the provost or appropriate vice president and with the approval of the president.
- (D) Procedures.
- (1) The university requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
 - (2) Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.
 - (3) If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.

- (4) Upon receiving notification of such possible influence, the immediate supervisor and appropriate dean/vice president will consult with the chief human resources officer.
- (5) An employee who violates this policy may be subject to disciplinary action and the employment practice may be reversed.

3356-7-31 Fringe benefits, excluded professional/administrative employees fee remission program.

Previous Policy Number: 7015.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016
Board Committee: University Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (1) Tuition or fee remission eligibility. University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at https://cfweb.cc.ysu.edu/finaid/Fee_Remission/app_remission.cfm.
- (B) Parameters.
- (1) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or spouse is

eligible for fee remission. Employees must also complete the university's application/affidavit in order to receive tuition remission.

- (2) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session are available to full-time and .75 full-time equivalent ("FTE") employees.
- (3) Instructional fee remission is available for spouses of full-time and .75 FTE employees.
- (4) Instructional fee remission is available for full-time and .75 FTE employees' dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- (5) Instructional and general fees remission are available for former full-time and .75 FTE employees who are retired, their spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- (6) Dependent children of an employee who dies are eligible for fee remission of instructional and general fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
- (7) A surviving spouse of an employee who dies is eligible for remission of instructional and general fees as long as the spouse remains unmarried. A stepchild of an employee who dies is eligible for fee remission only as long as the surviving spouse of the deceased employee remains unmarried.
- (8) A part-time employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment.
- (9) Fee remission is available to eligible employees enrolling in classes bearing Youngstown state university credit (including classes audited).

(C) Procedures.

- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete a tuition remission form and forward it to the office of human resources prior to taking advantage of the fee remission benefit for each academic term. Tuition remission forms are available on the office of human resources website or from the office of financial aid and scholarships.
- (4) The office of human resources will certify eligibility of the applicant and forward the form to the office of financial aid and scholarships for processing.
- (5) Employees covered by collective bargaining should refer to their respective agreement.

3356-7-31 Fringe benefits, excluded professional/administrative employees fee remission program.

Previous Policy Number: 7015.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for FinanceLegal Affairs and Administration Human Resources
Revision History: December 1998; September 2001; December 2010; February 2012; December 2016
Board Committee: University Affairs
Effective Date: ~~June 13, 2012~~ December 1, 2016
Next Review: ~~2017~~ 21

- (A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education, to take advantage of events, activities and performances offered, and to otherwise enhance each employee's standard of living.
- (1) Tuition or fee remission eligibility. University employees are eligible to be granted remission of instructional and general fees at the university, including out-of-state fees, where applicable. Dependent children and spouses/~~same sex domestic partners~~ are eligible to be granted remission of instructional fees at the university, including out-of-state instructional fees, where applicable. Children, for purposes of this policy, are the biological children, legally adopted children, stepchildren, or children for which the employee has been granted a legal guardianship. Details of the fee remission program may be found at https://cfweb.cc.ysu.edu/finaid/Fee_Remission/app_remission.cfm.
- (B) Parameters.
- (1) The employee will be required to produce sufficient documentation as requested by the university, such as copies of marriage licenses, birth certificates, and certificates of adoption or legal guardianship to assist the university in determining that the child or, spouse, ~~or~~

~~same-sex domestic partner~~ is eligible for fee remission. Employees must also complete the university's application/affidavit in order to receive tuition remission.

- (2) Instructional and general fees remission for up to eighteen semester hours per academic year and six semester hours each summer session are available to full-time and .75 full-time equivalent ("FTE") employees.
- (3) Instructional fee remission is available for spouses ~~and same-sex domestic partners (signed affidavit required)~~ of full-time and .75 FTE employees.
- (4) Instructional fee remission is available for full-time and .75 FTE employees' dependent children to the end of the academic year during which the dependent child reaches age twenty-five.
- (5) Instructional and general fees remission are available for former full-time and .75 FTE employees who are retired, their spouses, and dependent children (to the end of the academic year during which the dependent reaches age twenty-five).
- (6) Dependent children of an employee who dies are eligible for fee remission of instructional and general fees until they reach the end of the academic year during which the dependent child reaches age twenty-five.
- (7) A surviving spouse of an employee who dies is eligible for remission of instructional and general fees as long as the spouse remains unmarried. A stepchild of an employee who dies is eligible for fee remission only as long as the surviving spouse of the deceased employee remains unmarried.
- (8) A part-time employee whose appointment equals at least .5 FTE, but is less than .75 FTE, receives remission of one-half of the instructional and general fees for up to six semester hours during the fiscal year of employment.
- (9) Fee remission is available to eligible employees enrolling in classes bearing Youngstown state university credit (including classes audited).

(C) Procedures.

- (1) Enrollment in classes is restricted to times that do not interfere with the performance of an employee's assigned duties and responsibilities. Supervisors may make exceptions to this restriction provided that there is no adverse impact on the operational needs of the work unit and arrangements have been made for the employee to make up any missed work time. An employee wishing to enroll in a university class that is offered during normal work hours must initiate a discussion and obtain approval of the matter from their appropriate department chairperson or department/unit supervisor well in advance of the class registration period.
- (2) If the discussion results in a decision that such enrollment will not interfere with the performance of assigned duties and responsibilities, the employee may proceed to register for the class. The employee and supervisor shall come to a written understanding as to how the employee will attend class and work his/her required number of hours.
- (3) Employees are required to complete a tuition remission form and forward it to the office of human resources prior to taking advantage of the fee remission benefit for each academic term. Tuition remission forms are available on the office of human resources website or from the office of financial aid and scholarships.
- (4) The office of human resources will certify eligibility of the applicant and forward the form to the office of financial aid and scholarships for processing.
- (5) Employees covered by collective bargaining should refer to their respective agreement.

3356-7-39 Employee files.

Previous Policy Number: 7019.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: May 2000; March 2011; December 2016
Board Committee: University Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. The university shall establish and maintain such employee files as necessary in accordance with state and federal laws and applicable collective bargaining agreements. The office of human resources is the sole repository of the official employee personnel files and, as such, maintains a file for each full-time member of the faculty and full-time and part-time members of the professional/administrative and classified civil service staffs. The chief human resources officer serves as the custodian of these official files.
- (B) Procedures.
- (1) Employees may examine their own file by appointment during regular business hours.
 - (2) Employees may place into their file a written statement commenting on or disagreeing with any document contained in the file.
 - (3) Employees will receive a copy of each document placed in their file by others at the time it is placed in the file.
 - (4) The office of human resources maintains a log of all non-university employees accessing these files. This office will notify employees and the appropriate bargaining unit when a non-university employee has accessed their file.
 - (5) Periodically, the president, or designee, shall identify a person or persons to conduct an unannounced spot check of the official

employee personnel files and provide a written report of the findings.

- (6) Information contained in these files will be used in a manner appropriate to the normal operation of the university and may be reported to the appropriate state or federal agency as required by law.
- (7) Employee files are subject to Ohio's public records law.
- (8) All files maintained are periodically examined for the purpose of purging the files of material no longer appropriate for retention.

3356-7-39 Employee files.

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Previous Policy Number: 7019.01
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Finance and Administration
Legal Affairs and Human Resources
Revision History: May 2000; March 2011; December 2016
Board Committee: Internal University Affairs
Effective Date: March 18, 2011 December 1, 2016
Next Review: 2016 21

(A) Policy statement. The university shall establish and maintain such employee files as necessary in accordance with state and federal laws and applicable collective bargaining agreements. The office of human resources is the sole repository of the official employee personnel files and, as such, maintains a file for each full-time member of the faculty and full-time and part-time members of the professional/administrative and classified civil service staffs. The chief human resources officer serves as the custodian of these official files.

(B) Procedures.

- (1) Employees may examine their own file by appointment during regular business hours.
- (2) Employees may place into their file a written statement commenting on or disagreeing with any document contained in the file.
- (3) Employees will receive a copy of each document placed in their file by others at the time it is placed in the file.
- (4) The office of human resources maintains a log of all non-university employees persons accessing these files. This office will notify employees and the appropriate bargaining unit when a non-university employee has accessed their file.
- (5) Periodically, the president, or designee, shall identify a person or persons to conduct an unannounced spot check of the official employee personnel files and provide a written report of the findings.

Agenda Item F.4.a
Exhibit N

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- (6) Information contained in these files will be used in a manner appropriate to the normal operation of the university and may be reported to the appropriate state or federal agency as required by law.
- (7) Employee files are subject to Ohio's public records law.
- (8) All files maintained are periodically examined for the purpose of purging the files of material no longer appropriate for retention.

RESCINDED

3356-7-49 Domestic partners benefits.

