

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

Tod Administration Building
Friday, June 20, 2008

Pursuant to notice duly given, a regular meeting (the two hundred seventy-eighth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Friday, June 20, 2008, in the Board Room in Tod Hall.

Seven trustees were present at the meeting, to-wit: Mr. John L. Pogue, chairperson of the board, who presided, Dr. H. S. Wang, Mr. Larry D. DeJane, Ms. Millicent S. Counts, Mr. Scott R. Schulick, Mr. Harry Meshel and Mr. Stephen W. T. Foley. Mr. Donald Cagigas, Dr. Dianne Bitonte Miladore and Dr. Sudershan K. Garg were absent

Also present were: Dr. David C. Sweet, President; Dr. Ikram Khawaja, Interim Provost and Vice President for Academic Affairs; Mr. Eugene P. Grilli, Vice President for Finance and Administration; Dr. Cynthia E. Anderson, Vice President for Student Affairs; Dr. George McCloud, Special Assistant to the President for University Advancement; Dr. Thomas Maraffa, Special Assistant to the President; Ms. Holly A. Jacobs, University General Counsel and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 100 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order.

ITEM I - PROOF OF NOTICE OF MEETING.

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

ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD MARCH 14, 2008; APRIL 9, 2008 AND MAY 6, 2008.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held on March 14, 2008 (#275) and special meetings held April 9, 2008 (#276) and May 6, 2008 (#277) to each trustee, the student trustee and the president. There being no additions, corrections, or revisions thereto, the minutes of the said meetings were approved as provided.

ITEM III - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Sweet stated that he was pleased to present the 2008 annual report as he concludes his eighth year as President of Youngstown State University. Dr. Sweet stated that the campus recently hosted Dr. Gordon Gee, president of Ohio State University. Dr. Sweet reviewed some key Fiscal Year 2008 accomplishments. Dr. Sweet reported that YSU's enrollment is at its highest level in last 13 years. Minority student enrollment has increased 82% since 2000, with minority students now comprising 17% of student enrollment, compared to 11% in 2000.

Dr. Sweet reported that design development has been completed for the new Williamson College of Business Administration building, with groundbreaking anticipated in the fall. Dr. Sweet reported that the Higher Learning Commission accreditation campus visit resulted in a very positive report. The Higher Learning Commission will formally act on the recommendation of accreditation site team on June 23. Dr. Sweet stated that he is proud of the smooth transition in the creation of the College of Liberal Arts and Social Sciences (CLASS) and college of Science, Technology, Engineering and Mathematics (STEM). Dr. Sweet reported that this summer marks the first class to graduate from the Youngstown Early College. Dr. Sweet reported that the efforts of Congressman Tim Ryan have brought over \$10 million in federal funding to the University over the past several years and that state contracts and grants are approaching \$5 million over the same period.

Dr. Sweet reported that the Technology Master Plan implementation continues after four years of work and a \$12 million investment, and thanked the campus community for its efforts. Dr. Sweet reported that the YSU-OEA contract negotiations were successfully completed in 2008. Dr. Sweet reported that the fiscal year 2009 Annual Budget reflects a 0% tuition increase and a 9% increase in state support. Youngstown State University is appreciative of the efforts of Governor Ted Strickland and the Ohio legislature for their support of higher education. Dr. Sweet stated that the Chancellor's Strategic Plan

for Higher Education and the implementation of a Community College will be among the highest priorities for the coming year. Implementation of the Strategic Plan require YSU to redefine and clarify its mission and centers of excellence especially in light of potential changes to the state's higher education funding formula.

ITEM IV - REPORTS OF THE COMMITTEES OF THE BOARD.

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

1. Academic and Student Affairs Committee

Dr. Khawaja provided a report noting that the highest priority of the academic division during the coming year will be the development of a response to the Chancellor's Strategic Plan for Higher Education. Dr. Khawaja reported that the university's Academic Strategic Plan has been launched with considerable success. Ongoing priorities include strengthening advisement, the distance-learning structure, international initiatives and part-time/full-time ratios.

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 to Adopt
The Code of Student Rights, Responsibilities and Conduct

YR 2008-44

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

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

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

Resolution to Approve
A Bachelor of Arts Degree in Gerontology

YR 2008-45

WHEREAS, establishing and enhancing academic programs and educational experiences that meet student and workforce needs are priorities at Youngstown State University; and

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

WHEREAS, the demand for delivering expertise and services to a growing older population in the region is increasing; and

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

WHEREAS, resources for the administration of such a degree currently exist in the Department of Sociology and Anthropology;

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

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University commends Dr. Ikram Khawaja, Interim Provost; Dr. Shearle Furnish, Dean,

College of Liberal Arts and Social Sciences; Dr. Qi Jiang, Chair, Department of Sociology and Anthropology; and Dr. Daniel Van Dussen, Assistant Professor of Gerontology, for cooperating in the development of this much-needed degree.

Resolution to Approve
An Associate of Applied Science Degree in Radiography

YR 2008-46

WHEREAS, Youngstown State University's Bitonte College of Health and Human Services offers associate and baccalaureate degrees; and

WHEREAS, an Associate in Applied Science degree in Radiography will serve both student and healthcare workforce needs; and

WHEREAS, the proposed degree will facilitate articulation among existing certificate and diploma Radiography programs, and with the existing baccalaureate degree program in Allied Health;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of an Associate of Applied Science degree in Radiography, subsequent to approval of said degree by the Ohio Board of Regents; and

BE IT ALSO RESOLVED, that the Board of Trustees commends Dr. John J. Yemma, Dean of the Bitonte College of Health and Human Services; and Joseph J. Mistovich, Professor and Chairperson of the Department of Health Professions, who were instrumental in developing the proposed program.

Resolution of Appreciation for Leadership
In the Higher Learning Commission Accreditation Process

YR 2008-47

WHEREAS, the Higher Learning Commission of the North Central Association of Colleges and Schools is the primary agency accrediting the University; and

WHEREAS, in 2006-2007, the University began specific preparation for the reaccreditation visit of a team representing the Higher Learning Commission; and

WHEREAS, the preparation for the visit resulted in widespread involvement of faculty, staff, students, alumni, and administration in a comprehensive self-study process; and

WHEREAS, the result of the self-study process was a series of comprehensive institutional reports submitted to the Higher Learning Commission that reflected on a decade of change and accomplishments at the University, detailed how the University met challenges of the past decade, and projected a promising future for the University built on the foundation of its proud past; and

WHEREAS, the response of the visiting team designated by the Higher Learning Commission to review the University's self-study was a clear affirmation of the quality of the University and its people; and

WHEREAS, effective coordination of the self-study process was provided by a steering committee of individuals drawn from across the University; and

WHEREAS, excellent leadership for the self-study process was provided by Dr. Bege Bowers, Associate Provost for Academic Programs and Planning; Dr. Janice Elias, Chair of the Department of Human Ecology; and Dr. Sharon Stringer, Director of Assessment;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates the faculty, staff, students, alumni, and administration of the University for the success of the self-study process; and expresses special gratitude to Dr. Bege Bowers, Dr. Janice Elias, and Dr. Sharon Stringer for their role in the process; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Bege Bowers, Janice Elias, and Sharon Stringer.

Resolution to Authorize
Conferral of Faculty Emeritus Status

YR 2008-48

WHEREAS, the *Policies of the Board of Trustees* provide for the conferral of emeritus status upon faculty who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty members listed in the roster attached hereto are hereby granted the emeritus title designated thereon.

[Note: The roster of emeritus faculty to which the resolution refers is attached to these minutes as Exhibit B.]

Resolution to Authorize
Conferral of Honorary Degree - Carl Nunziato

YR 2008-49

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Laws (LL.D.) degree, *honoris causa*, upon Carl Nunziato, with all the rights and privileges attendant thereto.

2. 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 Modify Selection of
Architects/Engineers for University Capital Projects Policy

YR 2008-50

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Selection of Architects/Engineers for University Capital Projects, policy number 4007.01 of the *University Guidebook*, shown as Exhibit C attached hereto, and does hereby rescind the former corresponding policy number 4007.01. A copy of the policy indicating changes to be made is also attached

3. External Relations Committee.

Mr. Paul McFadden, Chief Development Officer, provided a brief staff report noting that all components of the \$44 million Centennial Capital Campaign are on or ahead of schedule. Mr. McFadden reported that under the leadership of Ms. Catherine Cala and Ms. Jackie Daniel, the Annual Fund has doubled to \$1 million in three years. Mr. McFadden also recognized the efforts of Ms. Shannon Tirone and Mr. Ron Cole in the alumni and communications areas stating that the collaboration among the development, alumni and communications areas has been instrumental to the success of the Centennial Capital Campaign. The chairperson noted that the External Relations 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 Development Gifts

YR 2008-51

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these gifts and express our gratitude to the donors for their generosity in support of the University.

Resolution to Name

The James R. Toepfer Laboratory in Ward Beecher Hall

YR 2008-52

WHEREAS, The Department of Biological Sciences at Youngstown State University has a long tradition of excellence in teaching and student scholarly performance; and

WHEREAS, James R. Toepfer provided over 30 years of service to YSU in the Anatomy and Physiology Division of the Biology Department; and

WHEREAS, James R. Toepfer, Faculty Emeritus, has a long history of excellence in teaching and training students in the laboratory at YSU; and

WHEREAS, The James R. Toepfer Scholarship was established in his honor through the YSU Foundation; and

WHEREAS, James R. Toepfer received the YSU Retiree Award at the 2007 Awards Dinner; and

WHEREAS, James R. Toepfer actively participated in physiological research during his career at YSU; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to James R. Toepfer for his significant contribution and commitment to the students of Youngstown State University; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates the James R. Toepfer Laboratory on the third floor of Ward Beecher Hall; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to James R. Toepfer.

4. Finance and Facilities Committee.

Mr. Grilli provided an overview of the annual budget for Fiscal Year 2009. The chairperson noted that the Finance and Facilities Committee was recommending six resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolutions recommended by the Finance and Facilities Committee adopted by general consent:

Resolution to Approve Changes
To Student Tuition, Fees, and Other Charges
Effective Fall Term 2008

YR 2008-53

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students, including an "instructional fee" for educational and associated operational support of the institution and a "general fee" for noninstructional services, and that these two fees shall encompass all charges for services assessed uniformly to all enrolled students and shall be identified as "tuition"; and

WHEREAS, Ohio law also provides that each Board may establish special purpose fees, service charges, fines and penalties and that a tuition surcharge shall be paid by all students who are not residents of Ohio; and

WHEREAS, certain charges assessed by the University are determined or influenced by external sources, while others are needed to offset increased costs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby

establish the Master of Public Health instructional fee, the Federal Background Check fee and the Web Check Fingerprinting fee as included in Exhibit E., to become effective Fall Term 2008 and to remain in effect until changed by the Board of Trustees.

Resolution Concerning
The Annual Budget, Fiscal Year 2009

YR 2008-54

WHEREAS, the proposed Fiscal Year 2009 Annual Budget has been reviewed by the Finance and Facilities Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Fiscal Year 2009 Annual Operating Budget for General and Auxiliary Funds, shown on Exhibit F, as presented to the Finance and Facilities Committee be approved; and that approval includes:

1. Salaries for members YSU-APAS and YSU-FOP as provided for in the current Labor Agreements with the respective bargaining units;
2. Salaries for members of YSU-OEA and YSU-ACE as provided for in the new Labor Agreements with the respective bargaining units, which will take effect August 18, 2008, and August 16, 2008, respectively;
3. Salaries for part-time faculty, doctoral fellowships, graduate assistants, research assistants, and student employees as detailed in the budget document;
4. Salaries for all other employees shall be continued at the Fiscal Year 2008 rates subject to adjustments and as recommended for exempt employees;
5. The authority to approve expenditures and transfers as described in the budget document and in accordance with Board and University policy;
6. Exemption of all professional/administrative positions from the overtime provisions of Section 124.18 of the *Ohio Revised Code*; and

7. Contract duration for professional/administrative staff who serve on multi-year contracts under the provisions of *Board of Trustees Policy 7016.01*.

Resolution to Approve Interfund Transfers

YR 2008-55

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

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

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

Resolution to Authorize
Purchase of Properties for Campus Improvement

YR 2008-56

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

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

Owner	Address	Parcel No.	Purchase Price	Appraised Value
YSU Foundation	319 Custer Avenue	53-005-0-162	\$ 6,500	\$ 6,500
YSU Foundation	347 Custer Avenue	53-005-0-169	\$ 5,250	\$ 5,250
YSU Foundation	Ford Avenue	53-005-0-261	\$ 3,500	\$ 3,500
YSU Foundation	607 Ford Avenue	53-005-0-097	\$ 3,000	\$ 3,000
YSU Foundation	Madison Avenue	53-005-0-250	\$10,400	\$10,400
YSU Foundation	Madison Avenue	53-005-0-249	\$ 365	\$ 365

YSU Foundation	441 Madison Avenue	53-005-0-259	\$ 3,700	\$ 3,700
YSU Foundation	Scott Street	53-005-0-105	\$ 4,600	\$ 4,600
YSU Foundation	Scott Street	53-005-0-106	\$ 575	\$ 575
YSU Foundation	315 Scott Street	53-005-0-085	\$ 7,875	\$ 7,875
Flonerra Henry	342-344 Grant Street	53-005-0-003	\$16,000	\$16,000

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

Resolution to Support
The Trumbull-Mahoning Green Pact

YR 2008-57

WHEREAS, Youngstown State University and the community leaders of Trumbull and Mahoning Counties, Ohio, are committed to enhancing and protecting the quality of life and improving the economic vibrancy of the region; and

WHEREAS, the Trumbull-Mahoning Green Pact affirms that it is in the best interest of our residents, business community and natural environment to take practical steps that protect our air and water, preserve natural resources, increase green space, reduce our consumption of raw materials and increase recycling; and

WHEREAS, the Trumbull-Mahoning Green Pact commits to lead by example, through a series of common sense steps to accomplish green growth, management and living for our jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby support the Trumbull-Mahoning Green Pact as shown in the attached Exhibit H.

Resolution to Authorize
Purchase of Properties for Campus Improvement

YR 2008-58

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

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

Owner	Address	Parcel No.	Purchase Price	Appraised Value
YSU Foundation	703 Ford Avenue	53-005-0-171	\$10,500	\$10,500
YSU Foundation	312 Scott Street	53-005-0-108	\$ 4,600	\$ 4,600

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

Dr. Wang reported that the Audit Subcommittee met on June 5, 2008. The Audit Subcommittee met with representatives of the University's new external auditor, Crowe Chizek, and received reports from internal auditor Packer Thomas regarding intercollegiate athletics, the Early Retirement Incentive Program and the risk management assessment for 2009.

Mr. Pogue reported that the Investment Subcommittee met twice this month. The Subcommittee received reports from Allegiant investment advisors and Hartland Associates, the University's investment advisor and discussed matters pertaining to the University's investments. It is expected that the Subcommittee will meet several more times this summer

5. Internal Affairs Committee.

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

Resolution to Ratify
Faculty/Staff Appointments

YR 2008-59

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

WHEREAS, new appointments have been made subsequent to the March 14, 2008, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2007-2008 Budget and with the University policy on Equal Employment Opportunity;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the appointments as listed in Exhibit I attached hereto.

Following discussion, the motion to adopt the resolution received the affirmative vote of a majority of the trustees present and the chairperson declared the motion carried.

On behalf of the Internal Affairs Committee, Mr. Pogue moved the adoption of the following resolution:

Resolution to Authorize
Conferral of Emeritus Status

YR 2008-60

WHEREAS, the *Policies of the Board of Trustees* provide for the conferral of emeritus status upon professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those professional/administrative staff members listed in Exhibit J attached hereto are hereby granted the emeritus title designated thereon.

Following discussion the trustees voted without dissent to adopt the resolution and the chairperson declared the motion carried.

On behalf of the Internal Affairs Committee, Mr. Pogue moved the adoption of the following resolution, which was read aloud by the secretary:

Resolution of Appreciation
Women's Indoor and Outdoor
Track and Field - Horizon League

YR 2008-61

WHEREAS, the Youngstown State University women's track and field team under the direction of Head Coach Brian Gorby won the 2008 Horizon League Women's Indoor and Outdoor Track and Field Championship; and

WHEREAS, the Penguins swept both the indoor and outdoor crowns in the same year for the third time since 2004 picking up their first outdoor championship since 2006 and first indoor title since 2005; and

WHEREAS, Alisha Anthony was named the Field Newcomer of the Year and Breanne Romeo was named the Running Newcomer of the Year at the outdoor championship while Coach Gorby was tabbed the Women's Coach of the Year; and

WHEREAS, Bethany Anderson was named the Outstanding Field Performer, Danielle Curry was named the Field Newcomer of the Year and Breanne Romeo was named the Running Newcomer of the Year at the indoor championship while Coach Gorby was tabbed the Women's Coach of the Year; and

WHEREAS, four student-athletes combined to win six individual titles at the two meets as Alisha Anthony won the triple jump at the outdoor meet and long jump at the indoor meet, Bethany Anderson won the hammer throw at the outdoor meet and weight throw at the indoor meet, Danielle Curry won the shot put at the indoor meet and Jen Grayson won the high jump at the indoor meet; and

WHEREAS, the Penguins captured both relay crowns at the outdoor championship with Alisha Anthony, Katie Betts, Darcelle Formby and Kari Kreutzfeld winning the 4x100-meter relay and Kreutzfeld, Breanne Romeo, Emily Wollet and Yandeh Jon winning the 4x400-meter relay; and

WHEREAS, Coach Brian Gorby has directed the program to 16 conference track and field titles in his 15 years as the men's and women's indoor and outdoor track and field head coach;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates the entire Women's Track and Field program on their 2008 Horizon League Indoor and Outdoor Championship; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Coach Gorby and his staff.

Following the secretary's reading of the proposed resolution the trustees voted without dissent to adopt the resolution and the chairperson declared the motion carried.

6. Joint Finance & Facilities and Internal Affairs Committees.

Mr. Schulick reported that the Finance & Facilities and Internal Affairs committees jointly recommend the adoption of two resolutions. On behalf of the joint committees Mr. Schulick moved the adoption of the following resolution:

Resolution to Waive a Policy and Appoint a
Provost and Vice President for Academic Affairs

YR 2008-62

WHEREAS, the Board of Trustees established a policy regarding the selection of administrative and executive officers of the University, Policy No. 9001.01; and

WHEREAS, Ikram Khawaja has performed in an outstanding manner as Interim Provost advancing both the Academic Division and the University; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the University to waive the portion of said policy which requires a search to fill the executive officer position of Provost and Vice President for Academic Affairs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the President to appoint Ikram Khawaja to the position of Provost and Vice President for Academic Affairs without a search.

Following discussion the trustees voted without dissent to adopt the resolution and the chairperson declared the motion carried.

On behalf of the joint committees Mr. Schulick moved the adoption of the following resolution:

Resolution to Waive a Policy and
Appoint a Vice President for University Advancement

YR 2008-63

WHEREAS, the Board of Trustees established a policy regarding the selection of administrative and executive officers of the University, Policy No. 9001.01; and

WHEREAS, George McCloud has performed in an outstanding manner as Special Assistant to the President for University Advancement; and

WHEREAS, his ability to advance the internal and external interests of the University are best served by changing his title to that of Vice President; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the University to waive the portion of said policy which requires a search to fill the executive officer position of Vice President for University Advancement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the President to appoint George E. McCloud to the position of Vice President for University Advancement without a search.

Following discussion a majority of the trustees voted to adopt the resolution and the chairperson declared the motion carried.

ITEM V - COMMUNICATIONS AND MEMORIALS

The board considered no communications or memorials.

ITEM VI - UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII - NEW BUSINESS

The board considered no new business.

ITEM VIII - ELECTION OF BOARD OFFICERS

The chairperson stated that in accordance with the board's *Bylaws*, at its regular meeting held March 14, 2008 the Trusteeship Committee reported its nominations for board officers for the year 2008-2009. The trusteeship committee's nominations are:

Chairperson	Mr. Scott R. Schulick
Vice Chairperson	Mr. Larry D. DeJane
Secretary	Mr. Franklin S. Bennett, Jr.

There being no additional nominations for board chairperson, the trustees unanimously voted to elect Mr. Scott R. Schulick as board chairperson for the year 2008-2009. There being no additional nominations, the trustees unanimously voted to elect Mr. Larry D. DeJane as board vice chairperson for the year 2008-2009. There being no additional nominations, the trustees unanimously voted to elect Mr. Franklin S. Bennett, Jr. as secretary to the board for the year 2008-2009.

ITEM IX - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

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

3:00 p.m., Friday, September 19, 2008
3:00 p.m., Wednesday, December 17, 2008
3:00 p.m., Friday, March 13, 2009

ITEM X - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 4:05 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

Revised

BOARD OF TRUSTEES' MEETING

**Friday, June 20, 2008
3:00 p.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Meetings held March 14, 2008; April 9, 2008; and May 6, 2008
- D. Report of the President of the University
- E. Report of the Committees of the Board
 1. Academic and Student Affairs Committee
 - a. Staff Report - Ikram Khawaja
 - b. Resolution to Adopt the Code of Student Rights, Responsibilities and Conduct
 - c. Resolution to Approve a Bachelor of Arts Degree in Gerontology
 - d. Resolution to Approve an Associate of Applied Science Degree in Radiography
 - e. Resolution of Appreciation for Leadership in the Higher Learning Commission Accreditation Process
 - f. Resolution to Authorize Conferral of Faculty Emeritus Status
 - g. Resolution to Authorize Conferral of Honorary Degree - Carl Nunziato
 2. Executive Committee
 - a. Resolution to Modify Selection of Architects/Engineers for University Capital Projects Policy
 3. External Relations Committee
 - a. Staff Report - Paul McFadden
 - b. Resolution to Accept Development Gifts
 - c. Resolution to Name the James R. Toepfer Laboratory in Ward Beecher Hall
 4. Finance and Facilities Committee
 - a. Staff Report - Gene Grilli
 - b. Resolution to Approve Changes to Student Tuition, Fees, and Other Charges Effective Fall Term 2008
 - c. Resolution Concerning the Annual Budget, Fiscal Year 2009
 - d. Resolution to Approve Interfund Transfers
 - e. Resolution to Authorize Purchase of Properties for Campus Improvement
 - f. Resolution to Support the Trumbull-Mahoning Green Pact
 - g. Resolution to Authorize Purchase of Properties for Campus Improvement
 - h. Report of the Audit Subcommittee, H. S. Wang, Chair
 - i. Report of the Investment Subcommittee, Sudershan K. Garg, Chair
 5. Internal Affairs Committee
 - a. Resolution to Ratify Faculty/Staff Appointments
 - b. Resolution to Authorize Conferral of Emeritus Status
 - c. Resolution of Appreciation - Women's Indoor and Outdoor Track and Field - Horizon League

F. Communications and Memorials

G. Unfinished Business

H. New Business

I. Election of Board Officers

J. Dates and Times of Upcoming Regular Meetings of the Board

Tentative Meeting Dates: 3 p.m., Friday, September 19, 2008

3 p.m., Wednesday, December 17, 2008

3 p.m., Friday, March 13, 2009

K. Adjournment

**RESOLUTION TO AUTHORIZE CONFERRAL
OF HONORARY DEGREE**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Laws (LL.D.) degree, honoris causa, upon Carl Nunziato, with all the rights and privileges attendant thereto.

**RESOLUTION TO WAIVE A POLICY AND APPOINT A PROVOST
AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

WHEREAS, the Board of Trustees established a policy regarding the selection of administrative and executive officers of the University, Policy No. 9001.01; and

WHEREAS, Ikram Khawaja has performed in an outstanding manner as Interim Provost advancing both the Academic Division and the University; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the University to waive the portion of said policy which requires a search to fill the executive officer position of Provost and Vice President for Academic Affairs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the President to appoint Ikram Khawaja to the position of Provost and Vice President for Academic Affairs without a search.

**RESOLUTION TO WAIVE A POLICY AND APPOINT A VICE
PRESIDENT FOR UNIVERSITY ADVANCEMENT**

WHEREAS, the Board of Trustees established a policy regarding the selection of administrative and executive officers of the University, Policy No. 9001.01; and

WHEREAS, George McCloud has performed in an outstanding manner as Special Assistant to the President for University Advancement; and

WHEREAS, his ability to advance the internal and external interests of the University are best served by changing his title to that of Vice President; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the University to waive the portion of said policy which requires a search to fill the executive officer position of Vice President for University Advancement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the President to appoint George E. McCloud to the position of Vice President for University Advancement without a search.

BOARD OF TRUSTEES' MEETING

**Friday, June 20, 2008
3:00 p.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Meetings held March 14, 2008; April 9, 2008; and May 6, 2008
- D. Report of the President of the University
- E. Report of the Committees of the Board
 1. Academic and Student Affairs Committee
 - a. Staff Report - Ikram Khawaja
 - b. Resolution to Adopt the Code of Student Rights, Responsibilities and Conduct
 - c. Resolution to Approve a Bachelor of Arts Degree in Gerontology
 - d. Resolution to Approve an Associate of Applied Science Degree in Radiography
 - e. Resolution of Appreciation for Leadership in the Higher Learning Commission Accreditation Process
 - f. Resolution to Authorize Conferral of Faculty Emeritus Status
 2. Executive Committee
 - a. Resolution to Modify Selection of Architects/Engineers for University Capital Projects Policy
 3. External Relations Committee
 - a. Staff Report - Paul McFadden
 - b. Resolution to Accept Development Gifts
 - c. Resolution to Name the James R. Toepfer Laboratory in Ward Beecher Hall
 4. Finance and Facilities Committee
 - a. Staff Report - Gene Grilli
 - b. Resolution to Approve Changes to Student Tuition, Fees, and Other Charges Effective Fall Term 2008
 - c. Resolution Concerning the Annual Budget, Fiscal Year 2009
 - d. Resolution to Approve Interfund Transfers
 - e. Resolution to Authorize Purchase of Properties for Campus Improvement
 - f. Resolution to Support the Trumbull-Mahoning Green Pact
 - g. Resolution to Authorize Purchase of Properties for Campus Improvement
 - h. Report of the Audit Subcommittee, H. S. Wang, Chair
 - i. Report of the Investment Subcommittee, Sudershan K. Garg, Chair
 5. Internal Affairs Committee
 - a. Resolution to Ratify Faculty/Staff Appointments
 - b. Resolution to Authorize Conferral of Emeritus Status
 - c. Resolution of Appreciation - Women's Indoor and Outdoor Track and Field - Horizon League
- F. Communications and Memorials
- G. Unfinished Business
- H. New Business

I. Election of Board Officers

J. Dates and Times of Upcoming Regular Meetings of the Board

Tentative Meeting Dates: 3 p.m., Friday, September 19, 2008

3 p.m., Wednesday, December 17, 2008

3 p.m., Friday, March 13, 2009

K. Adjournment

**RESOLUTION TO ADOPT *THE CODE OF STUDENT
RIGHTS, RESPONSIBILITIES, AND CONDUCT***

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

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

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

The Code of Student Rights, Responsibilities, and Conduct

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The Code of Student Rights, Responsibilities, and Conduct

Preamble

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

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

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

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

Published by
DIVISION OF STUDENT AFFAIRS

ARTICLE I. RIGHTS AND RESPONSIBILITIES

Section A. Definitions

When used in *The Code*:

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

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

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

Section B. Basic Rights

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

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

Section C. Basic Responsibilities

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

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

ARTICLE II. INSTITUTIONAL GOVERNANCE

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

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

regulations, and legislative actions; nominating students to serve on University-wide committees; and budgeting and administering funds allocated to it. The Student Government Constitution and Bylaws and Administrative Budget Procedures provide the structure and procedures for the implementation of its responsibilities.

ARTICLE III. STUDENT CONDUCT AUTHORITY

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

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

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

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

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

Section A. Jurisdiction of the University Student Code

1. The University Student Code shall apply to conduct which adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs that occurs on University premises, at University sponsored activities, and to off-campus conduct. Formal charges may be imposed by the University whenever a student and/or group/organization behavior interferes with the University's responsibility to ensure a positive educational environment or its subsidiary responsibilities of protecting the rights, health, and safety of persons in the University community; maintaining and protecting property; keeping accurate records; and/or providing necessary services and non-classroom activities. In addition, a student and/or group/organization will be subject to the University student conduct process from circumstances occurring off campus, when the action or behavior of a student and/or group/organization adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs. The Vice President for Student Affairs or designee shall decide whether *The Code* shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

2. Students shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded).
The Code shall apply to a student's conduct even if the student withdraws from the University while a matter of misconduct is pending.

ARTICLE IV. MISCONDUCT

Section A. Conduct Regulations

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

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

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

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participation in an on-campus or off-campus demonstration, riot, or activity which disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or -supervised functions.
15. Gambling or wagering of any form except as expressly permitted by law and/or University regulations.
16. Violations, alleged or convicted of federal, state, or local law occurring on or off-campus when such violation of the law has or may have an adverse impact upon the university community.
17. Entering false fire alarms or bomb threats or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
18. Offenses of violence as defined in *Ohio Revised Code*, Section 2901.01.
19. Violation of published University policies, rules, or regulations including those available electronically on the University website.
20. Failure to comply with directions and/or oral or written instructions which are given by any University official, student, faculty member, or staff who is acting in an official University capacity and/or failure to identify oneself to these persons when requested to do so.
21. Abuse of the student conduct system, including, but not limited to:
 - a. Failure to obey the summons of a student conduct body or University official to appear for a meeting or hearing as part of the student conduct system.
 - b. Falsification, distortion, or misrepresentation of information before a student conduct body.
 - c. Disruption or interference with the orderly conduct of a student conduct proceeding.
 - d. Institution of a student conduct proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct body prior to, and/or during the course of, the student conduct process.

- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct body prior to, during, and/or after a student conduct proceeding.
- h. Failure to comply with the sanction(s) imposed by the Student Conduct body.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

Section B. Violation of Law and University Conduct Regulations

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

ARTICLE V. CAMPUS STUDENT ORGANIZATIONS

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

Section A. Provisional Registration

1. Groups wishing to become registered student organizations may be granted provisional registration for a period not to exceed thirty days. Provisional registration shall only permit the student organization to use University facilities for a maximum of three organizational meetings.

2. Groups may be granted provisional registration after submitting the following to the Office of Campus Recreation and Student Programming:
 - a. A statement of name and purpose of the proposed organization; and
 - b. The name, student identification number, and phone number of the person(s) requesting provisional registration.

Section B. Registration of Student Organizations

1. Application forms shall be made available by the Office of Campus Recreation and Student Programming.
2. A group will become registered with the University after an application for registration has been reviewed and approved by the Office of Campus Recreation and Student Programming
3. Organizations (except those listed by the University as honorary organizations) shall have only students currently enrolled for credit as active members.
4. Groups shall provide the following information in order to be considered for registration:
 - a. Name of proposed group and a statement of purpose;
 - b. Membership requirements;
 - c. For organizations affiliated with external groups, the constitution and bylaws of their outside affiliate;
 - d. Listing of dues, initiation fees, and any other fees assessed by the group;
 - e. Names, student identification numbers, and phone numbers of all officers (including a treasurer, if use of Student Government funds is anticipated); and
 - f. A charter containing the signature of at least six currently enrolled students (excluding continuing education students) who shall become members of the organization if it becomes registered (officers must be registered for two-thirds of a full-time load and be in good academic standing).
5. Organizations shall submit the name and signature of at least one faculty or staff advisor. Appointed annually by the Vice President for Student Affairs, or designee, the advisor agrees to maintain contact with the organization and to be familiar with its programs and personnel. An advisor's manual of specific responsibilities is available from the Office of Campus Recreation and Student Programming.
6. Student organizations register annually. Organizations shall submit an application between May 1 and May 31 if they wish to be reregistered for the following academic year.
7. Organizations wishing to be reregistered shall complete an annual report form as part of their Student Organization Registration Form.

8. After becoming officially registered, a minimum of two organization officers must attend an organization workshop conducted by the Office of Campus Recreation and Student Programming .
9. Registration may be withdrawn by the Office of Student Life if the organization violates University regulations or engages in activities which are not consistent with University policies or procedures; adversely affects the University community; or interferes with the University's pursuit of its educational objectives and programs. Notice of and opportunity for a hearing will be provided to the officers of the organization in question.

Section C. Privileges of Registered Student Organizations

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

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

Section D. Denial or Loss of Registered Status

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

1. Non-compliance with University regulations;
2. Failure to provide the information required for registration prior to the deadline established by the Office of Campus Recreation and Student Programming for receiving such materials;

3. Providing false information in the application for registration;
4. The purpose of the group/organization is judged by the Director of Campus Recreation and Student Programming to be in conflict with University policies and regulations and/or state and federal regulations;
5. Misuse or abuse of University space;
6. Failure to adhere to stated purposes of the group/organization's constitution and bylaws;
7. Failure to pay outstanding debts incurred by the group/organization;
8. Being under sanction of deactivation and/or suspension by the University or by the group/organization's outside governing bodies;
9. Request by the organization/group that the ties with the University be severed; and
10. Failure to attend the organization workshop (see Article V, Section B, Paragraph 8).

Section E. Student Conduct Authority

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

Section F. Regulations

1. Organizations/groups shall be responsible for complying with all University conduct regulations as outlined in Article IV, Section A.
2. Organizations/groups shall not discriminate in their activities, programs, operations, or membership selection on the basis of race, color, sex, religion, age, national origin, disability, sexual orientation, or identification as a disabled and/or Vietnam era veteran. (Social fraternities and sororities and certain sports are exempted from Title IX of the Education Amendments of 1972's restrictions against discrimination by sex.)
3. Officers of organizations (except those listed by the University as honorary organizations) must be registered for two-thirds of a full-time load and be in good academic standing.
4. Officers are responsible for guests attending organizations' activities and for compliance with University regulations.
5. Organizations shall inform the Office of Campus Recreation and Student Programming of any changes in officers or other information submitted in the application for registration within fifteen days after the change occurs.
6. Officers shall keep the faculty/staff advisor(s) informed of the organization's activities, operations, programs, and membership.
7. All social fraternities and sororities shall maintain regular membership in either Interfraternity Council, National Pan Hellenic Council, or Panhellenic Council.
8. Organizations that have probationary membership (e.g., fraternal organizations) shall not pledge, initiate, or activate any student who is not registered for two-thirds of a full-time load and in good academic standing.
9. Organizations/groups shall take no action which involves hazing (see Article IV, Section A, Paragraph 5). Acts of hazing include, but are not limited to, coercion of any form, extended deprivation of sleep or rest; forced consumption of food, alcohol, other beverages, or drugs; beating or branding; forced exclusion from social contact; and/or forced conduct that could result in embarrassment to any person.
10. Organizations/groups shall not hold any activity in the form of a lottery, raffle, or game of chance without securing permission from the Vice President for Student Affairs or designee.
11. The University shall not be responsible for any contracts entered into or debts incurred by groups/organizations.
12. Organizations/groups shall observe the University policies and regulations governing marketing, promotion, and sponsorship related to alcohol.

13. Alcoholic beverages are not permitted at any student organization/group program that involves recruiting new members. No student organization/group, collectively or individually, shall purchase, serve, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
14. The use of alcohol at events sponsored by student organizations/groups is governed by University regulations and federal, state, and local laws which prohibits persons under twenty-one years of age from possessing, ordering, purchasing, buying, sharing the cost of, or consuming alcoholic beverages.
15. Soliciting
 - a. Solicitations and sales on campus, sponsored and conducted by organizations and/or groups, must be registered in advance with the appropriate office and carried out in the designated areas (see Article V, Section F, Paragraph 17).
 - b. Students or registered student organizations may not solicit for funds from any on-campus group and/or agency unless granted permission by the Vice President for Student Affairs or designee.
 - c. Students or groups/organizations shall not engage in, or invite any firm or corporation to engage in, the business of selling or advertising any services or products or take orders or make contracts for the delivery of services or products on University premises without the prior approval of the Vice President for Student Affairs or designee.
 - d. Students or groups/organizations may not solicit for off-campus funds unless permission has been requested and obtained in writing from the Director of Development.
 - e. Students and/or groups/organizations may not conduct lotteries, raffles, or games of chance unless permission has been requested and obtained in writing from the Vice President for Student Affairs or designee.
16. Use of University Name
 - a. Student organizations/groups may not use the University's name without the expressed authorization of the University except to identify institutional affiliation. University approval or disapproval of any political or social issue may not be stated or implied by any organization.
 - b. The official letterhead stationery, envelopes, logo, seal, or trademarks of the University may not be used in, or for, any publication, correspondence, or other printed material prepared or distributed by the organization/group or its officers without prior submission of the material to and written permission received from the Director of Development.
 - c. In the event that the name of the University is used in a letterhead on organizational stationery, it must appear in accordance with guidelines as set forth in the graphic standards policies.
17. Use of University Space
 - a. In order to ensure availability of the desired facility, arrangements should be made as far in advance of the event as possible. Use of all Kilcawley Center and University housing

facilities must be scheduled in the Office of Kilcawley Center Reservations. Use of athletic-related and other University facilities must be scheduled with the Events Preparation Coordinator, Office of Special Events and Events Preparation.

- (1) Institutional facilities may only be used by registered student organizations for regular business meetings or special programs. The University may develop policies that limit or restrict access to persons who are not currently enrolled students, faculty, or staff. Organizations' use of space must be consistent with all policies of the University.
- (2) Reasonable conditions may be imposed to regulate the timeliness of requests, determine the appropriateness of the space assigned, regulate time and use, and ensure proper maintenance and order. This may include staffing and security requirements.
- (3) A rental fee may be assessed for the use of specifically designated University facilities.
- (4) The organization requesting space must state the general purpose of any meeting.
 - (a) For all functions and meetings, the Vice President for Student Affairs, or designee, may require other personnel to be present in a supervisory, advisory, or security role.
 - (b) Officers of an organization must take all precautions to ensure that no social event or function shall interfere with the University's pursuit of its educational objectives and programs. The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal, negligent, and/or intentional misconduct either engaged in or knowingly permitted by the organization, including illegal sale and/or excessive consumption of alcoholic beverages. Officers of an organization shall be responsible for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.
 - (c) Sponsoring organization(s) may require presentation of a valid University ID Card for admission to events held on University premises. An organization may limit functions to members of the sponsoring organization(s) and their invited guests.
 - (d) Functions which are held in University facilities must end no later than the established closing hour of the facility concerned, unless prior arrangements are made through the Office of Kilcawley Center Reservations (for Kilcawley Center and University housing facilities) or Office of Special Events and Events Preparation (for other University facilities).

18. Invitation of Off-Campus Speakers

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

However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable

consequences of such meeting or speech. In order that the rights of all students might be assured, the calendaring of outside speakers shall be subject to the following:

- a. A request in writing to invite an outside speaker will be considered by the Vice President for Student Affairs only when made by a registered student organization at least ten University working days in advance of the scheduled event. This request shall include (a) the name of the sponsoring organization; (b) name of the speaker; (c) time and date; (d) desired location of the meeting; (e) expected size of the audience; and (f) topic of speech.
- b. A request for space shall be made to the Office of Kilcawley Center Reservations (for the use of Kilcawley Center and University housing facilities) or to the Events Preparation Coordinator (for other University facilities) by an officer of the registered student organization sponsoring the speaker not later than ten University working days prior to the date of the proposed speaking engagement.
- c. A request made by a registered organization may be denied only if the Vice President for Student Affairs determines, after proper inquiry, that the proposed speaker will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:
 - (1) The violent overthrow of the government of the United States, the State of Ohio, or any political subdivision thereof;
 - (2) The willful damage or destruction, or seizure and subversion, of the institution's buildings or other property;
 - (3) The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions;
 - (4) The physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students, or other campus disorder of a violent nature; and/or
 - (5) In determining the existence of a clear and present danger, the Vice President for Student Affairs may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.
- d. The decision of the Vice President for Student Affairs is final.
- e. In granting the request, the Vice President for Student Affairs may require that the speaking event be chaired by a member of the administration or faculty, and may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group.

19. Use of Bulletin Boards

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

- a. Official University/departmental bulletin boards are located in all University buildings. Regulations governing the posting of materials on these boards are determined by the department responsible.
 - b. Student Government regulations govern individual student and registered student organization materials posted on student bulletin boards located in buildings throughout campus.
 - c. Posting of materials in Kilcawley Center is governed by the *Kilcawley Center Policy Manual*. Posting and/or distribution of materials in residence hall facilities (including Christman Dining Commons) are governed by the Handbook for Residents.
 - d. Material not related to registered student organizations or campus activities must be approved by the News Editor, University Relations, prior to distribution or posting.
 - e. The University reserves the right to deny posting privileges or remove materials that violate any provisions of *The Code* or other University regulations or policies.
20. Students acting individually or on behalf of a registered student organization/group may distribute written material at designated on-campus locations after reserving those locations with the appropriate office (see Article V, Section F, Paragraph 17).
21. Functions of organizations/groups that involve unique circumstances for members or to others, as determined by the Director of Campus Recreation and Student Programming may be required to secure special approval for registration by the Vice President for Student Affairs. For the protection of the organization and its members, the University may require special liability and/or health insurance coverage on the part of the organization and/or individual members and participants, and may also require a release and waiver of liability by the participants.
22. Organizations shall comply with all University regulations as well as state and federal laws. Names and addresses of officers shall be required as a condition of registration and access to institutional funds or facilities. Membership lists are not required.

ARTICLE VI. STUDENT PUBLICATIONS

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

ARTICLE VII. STUDENT CONDUCT PROCEDURES

Section A. General

1. In order to ensure fairness and the basic elements of due process, the following procedures have been established for use in all student conduct proceedings involving students of the University.
2. The Student Conduct Board is annually appointed by the Vice President for Student Affairs or designee. This Board, composed of students, faculty, and administrators, is charged with:
 - a. Reviewing *The Code* and student conduct policies and procedures and recommending any changes deemed necessary;
 - b. Conducting hearings related to alleged violations of University regulations by students, determining responsibility, and issuing appropriate sanctions;
 - c. Conducting appeal hearings; and
 - d. Reviewing decisions of hearing panels at the request of any member of the Student Conduct Board, Vice President for Student Affairs, or designee.
3. Hearing panels shall be comprised of three members of the Student Conduct Board, identified by the Student Conduct Administrator. At least one faculty/staff member shall be selected to serve on all hearing panels. Each hearing panel shall be chaired by a faculty/staff member identified by the Student Conduct Administrator.
4. The standard of proof utilized in all University student conduct proceedings shall be a preponderance of evidence.

Section B. Initiation of Complaints and Student Conduct Charges

1. Any member of the University community may file charges against any student for alleged misconduct. Charges shall be prepared in writing and directed to the Student Conduct Administrator responsible for the administration of the University student conduct system. Any charges should be submitted as soon as possible after the event takes place, but not later than thirty (30) days following the incident. Exceptions to this limitation period (e.g., sexual assault cases) will be reviewed by the Student Conduct Administrator.
2. The Student Conduct Administrator shall review complaints and may initiate investigations of possible violation(s) of *The Code* to determine if the charges have merit. In reviewing complaints, the Student Conduct Administrator will determine whether the alleged violations may be resolved through a conduct conference or a conduct hearing. Students or groups/organizations who might be subject to University suspension or expulsion shall be provided a hearing before a hearing panel of the Student Conduct Board. All other cases will be initially scheduled for review through a conduct conference or at the discretion of the Student Conduct Administrator referred to a hearing before the Student Conduct Board.

3. All charges shall be presented to the student and/or group/organization in written form and delivered to the accused in person or by certified mail to the student's official address of record at the University. A notification of the certified mailing will be sent to the accused student's official University email. The student and/or group/organization shall be instructed to schedule a conduct conference with the Student Conduct body to discuss the charges, or informed that a hearing panel has been convened to review the charges. In the event the student and/or group/organization does not respond as requested, the Student Conduct body may proceed to conclude the case.

Section C. Conduct Conference

1. During the scheduled conduct conference, the Student Conduct body will discuss the nature of the alleged charges with the accused student and/or group/organization. The accused will have the opportunity to accept or deny responsibility for the alleged violations of University conduct regulations, present relevant information, and exercise the option of resolving the charges either within the conduct conference or by proceeding to a hearing panel. The Student Conduct Administrator may withdraw any charges deemed in his or her opinion to be without basis.
2. In cases where the outcome and sanction(s) can be agreed upon by the Student Conduct body and the accused student and/or group/organization, the student shall be issued a written notice indicating the findings and sanction(s). Resolution of the case in this manner will constitute a waiver of the right to a hearing and any appeal.
3. In cases where the outcome and sanction(s) cannot be agreed upon, the student shall maintain the right to appeal the outcome of the conduct conference. Appeals will be heard by the Student Conduct Administrator or referred to an appeal panel of the Student Conduct Board.
4. In the event a student and/or group/organization fails to appear at the scheduled conduct conference, the Student Conduct body may review the facts in support of the charges and render a decision and issue appropriate sanctions. Findings and sanctions shall be based on the facts and not the accused student's and/or group/organization's failure to appear. The decision by the Student Conduct body may be appealed according to Section G of this article.

Section D. Conduct Hearings

1. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Conduct Administrator. In cases in which an examination period or break intervenes between the time of notice and the hearing date, a reasonable effort will be made to schedule the hearing during the break. In the event that this is not possible, hearings will always be held during the first week on which classes resume.
2. Hearings shall be conducted by a hearing panel of the Student Conduct Board according to the following guidelines:
 - a. Hearings shall normally be conducted in private.

- b. The complainant, accused student, and their advisors, if any, shall be permitted to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the chair of the hearing panel in consultation with the Student Conduct Administrator.
- c. In hearings involving more than one accused student, the chairperson of the hearing panel, in consultation with the Student Conduct Administrator, may permit the hearings concerning each student to be conducted separately or jointly.
- d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct body. Students or groups/organizations who have selected an attorney as their advisor shall provide the Student Conduct Administrator with the name and phone number of the attorney three University working days prior to the hearing. Advisors may not appear in lieu of the student or group/organization. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing since delays will not normally be permitted due to the scheduling conflict of an advisor.
- e. The complainant, the accused, and the Student Conduct body shall have the privilege of presenting witnesses and the right of cross-examination.
- f. The chair of the Student Conduct body may limit the time of presentations by witnesses, and witnesses will be separated from the hearing during the presentation of information of other witnesses.
- g. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct body at the discretion of the chairperson.
- h. The Student Conduct body may hear all pertinent information and conclude the case if the student, without prior notification of just cause to the Student Conduct Administrator, does not appear as requested.
- i. All procedural questions are subject to the final decision of the chairperson of the hearing panel in consultation with the Student Conduct Administrator. Any person disrupting a hearing or who fails to adhere to the decisions of the chairperson shall be removed from the hearing.
- j. After the hearing, the hearing panel shall meet in closed session to determine, by majority vote if the Student Conduct body consists of more than one person, whether the student has violated each section of *The Code* that the student is charged with violating.
- k. The decision of the panel will be announced to the student immediately after the conclusion of the hearing and will be confirmed later in writing.

- l. The hearing panel's determination shall be made on the basis of whether it is more likely than not that the accused student violated *The Code*.
3. There shall be a single verbatim record, such as a tape recording, of all hearings before a hearing panel (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.
4. Except in the case of a student charged with failing to obey the summons of a Student Conduct body or University official, no student may be found to have violated *The Code* solely because the student failed to appear before a Student Conduct body. In all cases, the information in support of the charges shall be presented and considered.
5. The accused student and/or group/organization shall be afforded the following procedures in order to uphold due process:
 - a. Written notice of charge(s);
 - b. Specific regulations alleged to be violated;
 - c. General information regarding the nature of the incident and adequate time to prepare for the hearing;
 - d. Charges being processed in a timely manner;
 - e. Written notification of date, time, and location of hearing and information about hearing procedures. The notice will be delivered by certified mail to the student's official address of record at the University or by email to the student's official University email address. Students are expected to maintain current mailing addresses and are expected to activate and regularly monitor their YSU email account;
 - f. Questioning a Student Conduct Board member's ability to participate fairly in a hearing, and rejecting any board member when just cause has been demonstrated;
 - g. Being accompanied by an advisor (see this article, Section D, Paragraph 2.d);
 - h. Having witnesses appear on his/her behalf during the hearing. If a witness cannot appear, a signed statement from the witness can be used as long as it is notarized by an appropriate official;
 - i. Being entitled to know the nature and source of information, and to be informed of the final outcome of the case in writing;
 - j. Understanding that all conferences/hearings shall be closed to the extent allowed by law to ensure the student's confidentiality; and
 - k. Having the opportunity to appeal as outlined in *The Code*.