Previous Policy Number: 7025.01
Responsible Division/Office: Finance and Administration/Human Resources
Responsible Officer: VP for Finance and Administration
Revision History: October 2004; December 2012
Board Committee: University Affairs
Effective Date: December 14, 2012
Next Review: 2017

- (A) Policy statement. The university is committed to the recruitment and retention of a highly qualified and diverse workforce and to providing a competitive compensation package that demonstrates economic fairness and equity. The board of trustees authorizes benefits to be offered to domestic partners of eligible employees.
- (B) Parameters. For purposes of this policy, a domestic partnership is defined as a long-term, committed and personal relationship that meets all of the criteria described in Youngstown state university's "Affidavit of Domestic Partnership." Documentation may be required to verify that the criteria are met. The information provided on the completed affidavit will be used by the university for the sole purpose of determining eligibility for same sex domestic partner benefits. A dependent child of an eligible same sex domestic partner is defined as a child who is claimed as a dependent on the same sex domestic partner's most recent income tax return and will qualify in the current year for dependency tax status.
- (C) Procedures. An employee desiring health or tuition remission benefits for a same sex domestic partner will need to complete an "Affidavit of Domestic Partnership." Benefit-eligible employees will then be able to add their same sex domestic partner on the health coverage by completing an "Employee Application/Change Form" during open enrollment or within thirty days of life event. Forms must be completed and sent to the office of human resources. Employees may also request tuition remission benefits for their same sex domestic partner by applying online and submitting their affidavit to the office of human resources.

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

3356-7-51 Employee assistance program.

Previous Policy Number: 7026.01 (new)
Responsible Division/Office: Human Resources
Responsible Officer: Vice President for Legal Affairs and Human Resources
Revision History: June 2010; December 2016
Board Committee: University Affairs
Effective Date: December 1, 2016
Next Review: 2021

- (A) Policy statement. Youngstown state university (university) is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.
- (B) Definition. The university employee assistance program (EAP) consists of services designed to:
- (1) Maximize employee functioning on the job and in personal matters, and
 - (2) Assist employee clients in identifying and resolving personal concerns, including, but not limited to, health, marital, family, financial, alcohol, drug, legal, emotional stress, or other personal issues that may affect job performance.
- (C) Parameters.
- (1) The university's employee assistance program is designed to provide confidential access to professional services such as problem assessment, short-term counseling, and referral to appropriate community and private services.
 - (2) The EAP is available to all full-time benefits eligible employees of the university and eligible family members as defined by the agreement with the provider.

- (3) The office of human resources will make available to supervisors and employees information about referral and participation in the employee assistance program.
 - (4) Members of bargaining units should refer to their collective bargaining agreements.
- (D) Procedures. Services of the EAP may be initiated in any one of the following ways:
- (1) Employee self-referral: Eligible employees of the university may self-refer for confidential EAP services.
 - (2) Supervisory referral for voluntary participation: Supervisors may recommend that an employee participate in the EAP. The office of human resources will not disclose any information regarding EAP participation without written consent of the employee.
 - (3) Supervisor referral for mandatory participation: Employees who exhibit a documented pattern of deteriorating job performance or behavior that could result in termination can be referred by the supervisor to the office of human resources for mandatory participation in the EAP.

3356-7-51 Employee assistance program.

Previous Policy Number: 7026.01 (new)
Responsible Division/Office: ~~Finance and Administration~~ Human Resources
Responsible Officer: ~~Vice President for Legal Affairs~~ ~~P for Finance and Administration~~ Human Resources
Revision History: June 2010; December 2016
Board Committee: ~~Internal~~ University Affairs
Effective Date: ~~June 11, 2010~~ December 1, 2016
Next Review: 201521

- (A) Policy statement. ~~The Youngstown state~~ university (university) is committed to employment practices that promote the health and welfare of its employees. Through its various fringe benefits packages, it offers employees incentives to pursue additional education; to take advantage of events, activities and performances offered; and to otherwise enhance each employee's standard of living.
- (B) Definition. The university employee assistance program ("EAP") consists of services designed to:
- (1) Maximize employee functioning on the job and in personal matters, and
 - (2) Assist employee clients in identifying and resolving personal concerns, including, but not limited to, health, marital, family, financial, alcohol, drug, legal, emotional stress, or other personal issues that may affect job performance.
- (C) Parameters.
- (1) ~~The Youngstown state~~ university's ("YSU") employee assistance program is designed to provide confidential access to professional services such as problem assessment, short-term counseling, and referral to appropriate community and private services.

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

- (2) The EAP is available to all full-time benefits eligible employees of ~~YSU~~the university and eligible family members as defined by the agreement with the provider.
 - (3) The office of human resources will make available to supervisors and employees information about referral and participation in the employee assistance program.
 - (4) Members of bargaining units should refer to their collective bargaining agreements.
- (D) Procedures. Services of the EAP may be initiated in any one of the following ways:
- (1) Employee self-referral: Eligible employees of the university may self-refer for confidential EAP services.
 - (2) Supervisory referral for voluntary participation: Supervisors may recommend that an employee participate in the EAP. The office of human resources will not disclose any information regarding EAP participation without written consent of the employee.
 - (3) Supervisor referral for mandatory participation: Employees who exhibit a documented pattern of deteriorating job performance or behavior that could result in termination can be referred by the supervisor to the office of human resources for mandatory participation in the EAP.

SECTION 1:
PROJECT PROPOSAL
EXECUTIVE SUMMARY

EXECUTIVE PROJECT PROPOSAL SUMMARY

Date Prepared:	5/10/2016			
1. Project Title:	Flexible Hybrid Electronics Manufacturing Equipment			
2. Project Grantee:	Youngstown State University			
3. Contact Person: (include name, title, address, email & phone)	Darrell Wallace, Associate Professor - Mechanical & Industrial Engineering Youngstown State University, One University Plaza, Youngstown, OH 44555, drwallace01@ysu.edu, 330-941-3272			
4. County(ies) & Designation:	Mahoning (Transitional) & Trumbull (Transitional)			
5. Basic Agency	N/A			
6a. GOA State Goal/Strategy:	<p>Goal II: Strengthen the capacity of the people of Appalachia to compete in the global economy.</p> <p>Objective A) Enhance workforce skills through training.</p> <p>Strategy 3) Work toward building the capacity of training institutions, including but not limited to, two- and four-year colleges and career technical schools, to provide real-life skill training that is applicable on the job.</p>			
6b. ARC Fed Goal / Strategy:	<p>Investment Goal 2: Ready Workforce - Increase the education, knowledge, skills, and health of residents to work and succeed in Appalachia.</p> <p>Action Objective 3: Develop and support career-specific education and skills training for students and workers, especially in sectors that are experiencing growth locally and regionally and that provide opportunities for advancement. Appalachia's economy is undergoing transition. New employment opportunities are emerging as the Region's economic sectors grow and change. However, with these opportunities come new demands on local workers' skills and knowledge. For workers to take advantage of new employment opportunities they must have access to and engage in career-specific education and skills training that can help them succeed and advance on the job.</p>			
7. Purpose:	Equipment will initiate the development of a shared regional resource to support educational needs surrounding two rapidly emerging and regionally important industrial technologies: flexible automation (particularly collaborative robotics) and the manufacturing processes of agile and hybrid 3D printed electronics manufacturing.			
8. Funding/Budget: Source	Amount	% of Total	Program Funding	Status of Funds
ARC	\$187,000	37.4%	ARC	This application
Federal				
State				
Local				
Private / Applicant	\$313,000	62.6%	YSU	Committed
Total	\$500,000	100%		
9. Description:	<p>This project will equip a laboratory housed on the campus of Youngstown State University with state of the art equipment to demonstrate and teach advanced techniques for using flexible automation (particularly co-robotics) to assist both traditional board-level electronics manufacturing as well as the integration of electronics into both conventional and hybrid 3D printed structures. The equipment would be owned by YSU, a public university, and would be incorporated into the University's plans for a shared-use innovation and commercialization center where students, faculty, and industry from across the region may access the equipment.</p>			

	<p>The emergence of additive manufacturing and its capability for integrating both structural and functional electronic forms is changing fundamental assumptions about manufacturing. Concurrently, new automation technologies such as collaborative robots or co-robots are changing paradigms of how humans and machines interact to perform tasks. These two major areas of technology evolution are causing major regional manufacturers like Delphi to rethink significant aspects of their production strategies. However, the necessary expertise does not yet exist within either the organization or the region. The proposed equipment would provide infrastructure to develop a skilled workforce able to address these immediate skill needs and a proving ground where students, faculty, and industry could work together to solve real-world problems of immediate interest to regional manufacturers. The value of this effort to support regional industry innovation is evidenced by the attached letters of support from Delphi (p. 6), Altronic (p. 7), the Youngstown Business Incubator (p. 8), and Turning Technologies (p. 9). These organizations have real and immediate opportunities to leverage access to this equipment for growth and innovation.</p> <p>Pending ARC approval, it is anticipated that the equipment for this project will go out to bid requesting price quotes approximately June 1, 2017. Within 6 months of acquisition of the equipment, YSU will incorporate the equipment into a new manufacturing program curriculum that has been specifically tailored to meet the workforce needs of this region. Within 2 years, the equipment will be relocated to a planned new facility (on YSU campus) where it will be readily accessible to students from the major regional post-secondary educational institutions as well as to regional industry. As a result, it is expected that this project will result in the creation of 6 jobs.</p>
<p>10. Rationale:</p>	<p>The new technologies of co-robotic automation, agile on-demand electronics assembly, and hybrid 3D printed structures with integrated electronics are fundamentally changing manufacturing paradigms for the electronics industry. Major regional manufacturers, including Delphi, have identified these technology areas as important to their long-term strategies, but they lack access to personnel with expertise in these topics.</p>
<p>11. Benefit:</p>	<ul style="list-style-type: none"> • Skilled workforce with capabilities in emerging technologies • Cross-disciplinary and cross-institutional sharing of resources • Opportunity for enhanced industry / academic collaboration • Support for regional companies to adopt emerging technologies • Increased student exposure to regional companies and real-world problems
<p>12. Performance Measurement:</p>	<p>Outputs:</p> <ul style="list-style-type: none"> • 3 courses offered through the laboratory • 4 educational institutions with agreements to allow facility access • 4 companies engaged <p>Outcomes:</p> <ul style="list-style-type: none"> • 50 students enrolled in courses making use of the equipment • 6 jobs created • 2 companies using facility to test manufacturing feasibility
<p>13. Leveraged Private Investment:</p>	<ul style="list-style-type: none"> • \$250,000 private donation to YSU – This donor has made a commitment to donate funds in support of this effort. He is deeply committed to preserving and growing the competitiveness of electronics manufacturing in the region and has voiced his support for this effort through a significant personal investment.

**APPLICATION FOR
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Youngstown State University		Organizational Unit: Department: Mechanical & Industrial Engineering	
Organizational DUNS: 073131237		Division: College of STEM	
Address: Street: One University Plaza		Name and telephone number of person to be contacted on matters involving this application (give area code) Prefix: First Name: Michael	
City: Youngstown		Middle Name A	
County: Mahoning		Last Name Hripko	
State: Ohio	Zip Code	Suffix:	
Country: 44555		Email: mahripko@ysu.edu	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 3 4 - 1 0 1 1 9 9 8		Phone Number (give area code) 330-941-3092	Fax Number (give area code)
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) I. State Controlled Institution of Higher Learning Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 2 3 - 0 0 2		9. NAME OF FEDERAL AGENCY: Appalachian Regional Commission	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Youngstown, Mahoning / Trumbull Counties, Ohio		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Flexible Hybrid Electronics Manufacturing Equipment	
13. PROPOSED PROJECT Start Date: 06/01/2017		14. CONGRESSIONAL DISTRICTS OF: a. Applicant OH-013	
Ending Date: 01/01/2020		b. Project OH-013	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 187,000.00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: 05/10/2016	
b. Applicant	\$ 313,000.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
d. Local	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
e. Other	\$.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
f. Program Income	\$.00	a. Authorized Representative	
g. TOTAL	\$.00	Prefix: First Name: Middle Name: Michael A	
		Last Name: Suffix: Hripko	
		b. Title: c. Telephone Number (give area code): Associate Vice President for Research 330-941-3092	
		d. Signature of Authorized Representative: e. Date Signed: 10/26/2016	

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Leave Blank	Leave Blank	\$ 187,000.00	\$ 313,000.00	\$	\$	\$ 500,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 187,000.00	\$ 313,000.00	\$ 0.00	\$	\$ 500,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) First Quarter	(2) Second Quarter	(3) Fourth Quarter	(4) Fourth Quarter	
a. Personnel	\$	\$	\$	\$	\$ 0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment	500,000.00				500,000.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges (sum of 6a-6h)	500,000.00	0.00	0.00		500,000.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 500,000.00	\$ 0.00	\$ 0.00	\$	\$ 500,000.00
7. Program Income	\$	\$	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Youngstown State University	\$ 313,000.00	\$	\$	\$ 313,000.00
9.					0.00
10.					0.00
11.					0.00
12.	TOTAL (sum of lines 8-11)	\$ 313,000.00	\$ 0.00	\$ 0.00	\$ 313,000.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
13.	Federal \$ 187,000.00	\$ 187,000.00	\$	\$	\$	
14.	Non-Federal 313,000.00	313,000.00				
15.	TOTAL (sum of lines 13 and 14)	\$ 500,000.00	\$ 500,000.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.	Youngstown State University	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
17.					
18.					
19.					
20.	TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21.	Direct Charges:	\$500,000	22. Indirect Charges:	
23.	Remarks:			

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE Associate Vice President, Research
APPLICANT ORGANIZATION Youngstown State University	DATE SUBMITTED 5/10/2016

Standard Form 424B (Rev. 7-97) Back

Memorandum of Understanding for ARC Projects

Project Name: Fliexible Hybrid Electronics Manufacturing Equipment
State: Ohio Federal Agency: _____

The Following Conditions Apply to all ARC Projects

- Deadline:** The Commission may revoke or revise its approval of any project if work intended to be assisted is not underway within 18 months after the date of approval of such project.
- Davis Bacon Wages:** Davis Bacon wage rates (as determined by the Department of Labor for your respective area) must be paid for all construction projects in accordance with Section 402 of the Appalachian Regional Development Act of 1965, as amended.
- ARC Underrun Policy:** Each disbursement of funds for a project receiving assistance from more than one Federal source will be deemed to be a proportional disbursement from each source. In the event of an underrun, the ARC will be entitled to recover its proportionate share of the underrun.
- Additional Funds added to the Project after ARC Approval:** It is understood that if the applicant receives additional funding from any new source towards the eligible cost of this project after the ARC approval, these funding sources should not be used to reduce the amount of local funds pledged. If new funds are made available to this project, the ARC and the Basic Federal Agency, if any, should be notified immediately. ARC reserves the right to reconsider the level of its funding approval in such an eventuality.
- Changes in Scope:** It is understood that a change-in-scope may not be implemented without prior written approval from the ARC and the Basic Federal Agency, if any. A change of scope is any major change to the project design, the type of project to be completed, capacity of the system, size of project, the number and/or type of customers served or equipment items purchased.
- Close Working Relationship with Basic Federal Agency:** It is understood that the applicant must work closely with the Basic Federal Agency identified in the ARC application, if any, and follow bidding and contract award procedures to insure that all pertinent Federal laws are complied with. Coordination with the Federal agency begins with filing an application with the basic Federal agency.
- Restrictions on Assistance:** ARC funds shall not be used for: a. any form of assistance to relocating industries; b. recruitment activities that place a state in competition with other state or states; and c. projects that promote unfair competition between businesses within the same immediate service area.
- Cornerstone or Plaque:** Any facility constructed in whole or in part by funds provided under the ARDA shall include a cornerstone, or plaque appropriately acknowledging the assistance provided through the ARC program, provided that such an item not be required if it would be prohibited as an eligible project cost under the basic federal program through which the ARDA assistance is provided.

Applicant/Authorized Representative _____ Date _____

**ARC FORM 3: Application for Non-Construction Projects
 NON-CONSTRUCTION PROJECT APPLICATION**

ARC Project Control No.: _____ (assigned by ARC Washington Office)

Send three copies of project application to State ARC Office.

1. IDENTIFICATION

Project Title Flexible Hybrid Electronics Manufacturing Equipment	Location Youngstown	State Ohio
---	-------------------------------	----------------------

2. ARC Goal Area (check appropriate box)

- A. Economy
- B. Education/Health
- C. Infrastructure
- D. Highway
- E. Other Specify: _____

3. Type of Project (check appropriate box)

- A. Operations Only
- B. Operations (including equipment)
- C. Equipment Only
- D. Training and/or Technical Assistance

4. Budget Period: From 06/01/2017 To 01/01/2020

5. Cost Request for this Budget Period:

Funding	Operations/TA		Equipment		Total	
	Dollars	%	Dollars	%	Dollars	%
ARC Funds			\$187,000	37.4%	\$187,000	37.4%
Other Federal Funds						
State Funds						
Other Funds <small>(non-federal)</small>			\$313,000	62.6%	\$313,000	62.6%
Total Cost		100 %	\$500,000	100 %	\$500,000	100 %

Specify source of all other Federal funds and approval date(s):

ARC Form 3: Application for Non-Construction Project (page 2)

Applicant Acknowledgement

I hereby request Appalachian Act grant funds in the amount identified above and agree to apply those funds in accordance with applicable Federal laws, including Section 224(b) and 402 of the Appalachian Act.

Responsible Officer _____ 10/26/2016 _____
(Signature) (Date)

Name & Title of Responsible Officer Michael A. Hripko, AVP Research
(Please type or Print) **If project is Section 211A, State Officer should sign here.*

STATE APPROVAL

This Application has been evaluated and approved as meeting the requirements for assistance under the Appalachian Regional Development Act of 1965, as amended; and, where required by Executive Order No. 12372 and implementing regulations, the appropriate project review clearinghouses were given an opportunity to review the project and comment:

- E.O. No. 12372 Comments Attached E.O. No. 12372 Comments Not Made E.O. No. 12372 Not Applicable.