6. The complainant of a student conduct case will be afforded procedures (d) through (k) above, although disclosure of the outcome is limited by law and is typically not in writing. In addition, the complainant will be afforded the following:
 - a. The right to be treated with respect and dignity by all University officials;
 - b. Counseling, available medical resources, and academic assistance when requested;
 - c. Changes in campus residence and/or classes, when reasonable and requested;
 - d. The right to request that charges of misconduct be pursued;
 - e. Due process within any University student conduct proceeding; and
 - f. The right to provide information at the hearing in a seat not directly facing the accused, if the complainant requests. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where as determined in the sole judgment of the Student Conduct Administrator to be appropriate.
7. A conduct sanction imposed or other action taken by any Student Conduct body shall become effective upon conclusion of the hearing and written notification will be sent by certified mail or delivered in person to the student and/or group/organization. A notification of the certified mailing will be sent to the accused student's official University email. If the individual files a written letter of appeal with the Student Conduct Administrator, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the student. The written notification shall contain the following information:
 - a. The charge(s);
 - b. The regulation(s) of *The Code* found to have been violated;
 - c. The sanction(s) imposed or other action to be taken and the effective date of the action; and
 - d. Advisement of the right of appeal in accordance with the procedures outlined in *The Code*.
8. The Student Conduct Administrator shall maintain records of information received, recording of the hearing, and action taken by any Student Conduct body. Public examination of these records shall be limited to the extent allowed by law.

Section E. Sanctions

1. The following sanctions may be imposed upon any student that has been found responsible for a violation of University regulations:
 - a. Warning of a Technical Violation: An official statement that the student has violated the letter,

but not the spirit of a University conduct regulation.

- b. **Warning:** A written statement that the student is violating or has violated University regulations. Continuation or repetition of inappropriate conduct may be cause for more severe student conduct action. A period not to exceed one academic year is attached to this sanction.
- c. **Conduct Probation:** Notice in writing that the violation of University regulations is serious, flagrant, or a repeated violation of policy and any subsequent violation(s) of University regulations may result in suspension or expulsion and/or imposition of restrictions or conditions consistent with the offense committed and the rehabilitation of the student.
- d. **Conduct Probation with Restrictions:** Notice in writing that the violation of University regulations is a serious, flagrant, or repeated violation, and that any subsequent violation(s) of University regulations may result in suspension or expulsion. In addition, an order preventing the student from holding University elective office, student employment, participating in any intercollegiate activity or sport, participating in any University sponsored program/organization, or representing the University in any other manner will be attached to this sanction.
- e. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanctions as described in this section.
- f. **Developmental Sanctions:** Other sanctions may be imposed instead of, or in addition to, those specified above, e.g., community service, counseling, educational assignments, or a registration hold may be placed on records.
- g. **Deferred Suspension:** Separation of the student from the University and/or residence halls is deferred for a specified period (not to exceed one academic year). If the student is found in violation of any subsequent violations of University conduct regulations, the suspension takes effect immediately and may not be appealed. Additional sanctions appropriate to the new violation will also be issued.
- h. **Residence Hall Suspension:** Separation of the student from the residence halls for a specified period of time (not to exceed one academic year), after which time the student is eligible to return.
- i. **University Suspension:** Separation of the student from the University for a specified period of time (not to exceed one academic year), after which time the student is eligible to return.
- j. **Residence Hall Expulsion:** Permanent Separation of the student from the residence halls.
- k. **University Expulsion:** Permanent Separation of the student from the University.
- l. **Revocation of Admission and/or Degree:** Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University

standards in obtaining the degree, or for serious violations committed by a student prior to graduation.

- m. **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in *The Code*, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than University Expulsion or revocation or withholding of a degree, conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record and shall be kept confidential to the extent allowed by law. Upon graduation, the student's conduct record may be expunged of conduct actions other than Residence Hall Expulsion, University Suspension, University Expulsion, or revocation or withholding of a degree upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than Residence Hall Expulsion, University Suspension, University Expulsion or revocation or withholding of a degree shall be expunged from the student's conduct record seven years after final disposition of the case.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section E.1, (a) through (e).
 - b. **Deactivation:** Loss of all privileges, including University recognition, for a specified period of time.
 5. In each case in which a Student Conduct body determines that a student has violated *The Code*, the sanction(s) shall be determined and imposed by the same Student Conduct body. The Student Conduct Administrator shall be responsible for recommending sanctions to the hearing panels and for ensuring that sanctions imposed by hearing panels are consistent with the violation and sanctions imposed for similar violations.

Section F. Interim Suspension

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

1. Interim suspension may be imposed only (a) to ensure the safety and well-being of members of the University community or preservation of University property; (b) to ensure the student's own physical or emotional safety and well-being; (c) if the student poses a definite threat of disruption or interference with the normal operations of the University; or (d) if a student is charged with the commission of a trigger offense as defined in the *Ohio Revised Code*, Section 2901.01.
2. The Vice President for Student Affairs, or designee, may suspend a student from University housing and/or the University, pending consideration of the case. The interim suspension from the University provided for in this provision may also be imposed on groups/organizations.

3. In the event that an interim suspension is imposed, the student or group/organization will be advised either in person or by certified mail from the Vice President for Student Affairs, or designee, of the cause for suspension. The interim suspension becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in Article VII, Section D.2 and may proceed before, during, or after any criminal proceedings that may result from the student conduct.
4. During the interim suspension, the student or group/organization shall be denied access to all Housing facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student or group/organization might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate.

Section G. Appeals

1. The decision or sanction imposed by a Student Conduct body may be appealed by the accused student or group/organization or complainant within five University working days of the decision. Appeals shall be in writing and shall be delivered to the Student Conduct Administrator. The letter of appeal should indicate the grounds on which the decision is being appealed and provide sufficient details to support the appeal. During the period of appeal, all sanctions except interim suspension, will be held in abeyance.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the accused student or group/organization and complainant an opportunity to prepare and to present information regarding the allegations.
 - b. To determine whether the decision reached regarding the accused student or group/organization was based on sufficient evidence, that is, whether the facts in the case were sufficient to establish that a violation of *The Code* occurred.
 - c. To determine whether the sanction(s) imposed was/were appropriate for the violation of *The Code* which the student or group/organization was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
3. The student or group/organization may, in preparing the request of appeal, have access to records of the case which must be reviewed in the Office of Student Life.
4. Appeals of decisions or sanctions imposed by a hearing officer may be reviewed by the Student Conduct Administrator. Appeals of Student Conduct bodies other than hearing officers will be reviewed by an appellate board.

5. An appellate board composed of three members from the Student Conduct Board identified by the Student Conduct Administrator will review the appeal and may decide either to deny or grant the appeal. If an appeal is granted, the matter shall be remanded to the original student conduct body for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is denied, the matter shall be considered final and binding upon all involved.
6. Review of the sanction(s) by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the original student conduct body may, upon review of the case, reduce but not increase the sanctions imposed.
7. The decision of the appropriate Student Conduct body is final.

Section H. Conduct Procedures for University Housing

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

1. The responsibility for the enforcement of rules and regulations governing student conduct in the residence houses, as outlined in the *Handbook for Residents*, is delegated by the Vice President for Student Affairs to a Hearing Officer.
2. Any student, faculty member, or University official may file charges against any student living in a residence house for misconduct within the residence house, campus dining facilities, or at any residence house function.
3. Upon receipt of such charges, the Hearing Officer will conduct an investigation to determine whether there is reasonable cause to believe that a violation of a regulation may have occurred. If it is determined that a violation may have occurred, the case may be heard by the Hearing Officer or referred to the Student Conduct Administrator.
 - a. The Hearing Officer will afford all parties appropriate due process (see Section D, Paragraph 2, of this article). Once all information pertinent to the case has been presented, the following may occur:
 - (1) Insufficient facts to uphold the occurrence of a violation—case is dismissed;
 - (2) Facts support the occurrence of a violation—sanction is imposed. Sanctions imposed by the Hearing Officer may include any of those sanctions listed in Article VII, Section E.1, a-f; or
 - (3) In the event a more severe sanction may be warranted, the case is referred to the Student Conduct Administrator for appropriate action.
 - b. Appeals of decisions of the Hearing Officer, shall be submitted in writing to the Student Conduct Administrator as outlined in Section G. Appeals may be reviewed by either the Student Conduct Administrator or an appellate board of the Student Conduct Board and their decision is final.

- c. Cases resolved by a Hearing Officer are forwarded to the Student Conduct Administrator to be included in the student's conduct record.

Section I. Student Conduct Record

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

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

Section J. Special Procedures

To ensure continued participation of students, faculty, and administration in the student conduct process, and to ensure speedy disposition of conduct cases, the President of the University is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and dispose of cases in accordance with the provisions of *The Code* and shall ensure that all elements of procedural due process delineated in this article are observed.

ARTICLE VIII. INTERPRETATION AND REVISION

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

ARTICLE IX. ACADEMIC PROCEDURES

Section A. Academic Dishonesty

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

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

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

1. Conference

- a. The faculty member should discuss the matter with the student as soon as possible following the alleged act of academic dishonesty that the student is suspected of committing.
- b. Following the initial discussion, the student shall be informed in writing of the allegations by the faculty member and requested to attend a conference with the faculty member and appropriate department chair.
- c. During the conference, the faculty member should discuss the allegations with the student and determine whether the student is responsible for the allegations. If the student is found to be responsible, the faculty member shall determine the sanction to be imposed. If the student is found not responsible, no further action is warranted.
- d. Prior to imposing the sanction, the faculty member shall communicate with the Student Conduct Administrator to determine if the student has been involved in any previous academic dishonesty violations.
- e. The faculty member may impose one or more of the following sanctions:
 - (1) Warn the student;
 - (2) Submit an "F" grade on the exam or paper;
 - (3) Submit an "F" grade for the course; and/or
 - (4) Request additional action from the Student Academic Grievance Subcommittee.
- f. The faculty member must file a Report of Academic Dishonesty if options 2 through 4 are imposed. The Student Conduct Administrator will then notify the student in writing of the decision as well as create a student conduct file which shall be kept confidential to the extent allowed by law.
- g. In cases where a student is found responsible for an incident of academic dishonesty that is serious, flagrant, or repeated, the student may also be referred to the Student Academic Grievance Subcommittee for consideration of additional action, including suspension and expulsion.

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

Section B. Undergraduate Student Academic Grievance Procedure

1. Introduction

- a. This section applies to students taking courses in pursuit of an associate's or bachelor's degree, and other students taking courses for undergraduate credit.
- b. Grievances filed concerning academic matters must conform to the process described in this section.
- c. The Student Academic Grievance Subcommittee, an appointed chartered subcommittee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. The Student Academic Affairs Committee, an appointed chartered committee of the Academic Senate, is the sole appeals body for decisions made by a Grievance Hearing Panel of the Student Academic Grievance Subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.
- d. This procedure is not intended, nor should it be used, as a means of modifying, changing, or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University.

2. Academic Matters That May Be Grieved

- a. Academic matters that may be grieved are the following:

(1) Sanctions imposed by faculty regarding academic dishonesty. See Section A, Academic Honesty, above.

(2) Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.

(3) Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Collective Bargaining Agreement, to the detriment of the individual student or the entire class.

b. Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department Chair of the faculty member's department or the Dean of the college housing the faculty member's department for further advisement in these situations.

3. Parties Directly Involved In The Grievance Procedure

a. The parties directly involved in the grievance procedure are as follows:

(1) Student. The student who files the grievance.

(2) Faculty member. The faculty member against whom the grievance is filed.

(3) Associate Provost for Academic Administration, or designee.

(4) Department chair. The Chairperson of the department in which the faculty member resides.

(5) Dean. The Dean of the college in which the faculty member's department is housed.

(6) Student Academic Grievance Subcommittee. An appointed chartered subcommittee of the Academic Senate charged with adjudicating undergraduate student academic grievances. The Subcommittee is composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each undergraduate college of the University; and the Associate Provost for Academic Administration, or designee, who serves as Judicial Chair.

(7) Grievance Hearing Panel. Conducts the formal hearing and renders a decision about the grievance. The Panel is drawn from the membership of the Student Academic Grievance Subcommittee and consists of a minimum of two faculty members, two undergraduate students, and the Judicial Chair.

(8) Student Academic Affairs Committee. An appointed chartered committee of the Academic Senate charged with making policy recommendations related to the academic sector of student affairs. In the context of this section, the Committee may hear an appeal of the Grievance Hearing Panel's decision.

(9) Appeal Panel. Considers appeals of decisions rendered by a Grievance Hearing Panel. The Panel is drawn from the membership of the Student Academic Affairs Committee and consists of a

minimum of two faculty members, two undergraduate students, and the Chair of the Student Academic Affairs Committee.

b. Further descriptions of the duties and functions of some of the parties listed above are given later in this section.

c. In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the University community.

4. Overview of the Grievance Process

a. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.

b. The three phases are:

(1) Pre-Grievance hearing activities

(2) Grievance hearing

(3) Appeal

c. Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.

5. Phase One: Pre-Grievance hearing activities

a. Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.

b. If the matter is not resolved from any such student / faculty member discussion, the student must then initiate discussion with the department chair.

c. If the matter is not resolved from the student / chair discussion, the student must then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in item d. immediately below.

d. If the matter is not settled following these discussions, the student must submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident. Specifically, the Grievance Form for incidents occurring in Fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent Spring semester; the Grievance Form for incidents occurring in Spring or Summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent Fall semester.

e. The Associate Provost for Academic Administration will assess the validity of the complaint within fifteen University working days of receipt of the Grievance Form, the seventh Friday of the semester.

(1) If the complaint is assessed as non-grievable, the student is informed in writing by the Associate Provost for Academic Administration and the matter is closed.

(2) If the complaint is assessed as grievable, the Associate Provost for Academic Administration initiates Phase Two of the grievance process.

6. Phase Two: Grievance Hearing

a. Within five University working days of initiating Phase Two of the grievance process, the Office of the Provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure, an outline of each party's rights and obligations, and an Acknowledgment/Response Form to the faculty member, department chair, and dean.

b. Within six University working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party's rights and responsibilities, the faculty member, department chair, and dean must return the Acknowledgment / Response Form to the Office of the Provost. All these documents together constitute the Grievance Packet.

c. The Office of the Provost shall submit the entire Grievance Packet to the Chair of the Student Academic Grievance Subcommittee within two University working days of receipt of all Acknowledgment/Response Forms.

d. Upon receipt of the completed Grievance Packet, the Chair of the Student Academic Grievance Subcommittee will form a Grievance Hearing Panel to consider the complaint.

e. A hearing date, time, and place will be established by the Chair of the Student Academic Grievance Subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. If a faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.

f. Grievance hearing principles and procedures

(1) No member of a Grievance Hearing Panel will hear a case directly affecting him/her.

(2) Prior to the hearing, the Grievance Hearing Panel members shall review all written materials in the Grievance Packet submitted by the affected parties.

(3) The Grievance Hearing Panel shall consider only the information contained in the Grievance Packet.

(4) During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented. Accompanying advisors may not speak or present testimony.

(5) After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.

(6) Both parties shall be informed of the Grievance Hearing Panel's decision at the conclusion of the Panel's deliberations.

g. Documentation of Grievance Hearing Panel's decision

(1) A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Panel's chair.

(2) This written statement of the Grievance Hearing Panel's decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel's decision.

(3) The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.

(4) A file of all pertinent documents of all grievances shall be kept by the Office of the Provost.

7. Phase Three: Appeal

a. There are three bases upon which a written appeal of the Grievance Hearing Panel's decision may be based:

(1) New information. Information not available at the time of the original hearing is found by the student or faculty member.

(2) Insufficient evidence. The student or faculty member believes that evidence presented was not sufficient to justify the decision.

(3) Procedural violations. The student or faculty member alleges one or more violations of the procedure leading up to and including the Grievance Hearing.

b. Either the student or the faculty member may file a written appeal of the Grievance Hearing Panel's decision. Such an appeal shall be filed at the Office of the Provost within six University working days of receipt of the written notification of the Grievance Hearing Panel's decision.

c. The Office of the Provost shall forward the written appeal to the Chair of the Student Academic Affairs Committee within two University working days.

d. If the basis of the appeal is new information or insufficient evidence as noted in item a. above, the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee within twelve University working days of receipt by the Chair of the Student Academic Affairs Committee of the written appeal forwarded from the Office of the Provost. Such appeals are not heard as original cases and may be concluded by the Student Academic Affairs Committee on the basis of the written information provided.

e. If the basis of the appeal is alleged procedural violations as noted in item a. above, within twelve University working days of receipt of the written appeal forwarded from the Office of the Provost, the Chair of the Student Academic Affairs Committee shall convene an Appeal Panel to consider the appeal. This panel shall rule only on whether procedural violations occurred.

(1) If the Appeal Panel rules that no procedural violations occurred, the decision of the Grievance Hearing Panel is upheld and the matter is closed.

(2) If the Appeal Panel rules that procedural violations occurred, the case will be remanded to the full Student Academic Affairs Committee for further deliberation. Within twelve University working days of the Appeal Panel's finding of procedural violations, a quorum of the full Student Academic Affairs Committee shall undertake a full examination of the case. The decision reached by the Student Academic Affairs Committee is final and may not be appealed.

f. The Chair of the Student Academic Affairs Committee shall communicate decisions rendered on appeals cases within three University working days to the Office of the Provost.

Section C. Graduate Student Academic Grievance Procedure³

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

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

1. Scope

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

The Graduate Student Grievance Committee will be responsible for coordinating and implementing this formal procedure. The Committee membership will be appointed by Graduate Council and will be composed of three full-time faculty chosen by Graduate Council, three graduate students, and one representative appointed by the Vice President for Student Affairs. Any matters pertaining to conflict of interest concerning a particular grievance shall be resolved by the Committee. Two students and two faculty shall constitute a quorum. Any action taken by the Committee shall require a majority vote of a quorum.

2. Procedure

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

a. Step 1

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

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

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

(a) acceptance or rejection of the disposition, and

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

b. Step 2

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

- (2) Within eighteen school days of the receipt of the formal written grievance, the Graduate Student Grievance Committee will hold a hearing on the grievance. All parties shall be notified well in advance of the day, time, and place of the hearing. At least three school

days prior to the hearing, the Committee will receive written materials from the affected parties so that the Committee members have an opportunity to review them. This does not preclude the admission of additional written materials at the hearing.

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

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

3. Implementation

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

ARTICLE X. STUDENT DISCRIMINATION COMPLAINTS

Section A. Introduction

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

Section B. Definition

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

Section C. Procedure

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

ARTICLE XI. POLICY STATEMENTS

Section A. Sexual Harassment

1. Purpose

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

2. Scope

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

3. Definition of Sexual Harassment

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

- a. Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, or involvement in University-related activities.
 - b. Submission to or rejection of such conduct by an individual is used as a component for academic, employment, or activities-involvement decisions affecting that individual.
 - c. The conduct has the purpose or effect of substantially interfering with an individual's curricular, co-curricular, or work performance or creating an intimidating, hostile, or offensive educational, employment, or on-campus living environment.
- ### 4. Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to, the following, when such acts or behaviors come within one of the above definitions:
- a. Either explicitly or implicitly conditioning any term of education, employment, or involvement in University-related activities on the provision of sexual favors.
 - b. Touching or grabbing a sexual part of an individual's body.
 - c. Continuing to ask an individual to socialize on or off campus when that person has indicated no interest in such activity.

- d. Displaying or transmitting sexually suggestive language, pictures, objects, cartoons, or posters.
- e. Writing sexually suggestive notes or letters.
- f. Referring to or calling a person a sexually oriented name.
- g. Telling sexual jokes or using sexually vulgar or explicit language.
- h. Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation.
- i. Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation.
- j. Off-campus conduct which falls within the above definition and affects the individual's on-campus environment.

5. Procedure

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

Section B. Statement on Sexual Assault

1. Introduction

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

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

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

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

2. Procedure for Handling Date/Acquaintance Rape

Any person from the University who receives a report from an individual who experiences a sexual assault should encourage the individual to file a report with the University Police who will have primary responsibility for any investigatory activities. The person who receives the initial

report may want to maintain ongoing contacts with the victim. However, the Counseling Center is responsible for providing assistance which will facilitate the victim's return to a normal campus schedule.

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

The person who receives a report should advise the Chief of University Police about the case. The University Police Department is the agency that is responsible for conducting an investigation, coordinating with appropriate University personnel, and keeping the victim informed. The Chief of University Police will, in turn, notify key University personnel including, but not limited to, the President and Vice President for Student Affairs. The Vice President for Student Affairs will notify other offices as appropriate (e.g., Director of Housing & Residence Life, Executive Director of Intercollegiate Athletics, etc.).

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

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

Section C. Computer Use

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

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

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

institutional policies regarding alcohol or other drugs in an effort to create a positive support network for students.

1. Parameters

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

2. Procedures

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

Section E. Policy Regarding the Use of Dune Buggies, Go-Carts, Skateboards, Roller Skates, Roller Blades, and Bicycles on Campus

Skateboards, roller skates, roller blades, dune buggies, go-carts, or similar types of recreational vehicles are permitted to be used on University property in specifically designated areas. All such recreational riding should be conducted in a safe and responsible manner. Bicycles are permitted on University property but must be walked across the central core of campus. They must be parked in the provided bike racks and are not permitted in campus buildings.

ARTICLE XII. AMENDMENT PROCEDURE

Any member of the University may recommend a change in *The Code* to the Vice President for Student Affairs. The Vice President for Student Affairs shall then distribute copies of this recommendation to the appropriate areas of the University community to allow for their reaction. If

endorsed by the Vice President for Student Affairs, the proposal and any appropriate recommendations will be forwarded to the President. If the amendment is adopted, it will be officially announced to the entire University community and published in the next edition of *The Code*.

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

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

WHEREAS, establishing and enhancing academic programs and educational experiences that meet student and workforce needs are priorities at Youngstown State University; and

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

WHEREAS, the demand for delivering expertise and services to a growing older population in the region is increasing; and

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

WHEREAS, resources for the administration of such a degree currently exist in the Department of Sociology and Anthropology;

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

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University commends Dr. Ikram Khawaja, Interim Provost; Dr. Shearle Furnish, Dean, College of Liberal Arts and Social Sciences; Dr. Qi Jiang, Chair, Department of Sociology and Anthropology; and Dr. Daniel Van Dussen, Assistant Professor of Gerontology, for cooperating in the development of this much-needed degree.

**RESOLUTION TO APPROVE AN
ASSOCIATE OF APPLIED SCIENCE DEGREE
IN RADIOGRAPHY**

WHEREAS, Youngstown State University's Bitonte College of Health and Human Services offers associate and baccalaureate degrees; and

WHEREAS, an Associate in Applied Science degree in Radiography will serve both student and healthcare workforce needs; and

WHEREAS, the proposed degree will facilitate articulation among existing certificate and diploma Radiography programs, and with the existing baccalaureate degree program in Allied Health;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the offering of an Associate of Applied Science degree in Radiography, subsequent to approval of said degree by the Ohio Board of Regents; and

BE IT ALSO RESOLVED, that the Board of Trustees commends Dr. John J. Yemma, Dean of the Bitonte College of Health and Human Services; and Joseph J. Mistovich, Professor and Chairperson of the Department of Health Professions, who were instrumental in developing the proposed program.

**RESOLUTION OF APPRECIATION FOR LEADERSHIP
IN THE HIGHER LEARNING COMMISSION
ACCREDITATION PROCESS**

WHEREAS, the Higher Learning Commission of the North Central Association of Colleges and Schools is the primary agency accrediting the University; and

WHEREAS, in 2006-2007, the University began specific preparation for the reaccreditation visit of a team representing the Higher Learning Commission; and

WHEREAS, the preparation for the visit resulted in widespread involvement of faculty, staff, students, alumni, and administration in a comprehensive self-study process; and

WHEREAS, the result of the self-study process was a series of comprehensive institutional reports submitted to the Higher Learning Commission that reflected on a decade of change and accomplishments at the University, detailed how the University met challenges of the past decade, and projected a promising future for the University built on the foundation of its proud past; and

WHEREAS, the response of the visiting team designated by the Higher Learning Commission to review the University's self-study was a clear affirmation of the quality of the University and its people; and

WHEREAS, effective coordination of the self-study process was provided by a steering committee of individuals drawn from across the University; and

WHEREAS, excellent leadership for the self-study process was provided by Dr. Bege Bowers, Associate Provost for Academic Programs and Planning; Dr. Janice Elias, Chair of the Department of Human Ecology; and Dr. Sharon Stringer, Director of Assessment;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates the faculty, staff, students, alumni, and administration of the University for the success of the self-study process; and expresses special gratitude to Dr. Bege Bowers, Dr. Janice Elias, and Dr. Sharon Stringer for their role in the process; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Bege Bowers, Janice Elias, and Sharon Stringer.

**RESOLUTION TO AUTHORIZE
CONFERRAL OF FACULTY EMERITUS STATUS**

WHEREAS, the *Policies of the Board of Trustees* provide for the conferral of emeritus status upon faculty who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those faculty members listed in the roster attached hereto are hereby granted the emeritus title designated thereon.

**FACULTY RECEIVING
EMERITUS STATUS**

(Board of Trustees Meeting, June 20, 2008)

NAME

TITLE

Kathleen Akpom	Faculty Emeritus
Bernadette Del'Arco Angle.....	Faculty Emeritus
Louis N. Harris.....	Faculty Emeritus
Irfan A. Khan	Faculty Emeritus
Susan C. Russo.....	Faculty Emeritus
C. Louise Sellaro.....	Faculty Emeritus
Christopher J. Sweeney.....	Faculty Emeritus

**Agenda Item E.1.f.
Exhibit B**

**RESOLUTION TO MODIFY SELECTION OF
ARCHITECTS/ENGINEERS FOR
UNIVERSITY CAPITAL PROJECTS POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Selection of Architects/Engineers for University Capital Projects, policy number 4007.01 of the *University Guidebook*, shown as Exhibit C attached hereto, and does hereby rescind the former corresponding policy number 4007.01. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Subject: Selection of Architects/Engineers for University Capital Projects

Developed by:	Eugene Grilli	Authorized by:	Eugene Grilli
Title:	Vice President for Finance and Administration	Title:	Vice President for Finance and Administration
Approved:	June 20, 2008	EFFECTIVE:	June 20, 2008
Revised:	June 28, 2002 June 20, 2008		

Policy: Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects, less than \$500k, may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for projects over \$500,000 will involve the Finance and Facilities Committee of the Board of Trustees, and may include the Office of the State Architect. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy.

RESOLUTION NUMBER: YR 1999-20; YR 2002- 52; YR 2008-

Parameters:

- All projects subject to this policy will be publicly advertised according to institutional or state requirements. At a minimum, all projects subject to this policy will be advertised in *The Vindicator*.
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.
- The Executive Director of Facilities and Support Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department.

**Agenda Item E.2.a.
Exhibit C**

Procedures:

There are three general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Associate Director of Planning and Construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of Facilities and Support Services for determination of the procedures to be followed.

Classification One (1). Capital Projects Designed by University Staff or by External Architects/Engineers (\$500,000 or less)

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
4. If it is determined that University personnel have the time and capability to complete the project, it will be designed and managed internally and will not be advertised to external firms.
5. If the Project Team or the Executive Director of Facilities and Support Services determines that an external architect/engineer is required to design and manage a project, the committee will comply with DAS/OSA procedures to select an Associate. The Team will recommend a firm to the Executive Director of Facilities and Support Services for approval.

Classification Two (2). Capital Projects Locally Administered and Designed by External Architects/Engineers (over \$500,000)

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more “users” of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Project Team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the Request for Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms will be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the Executive Director of Facilities and Support Services.
6. The Team’s ranked list and recommendations will be shared with the Executive Vice President for consideration and counsel with the President.
7. The President will submit to the Finance and Facilities Committee an unranked list of three to five top-scoring firms, along with the rationale (pros and cons) provided by the Project Team.
8. A copy of the RFP and the Responses to the Request for Proposals provided by the firms recommended for interviews will be provided to the Finance and Facilities Committee. The order in which firms are interviewed will be determined by a draw.
9. Firms will be afforded a maximum of one hour for the presentation to the Committee. The presentation will be followed by a question-and-answer period.

10. The Finance and Facilities Committee, provided a quorum, and after full discussion, will vote by roll call to select the proposal to be adopted. The adopted proposal must receive a majority vote. If no proposal receives a majority vote, the Committee will continue the discussion and will vote until such time as a majority vote is achieved. If necessary, the Committee may adopt a tiebreaker procedure. Failing adoption of a proposal, the Committee may request a resubmission of proposals.
11. The Committee, for informational purposes, will report the selection to the Board of Trustees.

Classification Three (3). Capital Projects Administered by the State and Designed by External Architects/Engineers

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
2. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will interview the firms recommended for consideration. In addition to the President and Executive Vice President, the Committee may invite others to participate in the process.
3. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will follow the procedures established by the Office of the State Architect to select the architect/engineer for the project.
4. The Committee, for informational purposes, will report the selection to the Board of Trustees.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: Selection of Architects/Engineers for University Capital Projects

Developed by: G. L. Mears Eugene Grilli	Authorized by: G. L. Mears Eugene Grilli
Title: Executive Vice President for Finance and Administration	Title: Executive Vice President for Finance and Administration
Approved: December 11, 1998 June 20, 2008	EFFECTIVE: June 28, 2002 June 20, 2008
Revised: June 28, 2002 June 20, 2008	

Policy: Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects, less than \$500k, may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for projects over \$500,000 will involve the Finance and Facilities Committee of the Board of Trustees, and may include the Office of the State Architect. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy.

RESOLUTION NUMBER: YR 1999-20; YR 2002- 52; YR 2008-

Parameters:

- All projects subject to this policy will be publicly advertised according to institutional or state requirements. At a minimum, all projects subject to this policy requiring external architects/engineers will be advertised in *The Vindicator*.
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.
- ~~Whenever appropriate, the University will consider the use of a construction manager.~~
- The Executive Director of ~~Administrative Services~~ Facilities and Support Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department.

Procedures:

There are three general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Associate Director of Planning and Construction~~Director of Facilities~~ will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of ~~Administrative Services~~Facilities and Support Services for determination of the procedures to be followed.

Classification One (1). Capital Projects Designed by University Staff or by External Architects/Engineers (\$500,000 or less)

1. The Executive Director of Facilities and Support Services ~~Administrative Services~~ will appoint a Project Team and Chairperson for each project; ~~however, projects exclusively involving utilities, roofing, mechanical and electrical systems, etc., may not require a Project Team.~~
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
4. If it is determined that University personnel have the time and capability to complete a ~~smaller project (\$500,000 or less),~~ the project, it will be designed and managed internally and will not be advertised to external firms.
5. If the Project Team or the Executive Director of ~~Administrative Services~~ Facilities and Support Services determines that an external architect/engineer is required to design and manage a ~~smaller~~ project, the committee will comply with DAS/OSA procedures to select an Associate. The Team will recommend a firm to the ~~EDAS~~ Executive Director of Facilities and Support Services for approval.

Classification Two (2). ~~Capital Projects Administered by the University~~ Locally Administered and Designed by External Architects/Engineers (over \$500,000 ~~but less than \$4 million~~)

1. The Executive Director of ~~Administrative Services~~ Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Project Team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the Request for Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms will be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the ~~EDAS~~ Executive Director of Facilities and Support Services.
6. The Team's ranked list and recommendations will be shared with the Executive Vice President for consideration and counsel with the President.
7. The President will submit to the Finance and Facilities Committee an unranked list of three to five top-scoring firms, along with the rationale (pros and cons) provided by the Project Team.
8. A copy of the RFP and the Responses to the Request for Proposals provided by the firms recommended for interviews will be provided to the Finance and Facilities Committee. The order in which firms are interviewed will be determined by a draw.
9. Firms will be afforded a maximum of one hour for the presentation to the Committee. The presentation will be followed by a question-and-answer period.

10. The Finance and Facilities Committee, provided a quorum, and after full discussion, will vote by roll call to select the proposal to be adopted. The adopted proposal must receive a majority vote. If no proposal receives a majority vote, the Committee will continue the discussion and will vote until such time as a majority vote is achieved. If necessary, the Committee may adopt a tiebreaker procedure. Failing adoption of a proposal, the Committee may request a resubmission of proposals.
11. The Committee, for informational purposes, will report the selection to the Board of Trustees.

Classification Three (3). Major Capital Projects Administered by the State and Designed by External Architects/Engineers (~~\$4 million or more~~)

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
2. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will interview the firms recommended for consideration. In addition to the President and Executive Vice President, the Committee may invite others to participate in the process.
3. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will follow the procedures established by the Office of the State Architect to select the architect/engineer for the project.
4. The Committee, for informational purposes, will report the selection to the Board of Trustees.

RESOLUTION TO ACCEPT DEVELOPMENT GIFTS

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept these gifts on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these gifts and express our gratitude to the donors for their generosity in support of the University.

Youngstown

STATE UNIVERSITY

UNIVERSITY GIFTS
EXECUTIVE SUMMARY
JANUARY-MARCH 2008

Gifts Received	Number of Gifts	Amount
Alumni Relations	318	\$16,305.00
University Development	1022	\$1,462,578.06
WYSU-FM	275	\$26,672.43
Total University Gifts	1615	\$1,505,555.49
YSU Foundation	280	\$3,171,338.33

Agenda Item E.3.b.
Exhibit D

Youngstown

STATE UNIVERSITY

UNIVERSITY GIFTS
EXECUTIVE SUMMARY
JANUARY - MARCH 2008

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	267	\$8,560.00
Cash-Four Year Single & Joint Members	41	3,620.00
Cash-Single & Joint Life Members	9	2,125.00
\$1,000 - \$9,999	1	2,000.00
Total Cash	318	\$16,305.00
Total Alumni Relations	318	\$16,305.00
UNIVERSITY DEVELOPMENT		
Centennial Campaign	18	\$1,197,499.15
Annual Fund		
\$10,000 - \$49,999	3	45,000.00
\$1,000 - \$9,999	50	107,965.84
\$500 - \$999	32	17,720.15
Below \$500	913	62,008.92
Underwriting	1	500.00
Total Pledged Cash	1017	\$1,430,694.06
Non-Cash	5	31,884.00
Total University Development	1022	\$1,462,578.06
WYSU-FM		
\$1,000 - \$9,999	1	1,000.00
\$500 - \$999	4	2,200.00
Below \$500	270	23,472.43
Total Pledged Cash	275	\$26,672.43
Total WYSU-FM	275	\$26,672.43
TOTAL GIFTS		
Grand Total Gifts	1615	\$1,505,555.49

Youngstown

STATE UNIVERSITY

ALUMNI RELATIONS CASH CONTRIBUTIONS BY RANK

One Year Single and Joint Members

Robert & Marilyn Abramski	Dale Cunningham
Dominic Albanese	Gregory & Nikki Cvetkovic
Deborah Alexander & Lou Barranti	Robert & Terri Dance
David Aldan	Darlene Demjen
Carolyn Anderson	Mark Derthick
Ralph Anzivino	William & Susan Devon
Louise Aurilio	Sara Dickson
Robert & Linda Bacha	Deanne DiPietro
Pamela Balent	Ben Dirienzo
Craig Ballew	Lucia DiVieste
Gerald Barnes	Robert Dombrowe
Sally Barnes	Joseph Donofrio
Joseph & Joann Barak	Robert Dubec
Ronald & Fawnda Barker	Heather Dull
Herbert & Mary Bartelmay	David Dunbar
Thaddeus Barwinski	Victor Dunn
M. Frank Beck	Thomas Dzur
Richard Bednar	John Edl
Gay Birnbaum	Allen Ehas
Kenneth Blazina	Michelle Elia
Terence Blevins	James Essad
Mary Boyd	Alexander & Kathleen Esseniyyi
David & Kathleen Bresnan	Samuel Faccioben
Robert Brown	Fred Fair
Michael & Nanette Bucci	Bao Qi Feng
Andrew Budd	Michael Feranchak
Frank Burke	Christine Filip
Maryann Cama	Amanda Fisher
Robert Campolito	Jonathan Forbes
Kenneth Carano	Chris Gabrick
Denise Carissimo	Anthony Gates
Worrill & Tenna Catlin	Jacquelyn Gawron
Inda Catterson & Halls Gerken	Ronald Ghizzoni
Richard Chance	Anthony Gioppo
Avid Chase	Edward & Lori Goist
James Chlebus	Greg & Mary Gonda
Alph Collins	Anthony Gorant
Ennis & Mary Conway	Francis Gottron
John & Judy Cragel	Ruby Graham
John Craig	J. Kenneth Gran
Paul Cramer	Jason Gray
Elores Crisucci	Michael Grieb
Kenneth & Kathryn Cromley	Lynn Griffith

Judith Gross
Jack & Dorothy Gruber
David Gundry
Jack Haims
Richard & Mary Hanuschak
James Harpster
James Hart
Helena Haschenburger
Lynn Haug
Bruce & Sharon Henry
Theresa Hickey
Meghan Hiland
Richard & Marlene Hill
Theresa Hill
Larry Hinks
Mark & Aprile Hoffman
Josephine Houser
Edward & Barbara Howley
Joshua Hughes
Ted & Marian Humphrey
Robert Iwaskey
John Janosik
Debra Kascak
John & Elizabeth Keiser
Thomas Kellogg
Althea Kent
Robert Kerr
Pollyanna Ketchem-Myers
John Kimock
Dorothy Kiraly
Mildred Klapack
William Kohuth
Stephen LaCivita
Virginia Ladig
Frank Langosh
James Lehnerd
Matthew Leicht
Michael & Dana Lengyel
Mark Leskovec
Harry Liguore
Dawn Lindquist
Merle Linsenbigler
Robert Lipinsky
James & Marjorie Lowery
Michael Lupo
Gregory Lutz
Linda Macala
Robert & Claranne Marchese
John & Lucille Marino
Fred & Arleen Marinucci
Robert & Emma Mason
Anthony Mastrangelo

Diane Maytas
Donald & Claranne McCloud
Clarabel McDuffie
Daniel McNally
Thomas Medzie
Aleida Melendez
Mark & Margaret Melnek
Gladys Melnick
Mike Migliore
Gary & Linda Miller
Karen Miller
John Mills
Laurie Mills
Thomas & Suzanne Miranda
David Mogg
Elaine Morgan
Vincent Morgione
Evan Morris
Kristen Mosure
Richard Muntean
George Murphy
Meredith Mylott
Kathy Naples
Anthony & Margaret Napoli
Lawrence & Anita Napolitan
Stacey Neiheisel
Domenic Nigro
Jerald Norton
Jean O'Mara
Dennis & Beverly Parks
Judith Patmon
Robin Patton
Jason Pavone
Kelly Peachock
Stephanie Penrose
Lori Peters
Thomas & Phyllis Pfahles
Julie Plekan
Helen Polombi
John Poponyak
Thomas Poston
John & Judith Poulson
Constant Prassino
Richard & Perin Price
Clara Pride
Christopher Prime
Stephen & Deborah Puhalla
Bonita Puncekar
Rochelle Rager
Patrick Ranalli
Raymond Raschilla
Anthony Reitano

Thomas Rice
Shanna Richards
Kathleen Richter
Michael Roberts
James & Jean Rogers
Marie Roller
Charles Romig
Judy Roth
Michael & Mary Jane Roth
Ruth Rusnak
Elias Saadi
Ross Sapienza
Frank & Melessa Scattino
Howard Scheetz
Joanne Schell
F. Scragg
Patricia Sekola
Fred Shepherd
Amanda Shina-Cutright
Mary Jo Sikora
Robert & Dawn Silvestri
Joseph Simeo
Dorothy Skaggs
Robert Skruck
Alyce Slivochka
Angela Small
Bart Smith
Dennis Smith
Nancy Smith
James & Donna Snovak
Paul Snyder
Betty Spence
David Spies
Del Stamm
Daniel Stefanick

Janice Steffanina
Gary Stevenson
Alan Stiver
Earl Stringer
Robert Suter
Alan Tatalovich
Paul Terlesky
Tricia Terlesky
John Texter
Angeline Theis
Daniel Thomas
Edwin Thompson
Robert Thornburg
Mark & Lori Toskin
Joseph Toti
Shaun & Kara Totten
Wesley & JoAnn Traylor
Daniel Uhlar
Jamy Vargo
Donna Vecchio
Marc & Lisa Vegh
Anthony Verostko
Sandra Vlock
Margaret Voytilla
Jon Wheeler
Catherine Wigley
Gwendolyn Wilkins
J. & Patricia Will
Robert Williams
Loretta Willmitch
Kenneth Wilson
Evelyn Wlodarski
Thomas Wolanski
John & Belinda Yaksich
Bernard & Helen Yozwiak

Total One Year Single and Joint Members: \$8,560.00

Four Year Single and Joint Members

Barbara Backes
Monica Boccieri
Paul & Jayne Boucherle
Walter Burger
Lee Coates
William Cook
Wayne Cornelius
Tracy Costaras
Joyce Davis
Daniel Durkin
Debora Flora
Judith Funk

Deborah Glenn
Mary Lou Godleski
Vincent Granito
Adam Guerrieri
Teresita Hartz
Melvin & Marilyn Hockensmith
Elaine Hoffman
Michael Hoffman
William Huebner
James Knight
William Leicht
Salvatore Messina

Shawn & Tonya Nesbitt
David Pasquinni
George Patterson
Joseph Pavlicko
Michael Perello
Michael & Carol Petrucci
Amy Pickett
Robert Sanders
Chelsey Santucci

Dick & Roseann Schwartz
John Simpson
Thomas & Darlene St. George
Ralph & Marlene Storti
William & Roselynn Stoy
William & Jean Wainio
James Walker
Robert Wilson

Total Four Year Single and Joint Members: \$3,620.00

Single and Joint Life Members

Jessica Bacon
Nicholas Dubos
Kristin Eckard
Marielle Glanz
Bryan Hatch

Roanld & Mary Stahara
Shawn Starkey
Patrick Vince
Michael & Eleanor Vitez

Total Single and Joint Life Members: \$2,125.00

YSU Centennial Club - \$1,000-\$9,999
Butler Wick Trust Company

Total Cash Contributions: \$2,000.00

Youngstown

STATE UNIVERSITY

UNIVERSITY DEVELOPMENT PLEGGED CASH CONTRIBUTIONS BY RANK

CENTENNIAL CAMPAIGN

Mr. Merton J. Bartelmay, Sr.
Ms. Kathleen R. Buser
J. Ford Crandall Foundation
Mr. John A. DePizzo, Jr.
Dr. & Mrs. Ronald L. Gould
Mr. & Mrs. Thomas M. Kishman
Mr. & Mrs. Bernard J. Kosar, Sr.
P & S Equities, Inc.
Pollock Company Foundation
Pollock Personal Foundation

Marion G. Resch Foundation
Estate of Attorney Bert Rigelhaupt
Mr. & Mrs. Samuel A. Roth
Mr. Scott R. Schulick
Mr. & Mrs. Ronald A. Strollo
Jeanne D. Tyler
York Mahoning Mechanical
Contractors, Inc.
Estate of Jerry J. Zupp, Jr.

Total Centennial Campaign Pledged Cash Contributions: \$1,197,499.15

ANNUAL FUND

Heritage Society - \$10,000-\$49,999

Mr. John A. DePizzo, Jr.
Kenilworth Steel

Key Bank

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

A.S.E.C.U.
Dr. William R. Back
Burgess & Niple
Ronald & Carlette Chordas
City of Youngstown
Drs. Les & Lin Cochran
Mr. Jack L. Colonna, Jr.
Community Foundation of the
Mahoning Valley
Contractors Steel Company
CT Consultants
Mr. & Mrs. Rex B. Cyrus
Mr. Charles W. Darling
DeSalvo Construction Company, Inc.
Mr. Roy A. Dray
Employees of Fidelity National Title Group
Mr. & Mrs. C. Kenneth Fibus
Mr. & Mrs. George A. Fregone, III
General Motors Lordstown
Mrs. Tomar Green
Ms. Roberta M. Hannay
The William & Flora Hewlett Foundation

Home Savings & Loan
Hon. & Mrs. Nathaniel R. Jones
Mr. & Mrs. George E. Lancaster, Jr.
Mr. Philip D. Lee
Atty. & Mrs. Richard P. McLaughlin
Metals USA
Ms. Joan D. Mock
Nucor Vulcraft
The Ohio Federation of Music Clubs
Parker Hannifin Corporation
Pollock Personal Foundation
Dr. James F. Quilty, Jr.
Frances & Lillian Schermer
Charitable Trusts
Atty. & Mrs. Leonard Schiavone
Drs. Ronald V. Shaklee &
Sharon A. Stringer
Mr. & Mrs. Robert J. Shipka
Mr. Joseph R. Smith, II
Stantec Consulting, Inc.
Toyota Motor Sales USA, Inc.
Ms. Laverne Tynal

UAW Local 1714
UNISERV
URS Corporation
The Vindicator Printing Company, Inc.
Raymond John Wean Foundation

YSU Circle - \$500-\$999

Mr. & Mrs. Michael J. Alexander
American Society of Civil Engineers-
Cleveland Section
American Society of Civil Engineers-
Youngstown Branch
Mr. Gary T. Beal
Bissnuss, Inc.
Dr. James T.E. Chengelis
Mr. David Currier
Dr. Ivania delPozo & Mr. Leonard Antal
Mr. & Mrs. Andrew Dimitriou
Dr. & Mrs. Richard C. Dodd
Dr. Dinah M. Fedyna
First Energy Foundation
Dr. & Mrs. Richard G. Goldthwait
Mrs. Maxine W. Houck
Illinois Tool Works Foundation
Ms. Mary Klimko-Shelton

YSU Friends - \$1-\$499

Anonymous
Ms. Loraine C. Abernathy
Mr. Michael K. Abernethy
Mr. George W. Abrigg, Jr.
ACA Engineering, Inc.
Accenture Foundation, Inc.
Ms. Ljiljana Acimovic
Mr. Alexander A. Adams
Mr. & Mrs. Christopher P. Adams
Ms. Janice E. Adams
Ms. Shirley A. Adams
Adolph Johnson & Son Company
AK Steel Corporation
Mr. & Mrs. Philip Alessandro
Mr. & Mrs. Carl L. Alexander
Mrs. Denise A. Allen
Mr. & Mrs. Troy D. Allen
Ms. Susan R. Almasy
American Electric Power
Ameriprise Financial
Mr. Peter J. Anania
Mr. Christopher R. Anderson
Mr. Fred L. Anderson
Gayle & Ronald Anderson

Mr. & Mrs. John White
Dr. & Mrs. John C. York
Youngstown Pipe & Supply LLC
Mr. & Mrs. Bruce J. Zoldan

Mahoning Valley CPA Wives Auxiliary
Mr. Mark Marcucci
Ms. Kathleen A. McGraw
Mr. & Mrs. Albert A. Miller, III
The Ohio State University
Mr. Thomas W. O'Malia
Mr. Jan F. Ornato
Progressive Insurance
Mr. Sanford C. Rinda, Jr.
Rockwell International
Mr. Thomas Rossman &
Dr. Lisa Alvetro-Rossman
Mr. Peter Spence
Dr. Leonard B. Spiegel & Ms. Joy Elder
Julia Spitzer Memorial Trust
Mr. Daniel Svegliato
Zidian Manufacturing Company

Mr. William R. Anderson
Ms. Jane S. Andreae
Mr. Nicholas M. Angelis
Dr. & Mrs. Robert N. Angelo
Mrs. Rosemary M. Angelo
Mr. & Mrs. Ronald P. Antonelli
Mr. David E. Armbrecht
Ms. Sandra J. Arnold
Mr. & Mrs. Ernest C. Artista
AT&T Foundation
Dr. Stephen W. Ausmann
Ms. Leslie A. Axelson
Mrs. Nancy L. Babos
Mr. James J. Baginy
Ms. Betty Jean Bahmer
Dr. Dora L. Bailey
Mr. Michael A. Bailey
Dr. Carol L. Baird
Ms. Jean H. Baird
Mr. & Mrs. Robert M. Baird
Mrs. Janet G. Baker
Mr. Lonnie L. Baker
Mr. Leroy D. Balint
Mr. Craig M. Ballew

Ms. Buffy M. Balogh
Mr. William T. Bancroft
Mr. & Mrs. Rick Barbone
Mr. Frank P. Barile
Dr. & Mrs. Richard C. Baringer
Mr. & Mrs. John B. Barkett
Ms. Sally L. Barnes
Mr. Robert Barnovsky & Ms. Janet Cushing
Mr. & Mrs. Daniel J. Barton
Mr. & Mrs. Edward J. Bartos, Jr.
Mr. Angelo Basso, Jr.
Mr. Fred A. Battisti
Mrs. Frances M. Baumann
Mr. Scott Beasley
Mrs. M. Joan Beatty
Mr. & Mrs. Richard E. Beatty
Mrs. Mary A. Beauch
Dr. & Mrs. Raymond E. Beiersdorfer
Mr. & Mrs. Paul F. Beight
Mr. & Mrs. Lorne W. Bell
Mr. William M. Bender
Mr. Charles M. Bennehoof
Ms. Bonnie I. Bennett
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Mr. Herbert W. Williams, Sr.
Mr. William L. Williams
Mr. & Mrs. Lewis Willis
Ms. Karen A. Willshaw
Mr. Harry J. Wilson
Mr. Robert C. Wilson
Ms. Rosemarie A. Wilson
Dr. & Mrs. Eric J. Wingler
Dr. Nancy A. Wisely
Mr. Charles V. Wittenauer
Mr. & Mrs. William T. Wollet
Mr. Floyd L. Worley
Mr. Raymond E. Wylam
Ms. Mildred M. Wynn
Mr. & Mrs. David E. Yakubovic
Ms. Laura E. Yamsek
Mrs. Denise A. Yankle
Mr. Shayne York
Zesco, Inc.