State Member or Alternate _____ Title _____
(Please Type or Print Name)

Signature _____ Date _____

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative - Athletics
4/1/16 through 10/15/16

Appointments – 3

New Positions – 0 (*Notated with an asterisk **)

- Professional Administrative Excluded – 0

Replacement Positions – 3

- Professional Administrative Excluded – 3

Separations – 5

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 4

Reclassifications – 1

- Professional Administrative Excluded – 1

Promotions – 0

Transfers – 0

Salary Adjustments per BOT Policy – 15

- Professional Administrative Excluded – 15

Displacements – 0

Layoffs – 0

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative - Athletics
4/1/16 through 10/15/16

Appointments – 3

New Positions – 0 (*Notated with an asterisk **)

- Professional Administrative Excluded – 0

Replacement Positions – 3

- Professional Administrative Excluded – 3

Separations – 5

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 4

Reclassifications – 1

- Professional Administrative Excluded – 1

Promotions – 0

Transfers – 0

Salary Adjustments per BOT Policy – 15

- Professional Administrative Excluded – 15

Displacements – 0

Layoffs – 0

SUMMARY OF PERSONNEL ACTIONS
Professional Administrative and Faculty Employees
5/1/16 through 10/15/16

Appointments – 40

New Positions – 20 *(Notated with an asterisk *)*

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 7
- Faculty – 8

Replacement Positions – 20

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 5
- Professional Administrative Externally Funded – 1
- Faculty – 12

Separations – 26

- Professional Administrative Staff – 6
- Professional Administrative Excluded – 4
- Professional Administrative Externally Funded – 6
- Faculty – 10

Reclassifications – 18

- Professional Administrative Staff – 15
- Professional Administrative Excluded – 3

Promotions – 29

- Professional Administrative Staff – 4
- Professional Administrative Excluded – 2
- Faculty – 23

Transfers – 0

Salary Adjustments/Position Audits – 54

- Professional Administrative Excluded – 1
- Professional Administrative Externally Funded – 53
- Faculty – 0

Salary Adjustments per CBA & BOT Policy – 35

- Professional Administrative Staff – 11
- Professional Administrative Excluded – 4
- Faculty – 20

Displacements – 0

Layoffs – 0

Ohio Revised Code 153.16 - Policy and procedure guidelines for contract documents in conjunction with administration of public works contracts.

(A) The executive director of the Ohio facilities construction commission shall establish policy and procedure guidelines for contract documents in conjunction with the administration of public works contracts that the state or any institution supported in whole or in part by the state enters into for any project subject to sections [153.01](#) to [153.11](#) of the Revised Code.

(B) Notwithstanding any contract provision to the contrary, any claim submitted under a public works contract that the state or any institution supported in whole or in part by the state enters into for any project subject to sections [153.01](#) to [153.11](#) of the Revised Code shall be resolved within one hundred twenty days. After the end of this one hundred twenty-day period, the contractor shall be deemed to have exhausted all administrative remedies for purposes of division (B) of section [153.12](#) of the Revised Code.

Amended by 129th General Assembly File No.127, HB 487, §101.01, eff. 9/10/2012.

Effective Date: 03-18-1999

Ohio Revised Code 3345.50 - Administration of capital facilities project - state appropriations under \$ 4 million.

Notwithstanding anything to the contrary in sections [123.01](#) and [123.10](#) of the Revised Code, a state university, a state community college, or the northeast Ohio medical university not certified pursuant to section [123.24](#) of the Revised Code may administer any capital facilities project for the construction, reconstruction, improvement, renovation, enlargement, or alteration of a public improvement under its jurisdiction for which the total amount of funds expected to be appropriated by the general assembly does not exceed four million dollars without the supervision, control, or approval of the Ohio facilities construction commission as specified in those sections, if both of the following occur:

(A) Within sixty days after the effective date of the section of an act in which the general assembly initially makes an appropriation for the project, the board of trustees of the institution notifies the chancellor of higher education in writing of its intent to administer the capital facilities project;

(B) The board of trustees complies with the guidelines established pursuant to section [153.16](#) of the Revised Code and all laws that govern the selection of consultants, preparation and approval of contract documents, receipt of bids, and award of contracts with respect to the project.

The chancellor shall adopt rules in accordance with Chapter 119. of the Revised Code that establish criteria for the administration by any such institution of higher education of a capital facilities project for which the total amount of funds expected to be appropriated by the general assembly exceeds four million dollars. The criteria, to be developed with the Ohio facilities construction commission and higher education representatives selected by the chancellor, shall include such matters as the adequacy of the staffing levels and expertise needed for the institution to administer the project, past performance of the institution in administering such projects, and the amount of institutional or other nonstate money to be used in financing the project. The chancellor and the Ohio facilities construction commission shall approve the request of any such institution of higher education that seeks to administer any such capital facilities project and meets the criteria set forth in the rules and in the requirements of division (B) of this section.

Amended by 131st General Assembly File No. TBD, HB 64, §101.01, eff. 9/29/2015.

Amended by 129th General Assembly File No.127, HB 487, §101.01, eff. 9/10/2012.

Amended by 129th General Assembly File No.18, HB 139, §1, eff. 4/29/2011.

Effective Date: 03-18-1999; 05-06-2005; 07-01-2006

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE - ATHLETICS
PERSONNEL ACTIONS 4/1/16 THROUGH 10/15/16
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Joshua Merrigan	Excluded	Assistant Coach Baseball	Baseball	8/8/16	1.000	\$ 32,505.00
Mark Preto	Excluded	Assistant Coach Football Video	Football	8/2/16	1.000	\$ 31,254.00
Eric Smith	Excluded	Assistant Coach Baseball	Baseball	8/1/16	0.750	\$ 18,100.00
						Agenda Item F.4.g
						Exhibit T

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 5/1/16 THROUGH 10/15/16
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Christine Adams	APAS	Interim Head of Information Systems	Maag Library	5/16/16	1.000	\$ 48,868.00
Justin Bettura*	APAS	Interim Associate Director	Systems Administration	7/16/16	1.000	\$ 58,650.00
Carolyn Jesko*	APAS	Assistant Director Programming	Student Activities	9/16/16	1.000	\$ 39,000.00
Ronald Markowitz*	APAS	Interim Coordinator Adventure Recreation	Andrews Student Recreation & Wellness Ctr.	7/1/16	1.000	\$ 39,607.00
Carla Mattiussi	APAS	Career Academic Advisor 2	Career Services	9/16/16	1.000	\$ 39,000.00
Tessa Padilla*	APAS	Coord Sport Clubs Camps	Club Sports	9/6/16	1.000	\$ 39,607.00
Kelly Beers	Excluded	Assoc Dir Student Conduct	Student Experience	7/18/16	1.000	\$ 55,000.00
Susan Beiling	Excluded	Interim Director	Procurement Services	7/1/16	1.000	\$ 78,000.00
Kathleen Fitzgerald	Excluded	Director Housing Res Life	Housing & Residence Life	9/1/16	1.000	\$ 85,000.00
Sarah Gampo*	Excluded	Director Internal Auditor Risk Management	Internal Audit & Risk Management	8/8/16	1.000	\$ 76,000.00
Ian Tanner	Excluded	Associate Director, Residence Life	Housing & Residence Life	7/1/16	1.000	\$ 48,395.00
Ana Maria Torres	Excluded	Interim Director	Maag Library	5/1/16	1.000	\$ 76,355.00
Alexa Alpern*	Externally Funded	Digital Content Designer	Physics & Astronomy	9/6/16	1.000	\$ 42,000.00
Gary Clark*	Externally Funded	Coordinator	Mechanical & Industrial Engineering	6/1/16	0.250	\$ 9,000.00
Melanie Loew*	Externally Funded	Coordinator English Festival	English	9/1/16	0.375	\$ 13,125.00
Dominic Marchionda*	Externally Funded	City University Planning Coordinator	Mechanical & Industrial Engineering	6/1/16	0.250	\$ 12,000.00
Danielle Mordocco*	Externally Funded	Asst Coord Project PASS	School Partnership	8/8/16	0.750	\$ 31,500.00
Danielle Mordocco	Externally Funded	Temporary Coordinator	Reading & Study Skills	9/16/16	0.250	\$ 10,500.00
Mary Rhodes*	Externally Funded	Site Coordinator	Ctr for Human Services Dev	9/26/16	0.600	\$ 25,500.00

YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 5/1/16 THROUGH 10/15/16
APPOINTMENTS

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Marcelle Wilson*	Externally Funded	Museum Site Manager	History	7/16/16	0.500	\$ 20,800.00
Joseph Angelo*	Faculty	Instructor	Marketing	8/17/16	1.000	\$ 75,000.00
Shelley Blundell	Faculty	Assistant Professor	Communication	8/17/16	1.000	\$ 51,238.00
Stephen Brozina	Faculty	Assistant Professor and Director	Dean - STEM	7/16/16	1.000	\$ 78,167.00
Kristin Bruns	Faculty	Assistant Professor	Counseling, Special Edu & Sch Psych	8/17/16	1.000	\$ 63,000.00
Edward Burden	Faculty	Instructor	Electrical & Computer Engineering	8/17/16	1.000	\$ 58,000.00
Ronald Chordas	Faculty	Assistant Professor	Health Professions	8/17/16	1.000	\$ 52,263.00
Kelly Colwell	Faculty	Assistant Professor	Health Professions	8/17/16	1.000	\$ 53,000.00
Maria Delost	Faculty	Assistant Professor	Health Professions	9/1/16	1.000	\$ 53,000.00
Jaelyn Farris	Faculty	Assistant Professor	Psychology	8/17/16	1.000	\$ 60,000.00
Christopher Hill	Faculty	Assistant Professor	Theater and Dance	8/17/16	1.000	\$ 51,238.00
Alena Kirova*	Faculty	Assistant Professor	English	9/6/16	0.500	\$ 23,901.50
Alena Kirova*	Faculty	Assistant Professor	Foreign Languages & Literatures	9/6/16	0.500	\$ 23,901.50
Yongung Kwon*	Faculty	Assistant Professor	Human Perf & Exercise Science	8/17/16	1.000	\$ 60,000.00
Eric MacDonald*	Faculty	Professor and Friedman Chair	Electrical & Computer Engineering	8/17/16	1.000	\$ 160,000.00
Kimberly Pleva*	Faculty	Instructor	Management	8/17/16	1.000	\$ 40,000.00
Amy Raabe	Faculty	Instructor	Human Ecology	8/17/16	1.000	\$ 50,000.00
Robert Twomey*	Faculty	Assistant Professor	Art	8/17/16	1.000	\$ 60,000.00