Mrs. Bernadette Zets
Mr. & Mrs. Mark J. Zetts
Dr. Lawrence D. Ziegler

Mrs. Nancy J. Zilavy
Rosemary & Dominic Zockle
Mr. & Mrs. Michael E. Zwick

Total Cash Contributions:

\$232,694.91

UNDERWRITING

St. Elizabeth Health Center

Total Underwriting:

\$500.00

NON-CASH CONTRIBUTIONS

Delphi Automotive Systems	\$26,764.00	Mixer, Drum Pump, Vacuum Chamber & Oven for Electrical Engineering Dept.
Ms. Virginia J. Deuley	160.00	4 Framed Photos for SMARTS
Hendricks Excavating	3,600.00	Dr. Howard Jones Statue Steps
Mr. John Murphy	760.00	1960's Baby Grand Piano for SMARTS
Dr. & Mrs. Thomas A. Shipka	<u>600.00</u>	Dinner for Women's Swim Team

Total Non-Cash Contributions: \$31,884.00

Youngstown

STATE UNIVERSITY

WYSU-FM PLEGGED CASH CONTRIBUTIONS BY RANK

\$1,000.00 - \$9,999.99

Italian Scholarship Fund

\$500.00 - \$999.99

Mr. & Mrs. Fred Alexander

Dr. & Mrs. Chester A. Amedia, Jr.

Mr. Vikram Raval

Mr. & Mrs. Arthur D. Wolfcale

Below \$500.00

Ms. Stacey L. Adger

Ms. Kathy Akpom

Mrs. Leigh Altier

Mrs. Margaret Anderson

Dr. Peter A. Baldino

Mrs. Ellen W. Banks

Mr. & Mrs. Charles J. Bannon

Mr. David E. Barenfeld

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Mr. Tim Bauer

Ms. Ann Beck

Dr. & Mrs. Raymond E. Beiersdorfer

Mrs. Susan Beil

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Dr. & Mrs. Martin Berger

Dr. & Mrs. Bill C. Binning

Dr. & Mrs. Edwin V. Bishop

Ms. Helene Bowie

Mr. & Mrs. Al Bright

Mr. Steven R. Brown

Ms. Laurie M. Brown-Croyts

Mr. & Mrs. Ray B. Brugler

Mr. & Mrs. Donald L. Bumback

Ms. Marjorie I. Burin

Mrs. Holly Burnett-Hanley

Mr. & Mrs. Donald W. Byo

Ms. Jenny Cammarata

Mr. & Mrs. Richard N. Campbell

Mr. & Mrs. Richard A. Cantanzriti

Ms. Sally L. Carangi

Mr. & Mrs. Ralph V. Carfora

Dr. & Mrs. John N. Cernica

Mr. Mark Cervello

Mr. Robert Chiles

Mr. Robert Coggeshall

Mr. Pedro Colon

Ms. Martha Cook

Dr. Chet Cooper

Dr. Thomas A. Copeland

Mrs. Joan S. Cosgrove

Ms. Joanne Cvelbar

Dr. Rosemary A. D'Apollito

Mr. Charles W. Darling

Mr. Scott Davidson

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Ms. Linda Davis

Ms. Nancy Davis

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Ms. Mary Louise Dayton

Mrs. Rosemary Decker

Mr. & Mrs. James G. DeGenova

Ms. Sue Densmore

Mr. & Mrs. Michael DePaul

Mr. Dan DeSantis

Mr. James M. Diffley

Mr. & Mrs. Richard DiGregorio

Mr. & Mrs. Larry E. Dillingham

Dominion Foundation

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Ms. Eileen Dray-Bardon

Ms. Maureen Drummond

Mr. & Mrs. Art Druschel

Mr. Donald W. Dunlap

Mr. & Mrs. James L. Dunlap

Mr. David Dyer

Mrs. Byron Eichorn

Ms. Susan J. Elberty

Ms. Jeanne Elser

Dr. Barbara G. Englehardt

Mr. Kent J. Englehardt

Mr. John L. Eynon

First Energy Foundation

Mr. & Mrs. David Fithian

Mrs. Eva Fitzgerald

Mr. & Mrs. Alfred J. Fleming
Mr. Chris Floros
Mr. Richard G. Fogo
Ms. Susan Friedman
Mr. Tyrus W. Frolund
Ms. Judith Gaines
Mr. & Mrs. John P. Gallagher
Dr. & Mrs. David C. Genaway
Mr. & Mrs. David George
Mr. & Mrs. George Gerhart
Dr. & Mrs. Robert Gillette
Ms. Greta Glenellen
Ms. Carol Gottesman
Mr. & Mrs. Plimpton L. Graul, Jr.
Mr. & Mrs. Greg L. Greenwood
Mr. Lynn Griffith, III
Sen & Mrs. Robert Hagan
Mr. Jack Haims
Mr. & Mrs. James G. Hale
Ms. Prudence Hall
Mrs. Veronica L. Hall
Ms. Evelyn Halpern
Ms. Phyllis Hamilton
Ms. Ellen Handel
Ms. Dorothy C. Hanlon
Mr. James T. Hathaway
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Ms. Shirley A. Heck
Mr. William Helwig
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Ms. Melinda L. Henning
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Mrs. Lois M. Hopkins
Mrs. Nola K. Horvath
Mr. John Hull
Ms. Helen M. Hulme
Mr. Michael Iberis
Mr. & Mrs. Bruce Irwin
Mrs. Elizabeth A. Itts
Rev. Ross B. Jackson
Ms. Luanna Jacobs
Mr. Lou Jacquet
Mr. Rajah James
Dr. & Mrs. James P. Jamison
Mr. Victor J. Janosik

Mr. & Mrs. Andrew Jarosz
Mr. & Mrs. Thomas W. Jeffries
Mr. Raymond Johnson
Mr. & Mrs. Carl Johnston
Ms. Elizabeth Jones
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Dr. Birsen Karpak & M. Cengiz Karpak
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Dr. & Mrs. James W. Kiriazis
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Mr. & Mrs. Hyman W. Kritzer
Mr. & Mrs. Thomas Kuester
Mrs. Niki Latsko
Ms. Glorianne Leck
Mrs. Michele Lepore-Hagan
Ms. L. Mary Lewis
Ms. Anita Lin
Ms. Sherry Linkon
Mr. Vincent Lisi
Ms. Francis Litun
Ms. Arlene B. Logan
Ms. Donna Lombardo
Dr. Peter B. Lucke
Mr. Daniel Lyden
Ms. Natalie Majoros
Mr. Raymond P. Manley
Ms. Amy Mansfield
Dr. & Mrs. Andy Marakas
Father Gordon Kelly Marshall
Mr. & Mrs. William T. Martin
Mr. & Mrs. Robert A. Massing
Mr. Michael McCleery
Mrs. Maggie McCloud
Ms. Christine McCullough
Rev. & Mrs. James A. McDorman
Ms. Jean McGearry
Mr. & Mrs. George M. McKelvey
Ms. Tara L. McKibben
Ms. Nancy L. Meacham
Ms. Gatha Meadows
Dr. & Mrs. Isadore Mendel
Mr. & Mrs. Gary L. Miller
Mrs. Joan Miller
Mrs. Miller
Mr. & Mrs. Christopher H. Moinet
Mrs. Beth C. Molvin
Mr. & Mrs. Vernon M. Mook

Mr. Samuel R. Moore, Jr.
Mr. & Mrs. Karl A. Morris
Ms. Paula Moss-Sander
Dr. Philip C. Munro
Ms. D. Todd Murdock
Mr. Patrick Murphy
Ms. Nancy M. Nader
Mr. Ray Nakley, Jr.
Ms. Jacqueline Neupauer
Dr. S. Thomas Niccolls
Mr. & Mrs. Jerry Nunziato
Mr. & Mrs. John L. Oberman
Ms. Mary Anne O'Toole
Mr. Joe Pacchioni
Dr. Gabriel F. Palmer-Fernandez
Ms. Janice Patrick
Mr. & Mrs. Jody E. Patrick
Mr. & Mrs. Donald L. Peterson
Mr. & Mrs. John C. Peterson
Mr. Patsy Pilorusso
Mr. Richard Pirko
Mr. John Polanski
Mr. & Mrs. Leonard C. Polas
Ms. Kristen Pool
Ms. Catherine W. Powers
Ms. Kathy Prodonovich
Mr. David Quarterson
Dr. & Mrs. C. Wade Raridon
Rev. James E. Ray
Mr. & Mrs. Patrick Reardon
Mr. & Mrs. Jack Reed
Dr. & Mrs. William Reeves
Dr. & Mrs. Steven Riggall
Mr. Sanford Rinda
Mr. Scott Rogers
Mr. & Mrs. Paul Rohrbaugh, Jr.
Dr. Robert Rollin
Ms. Donna Romack
Ms. Tami L. Rose
Ms. Isabel Rudge
Ms. Gloria Rule
Ms. Elayne Rusnak
Mrs. Linda Russell
Mr. & Mrs. J. David Sabine
Mr. & Mrs. Stephen J. Saluga
Ms. Janet M. Sanders
Dr. Patricia Sarro
Dr. & Mrs. Lowell J. Satre

Total Cash Contributions

Ms. Julie Scheel
Ms. Nancy Schotten
Mr. & Mrs. Daniel Scudier
Mr. & Mrs. Donald R. Seely
Mr. & Mrs. Ray Shaffer
Mr. Albert Shakley
Mr. Edward Smith
Dr. Melissa T. Smith
Mr. & Mrs. Stephen Sniderman
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Dr. Angela Spalsbury
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Dr. & Mrs. Robert L. Tener
Ms. Joanne Thomas
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Mrs. Eleanor Watanakunakorn
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Mr. & Mrs. John C. Wendle
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Mr. Bruce Willner
Dr. & Mrs. Eric J. Wingler
Ms. Constance G. Witt
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Mrs. Elizabeth Wrona
Mrs. Marian R. Yeagley
Dr. & Mrs. Warren M. Young
Youngstown Torch Club
Mr. Richard Zacharias
Mr. Jason Zapka
Ms. Rose M. Zaubi
Mr. Tony Ziemianski
Ms. Kathleen Zimmerman
Dr. & Mrs. John R. Zubil
Mrs. Sarah G. Zuckerman
Mr. John Zuppo

\$26,672.43

**RESOLUTION TO NAME
THE JAMES R. TOEPFER LABORATORY
IN WARD BEECHER HALL**

WHEREAS, The Department of Biological Sciences at Youngstown State University has a long tradition of excellence in teaching and student scholarly performance; and

WHEREAS, James R. Toepfer provided over 30 years of service to YSU in the Anatomy and Physiology Division of the Biology Department; and

WHEREAS, James R. Toepfer, Faculty Emeritus, has a long history of excellence in teaching and training students in the laboratory at YSU; and

WHEREAS, The James R. Toepfer Scholarship was established in his honor through the YSU Foundation; and

WHEREAS, James R. Toepfer received the YSU Retiree Award at the 2007 Awards Dinner; and

WHEREAS, James R. Toepfer actively participated in physiological research during his career at YSU; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to James R. Toepfer for his significant contribution and commitment to the students of Youngstown State University; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates the James R. Toepfer Laboratory on the third floor of Ward Beecher Hall; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to James R. Toepfer.

**RESOLUTION TO APPROVE CHANGES TO
STUDENT TUITION, FEES, AND OTHER CHARGES
EFFECTIVE FALL TERM 2008**

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from charges to students, including an "instructional fee" for educational and associated operational support of the institution and a "general fee" for noninstructional services, and that these two fees shall encompass all charges for services assessed uniformly to all enrolled students and shall be identified as "tuition"; and

WHEREAS, Ohio law also provides that each Board may establish special purpose fees, service charges, fines and penalties and that a tuition surcharge shall be paid by all students who are not residents of Ohio; and

WHEREAS, certain charges assessed by the University are determined or influenced by external sources, while others are needed to offset increased costs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby establish the Master of Public Health instructional fee, the Federal Background Check fee and the Web Check Fingerprinting fee as included in Exhibit E., to become effective Fall Term 2008 and to remain in effect until changed by the Board of Trustees.

	<u>Proposed FY 2009</u>	<u>Actual FY 2008</u>	<u>Change</u>	<u>Percentage Increase</u>
Master of Public Health Instructional Fee	\$500.00	\$475.00	\$25.00	5.26%

This fee is for the Northeastern Ohio Universities Master of Public Health program, which operates through a partnership of YSU, the University of Akron, Cleveland State University, Kent State University, and Northeastern Ohio Universities College of Medicine. The fee is annually determined collectively by this consortium.

Federal Background Check	\$28.00	\$24.00	\$4.00	16.7%
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This fee is assessed to students who are enrolled in coursework that places them in contact with children (i.e., student teaching, Human Ecology). The proposed increase is the result of the Federal Bureau of Investigation having raised its fees, as well as to support administrative and equipment costs.

Web Check Fingerprinting Fee	\$37.00	\$30.00	\$7.00	23.3%
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This fee is assessed to students who are enrolled in coursework that places them in contact with children (i.e., student teaching, Human Ecology). The proposed increase is the result of the Ohio Bureau of Criminal Identification having raised its processing fees.

**RESOLUTION CONCERNING THE
ANNUAL BUDGET, FISCAL YEAR 2009**

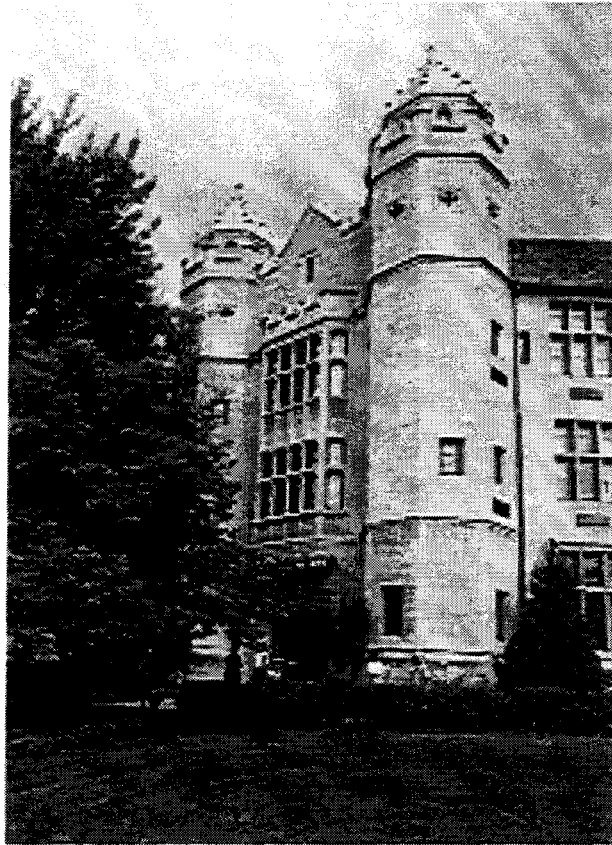
WHEREAS, the proposed Fiscal Year 2009 Annual Budget has been reviewed by the Finance and Facilities Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Fiscal Year 2009 Annual Operating Budget for General and Auxiliary Funds, shown on Exhibit F, as presented to the Finance and Facilities Committee be approved; and that approval includes:

1. Salaries for members YSU-APAS and YSU-FOP as provided for in the current Labor Agreements with the respective bargaining units;
2. Salaries for members of YSU-OEA and YSU-ACE as provided for in the new Labor Agreements with the respective bargaining units, which will take effect August 18, 2008, and August 16, 2008, respectively;
3. Salaries for part-time faculty, doctoral fellowships, graduate assistants, research assistants, and student employees as detailed in the budget document;
4. Salaries for all other employees shall be continued at the Fiscal Year 2008 rates subject to adjustments and as recommended for exempt employees;
5. The authority to approve expenditures and transfers as described in the budget document and in accordance with Board and University policy;
6. Exemption of all professional/administrative positions from the overtime provisions of Section 124.18 of the *Ohio Revised Code*; and
7. Contract duration for professional/administrative staff who serve on multi-year contracts under the provisions of *Board of Trustees Policy 7016.01*.

YOUNGSTOWN STATE UNIVERSITY

Fiscal Year 2009 Operating Budget and Capital Funds



Agenda Item E.4.c.
Exhibit F

YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2009 Operating Budget
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YOUNGSTOWN STATE UNIVERSITY

Board of Trustees

John L. Pogue, Chairperson	Harry Meshel
Donald Cagigas	Dianne Bitonte Miladore
Millicent S. Counts	Erienne Raib, Student Trustee
Larry D. DeJane, Vice Chair	Scott R. Schulick
Sudershan K. Garg	H. S. Wang
Stephen W.T. Foley, Student Trustee	Franklin S. Bennett, Secretary to the Board

Principal Administrators

David C. Sweet President	Ikram Khawaja Provost and Vice President for Academic Affairs
Cynthia E. Anderson Vice President for Student Affairs	George McCloud Special Assistant for University Advancement
Richard Marsico Interim Chief Technology Officer	
Eugene Grilli Vice President for Finance & Administration	

YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2009 Operating Budget

Budget Summary

The Fiscal Year 2009 operating budget of \$166,582,000 is \$5.9 million higher than the modified FY 2008 operating budget; \$5.29 million relates to an increase in the General Fund, and \$668,000 relates to auxiliary funds.

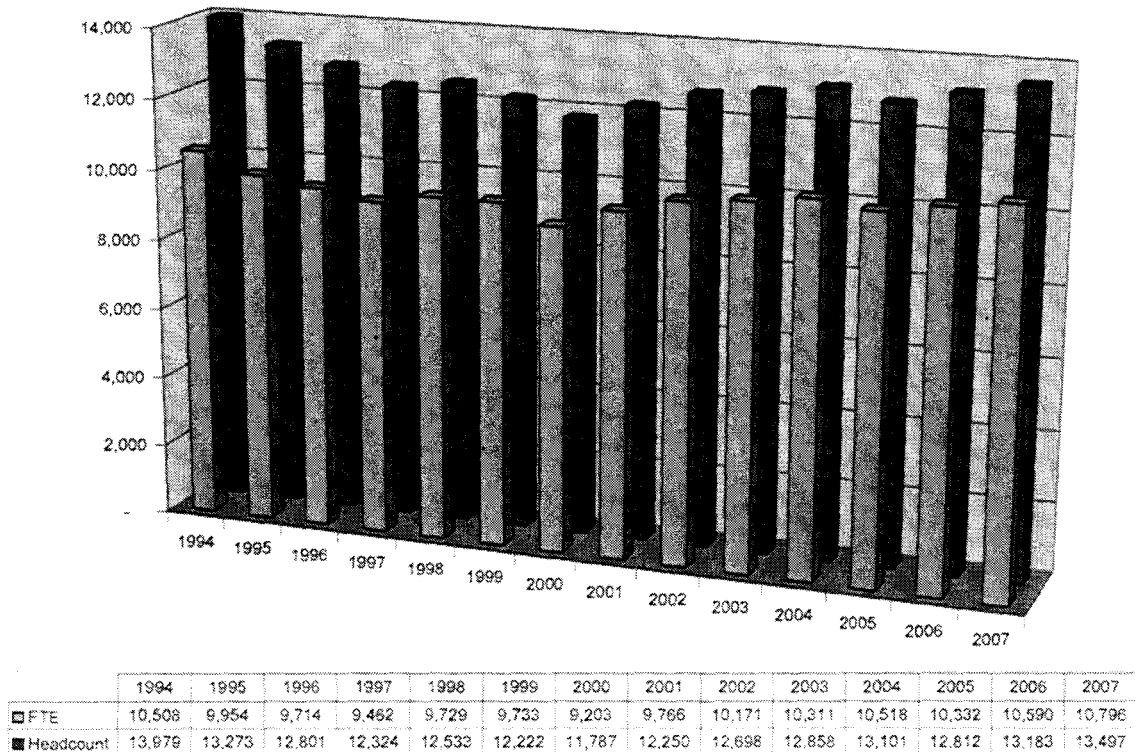
Table 1
Operating Budget Summary

	<u>FY 2008</u> <u>Modified Budget</u>	<u>FY 2009</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
<i>General Fund</i>	\$142,712,000	\$148,000,000	3.7%
<i>Auxiliaries (net of Gen. Fund support)</i>	\$17,913,000	\$18,582,000	3.7%
Total Operating Budget	<u>\$160,625,000</u>	<u>\$166,582,000</u>	<u>3.7%</u>
Capital Funds (biennial)	<u>\$43,000,000</u>	<u>\$50,522,000</u>	<u>17.5%</u>

Enrollment Data

YSU's enrollments continued an upward trend during the 2007-2008 academic year. Actual FTE enrollments during fall term 2007 totaled 10,796 or 3.2% above the budgeted FTE level of 10,461. Actual fall 2007 enrollments were 206 FTE greater than the previous year, a 2% increase in actual enrollment levels.

Chart 1: Fall Term Enrollment Trends



General Fund Revenues

FY 2009 budgeted General Fund Revenues total \$148,000,000, a \$5.3 million increase over the FY 2008 modified budget. Table 2 provides a comparative summary of General Fund Revenue; Appendix A (page 11) provides greater detail. The FY 2009 proposed budget reflects a 9.1% increase in state support. Amended Substitute House Bill 119, the state of Ohio's biennial operating budget bill for FYs 2008 and 2009, allocates an additional \$96 million in direct state support for higher education, of which YSU's share in FY 2009 is projected to be approximately \$4.2 million or 9.1% above FY 2008 state support.

**Table 2
General Fund Revenue
Fiscal Years 2008 and 2009**

<u>Source</u>	<u>FY 2008 Modified Budget</u>	<u>FY 2009 Budget</u>	<u>Percent Change</u>
<i>Tuition, Fees & Other Student Charges</i>			
Instructional & Mandatory Fees	\$85,405,758	\$85,568,543	0.19%
Other Tuition, Fees & Student Charges	7,853,729	8,284,943	5.49%
Total Tuition, Fees & Other Charges	\$93,259,487	\$93,853,486	0.64%
<i>State Appropriations</i>			
State Share of Instruction	\$42,658,718	\$46,777,142	9.65%
Success, Access & Jobs Challenge	3,125,851	3,183,305	1.84%
Total State Appropriations	\$45,784,569	\$49,960,447	9.12%
<i>Other Sources</i>	\$3,667,944	\$4,186,067	14.13%
Total General Fund Revenue	\$142,712,000	\$148,000,000	3.71%

Amended Substitute House Bill 119 prohibits state colleges and universities from increasing in-state undergraduate tuition. Not only does YSU fully comply with this legislation, the University also will not raise graduate tuition or the non-resident surcharge for FY 2009 even though these charges are exempt from the state tuition cap.

YSU's FY 2009 budgeted revenues are based on actual FY 2008 enrollments and, more specifically, actual FY 2008 revenue per FTE student. This is a departure from past practice that used a rolling two- or five-year FTE enrollment average on which to base budgeted revenues.

As demonstrated in the Table 3 on the following page, actual enrollments over the past five years have exceeded budgeted enrollments by an average of 250 FTE students annually. Basing FY 2009 budgeted revenues upon prior year actual enrollments will allow the University to be more

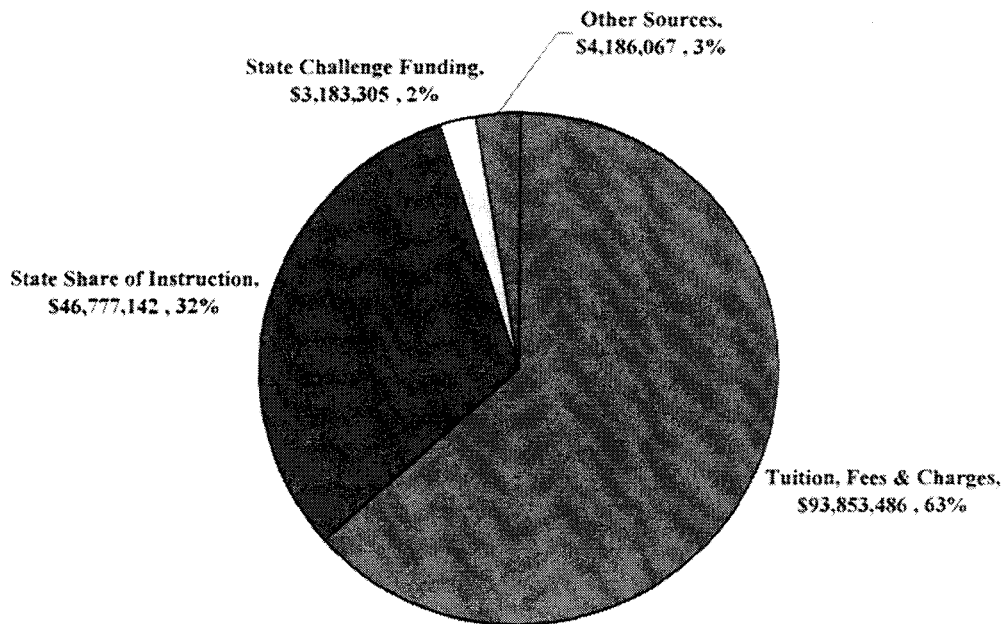
responsive to budgetary priorities. And while this new approach is less conservative than past practice, it is still reasonably conservative in that it does not forecast enrollment growth. Data on registration and applications for fall term 2008 indicate that enrollment levels will be stable in FY 2009 with moderate growth likely.

Table 3
Budgeted FTE Enrollments vs. Actual FTE Enrollments
Fall Semester

<u>Fiscal Year</u>	<u>Budgeted FTE</u>	<u>Method</u>	<u>Actual FTE</u>	<u>Difference: Budgeted vs. Actual FTE</u>
2004	9,969	2-yr avg.	10,311	342
2005	10,241	2-yr avg.	10,518	277
2006	10,415	2-yr avg.	10,332	(83)
2007	10,220	5-yr avg.	10,590	370
2008	10,461	2-yr avg.	10,796	335

Reductions in state support for public higher education in Ohio have significantly altered the revenue composition for Youngstown State University over the past several years, shifting the financial burden more heavily to students. Chart 2 below shows that Tuition, Fees and Charges provide 63% of total General Fund Revenues, while State Appropriations provide 34% and Other Sources provide 3%.

Chart 2
FY 2009 General Fund Revenue by Source



General Fund Expenses

General Fund expenses are summarized in Table 4 by expense category while Table 5 summarizes the same expenditures by division. Personnel costs increased by 2.4% primarily due to negotiated salary increases for three unions (OEA, APAS and FOP) and comparable salary increases for exempt professional/administrative staff. However, personnel costs are expected to further increase pending the outcome of contract negotiations with the ACE union, which is uncertain at this time.

Table 4
General Fund Expenditures by Natural Classification
Fiscal Years 2008 and 2009

	FY 2008 Modified Budget	FY 2009 Budget	Percent Change
<i>Personnel</i>			
Faculty	\$40,021,037	\$41,534,808	3.8%
Staff	31,132,788	31,179,307	0.1%
Students	3,524,587	3,531,592	0.2%
Fringe Benefits	24,198,445	24,969,539	3.2%
Total Personnel	\$98,876,857	\$101,215,246	2.4%
<i>Operating Expenses</i>			
Supplies	\$2,118,778	\$2,105,533	-0.6%
Travel and Related Expenses	1,135,748	1,217,948	7.2%
Information & Communication	1,594,653	1,551,380	-2.7%
Maintenance/Repairs/Utilities	7,331,691	7,395,735	0.9%
Scholarships, Aid & Awards	3,476,239	3,476,239	0.0%
Equipment & Library Acquisitions	1,714,668	1,682,668	-1.9%
Miscellaneous (see page 13)	4,829,165	4,718,755	-2.3%
Total Operating Expenses	\$22,200,942	\$22,148,258	-0.2%
<i>Other</i>			
Transfers (see page 13)	\$19,039,796	\$22,523,548	18.3%
Strategic Initiatives	250,000	192,000	-23.2%
Area Contingency Accounts	2,344,405	1,920,948	-18.1%
Total Other	\$21,634,201	\$24,636,496	13.9%
Total General Fund Expenditures	\$142,712,000	\$148,000,000	3.7%

Operating costs are projected to remain flat in FY 2009 with a budgeted change of just -0.2%. The General Fund scholarship budget will remain flat in FY 2009, largely due to the fact that tuition will again remain flat during the 2008-2009 academic year. However, the total scholarship budget will increase by 6.6%, which is primarily the result the YSU Foundation having increased its scholarship contribution by \$421,000 in FY 2009. See Appendices B and C on pages 12-14 for additional detail.

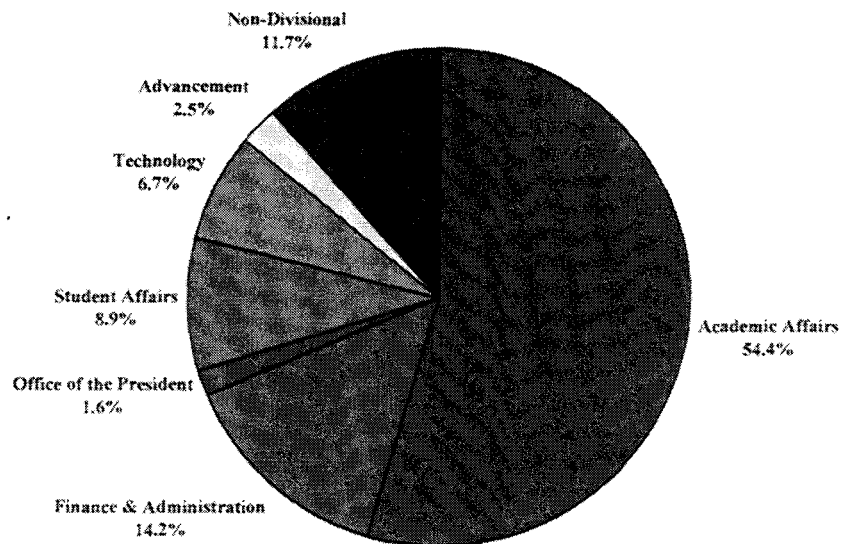
General Fund transfers also include \$300,000 to fund the creation and operation of a wellness program for university employees. The wellness program is in accordance with the terms of the

OEA contract and is being funded by projected cost savings resulting from planned administrative and plan design changes related to healthcare insurance benefits. Additionally, General Fund transfers also include \$2.7 million for Debt Service/Budget Contingencies, which will support the debt service associated with the issuance of new construction-related debt, the settlement of the ACE contract, potential revenue shortfalls, and/or other expenses that may arise during the course of FY 2009.

Table 5
General Fund Expenditures by Division
Fiscal Years 2008 and 2009

Division	FY 2008 Modified Budget	FY 2009 Budget	FY 2009 % of Total	Percent Change
Academic Affairs	\$76,907,470	\$80,452,354	54.4%	4.6%
Finance & Administration	\$22,126,425	\$21,022,914	14.2%	-5.0%
Office of the President	\$2,183,425	\$2,343,413	1.6%	7.3%
Student Affairs	\$13,214,275	\$13,127,235	8.9%	-0.7%
Technology	\$9,994,197	\$9,982,345	6.7%	-0.1%
Advancement	\$3,749,075	\$3,723,617	2.5%	-0.7%
Non-Divisional (see Appendix C)	\$14,537,133	\$17,348,121	11.7%	19.3%
Total General Fund	\$142,712,000	\$148,000,000	100.0%	3.7%

Chart 3
General Fund Expenditures by Division - FY 2009



Auxiliaries

Auxiliary budgets for Fiscal Year 2009 total \$28.2 million, which includes \$9.5 million in General Fund support and \$18.6 million in earned income and support from other funds. See Appendix D on pages 15-19 for additional detail for the auxiliaries listed in Table 6.

**Table 6
Auxiliary Budgets
Fiscal Years 2008 and 2009**

<u>Auxiliary</u>	<u>FY 2008 Budget</u>	<u>FY 2009 Budget</u>	<u>Percent Change</u>
Intercollegiate Athletics	\$9,653,677	\$10,141,708	5.06%
Athletic Concessions	340,705	345,207	1.32%
Housing Services	5,784,725	5,855,700	1.23%
Bookstore	5,750,000	6,000,000	4.35%
Parking Services	2,128,000	2,320,000	9.02%
Kilcawley Center	2,109,782	2,178,187	3.24%
Telephone Service-Residence Hall	117,100	117,100	0.00%
Andrews Recreation and Wellness Center	1,213,000	1,274,985	5.11%
Total Auxiliary Budgets	\$27,096,989	\$28,232,887	4.19%
Less: Support from General Fund	(9,103,573)	(9,473,786)	4.07%
Subtotal	\$17,993,416	\$18,759,101	4.26%
Less: Support from Other Funds	(80,000)	(176,958)	121.2%
Total Earned Income	\$17,913,416	\$18,582,143	3.73%

General Fund support to auxiliaries in Fiscal Year 2009 includes:

<u>Auxiliary</u>	<u>Operating Support</u>
Intercollegiate Athletics	\$7,098,000
Kilcawley Center	1,137,801
Andrews Rec/Wellness Center	1,237,985
Total General Fund Support	\$9,473,786

Other

Table 7 summarizes miscellaneous salary rates for part-time faculty, graduate assistants, research assistants, and other student employees.

**Table 7
Miscellaneous Salary Rates
Fiscal Year 2009**

Employee Classification	Rate
<i>Part-Time Faculty (per semester hour workload)</i>	
With Baccalaureate	\$ 650
With Masters or J.D.	\$ 800
With Doctorate	\$ 1,050
<i>Doctoral Fellowships (includes remittance of tuition and non-resident surcharge)</i>	\$10,000
<i>Graduate Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 7,500
<i>Graduate Teaching Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 8,750
<i>Student Employee Hourly Wage Rates*</i>	
Research Assistants	\$8.90
Student Assistants	\$7.00
Student Exception Rates <i>(as approved by the Executive Director of Student Life)</i>	\$7.50 - \$10.00

*Note: Student employee hourly wage rates are subject to revision, pending the cost of living adjustment in January 2009, as required by Ohio minimum wage law.

Capital Improvements Budget Highlights

The capital projects identified in the current biennium include those funded by three sources: (1) state appropriations; (2) re-appropriations from prior capital bills; and (3) local funds for new facilities. Local funds are expected to include a financially healthy mix of gifts and debt. The University's total capital budget for the FY 2009-2010 capital biennium is \$50.5 million. The Capital Budget Sources and Uses for the 2009-10 biennium appear on page 21 (Appendix F).

The state of Ohio's FY 2009-2010 capital budget bill, House Bill 562, was recently passed by the Ohio Senate. If enacted in its current form, HB 562 would appropriate \$11.5 million in state capital funds to YSU, which includes \$5.95 million for major renovations, \$1.5 million for campus development, \$624,834 for infrastructure upgrades, and \$3.5 million for basic renovations. In addition, \$15 million in unused funds were re-appropriated from previous capital budgets in House Bill 496, which was signed into law by Governor Strickland in March 2008.

Centennial Campus Master Plan

The University commenced a comprehensive planning process in April 2003 to update YSU's Long Range Facilities Development Plan developed in 1984. The resulting Centennial Campus Master Plan ("Master Plan") incorporates the recommendations of other internal and external planning processes, including Youngstown 2010, the YSU space utilization study, and the Smoky Hollow Development Plan.

In March 2005, the YSU Board of Trustees adopted a conceptual framework for the Master Plan to advance YSU's core mission on behalf of academic and student life. In addition to the West Campus Gateway project, other major improvements envisioned in the Master Plan include a new building for the Williamson College of Business, an annex to Moser Hall to house new labs for the life sciences and engineering, refurbishments of Coffelt Hall, and enhancement of Kilcawley Center as the focal point for student life.

In December 2006, the YSU Board of Trustees formally endorsed the Master Plan and approved a resolution authorizing \$40 million in local debt to support the implementation of the Master Plan. Additionally, in February 2007, the Ohio Board of Regents approved the issuance of debt by YSU to support and implement the Master Plan.

In the FY 2009-10 biennium, the following Master Plan projects will be undertaken:

New Williamson College of Business Building (\$34.3 million)

The goal of this project is to develop a state-of-the-art business school to replace the obsolete Williamson Hall and to serve the Mahoning Valley business community by providing space for business-oriented academic centers, meeting and conference space, and programs designed to meet the evolving needs of the community. The new facility will establish a strong physical and symbolic link between the University core campus and downtown Youngstown by locating the building on a prominent site between Rayen Avenue and Wood Street. The University has undertaken an aggressive fundraising campaign to support the Master Plan and specifically the new business facility, and has already secured \$12.2 million in gifts and pledges for this project as of June 1, 2008, in addition to \$11.3 million in state capital funds that have been appropriated for this project.

Other Campus Development (\$2.28 million)

Other campus development activities include the acquisition of key properties adjacent to the campus and the construction of walkways and plazas.

Infrastructure Upgrades (\$1.86 million)

Improvement and/or replacement of infrastructure and on-going activities of facilities capital improvements, and include:

- Campus-wide electrical systems
- Campus-wide building system upgrades
- Building masonry restorations

Instructional Space Upgrades (\$1.17 million)

Instructional Space upgrades will focus on improving the teaching/learning environment in the classrooms through a campus-wide program to upgrade/replace floors, ceilings, lighting and wall coverings.

Basic Renovations (\$9.9 million)

The Board of Regents defines projects below \$500,000 as *Basic Renovations*. These projects are approved as a whole, and must be designated as general or specific projects. Specific projects over \$100,000 that will begin or be completed in fiscal years 2009-10 are listed in Appendix F.

Instructional Equipment (\$643,641)

Funds are appropriated for instructional and data processing equipment to supplement equipment acquisitions made by institutions from local resources. Generally, equipment must be used directly for instructional purposes or in direct support of instruction. Equipment used for both instructional and non-instructional purposes (e.g., research) may be acquired; however, state funds will be paid to cover only that portion of costs that reflect usage for instructional purposes.

State Capital Component funds (\$993,000)

When a campus's formula-determined state capital allocation is less than its actual capital appropriation, the difference is allocated to campuses in the form of state Capital Component funds. Conversely, when capital appropriations exceed the formula-determined amount, the difference is deducted from the State Share of Instruction allocation. This serves as an incentive for campuses to carefully consider requests for state capital appropriations. Capital Component funds are generally unrestricted but must be used for capital-related purposes. The balance of YSU's accumulated and unused Capital Component funds is \$1.2 million. Of this amount, \$175,000 will be used in FY 2009 to help cover a portion of the Chase Equipment capital lease obligation for the Johnson Controls energy conservation project.

YOUNGSTOWN STATE UNIVERSITY

General Fund Revenue
FY 2008 and FY 2009

	FY 2008 MODIFIED BUDGET	FY 2009 BUDGET	CHANGE	PERCENT CHANGE	PERCENT of TOTAL
ADDITION, FEES & OTHER CHARGES					
MANDATORY FEES					
Instructional Fee	\$68,647,823	\$68,789,331	\$141,508	0.2%	46.48%
General Fee	13,929,830	\$13,942,478	12,648	0.1%	9.42%
Technology Fee	2,828,105	\$2,836,734	8,629	0.3%	1.92%
Subtotal - Mandatory Fees	\$85,405,758	\$85,568,543	\$162,785	0.2%	57.82%
OTHER TUITION & FEES					
Non-resident Tuition Surcharge	\$3,337,243	\$3,383,457	\$46,214	1.4%	2.29%
Laboratory/Materials Fee	2,425,000	2,675,000	250,000	10.3%	1.81%
Non-credit Instructional Fees	380,000	380,000	0	0.0%	0.26%
Miscellaneous Fees	239,750	312,750	73,000	30.4%	0.21%
Application Fee (Undergraduate)	140,000	140,000	0	0.0%	0.09%
Application Fee (College Net)	55,200	55,200	0	0.0%	0.04%
Application Fee (Graduate)	20,000	20,000	0	0.0%	0.01%
Subtotal - Other Tuition & Fees	\$6,597,193	\$6,966,407	\$369,214	5.6%	4.71%
STUDENT CHARGES					
Fees & Penalty Assessments	\$567,500	\$537,500	(\$30,000)	-5.3%	0.36%
Service Charges	689,036	781,036	92,000	13.4%	0.53%
Subtotal - Student Charges	\$1,256,536	\$1,318,536	\$62,000	4.9%	0.89%
Total - Tuition, Fees & Other Student Chrgs.	\$93,259,487	\$93,853,486	\$593,999	0.6%	63.41%
STATE APPROPRIATIONS					
State Share of Instruction	\$42,658,718	\$46,777,142	\$4,118,425	9.7%	31.61%
Access Challenge	2,471,326	\$2,506,151	34,825	1.4%	1.69%
Access Challenge	564,452	\$602,154	37,702	6.7%	0.41%
Access Challenge	90,074	\$75,000	(15,074)	-16.7%	0.05%
Subtotal - State Appropriations	\$45,784,570	\$49,960,447	\$4,175,878	9.1%	33.76%
OTHER SOURCES					
Operating Funds Investment Income	\$1,310,970	\$1,802,123	\$491,154	37.5%	1.22%
Administrative Charge - Bookstore	500,000	500,000	0	0.0%	0.34%
Administrative Charge - Other Auxiliaries	574,418	636,888	62,470	10.9%	0.43%
Alumni Relations	283,050	253,050	(30,000)	-10.6%	0.17%
Fees & Services of Educational Activities	119,700	119,700	0	0.0%	0.08%
Private Gifts	88,000	95,000	7,000	8.0%	0.06%
Other-Miscellaneous	791,806	779,306	(12,500)	-1.6%	0.53%
Subtotal - Other Sources	\$3,667,944	\$4,186,067	\$518,124	14.1%	2.83%
TOTAL GENERAL FUND REVENUE	\$142,712,000	\$148,000,000	\$5,288,000	3.7%	100.00%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenditures by Natural Classification
FY 2008 and FY 2009

	FY 2008		FY 2009		CHANGE	PERCENT CHANGE
	MODIFIED BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
PERSONNEL						
Full Service Faculty						
Professor	\$16,217,342	11.4%	\$16,394,616	11.1%	\$177,274	1.1%
Associate Professor	6,670,464	4.7%	7,531,945	5.1%	861,482	12.9%
Assistant Professor	6,731,217	4.7%	6,660,194	4.5%	(71,023)	-1.1%
Instructor	1,421,575	1.0%	1,967,612	1.3%	546,037	38.4%
Subtotal - Full Service Faculty Salaries	\$31,040,597	21.8%	\$32,554,368	22.0%	\$1,513,771	4.9%
Temporary Faculty						
Summer School	\$3,060,000	2.1%	\$3,060,000	2.1%	\$0	0.0%
Faculty Overload	72,000	0.1%	72,000	0.0%	0	0.0%
Part-Time Faculty	4,162,266	2.9%	4,162,266	2.8%	0	0.0%
Continuing Education Faculty	109,174	0.1%	109,174	0.1%	0	0.0%
Extended Teaching Service	1,577,000	1.1%	1,577,000	1.1%	0	0.0%
Subtotal - Temporary Faculty Salaries	\$8,980,440	6.3%	\$8,980,440	6.1%	\$0	0.0%
Total Faculty Salaries	\$40,021,037	28.0%	\$41,534,808	28.1%	\$1,513,771	3.8%
Permanent Staff						
Professional/Administrative- Full-Time	\$13,653,362	9.6%	\$14,175,233	9.6%	\$521,871	3.8%
Professional/Administrative- Part-Time	302,777	0.2%	297,803	0.2%	(4,974)	-1.6%
Classified-Permanent (Part-Time & Full-Time)	16,211,196	11.4%	15,770,667	10.7%	(440,529)	-2.7%
Subtotal - Permanent Staff Salaries	\$30,167,335	21.1%	\$30,243,703	20.4%	\$76,368	0.3%
Temporary Staff						
Classified Temporary/Intermittent	\$681,413	0.5%	\$637,765	0.4%	(\$43,648)	-6.4%
Classified Overtime	141,610	0.1%	150,209	0.1%	8,599	6.1%
Supplementary Salaries	121,308	0.1%	126,508	0.1%	5,200	4.3%
Occasional Service Payment	21,122	0.0%	21,122	0.0%	0	0.0%
Subtotal - Temporary Staff Salaries	\$965,453	0.7%	\$935,604	0.6%	(\$29,849)	-3.1%
Total Staff Salaries	\$31,132,788	21.8%	\$31,179,307	21.1%	\$46,519	0.1%
Student Salaries						
Graduate Assistants	\$1,211,920	0.8%	\$1,211,920	0.8%	\$0	0.0%
Graduate Assistant Interns	20,000	0.0%	23,500	0.0%	3,500	17.5%
Student Assistants	1,916,219	1.3%	1,916,219	1.3%	0	0.0%
Research Assistants	83,265	0.1%	83,265	0.1%	0	0.0%
Task Based Stipends	293,183	0.2%	296,688	0.2%	3,505	1.2%
Subtotal - Student Salaries	\$3,524,587	2.5%	\$3,531,592	2.4%	\$7,005	0.2%
Total - Faculty, Staff & Student Salaries	\$74,678,412	52.3%	\$76,245,706	51.5%	\$1,567,294	2.1%
Fringe Benefits						
Healthcare Insurance	N/A	N/A	\$9,588,303	6.5%	N/A	N/A
Admin. & Plan Design Changes (Healthcare)	N/A	N/A	(\$300,000)	-0.2%	N/A	N/A
Other Fringe Benefits	N/A	N/A	\$15,381,236	10.4%	N/A	N/A
Total Fringe Benefits	\$24,198,445	17.0%	\$24,969,539	16.9%	\$771,094	3.2%
TOTAL SALARIES & FRINGE BENEFITS	\$98,876,857	69.3%	\$101,215,245	68.4%	\$2,338,388	2.4%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenditures by Natural Classification (continued)
FY 2008 and FY 2009