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL ADMINISTRATIVE AND FACULTY
PERSONNEL ACTIONS 5/1/16 THROUGH 10/15/16
APPOINTMENTS**

EMPLOYEE NAME	EMPLOYEE TYPE	POSITION TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	FTE	SALARY
Amy Williams	Faculty	Assistant Professor	Counseling, Special Edu & Sch Psych	8/17/16	1.000	\$ 54,000.00
Dennis Yommer*	Faculty	Instructor	English Language Institute	8/17/16	1.000	\$ 38,689.00
Jason Zapka	Faculty	Assistant Professor	School of Technology	8/17/16	1.000	\$ 62,000.00
* New Positions						

**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2016-2017
July 1, 2016-September 30, 2016**

		Agenda Item F.2.a
		Exhibit E

**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2015-2016
July 1, 2015-September 30, 2015**

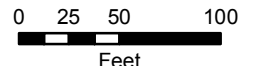
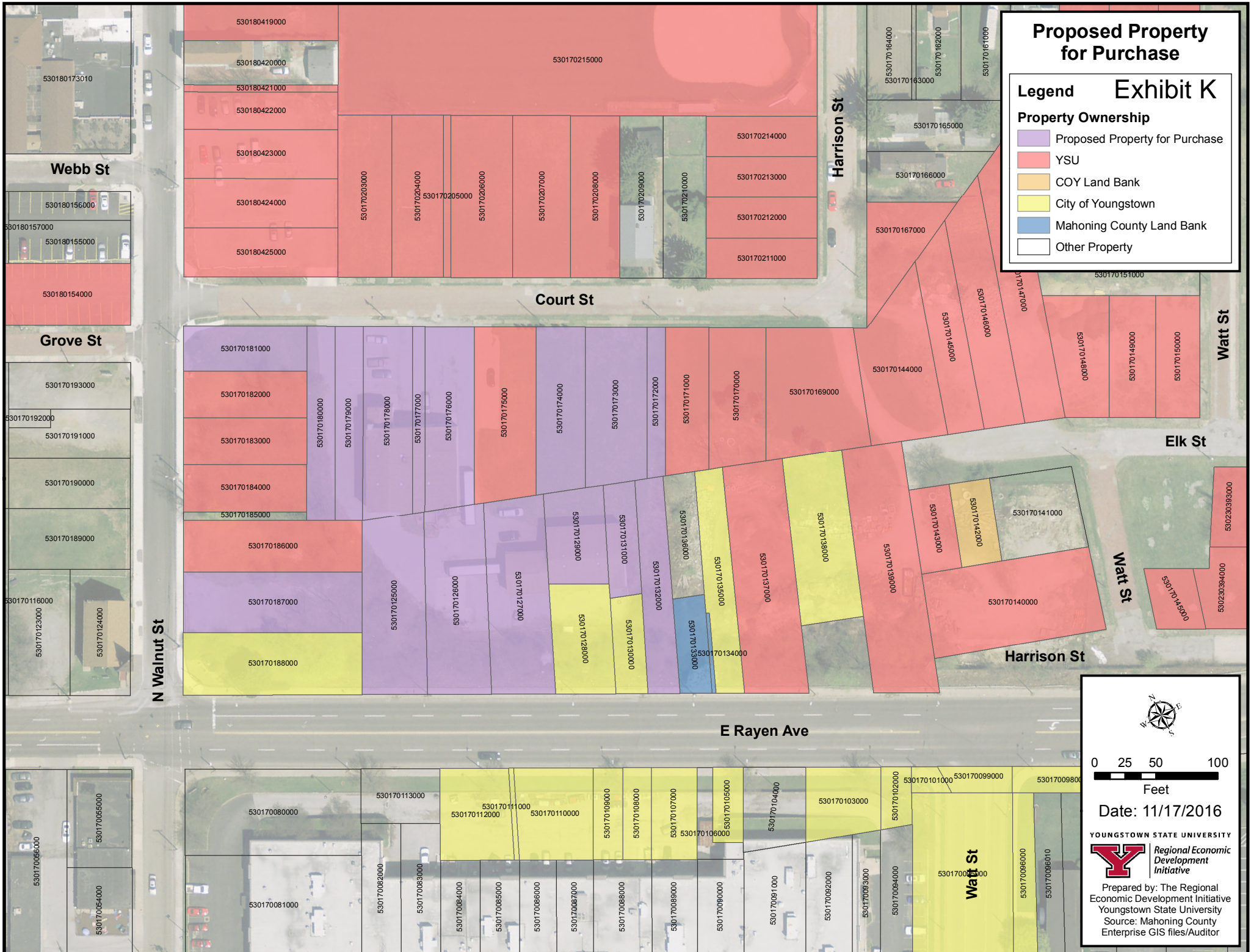
**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2015-2016
July 1, 2015-September 30, 2015**

**UNIVERSITY MEMBERSHIPS
EXECUTIVE SUMMARY
Fiscal Year 2015-2016
July 1, 2015-September 30, 2015**

Proposed Property for Purchase

Legend Exhibit K

- Property Ownership**
- Proposed Property for Purchase
 - YSU
 - COY Land Bank
 - City of Youngstown
 - Mahoning County Land Bank
 - Other Property



Date: 11/17/2016



Prepared by: The Regional Economic Development Initiative
Youngstown State University
Source: Mahoning County Enterprise GIS files/Auditor

Youngstown State University
Office of Internal Audit
FY 2017 Proposed Audit Plan
As of October 5, 2016

Audit Engagements						
Area / Quarter Planned	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY17 Budgeted Hours
YSUF Agreement 2nd quarter	operational and financial audit	inadequate oversight and monitoring of Foundation's compliance with agreement	Financial	high	identify, assess, and test processes in place to ensure Foundation's compliance with the agreement, including timeliness, accuracy, and reliability of reporting in accordance with the agreement	250
Compliance 2nd quarter	university wide risk assessment of compliance	unidentified compliance requirements or inadequate internal controls to address compliance requirements	Financial, Research, Human Resources, Athletic, Information Technology, Academic Affairs	TBD	identify compliance requirements, assess adequacy of compliance coverage and related risk level, and review for gaps in compliance coverage	250
Purchasing 3rd quarter	operational and financial audit	noncompliance with policies and procedures; inadequate or ineffective internal controls to address accuracy and completeness of financial reporting	Financial	high	identify, assess and test processes to ensure effectiveness and efficiency of operations and accuracy and completeness of financial reporting	250
Grants 4th quarter	operational and financial audit	noncompliance with policies and procedures; inadequate or ineffective internal controls to address accuracy and completeness of financial reporting	Research, Financial	high	identify, assess and test processes to ensure effectiveness and efficiency of operations and accuracy and completeness of financial reporting	235
Total Audit Engagements						985

Continuous Auditing/Analytics						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY17 Budgeted Hours
Continuous Auditing - Payroll	quarterly continuous auditing	fraud and errors related to payroll	Financial	high	analysis of quarterly payroll data to ensure operating effectiveness of internal controls	90
Continuous Auditing - Accounts Payable	quarterly continuous auditing	fraud and errors related to payables	Financial	high	analysis of quarterly payables data to ensure operating effectiveness of internal controls	90
Total Continuous Auditing						180

Open Audit Recommendation Follow-up						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY17 Budgeted Hours
Open Audit Recommendation Follow-up	Follow-up on open audit recommendations from previous audits	various	various	various	assess implementation of appropriate corrective action to address audit recommendations	50
Total Open Audit Recommendation Follow-up						50

Hotline Monitoring						
Area	Project Scope	Risk	Risk Category	Preliminary Risk Assessment	Audit Objective	FY17 Budgeted Hours
Hotline Monitoring	Ongoing monitoring of hotline reports	fraud/unethical conduct	TBD	TBD	assess risk level and quality of hotline reports; ensure timely follow-up of reports as deemed necessary	30
Total Hotline Monitoring						30

Audit Plan Total **1245**

Youngstown State University
Internal Audit Charter

Introduction:

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of Youngstown State University (“the University”). It assists the University in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the University’s governance, risk management, and internal control.

Role:

The internal audit activity is established by the Board of Trustees (“Board”) and its responsibilities are defined by the Audit Subcommittee (“Subcommittee”) of the Board as part of its oversight role.

Professionalism:

The internal audit activity will govern itself by adherence to the Institute of Internal Auditors’ mandatory guidance including the Definition of Internal Auditing, Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing (Standards)*. This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity’s performance.