	FY 2008		FY 2009		CHANGE	PERCENT CHANGE
	MODIFIED BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
OPERATING EXPENSES						
Supplies	\$2,118,778	1.5%	\$2,105,533	1.4%	(\$13,245)	-0.6%
Travel & Related Expenses	1,235,748	0.9%	1,217,948	0.8%	(17,800)	-1.4%
Information & Communication	1,594,653	1.1%	1,551,380	1.0%	(43,273)	-2.7%
Maintenance/Repairs/Utilities	7,331,691	5.1%	7,395,735	5.0%	64,044	0.9%
Library Acquisitions	1,075,160	0.8%	1,075,160	0.7%	0	0.0%
Equipment	639,508	0.4%	607,508	0.4%	(32,000)	-5.0%
TOTAL OPERATING	\$13,995,538	9.8%	\$13,953,264	9.4%	(\$42,274)	-0.3%
MISCELLANEOUS						
Student Scholarships, Aid & Awards	\$3,476,239	2.4%	\$3,476,239	2.3%	\$0	0.0%
General Insurance	487,370	0.3%	487,370	0.3%	0	0.0%
Professional Fees & Services	1,689,005	1.2%	1,852,995	1.3%	163,990	9.7%
Bad Debt/Collections	878,604	0.6%	878,604	0.6%	0	0.0%
Rentals - Non-Facilities	541,854	0.4%	543,854	0.4%	2,000	0.4%
Other	882,332	0.6%	955,932	0.6%	73,600	8.3%
TOTAL MISCELLANEOUS	\$7,955,404	5.6%	\$8,194,994	5.5%	\$239,590	3.0%
OTHER						
Transfers						
Intercollegiate Athletics	\$6,827,177	4.8%	\$7,098,000	4.8%	\$270,823	4.0%
Challenge Funds	2,126,614	1.5%	2,126,614	1.4%	0	0.0%
Laboratory/Materials Fee to designated fund	2,425,000	1.7%	2,675,000	1.8%	250,000	10.3%
Kilcawley Center	1,100,396	0.8%	1,137,801	0.8%	37,405	3.4%
ERIP Base Reserve	1,153,405	0.0%	0	0.0%	(1,153,405)	-100.0%
Debt Service/Budget Contingencies	N/A	N/A	2,700,000	N/A	N/A	N/A
Marketing Campaign	300,000	0.2%	300,000	0.2%	0	0.0%
Andrews Recreation/Wellness Center	1,176,000	0.8%	1,237,985	0.8%	61,985	5.3%
Technology Initiative	2,327,663	1.6%	2,692,427	1.8%	364,764	15.7%
Transfer in from other funds	(735,000)	-0.5%	(175,000)	-0.1%	560,000	-76.2%
Capital Lease, Energy Conservation Project	1,179,666	0.8%	1,179,666	0.8%	0	0.0%
Transfer to 5% Operating Reserve	250,000	0.2%	370,000	0.3%	120,000	48.0%
Employee Wellness Program	N/A	N/A	300,000	0.2%	N/A	N/A
Other	908,875	0.6%	881,055	0.6%	(27,820)	-3.1%
Subtotal - Transfers	\$19,039,796	13.3%	\$22,523,548	15.2%	\$3,483,752	18.3%
Miscellaneous Other						
Area Contingency Accounts & Other	\$2,594,405	1.8%	\$1,920,948	1.3%	(\$673,457)	-26.0%
Strategic Initiatives	250,000	0.2%	192,000	0.1%	(58,000)	-23.2%
Subtotal - Miscellaneous Other	\$2,844,405	2.0%	\$2,112,948	1.4%	(\$731,457)	-25.7%
TOTAL OTHER	\$21,884,201	15.3%	\$24,636,496	16.6%	\$2,752,295	12.6%
TOTAL GENERAL FUND	\$142,712,000	100.0%	\$148,000,000	100.0%	\$5,288,000	3.7%

YOUNGSTOWN STATE UNIVERSITY

APPENDIX C

**General Fund Expenditures by Division
FY 2008 and FY 2009**

DIVISION	FY 2008 MODIFIED BUDGET	FY 2009 BUDGET	CHANGE	PERCENT CHANGE	PERCENT OF TOTAL
ACADEMIC AFFAIRS					
Academic Support and Temporary Faculty	\$16,554,899	\$17,093,190	\$538,291	3.3%	11.5%
Vacancy Pool (Search in Progress)	1,951,935	1,898,469	(53,466)	-2.7%	1.3%
College of Liberal Arts & Social Sciences	12,423,210	12,908,457	485,247	3.9%	8.7%
College of Business Administration	5,739,226	6,067,149	327,923	5.7%	4.1%
College of Education	5,375,404	5,734,450	359,046	6.7%	3.9%
College of Science, Technology, Engineering & Math	13,919,722	14,304,870	385,148	2.8%	9.7%
College of Fine & Performing Arts	6,893,521	7,392,117	498,595	7.2%	5.0%
College of Health & Human Services	9,855,980	10,622,994	767,015	7.8%	7.2%
School of Graduate Studies	1,768,573	1,755,658	(12,915)	-0.7%	1.2%
Laboratory/Materials Fee (transfer)	2,425,000	2,675,000	250,000	10.3%	1.8%
Total - Academic Affairs	\$76,907,470	\$80,452,354	\$3,544,884	4.6%	54.4%
FINANCE & ADMINISTRATION					
Administrative Services	\$7,425,099	\$7,343,051	(\$82,048)	-1.1%	5.0%
Financial Services & Budget	4,405,315	4,268,447	(136,868)	-3.1%	2.9%
Human Resources	1,341,150	1,293,532	(47,618)	-3.6%	0.9%
Other Administration	415,602	326,838	(88,764)	-21.4%	0.2%
Subtotal - Administration	\$13,587,166	\$13,231,868	(\$355,298)	-2.6%	8.9%
Institution-Wide	8,539,259	7,791,046	(748,213)	-8.8%	5.3%
Total - Finance & Administration	\$22,126,425	\$21,022,914	(\$1,103,511)	-5.0%	14.2%
OFFICE OF THE PRESIDENT					
Office of the President	\$1,813,727	\$1,973,715	\$159,989	8.8%	1.3%
Institution-Wide	369,698	369,698	0	0.0%	0.2%
Total - Office of the President	\$2,183,425	\$2,343,413	\$159,989	7.3%	1.6%
STUDENT AFFAIRS					
Enrollment Services	\$3,901,239	\$3,881,702	(\$19,537)	-0.5%	2.6%
Student Life	2,251,780	2,190,990	(60,790)	-2.7%	1.5%
Other Student Affairs	1,135,343	1,127,401	(7,942)	-0.7%	0.8%
Subtotal - Student Affairs	\$7,288,362	\$7,200,093	(\$88,269)	-1.2%	4.9%
Institution-Wide	5,925,912	5,927,142	1,230	0.0%	4.0%
Total - Student Affairs	\$13,214,275	\$13,127,235	(\$87,040)	-0.7%	8.9%
TECHNOLOGY					
Technology	\$7,666,534	\$7,289,918	(\$376,616)	-4.9%	4.9%
Technology Master Plan Transfer	2,327,663	2,692,427	364,764	15.7%	1.8%
Total - Technology	\$9,994,197	\$9,982,345	(\$11,852)	-0.1%	6.7%
ADVANCEMENT					
	\$3,749,075	\$3,723,617	(\$25,458)	-0.7%	2.5%
NON-DIVISIONAL					
Institutional Reserve (Transfer)	\$250,000	\$370,000	\$120,000	48.0%	0.3%
Transfers	14,037,133	16,786,121	2,748,988	19.6%	11.3%
Strategic Initiatives	250,000	192,000	(58,000)	-23.2%	0.1%
Total - Non-Divisional	\$14,537,133	\$17,348,121	\$2,810,988	19.3%	11.7%
Total General Fund	\$142,712,000	\$148,000,000	\$5,288,000	3.7%	100.0%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>INTERCOLLEGIATE ATHLETICS</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Football Tickets	\$455,000	\$425,000	(\$30,000)	-6.6%
Basketball Tickets	120,000	118,000	(2,000)	-1.7%
Guarantees	716,500	795,000	78,500	11.0%
Program Sales	10,000	8,750	(1,250)	-12.5%
Campus Vending Concessions	105,000	105,000	0	0.0%
Royalty Commission	30,000	35,000	5,000	16.7%
NCAA Revenue Sharing	450,000	450,000	0	0.0%
Program Advertising Sales/Recognition	140,000	150,000	10,000	7.1%
Radio/Television Income	45,000	50,000	5,000	11.1%
Pouring Rights & Miscellaneous	115,000	175,000	60,000	52.2%
Scoreboard Advertising				
Football	100,000	100,000	0	0.0%
Basketball	35,000	35,000	0	0.0%
Viewing Boxes Contributions	425,000	420,000	(5,000)	-1.2%
Total Earned Income	\$2,746,500	\$2,866,750	\$120,250	4.4%
OTHER RESOURCES				
General Fund Allocation	\$6,827,177	\$7,098,000	\$270,823	4.0%
Athletic Event Concessions	80,000	80,000	0	0.0%
Scholarship Support	0	96,958	96,958	N/A
Total Other Sources	\$6,907,177	\$7,274,958	\$367,781	5.3%
TOTAL RESOURCES	\$9,653,677	\$10,141,708	\$488,031	5.1%
EXPENDITURES				
Permanent Staff	\$2,783,464	\$2,802,239	\$18,775	0.7%
Temporary Staff	90,285	94,829	4,544	5.0%
Fringe Benefits	935,869	932,013	(3,856)	-0.4%
Debt Service (transfer)	0	155,561	155,561	N/A
Capital Improvements (transfer)	100,000	100,000	0	0.0%
Scholarships	3,444,181	3,541,139	96,958	2.8%
Operating	2,299,878	2,515,927	216,049	9.4%
TOTAL EXPENDITURES	\$9,653,677	\$10,141,708	\$488,031	5.1%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>ATHLETIC CONCESSIONS</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Concession Sales	\$340,705	\$345,207	\$4,502	1.32%
TOTAL RESOURCES	<u><u>\$340,705</u></u>	<u><u>\$345,207</u></u>	<u><u>\$4,502</u></u>	<u><u>1.32%</u></u>
EXPENDITURES				
Permanent Staff	\$0	\$0	\$0	0.00%
Temporary Staff	54,356	54,356	0	0.00%
Fringe Benefits	7,914	12,416	4,502	56.89%
Administrative Charge	13,622	13,622	0	0.00%
Operating	184,813	184,813	0	0.00%
Transfer to Intercollegiate Athletics	80,000	80,000	0	0.00%
TOTAL EXPENDITURES	<u><u>\$340,705</u></u>	<u><u>\$345,207</u></u>	<u><u>\$4,502</u></u>	<u><u>1.32%</u></u>

<u>HOUSING SERVICES</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Room Rentals and Board	\$5,614,725	\$5,660,700	\$45,975	0.82%
Vending Machine Commissions	20,000	20,000	0	0.00%
Rentals-Guests and Special Groups	150,000	175,000	25,000	16.67%
Total Earned Income	<u><u>\$5,784,725</u></u>	<u><u>\$5,855,700</u></u>	<u><u>\$70,975</u></u>	<u><u>1.23%</u></u>
TOTAL RESOURCES	<u><u>\$5,784,725</u></u>	<u><u>\$5,855,700</u></u>	<u><u>\$70,975</u></u>	<u><u>1.23%</u></u>
EXPENDITURES				
Permanent Staff	\$477,472	\$495,184	\$17,712	3.71%
Temporary Staff	390,000	299,000	(91,000)	-23.33%
Fringe Benefits	199,312	191,881	(7,431)	-3.73%
Debt Service	1,242,000	1,242,000	0	0.00%
Administrative Charge	162,000	204,000	42,000	25.93%
Operating	3,313,941	3,423,635	109,694	3.31%
TOTAL EXPENDITURES	<u><u>\$5,784,725</u></u>	<u><u>\$5,855,700</u></u>	<u><u>\$70,975</u></u>	<u><u>1.23%</u></u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>BOOKSTORE</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Register Sales	\$5,750,000	\$6,000,000	\$250,000	4.35%
TOTAL RESOURCES	<u>\$5,750,000</u>	<u>\$6,000,000</u>	<u>\$250,000</u>	<u>4.35%</u>
EXPENDITURES				
Permanent Staff	\$443,146	\$442,667	(\$479)	-0.11%
Temporary Staff	195,000	220,000	25,000	12.82%
Fringe Benefits	177,803	169,679	(8,124)	-4.57%
Administrative Charge	500,000	500,000	0	0.00%
Operating	4,434,051	4,667,653	233,602	5.27%
TOTAL EXPENDITURES	<u>\$5,750,000</u>	<u>\$6,000,000</u>	<u>\$250,000</u>	<u>4.35%</u>

<u>PARKING SERVICES</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Parking Permits-Faculty & Staff	\$470,000	\$490,000	\$20,000	4.26%
Parking Permits-Students	1,441,500	1,600,000	158,500	11.00%
Parking Fines	50,000	54,500	4,500	9.00%
Parking Fees-Special Events	80,000	80,000	0	0.00%
Daily Parking Fees	45,000	45,000	0	0.00%
Parking Meters	6,000	10,000	4,000	66.67%
Parking Permits-Contracted Service	20,000	20,000	0	0.00%
Control Card Replacement	500	500	0	0.00%
Weekly Permits	15,000	20,000	5,000	33.33%
Total Earned Income	<u>\$2,128,000</u>	<u>\$2,320,000</u>	<u>\$192,000</u>	<u>9.02%</u>
TOTAL RESOURCES	<u>\$2,128,000</u>	<u>\$2,320,000</u>	<u>\$192,000</u>	<u>9.02%</u>
EXPENDITURES				
Permanent Staff	\$372,859	\$460,443	\$87,584	23.49%
Temporary Staff	437,852	364,852	(73,000)	-16.67%
Fringe Benefits	179,421	184,189	4,768	2.66%
Administrative Charge	186,430	195,000	8,570	4.60%
Operating	951,438	1,115,516	164,078	17.25%
TOTAL EXPENDITURES	<u>\$2,128,000</u>	<u>\$2,320,000</u>	<u>\$192,000</u>	<u>9.02%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>KILCAWLEY CENTER</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Food Services Commissions	\$245,000	\$280,000	\$35,000	14.29%
Candy Desk	51,000	55,000	4,000	7.84%
Duplication	580,000	570,000	(10,000)	-1.72%
Graphic Center	50,000	52,000	2,000	4.00%
Recreation Room	10,000	10,000	0	0.00%
Room Rental	29,000	29,000	0	0.00%
Vending and Miscellaneous Sales & Service	44,386	44,386	0	0.00%
Total Earned Income	<u>\$1,009,386</u>	<u>\$1,040,386</u>	<u>\$31,000</u>	<u>3.07%</u>
OTHER RESOURCES				
General Fund Allocation	\$1,100,396	\$1,137,801	\$37,405	3.40%
TOTAL RESOURCES	<u>\$2,109,782</u>	<u>\$2,178,187</u>	<u>\$68,405</u>	<u>3.24%</u>
EXPENDITURES				
Permanent Staff	\$459,246	\$494,688	\$35,442	7.72%
Temporary Staff	158,500	175,527	17,027	10.74%
Fringe Benefits	170,920	172,023	1,103	0.65%
Administrative Charge	126,000	126,000	0	0.00%
Operating	1,195,116	1,209,948	14,832	1.24%
TOTAL EXPENDITURES	<u>\$2,109,782</u>	<u>\$2,178,187</u>	<u>\$68,405</u>	<u>3.24%</u>

<u>TELEPHONE SERVICE-RESIDENCE HALL</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Local Service	\$115,000	\$115,000	\$0	0.00%
Long Distance Service	2,100	2,100	0	0.00%
TOTAL RESOURCES	<u>\$117,100</u>	<u>\$117,100</u>	<u>\$0</u>	<u>0.00%</u>
EXPENDITURES				
Permanent Staff	\$12,636	\$12,636	\$0	0.00%
Temporary Staff	12,000	12,000	0	0.00%
Fringe Benefits	5,275	5,275	0	0.00%
Administrative Charge	10,666	10,666	0	0.00%
Operating	76,523	76,523	0	0.00%
TOTAL EXPENDITURES	<u>\$117,100</u>	<u>\$117,100</u>	<u>\$0</u>	<u>0.00%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

ANDREWS RECREATION AND WELLNESS CENTER				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Faculty & Staff Memberships	\$19,000	\$19,000	\$0	0.00%
Guest Passes	\$8,000	\$8,000	\$0	0.00%
Program Fees	\$10,000	\$10,000	\$0	0.00%
Total Earned Income	<u>\$37,000</u>	<u>\$37,000</u>	<u>\$0</u>	<u>0.00%</u>
OTHER RESOURCES				
General Fund Allocation	\$1,176,000	\$1,237,985	\$61,985	5.27%
Total Other Resources	<u>\$1,176,000</u>	<u>\$1,237,985</u>	<u>\$61,985</u>	<u>5.27%</u>
TOTAL RESOURCES	<u><u>\$1,213,000</u></u>	<u><u>\$1,274,985</u></u>	<u><u>\$61,985</u></u>	<u><u>5.11%</u></u>
EXPENDITURES				
Permanent Staff	\$263,445	\$267,798	\$4,353	1.65%
Temporary Staff	362,500	397,800	35,300	9.74%
Fringe Benefits	115,051	119,183	4,132	3.59%
Administrative Charge	75,700	87,600	11,900	15.72%
Operating	396,304	402,604	6,300	1.59%
TOTAL EXPENDITURES	<u><u>\$1,213,000</u></u>	<u><u>\$1,274,985</u></u>	<u><u>\$61,985</u></u>	<u><u>5.11%</u></u>

YOUNGSTOWN STATE UNIVERSITY
Scholarship Summary
FY 2008 and FY 2009

	<u>Total FY 2008</u>	<u>Foundation FY 2009</u>	<u>University* FY 2009</u>	<u>Total FY 2009</u>
<u>Restricted Scholarship Programs:</u>				
DONOR RESTRICTED	\$666,050	\$666,050		\$666,050
SPECIAL TALENT	86,000	86,000		86,000
SPECIAL PURPOSE	337,500	237,500	313,000	550,500
ATHLETIC	3,543,781	111,300	3,541,139	3,652,439
Total Restricted Scholarship Programs	\$4,633,331	\$1,100,850	\$3,854,139	\$4,954,989
<u>Goal Based Scholarship Programs:</u>				
NEED BASED				
<i>To maximize access to YSU by awarding scholarships on the basis of financial need</i>				
Martin Luther King Achievement	\$525,000	\$200,000	\$325,000	\$525,000
PHEAA Grant Match	300,000	150,000	150,000	300,000
Housing Grants	300,000		300,000	300,000
Total Need Based	\$1,125,000	\$350,000	\$775,000	\$1,125,000
SCHOLARSHIPS FOR EXCELLENCE				
<i>To attract high quality students on the basis of academic excellence:</i>				
University Scholars	\$2,460,077	\$2,460,077		\$2,460,077
Trustee, President, Deans, and Transfer Scholarships for Excellence	1,419,167	1,358,123	61,044	1,419,167
Youngstown Early College			154,900	154,900
Red and White Scholarship	690,667		1,242,917	1,242,917
<i>To support retention efforts by awarding scholarships to current and continuing students in recognition of academic achievement:</i>				
Academic Achievement	351,167		351,167	351,167
Department Scholarships	302,250			0
Total Scholarships for Excellence	\$5,223,328	\$3,818,200	\$1,810,028	\$5,628,228
OTHER				
<i>To support new and transfer enrollment objectives by offering scholarships to attract associate degree graduates and student leaders from beyond our primary service area:</i>				
Student Leader	\$77,000		\$77,000	\$77,000
Tri-C, Lorain, Stark, Jefferson, and Kent associate degree	4,400		4,400	4,400
Total Other	\$81,400		\$81,400	\$81,400
Total Goal Based Scholarship Programs	\$6,429,728	\$4,168,200	\$2,666,428	\$6,834,628
GRAND TOTAL	\$11,063,059	\$5,269,050	\$6,520,567	\$11,789,617

Note: University total includes a \$35,000 contribution from the YSU Annual Fund.

YOUNGSTOWN STATE UNIVERSITY
Capital Budget Sources & Uses
Fiscal Years 2009 - 2010

Funding Uses	Funding Sources			Total
	Reappropriations HB 496	Appropriations HB 562	Other Funds	
Major Renovations				
Classroom Updates/Instructional Space	\$318,273	\$850,000		\$1,168,273
Tod Hall Renovations	146,979			146,979
Beeghly Center Rehab	13,429			13,429
Ward Beecher HVAC	133,987			133,987
Williamson College of Business	6,224,834	5,100,000	22,975,166	34,300,000
Total Major Renovations	\$6,837,502	\$5,950,000	\$22,975,166	\$35,762,668
Campus Development				
Purchase of Property	\$14,000	\$0		\$14,000
Campus Development	768,684	1,500,000		2,268,684
Total Campus Development	\$782,684	\$1,500,000	\$0	\$2,282,684
Infrastructure Upgrades				
Building System Upgrades	1,125,977	624,834		1,750,811
Masonry Restorations	92,729			92,729
Steam Distribution System Upgr.	17,692			17,692
Total Infrastructure Upgrades	\$1,236,398	\$624,834	\$0	\$1,861,232
Technology				
Residential Technology Integration	\$34,072			\$34,072
Technology Upgrades	0			0
Total Technology	\$34,072	\$0	\$0	\$34,072
Basic Renovations				
Electrical System Renovations	\$150,000			150,000
E.J. Salata Complex Renovations	125,000			125,000
Storm Water Amelioration	100,000			100,000
Roof Renovations	990,000			\$990,000
Restroom Upgrades	300,000			300,000
Exterior Concrete Renovations		\$495,000		495,000
Stambaugh Stadium Renovations	100,000			100,000
Emergency Generator Upgrades	150,000			150,000
Exterior Doors and Window Upgr.	225,000	300,000		525,000
DeBartolo Hall Renovations	500,000			500,000
Cushwa Hall Renovations	325,000			325,000
Fire Alarm Upgrades	276,621			276,621
Unprogrammed Projects	2,229,738	2,678,188		4,907,926
Capital Component			\$993,000	993,000
Total Basic Renovations	\$5,471,359	\$3,473,188	\$993,000	\$9,937,547
Instructional Equipment	\$643,641	\$0	\$0	\$643,641
TOTALS	\$15,005,656	\$11,548,022	\$23,968,166	\$50,521,844

**RESOLUTION TO APPROVE
INTERFUND TRANSFERS**

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

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

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



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
(Transfers Outside of the Operating Budget)
Requested Transfers for Fourth Quarter FY 2008

FROM	TO	AMOUNT	REASON
General Fund	ERIP OPERS Fund (Designated Fund)	\$784,471	Transfer third quarter FY 2008 ERIP savings.
Housing Plant Reserve (Plant Fund)	Residence Hall Improvements (Plant Fund)	\$175,000	Transfer to upgrade locks in Lyden House, re-key all housing facilities and to upgrade video security systems.
Housing Plant Reserve (Plant Fund)	Christman Dining Renovation Fund (Plant Fund)	\$25,000	Transfer to re-roof Christman Dining Commons.
Kilcawley Center Plant Reserve (Plant Fund)	Dining Facilities Renovation Fund (Plant Fund)	\$130,000	Transfer to upgrade kitchen equipment, upgrade the dining kiosk in Cushwa Hall, and add a dining kiosk in DeBartolo Hall.
Kilcawley Center Plant Reserve (Plant Fund)	Kilcawley Center Renovations Fund. (Plant Fund)	\$100,000	Transfer to upgrade student lounge furnishings and décor, flooring, improve ventilation/ducting, repair the main entrance and upgrade two restrooms.