The Institute of Internal Auditors’ Practice Advisories, Implementation Guides, and Position Papers will also be adhered to as applicable to guide operations. In addition, the internal audit activity will adhere to the University relevant policies and procedures.

Authority:

The internal audit activity, with strict accountability and confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all of the University’s records, physical properties, and personnel pertinent to carrying out any audit engagement. All employees are expected to assist the internal audit activity in fulfilling its roles and responsibilities. The internal audit activity will also have free and unrestricted access to the Subcommittee and the Board.

Organization:

The Director of Internal Audit & Risk Management (“Director”) will report functionally to the Subcommittee and administratively (i.e. day to day operations) to the Vice President for Finance & Business Operations.

The Subcommittee will:

- Approve the internal audit charter.
- Approve the risk based internal audit plan
- Approve the internal audit budget and resource plan
- Receive communication from the Director on the internal audit activity’s performance relative to its plan and other matters.
- Approve decisions regarding the appointment and removal of the Director.
- Make appropriate inquiries of management and the Director of Internal Audit to determine whether there is inappropriate scope or resource limitations.

Independence and Objectivity:

The internal audit activity will remain free from interference by any element in the University, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of a necessary, independent and objective mental attitude.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair an internal auditor’s judgment.

Internal auditors will exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors will make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgments.

The Director will confirm to the Subcommittee, at least annually, the organizational independence of the internal audit activity.

Responsibility:

The scope of internal auditing encompasses, but is not limited to, the examination and evaluation of the adequacy and effectiveness of the University’s governance, risk management, and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the University’s stated goals and objectives. This includes:

- Evaluating risk exposure relating to achievement of the University's strategic objectives.
- Evaluating the reliability and integrity of information and the means used to identify, measure, classify, and report such information.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the University.
- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Evaluating the effectiveness and efficiency with which resources are employed.
- Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Monitoring and evaluating governance processes.
- Monitoring and evaluating the effectiveness of the University's risk management processes.
- Performing consulting and advisory services related to governance, risk management and control as appropriate for the University.
- Reporting periodically on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan.
- Reporting significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by the Subcommittee.
- Evaluating specific operations at the request of the Subcommittee or management, as appropriate.

Internal Audit Plan:

At least annually, the Director will submit to senior management and the Subcommittee an internal audit plan for review and approval by the Subcommittee. The internal audit plan will consist of a summary work schedule as well as budget and resource requirements for the next fiscal year. The Director will communicate the impact of resource limitations and significant interim changes to senior management and the Subcommittee. The internal audit plan will be developed based on a prioritization of the audit universe using a risk-based methodology, including input of senior management and the Subcommittee. The Director will review and adjust the plan, as necessary, in response to changes in the University's business, risks, operations, programs, systems, and controls. Any significant deviation from the approved internal audit plan will be communicated to senior management and the Subcommittee.

Reporting and Monitoring:

A written report will be prepared and issued by the Director or designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Audit Subcommittee. The internal audit report will include management’s response and corrective action plan in regard to the specific findings and recommendations. Management's response should include a timetable for anticipated completion of action to be taken and an explanation for any corrective action that will not be implemented. The internal audit activity will be responsible for appropriate follow-up on engagement findings and recommendations. All significant findings will remain in an open issues file until cleared.

The Director will periodically report to senior management and the Subcommittee on the internal audit activity’s purpose, authority, and responsibility, as well as performance relative to its plan. Reporting will also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters needed or requested by senior management or the Subcommittee.

Internal Audit Activity Charter

Approved this 30th day of November, 2016.

Director, Internal Audit & Risk Management

Chair of Audit Subcommittee

Vice President of Finance & Business Operations

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.~~

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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.~~



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Second Quarter 2017

FROM	TO	AMOUNT	REASON
Lab and Material Carry Forward (Designated Fund)	Planetarium Full Dome Projection System (Restricted Plant Fund)	\$200,000	Interest free interfund loan for purpose of providing bridge financing for the purchase of a new full dome projection system for the Ward Beecher Planetarium with repayment to be made upon receipt of second and third installments of funds pledged for such purchase. Total amount of pledge is \$300,000 and is expected to be paid in full in 2018.

Additional Requested Information Supporting Resolution on Courtyard Rate Increase

The case for the increase is:

1. FY 2017 Rates are comparatively low:

Courtyard rates are and will continue to be comparatively very low.

University Courtyard	\$6,840/yr. 4 person
University Edge Apartments	\$7,200/yr. 4 person
Flats at Wick	\$7,776/yr. 4 person
Erie Terminal	\$8,700/yr. 3 person
Kent St. Engleman Apts.	\$9,660/yr. 4 person
Cleve. St. Euclid Commons	\$9,944/3/4 yr. 4 person
Akron U. Exchange St.	\$9,866/yr. 4 person (2014 rate)

2. Protection of Investment

Students are increasingly particular about the level of comfort and amenities in their housing environment. The University needs to generate sufficient income to ensure that the University Courtyard is attractive to students until 2034 when the debt on the facilities is paid. Due to the age of the building, there is visible wear and tear particularly in the kitchen and bathrooms, which suggest modernization is prudent in order to remain competitive. See attached Bond Debt Service Schedule, Repairs and Improvements 10-year Projection, Housing Services Plant Reserve Fund FY 2014 – FY 2017 Transfer Activity History, and the University Courtyard original proforma indicating assumption of 3% increase throughout life of project.

University Courtyard - Youngstown 2017-18 Rental Rate Proposal

Current Approved Rates for 2016-2017 School Year - No rate increase from prior year.

Unit Type	Total Beds	Market Rent Per Bed Per Month	Monthly Gross Potential - Base Rent	Annual Gross Potential - Base Rent
1 bed 1 bath	8	\$780	\$6,240	\$74,880
2 bed 2 bath	88	\$660	\$58,080	\$696,960
4 bed 2 bath	312	\$570	\$177,840	\$2,134,080
			<u>\$242,160</u>	<u>\$2,905,920</u>

Proposed Rates for 2017-2018 school year.

Unit Type	Total Beds	Market Rent Per Bed Per Month	Monthly Gross Potential - Base Rent	Annual Gross Potential - Base Rent
1 bed 1 bath	8	\$805	\$6,440	\$77,280
2 bed 2 bath	88	\$680	\$59,840	\$718,080
4 bed 2 bath	312	\$590	\$184,080	\$2,208,960
			<u>\$250,360</u>	<u>\$3,004,320</u>

*round up by \$2
*round up by \$2

Rate Change Analysis

Unit Type	Total Beds	Total Rent 16-17	Total Rent 17-18	% Increase on Total Rent	\$ Increase on Total Rent
1 bed 1 bath	8	\$6,240	\$6,440	3.2%	\$200
2 bed 2 bath	88	\$58,080	\$59,840	3.0%	\$1,760
4 bed 2 bath	312	\$177,840	\$184,080	3.8%	\$6,240
Average			\$80,072	1.9%	\$2,733.3

Breakdown of Beds Currently Leased

Unit Type	Beds	# Leased 15-16	# Leased 16-17	% Leased 16-17
1 bed 1 bath	8	8	8	100.00%
2 bed 2 bath	88	88	88	100.00%
4 bed 2 bath	312	304	311	99.68%
Total	408	400	407	99.75%

Rental Rate History of University Courtyard-Youngstown

	2011-2012	2012-2013	2013-2014	2014-2015	2015-16	2016-17	2017-18
1 bed 1 bath	\$715	\$725	\$735	\$757	\$780	\$780	\$805
2 bed 2 bath	\$600	\$610	\$620	\$639	\$660	\$660	\$680
4 bed 2 bath	\$515	\$525	\$535	\$551	\$570	\$570	\$590

Increase from prior year \$ or %							
	\$10	\$10	\$10	3%	3%	No increase	3% - 3.5%

*Round up

BOND DEBT SERVICE

Youngstown State University
General Receipts Bonds, Series 2011
• Acquisition of UHC Project •
•• Final Schedules ••

Dated Date 07/20/2011
Delivery Date 07/20/2011

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2012	-	-	775,960.08	775,960.08
06/30/2013	525,000	2.000%	854,275.00	1,379,275.00
06/30/2014	535,000	3.000%	841,000.00	1,376,000.00
06/30/2015	555,000	3.000%	824,650.00	1,379,650.00
06/30/2016	575,000	4.000%	804,825.00	1,379,825.00
06/30/2017	595,000	4.000%	781,425.00	1,376,425.00
06/30/2018	625,000	5.000%	753,900.00	1,378,900.00
06/30/2019	655,000	5.000%	721,900.00	1,376,900.00
06/30/2020	690,000	5.000%	688,275.00	1,378,275.00
06/30/2021	720,000	3.500%	658,425.00	1,378,425.00
06/30/2022	750,000	••	629,887.50	1,379,887.50
06/30/2023	780,000	4.000%	598,350.00	1,378,350.00
06/30/2024	815,000	5.000%	562,375.00	1,377,375.00
06/30/2025	855,000	5.000%	520,625.00	1,375,625.00
06/30/2026	900,000	5.000%	476,750.00	1,376,750.00
06/30/2027	950,000	5.000%	430,500.00	1,380,500.00
06/30/2028	995,000	5.000%	381,875.00	1,376,875.00
06/30/2029	1,045,000	5.000%	330,875.00	1,375,875.00
06/30/2030	1,100,000	5.000%	277,250.00	1,377,250.00
06/30/2031	1,155,000	5.000%	220,875.00	1,375,875.00
06/30/2032	1,215,000	5.000%	161,625.00	1,376,625.00
06/30/2033	1,280,000	5.000%	99,250.00	1,379,250.00
06/30/2034	1,345,000	5.000%	33,625.00	1,378,625.00
	18,660,000		12,428,497.58	31,088,497.58

University Courtyard - Improvements 10-year estimate

Description	Estimated Total Cost	Estimated Fiscal Years		Comment
		Estimated	Fiscal	
Drainage Improvements	\$ 40,000	PY15		Will include some gutter/downspout changes repairs on the buildings.
Plumbing repairs/replacement	\$ 150,000	PY15-16,17,18,19		Replacement of toilets, tubs, hot water tanks, expansion tanks, backflow preventor (5) and related plumbing parts Replacement entire unit or compressor and condensing as needed. Current models are no longer manufactured. Changing of the coils inside and out (if required). Removal/replacement of trees/shrubs, install annual flowers for curb appeal and major clean up from the winter season.
HVAC units	\$ 150,000	PY15-PY25		
Landscape upgrades	\$ 150,000	PY15-PY25		Settlement and spalling of concrete causing trip hazards.
Concrete sidewalk repair or replacement	\$ 50,000	PY15		Sealcoat and resurface all parking lots and make minor repairs (complete every 2 years).
Parking Lot and Basketball court	\$ 100,000	PY15-PY25		Paint exterior trim and replace rotted trim as needed on both buildings.
Paint exterior of buildings	\$ 80,000	PY16		Upgrade of community signage due to deterioration.
Community Signage	\$ 10,000	PY16		Light poles are rusting out and require constant bulb/bulbset replacement and replace big, wall pack lights to energy saving features.
Light Poles in parking lot	\$ 140,000	PY16, PY17		Upgrade the fire alarm panel in each building to maintain proper function.
Main fire alarm panel with batteries	\$ 30,000	PY17, PY24		Upgrade is necessary due to continued malfunction and wear & tear.
Parking lot gates	\$ 20,000	PY17		Install a set of stairs on the south end of building 100 and two sets on the north end of building 100 to eliminate ground erosion from foot traffic by students.
Install stairs exterior of building 100	\$ 200,000	PY17		Replacement of four office computers, printers and copier/fax/scan
Office equipment	\$ 26,000	PY17, 23		Install protection to protect the buildings from lightning and potential electrical surge.
Lighting/surge protection	\$ 500,000	PY17		Install back up generator for both buildings
Generator for both buildings	\$ 600,000	PY18		Upgrade/replace microwaves, dishwashers, stoves and refrigerators & garbage disposals
Appliance replacement	\$ 200,000	PY15,17,18,19		Replace cabinets and counter tops as needed when replacing appliances
Cabinetry replacement	\$ 40,000	PY16,17,18,19		Replace tile floor in 130 kitchens & 252 bathrooms
Flooring replacement - interior units	\$ 155,000	PY15,17,18		Replacement of 545 windows in both buildings.
Flooring replacement	\$ 650,000	PY16,17,18		Upgrade/replace 8 computers, 2 printers in the two computer labs.
Window replacement	\$ 20,000	PY18, 24		Replacement upgrade of desk, chairs, credenza and file cabinets for three offices.
Computer labs	\$ 10,000	PY18		Upgrade unit door locks to eliminate card swipe and produce more functionality. One big, per year.
Unit door locks	\$ 70,000	PY18, 19		Upgrade system to allow YSU PD to directly monitor system of 408 panic buttons & 130 door sensors and 254 window sensors.
Unit alarm and panic button system	\$ 60,000	PY18, 19		Full replacement (original from 2003). Big 100 in PY18, Big, 200 in PY19
Furniture inside the units	\$ 900,000	PY18, 19		Upgrade couch, chair, bar stools, bed, dresser, desk, desk chairs, and tables
Furniture inside the units	\$ 750,000	PY19, 20		Upgrade fitness equipment with new equipment and activity center furniture and recreational items
Fitness and Activity Center upgrade	\$ 50,000	PY19-25		Resurface hallway floors and replace carpet in amenity areas.
Flooring - common areas	\$ 165,000	PY23		
Total of projected improvements	\$ 5,324,000			

Completed in 2016:
Stairwells (6) resurface

Completed in 2015:
Entry/exit doors to the building

\$ 61,000 Completed 7/2015 Resurface original concrete steps and landings with rubberized flooring.
\$ 53,000 Completed 7/2015 Replace 13 doors with heavy grade steel, new locks and new hardware.



YOUNGSTOWN STATE UNIVERSITY
Housing Services Plant Reserve Fund
FY 2014 - FY 2017 Transfer Activity
Through October 19, 2016

FUND DESCRIPTION	AMOUNT	REASON
Balance @ 6/30/13	\$ 2,806,652	
Housing Services	400,000	Board approved transfer as part of FY 2014 Operating Budget
Cafaro House HVAC	(175,000)	Transfer for Cafaro House HVAC replacement.
Wick & Weller House HVAC	(60,000)	Transfer for Wick & Weller House HVAC replacement.
Wick & Weller House HVAC	(1,280)	Transfer of additional funds for Wick & Weller House HVAC replacement.
Cafaro House HVAC	(25,000)	Transfer of additional funds for Cafaro House HVAC replacement.
Housing Services	133,852	Transfer portion of year end excess
Balance @ 6/30/14	\$ 3,079,223	
Housing Services	400,000	Board approved transfer as part of FY 2015 Operating Budget.
Housing Services	(400,000)	Reverse transfer approved as part of the FY 2015 Operating Budget due to decreased occupancy in University Housing.
General Fund Operating Carryforward	(100,000)	Transfer to cover FY 2015 General Fund deficit.
FY-15 Weller House Renovations	(95,000)	Transfer for Weller House renovations.
FY-15 Cafaro/Lyden Renovations	(50,000)	Transfer for Cafaro/Lyden House renovations.
FY-15 Weller House Renovations	(16,000)	Additional transfer for Weller House renovations.
Housing Services	26,894	Transfer portion of year end excess
Balance @ 6/30/15	\$ 2,845,117	
General Fund Operating Carryforward	(400,000)	Transfer to cover FY 2015 General Fund deficit.
FY-16 Weller House Renovations	(85,000)	Transfer for Weller House renovations.
FY-16 Cafaro/Lyden Renovations	(70,000)	Transfer for Cafaro/Lyden House renovations.
FY-15 Weller House Renovations	15,540	Transfer to close out residual in project fund
FY-15 Cafaro/Lyden Renovations	1,777	Transfer to close out residual in project fund.
Housing Services	57,830	Transfer portion of year end excess.
Balance @ 6/30/16	\$ 2,365,265	
		No activity through 10/19/16
Balance @ 10/19/16	\$ 2,365,265	

Justification for FY17-18 University Housing & Dining Rates Increase

This is a request to increase the board portion of the Housing fees for the 2017-18 academic year. Summer term fees will remain the same. In FY 2017, Chartwells increased their charges by 3%. This increase was not passed on to residents during the 16-17 school year in an effort to keep cost low. Per the contract, another increase of 3% is scheduled for FY 2018. Therefore, we are requesting an increase for FY17-18. Passing these increases to students allows board plans to pay for meals and allows room charges to go towards improving facilities and programs.

It makes sense that board fees cover meal plan costs and room charges pay for residence hall facilities and programming. It is for this reason we seek a \$100 increase to the board section of the housing fees. This \$50 for fall and \$50 for spring is just less than 3% of the estimated cost for board plans.

YOUNGSTOWN STATE UNIVERSITY
Housing Charges

Fee Description	FY 2017 Actual	FY 2018		
		Proposed	\$ Change	% Change
Room & Board (per academic year)	\$8,990	\$9,090	\$100.00	1.11%
<i>Room</i>	\$5,558	\$5,558	\$0.00	0.00%
<i>Board</i>	\$3,432	\$3,532	\$100.00	2.87%
Residence Hall Security Deposit (academic year and/or summer)	\$200	\$200	\$0.00	0.00%
Single Room Surcharge	\$900	\$900	\$0.00	0.00%
Weller House Apartments (per Academic Year-room only)	\$7,140	\$7,140	\$0.00	0.00%
Student Housing During Academic Breaks				
1 - 3 days (no meals, per day)	\$26	\$26	\$0.00	0.00%
Per week (7 meals per week)	\$205	\$205	\$0.00	0.00%
Summer				
Room and Board (10 meals per week)	\$260	\$260	\$0.00	0.00%
Apartments (room only, per person, per week)	\$205	\$205	\$0.00	0.00%

Housing Fee Comparisons (Dbl. Room w/ Full Meal Plan) for 2016-2017

OHIO

Institution	% Increase	Fees	Type of Room	Room	Board
Kent State	3.6%	\$11,410	Trad Dbl	\$6,760	\$4,650
Miami of OH	room up, board down	\$11,260	Multiple Occupancy	\$6,460	\$4,800
Ohio State	room down, board same	\$11,201	Dbl w/ ac	\$6,685	\$4,516
U of Akron	decrease	\$11,086	Trad Dbl	\$7,020	\$4,066
U of Cincinnati	2%	\$10,958	Multiple Occupancy	\$6,558	\$4,400
Cleveland State	.8% board	\$10,648	Dbl	\$6,848	\$3,800
U of Toledo	1.5%	\$10,540	Dbl	\$6,968	\$3,572
Shawnee State	1.5%	\$9,680	Apt./Townhouse	\$6,046	\$3,634
Bowling Green State U	2%	\$9,636	Double Occupancy	\$5,450	\$4,186
Central State	0%	\$9,447	Trad Dbl	\$5,008	\$4,439
Wright State	2%	\$9,114	Trad Dbl	\$5,606	\$3,508
Youngstown State	0%	\$8,990	Dbl	\$5,558	\$3,432

W. PA

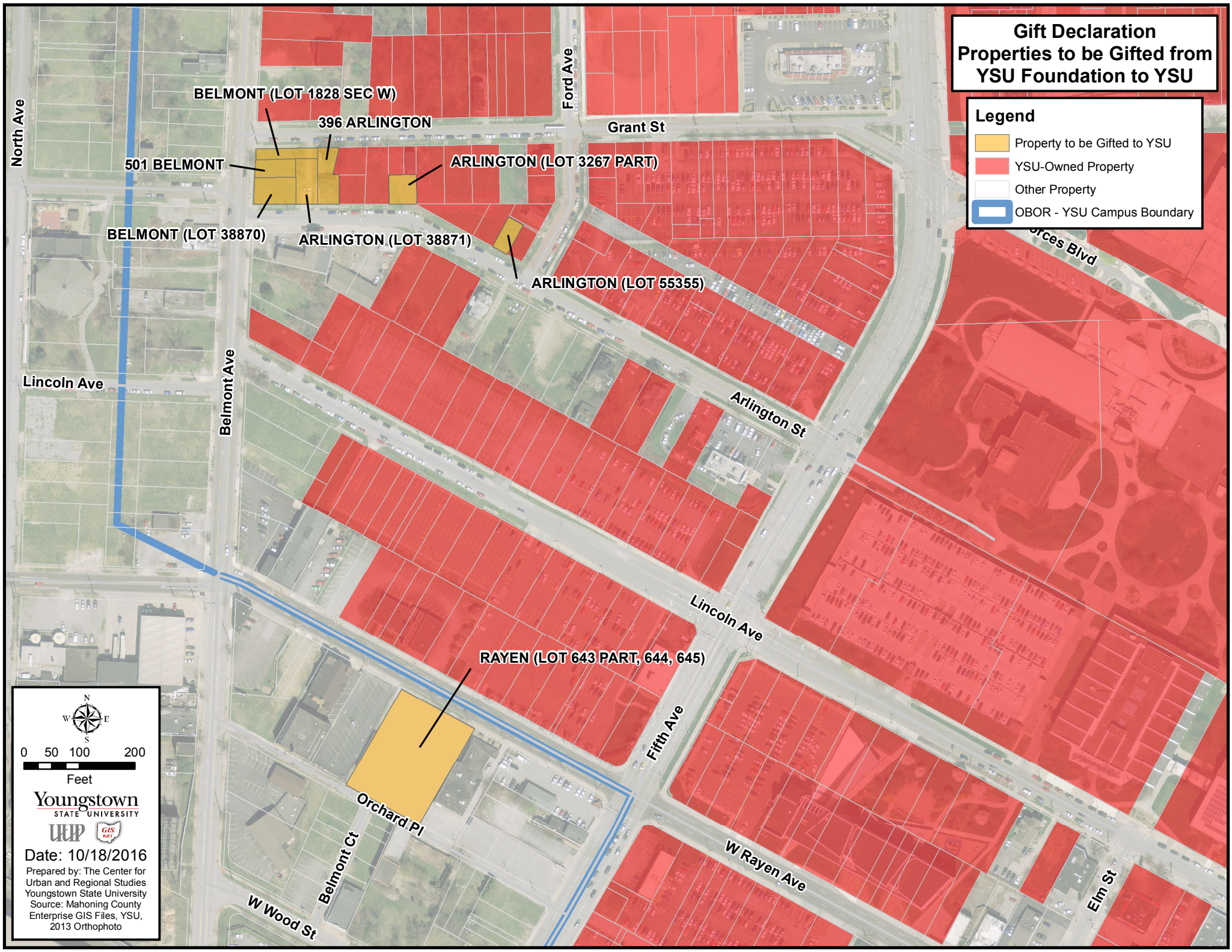
Institution	% Increase	Fees	Type of Room	Room	Board
Clarion	4.5%	\$11,212	Trad Dbl	\$7,830	\$3,382
California U of PA	0%	\$10,238	1 BR 1 BA Suite (Dbl)	\$6,592	\$3,646
Edinboro	4%	\$9,396	Trad Dbl	\$5,840	\$3,556
Slippery Rock	2%	\$6,978	Trad Dbl	\$3,488	\$3,490

*% increases are estimated

Gift Declaration Properties to be Gifted from YSU Foundation to YSU

Legend

- Property to be Gifted to YSU
- YSU-Owned Property
- Other Property
- OBOR - YSU Campus Boundary



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Youngstown STATE UNIVERSITY

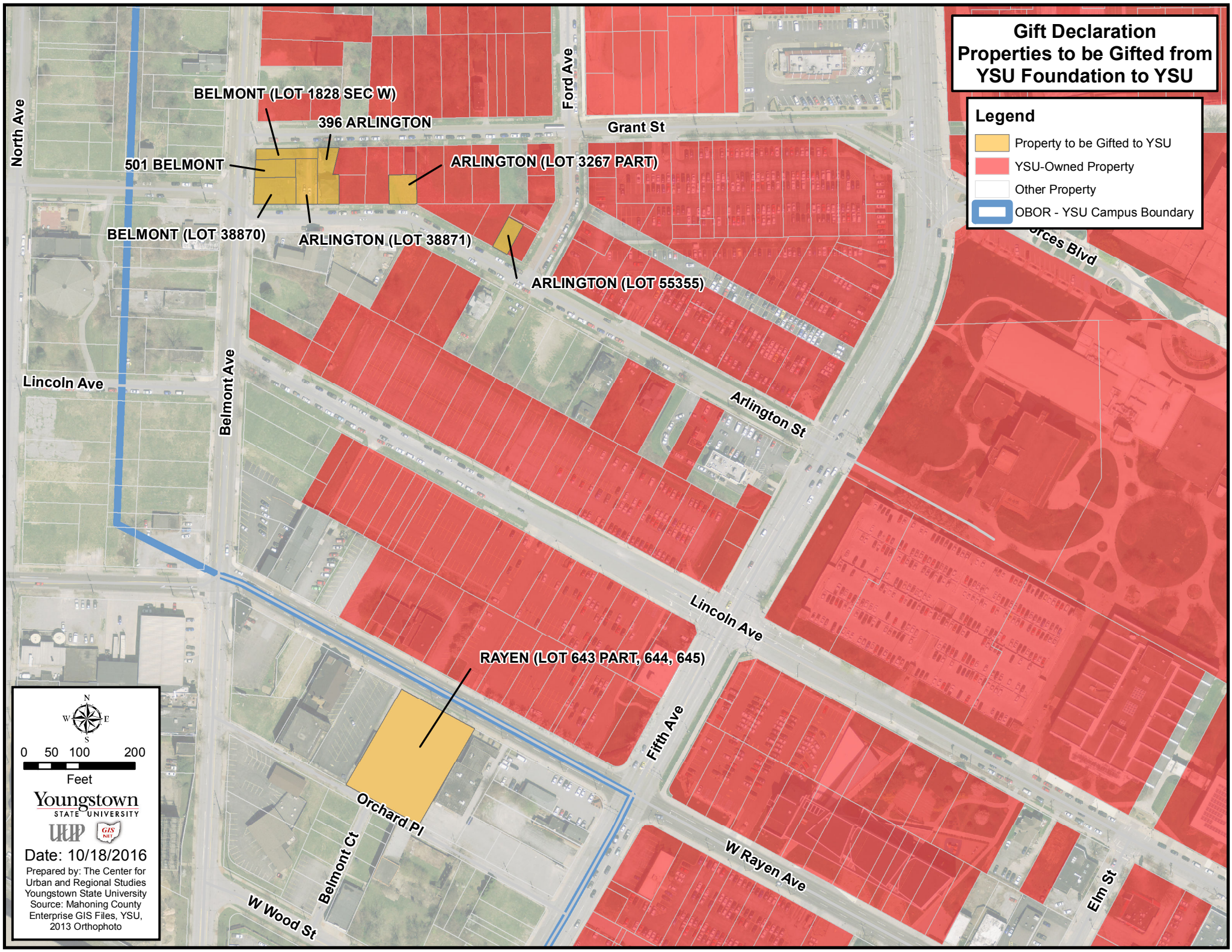
WUP GIS NET

Date: 10/18/2016
 Prepared by: The Center for Urban and Regional Studies
 Youngstown State University
 Source: Mahoning County Enterprise GIS Files, YSU, 2013 Orthophoto

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