Agenda Item E.4.d.
Exhibit G

RESOLUTION TO AUTHORIZE PURCHASE OF PROPERTIES FOR CAMPUS IMPROVEMENT

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

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

Owner	Address	Parcel No.	Purchase Price	Appraised Value
YSU Foundation	319 Custer Avenue	53-005-0-162	\$ 6,500	\$ 6,500
YSU Foundation	347 Custer Avenue	53-005-0-169	\$ 5,250	\$ 5,250
YSU Foundation	Ford Avenue	53-005-0-261	\$ 3,500	\$ 3,500
YSU Foundation	607 Ford Avenue	53-005-0-097	\$ 3,000	\$ 3,000
YSU Foundation	Madison Avenue	53-005-0-250	\$10,400	\$10,400
YSU Foundation	Madison Avenue	53-005-0-249	\$ 365	\$ 365
YSU Foundation	441 Madison Avenue	53-005-0-259	\$ 3,700	\$ 3,700
YSU Foundation	Scott Street	53-005-0-105	\$ 4,600	\$ 4,600
YSU Foundation	Scott Street	53-005-0-106	\$ 575	\$ 575
YSU Foundation	315 Scott Street	53-005-0-085	\$ 7,875	\$ 7,875
Flonnera Henry	342-344 Grant Street	53-005-0-003	\$16,000	\$16,000

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

Board of Trustees Meeting
June 20, 2008
YR 2008-

Agenda Item E.4.e.

**YSU Board of Trustees
June 2008:
Resolution to Authorize Purchase of
Properties for Campus Improvement**

Legend

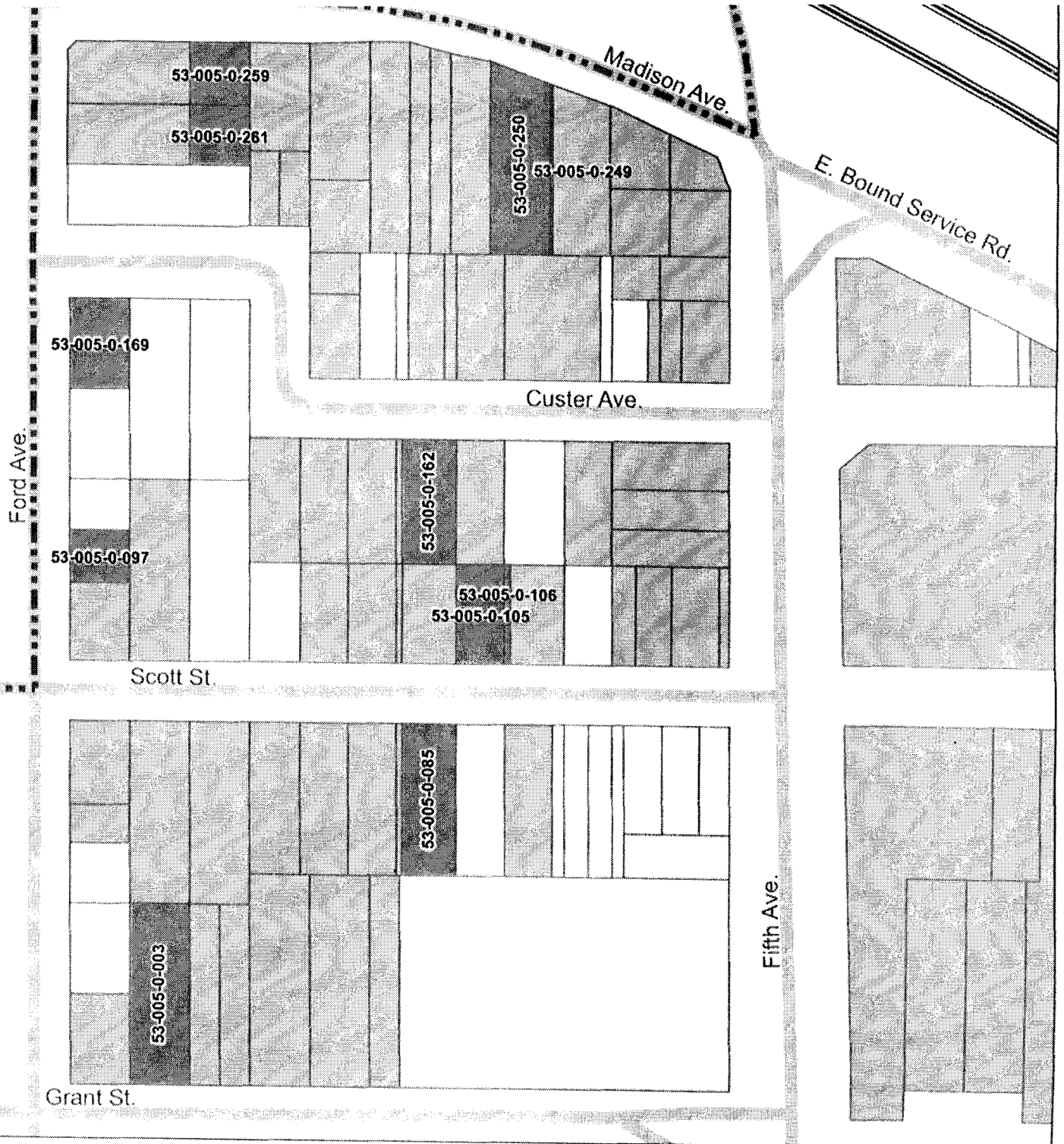
-  Properties for Campus Improvement
-  YSU Owned Properties
-  Other Properties
-  YSU Campus Boundary
-  Limited Access Highway (Rte. 422)
-  Secondary Road



0 25 50 100
Feet



Prepared by: The Center for
Urban and Regional Studies
Youngstown State University
Source: Mahoning County
Enterprise GIS Files, YSU
5.19.06



**RESOLUTION TO SUPPORT
THE TRUMBULL-MAHONING GREEN PACT**

WHEREAS, Youngstown State University and the community leaders of Trumbull and Mahoning Counties, Ohio, are committed to enhancing and protecting the quality of life and improving the economic vibrancy of the region; and

WHEREAS, the Trumbull-Mahoning Green Pact affirms that it is in the best interest of our residents, business community and natural environment to take practical steps that protect our air and water, preserve natural resources, increase green space, reduce our consumption of raw materials and increase recycling; and

WHEREAS, the Trumbull-Mahoning Green Pact commits to lead by example, through a series of common sense steps to accomplish green growth, management and living for our jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby support the Trumbull-Mahoning Green Pact as shown in the attached Exhibit H.

THE TRUMBULL-MAHONING GREEN PACT

We, the community leaders of Trumbull & Mahoning Counties, Ohio, are committed to enhancing and protecting the quality of life and improving the economic vibrancy of the region. With this Green Pact, we affirm that it is in the best interest of our residents, business community and natural environment to take practical steps that protect our air and water, preserve natural resources, increase green space, reduce our consumption of raw materials and increase recycling. We hereby commit to lead by example, through this series of common sense steps to accomplish green growth, management and living for our jurisdictions.

1. Growing a Strong, Green Economy

Alternative energy, energy efficient products, and environmentally-friendly businesses are a fast growing sector of the economy. We agree to collaborate to encourage a steady stream of new ideas and new enterprises aimed at enhancing the environment. This entrepreneurial spirit is important to improving the long term economic health of Trumbull & Mahoning Counties.

2. Encourage the Purchase of Green Products

Purchasing products that are environmentally friendly, including those that have recycled content, can preserve natural resources, reduce waste going into the landfill, and nurture the green marketplace. We will review purchasing policies to implement green procurement practices, and where possible, affiliated agencies are encouraged to combine efforts to save costs.

3. Implementing Sustainable Development Policies and Practices

The way our communities grow can have a significant impact on the environment and on our quality of life. We agree to examine our codes and policies to determine how we can: create walkable, bikeable communities, promote infill, redevelop brownfields, protect natural resources such as trees, protect our rivers through stormwater controls and create green infrastructure such as bio-swales and rain gardens. These policies and practices will have a positive impact on the "curb-appeal" of our communities.

4. Building Green Facilities and Reducing Energy Consumption

Buildings account for one-third of the energy and two-thirds of the electricity consumed in this country. We will explore creating buildings that are more energy efficient, conserve water and use environmentally friendly products. We may also, where appropriate, conduct energy audits of government buildings. We will look for other opportunities to reduce our energy consumption, such as making our street lights and traffic lights higher efficiency. Reducing energy use equals savings for tax payers.

5. Reducing Waste

Reducing the waste that is going to our landfills is vital to the health and safety of our residents and to the economic interest of every jurisdiction and tax-payer in Trumbull & Mahoning Counties. We agree that we will lead by example in our own operations by establishing recycling and reuse programs. We will also encourage demolition projects to recycle a portion of the material generated. We will encourage the reduction of packaging in our purchasing and in our local industries to further the life of our landfills.

6. Educating and Engaging Our Communities

We agree to lead by example and to encourage greater environmental stewardship of residents and local businesses. We will reach out to our stakeholders and citizens to teach the value and practice of sustainable living. We will also make periodic reports to our community about our efforts. We further agree to recognize, celebrate and reward existing businesses that adopt green, sustainable practices.

7. Preserving Green Space and Creating Greenways

Abundant open space and a strong, accessible system of greenways are necessary components of a healthy, livable community. We will support regional efforts to protect and preserve streams, wetlands, forests and the other important natural resources of Trumbull & Mahoning Counties and increase the amount of parks and recreation areas for our residents. We will continue to work together to grow an interconnected system of greenways and bike trails that provide opportunities for alternative transportation, outdoor recreation, and healthy living.

8. Reducing Emissions

We agree to perform a baseline emission inventory of greenhouse gases stemming from our government fleets and then develop an action plan to address those emissions, such as the Green Fleet Policy. We further agree to engage Eastgate Regional Council of Governments on regional solutions to air quality issues.

9. Greening Public Fleets

Vehicles are a major source of air pollution. We agree to take responsibility to reduce our contribution to this problem by adopting a Green Fleet Policy, which may include: anti-idling directives, purchase of higher performing vehicles, use of alternative power sources, retrofitting existing vehicles, and/or utilizing repowering equipment.

10. Promoting Alternative Transportation

We agree to explore ways to improve and promote alternative transportation in Mahoning & Trumbull Counties which may include supporting mass transit options including rail, creating safe and well lit bike lanes on our roads to encourage easily accessible routes to vital services and businesses, and promoting and exploration of incentives for our employees to take the bus, bike, vanpool or carpool to work.

**RESOLUTION TO AUTHORIZE PURCHASE
OF PROPERTIES FOR CAMPUS IMPROVEMENT**

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







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

Owner	Address	Parcel No.	Purchase Price	Appraised Value
YSU Foundation	703 Ford Avenue	53-005-0-171	\$10,500	\$10,500
YSU Foundation	312 Scott Street	53-005-0-108	\$ 4,600	\$ 4,600

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

**YSU Board of Trustees
June 20, 2008:
Resolution to Authorize Purchase of
Properties for Campus Improvement**

Legend

-  Properties for Campus Improvement
-  YSU Owned Properties
-  Other Properties
-  YSU Campus Boundary
-  Limited Access Highway (Rte. 422)
-  Secondary Road

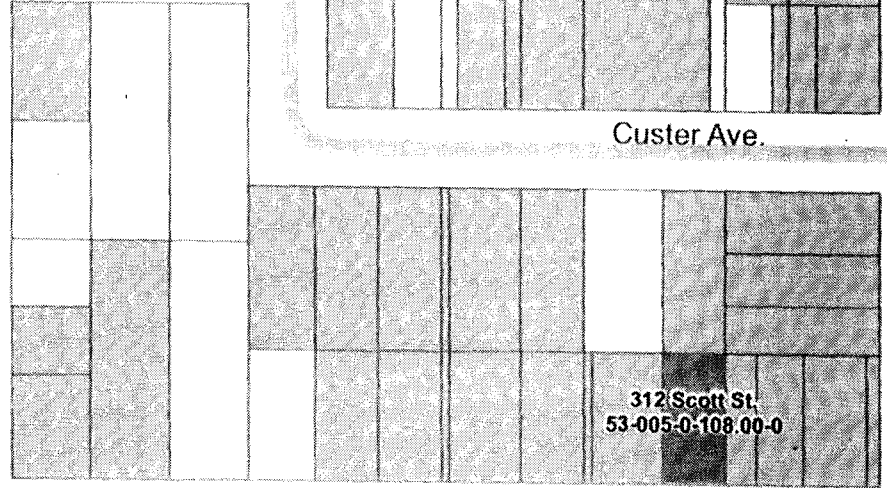
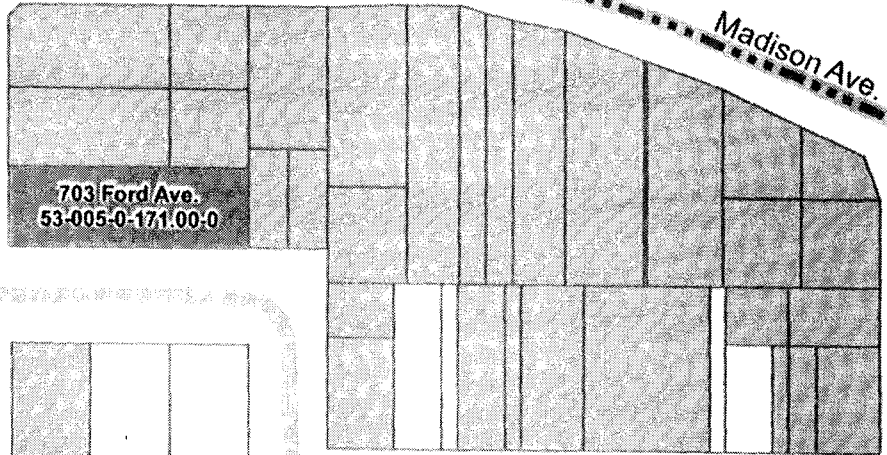


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Feet

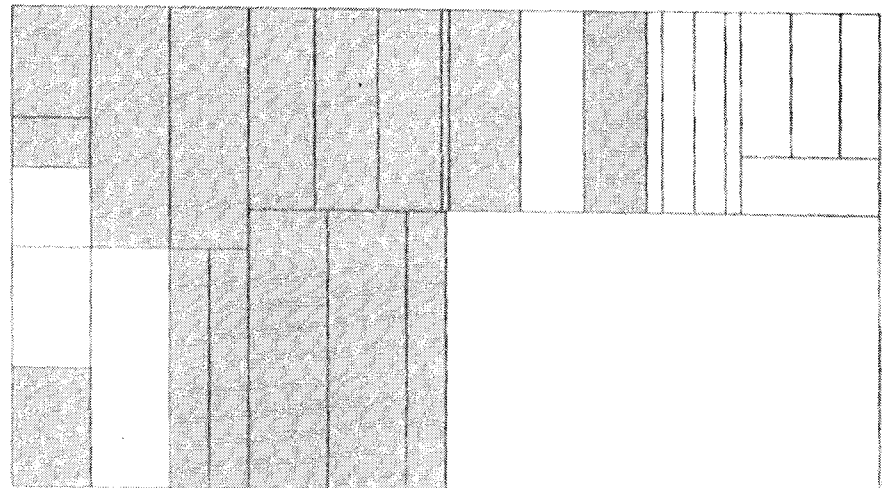


Prepared by: The Center for
Urban and Regional Studies
Youngstown State University
Source: Mahoning County
Enterprise GIS Files - YSU
6.12.08

Ford Ave.



Scott St.



Grant St.

Madison Ave.

E. Bound Service Rd.

Fifth Ave.

**RESOLUTION TO RATIFY
FACULTY/STAFF APPOINTMENTS**

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

WHEREAS, new appointments have been made subsequent to the March 14, 2008, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2007-2008 Budget and with the University policy on Equal Employment Opportunity;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby ratify and confirm the appointments as listed in Exhibit I attached hereto.

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS

JANUARY 2008

None.

FEBRUARY 2008

None.

MARCH 2008

None.

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS

JANUARY 2008

Ms. Patricia Fisher	F/C	Replacement	Instruction Specialist I	Rich Center for Autism	01/07/08-06/30/08	\$17,160	
Ms. Lori Fusco	F/C	Replacement	Learning Resource Coordinator	Nursing	01/03/08-05/31/08	\$38,989	10 month contract
Ms. Kathy Mock	F/C	New	Assistant Administrator Student Field Experience	BCOE, Dean's Office	01/16/08-06/30/08	\$25,616	.5 FTE
Ms. Crystal Rush	F/C	Replacement	Academic Advisor	CLASS, Dean's Office	01/22/08-06/30/08	\$31,000	
Mr. Charles Sabatino	M/C	Replacement	Director	Bookstore	01/14/08-06/30/08	\$79,197	Re-hire

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS
Mr. Michael Hackstead	M/C	Replacement	Coordinator, University Receivables	General Accounting	01/01/08 - 06/30/08	\$47,000	
FEBRUARY 2008							
Ms. Cynthia Bell	F/C	Replacement	Executive Administrator	Office of the President	02/04/08 - 06/30/08	\$50,000	
Ms. Michelle Dolenic	F/C	New	Research Associate/HMIS Administrator	Center for Human Services	02/01/08 - 06/30/08	\$37,000	
Mr. Marc Ellis	M/C	New	Academic Advisor	BCOE Dean's Office	02/05/08 - 06/30/08	\$29,958	
Mr. Thomas Harle	M/C	Replacement	Research Fellow	Physics and Astronomy	02/18/08 - 06/30/08	\$20,000	
Mr. Andrew Kuboff	M/C	Replacement	Assistant Coordinator	Metro Credit	02/15/08 - 06/30/08	\$28,464	
Mr. Daniel Sahli	M/C	Replacement	Director, Environmental and Occupational Health and Safety	Environmental and Occupational Health and Safety	02/01/08 - 06/30/08	\$80,000	
Ms. Cynthia Vinarsky	F/C	Replacement	Assistant Editor	Marketing and Communications	02/01/08 - 06/30/08	\$35,449	
Mr. John Vogel	M/C	Replacement	Sports Information Editor	Intercollegiate Athletics	02/01/08 - 06/30/08	\$35,449	
Ms. Sherri Woods	F/B	Replacement	Director, Upward Bound	Upward Bound	02/04/08 - 06/30/08	\$53,070	
Mr. Richard Delisio	M/C	New/Temporary	Transitional Director	Materials Management	02/01/08 - 04/30/08	\$6,600	3 month position to transition new director

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS
MARCH 2008							
Ms. Emily Haynam	F/C	Replacement	Assistant Director of Athletics	Intercollegiate Athletics	03/31/08 - 06/30/08	\$42,195	
Mr. Michael Hrishenko	M/C	Replacement	Director, Media and Academic Computing	Media Services	03/01/08 - 06/30/08	\$95,500	From classified to PA
Ms. Sonja Williams	F/B	New	Coordinator, YEC Student Intervention and Outreach	Dean's Office, BCOE	03/16/08 - 06/30/08	\$38,959	Transferred from Upward Bound
Mr. Mathew Morrone	M/C	Replacement	Athletics Business Manager	Intercollegiate Athletics	03/10/08 -06/30/08	\$46,757	Transferred from Campus Recreation

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/FTE / BASE SALARY	COMMENTS
JANUARY 2008							
Ms. Jean Grabaskas	F/C	Replacement	Secretary 2	BCOE, Dean's Office	01/22/08	\$28,932	New Hire
Mr. Kenneth Borowicz	M/C	New	Layout Design Artist	Kilcawley Center	01/29/08	\$27,684	New Hire .70 FTE
Ms. Barbara Widomski	F/C	Replacement	Adm. Asst. 1	Social Work	01/23/08	\$37,796	Promotion from Secretary 1

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/FTE / BASE SALARY	COMMENTS
Ms. Melodie Provenchar	F/C	Replacement	Admin. Asst. 2	Student Life	01/22/08	\$37,128	Promotion from Student Services Counselor
FEBRUARY 2008							
Ms. Diana Page	F/B	Replacement	LMTA 2	Maag Library	02/04/08	\$27,684	
Ms. Diane Crowe	F/C	Replacement	Account Clerk 2	Payroll	02/11/08	\$27,684	Temporary
Ms. Nina Quaintance	F/C	Replacement	Secretary 2	Art	02/25/08	\$28,932	
Ms. Anna Leko	F/C	Replacement	Computer Operator	Computer Services	02/26/08	\$30,472	
Mr. Daniel Clements	M/C	Replacement	Computer Operator	Computer Services	02/25/08	\$30,472	
Ms. Jennifer Cambouris	F/C	Replacement	Secretary 2	Accounting & Finance	02/11/08	\$39,124	Lateral transfer from Art
MARCH 2008							
Mr. Adam Guerrieri	M/C	Replacement	University Dispatcher	YSU Police	03/03/08	\$36,524	
Ms. Nancy O'Neill	F/C	Replacement	Computer Operator	Computer Services	03/03/08	\$30,472	
Ms. Stacey Adger	F/B	Replacement	University Dispatcher	YSU Police	03/04/08	\$34,091	
Ms. Frances LeGoullon	F/C	Replacement	Secretary 2	Human Resources	03/24/08	\$28,932	
Ms. Donna Tarbet	F/C	Replacement	Cashier 2	Student Accounts	03/17/08	\$32,136	
Ms. Cheryl Ellis	F/C	Replacement	Secretary 2	Political Science	03/10/08	\$28,932	Lateral transfer from Foreign Languages
Ms. Faye Collier	F/B	Replacement	LMTA2	Maag Library	03/24/08	\$33,571	Promotion from Mail Clerk

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
RETIREMENTS:							
JANUARY 2008							
Ms. Coreena Casey	F/C	PA	Executive Assistant	Office of the President	01/31/08	\$59,294	ERIP Retirement
Ms. Mary Ann Lisko	F/C	PA	Athletics Business Manager	Intercollegiate Athletics	01/31/08	\$53,402	ERIP Retirement
Ms. Martha Davies	M/C	CCS	Admin. Asst. 1	Counseling & Special Education	01/31/08	\$40,684	ERIP Retirement
Ms. June Snipes	F/B	CCS	Asst. Sales Mgr. 2	Bookstore	01/31/08	\$35,131	ERIP Retirement
FEBRUARY 2008							
Mr. Richard Barnes	M/C	PA	Disaster Recovery Officer	Computer Services	02/29/08	\$72,133	ERIP Retirement
Ms. Elaine Beatty	F/C	PA	Director of Investments and Accounts Payable	Accounts Payable and Investments	02/29/08	\$88,069	ERIP Retirement
Mr. William Countryman	M/C	PA	Executive Director of Enrollment Services	Enrollment Management	02/29/08	\$93,486	ERIP Retirement
Ms. Donna Esterly	F/C	PA	Chief Technology Officer	Technology	02/29/08	\$123,908	ERIP Retirement
Mr. James Evans	M/B	PA	Photographer	Marketing & Communication	02/29/08		ERIP Retirement
Ms. Suzanne Fleming	F/C	PA	Research Associate	Center for Human Services	02/29/08	\$20,520	ERIP Retirement
Ms. Silvia Hyre	F/H	PA	Special Assistant to the Dean of the College of Fine and Performing Arts	College of Fine and Performing Arts	02/29/08	\$82,215	ERIP Retirement
Ms. Carol Kordupel	F/C	PA	Manager Faculty	Human Resources	02/29/08	\$64,842	ERIP Retirement
Ms. Pamela Palumbo	F/C	PA	Director	Events Management	02/29/08	\$61,792	ERIP Retirement

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Ms. Judy Richards	F/C	PA	Associate Director of Athletics for Internal Relations	Intercollegiate Athletics	02/29/08	\$64,919	ERIP Retirement
Ms. Jean Romeo	F/C	PA	Acquisitions Librarian	Maag Library	02/29/08	\$52,893	ERIP Retirement
Mr. William Sperlazza	M/C	PA	Director of the Office of Housing and Residence Life	Housing and Residence Life	02/29/08	\$75,924	ERIP Retirement
Ms. Donna Wainio	F/C	PA	Technology and Training Specialist	Human Resources	02/29/08	\$67,567	ERIP Retirement
Mr. Norman Dan Wathen	M/C	PA	Athletic Trainer	Intercollegiate Athletics	02/29/08	\$67,074	ERIP Retirement
Ms. Pamela Buzzacco	F/C	CCS	Student Services Counselor	Registrar	02/29/08	\$39,124	ERIP Retirement
Ms. Linda Babinec	F/C	CCS	Secretary 2	Political Science	02/29/08	\$39,124	ERIP Retirement
Ms. Emmie Cashwell	F/B	CCS	Clerical Specialist	Human Resources	02/29/08	\$16.74 / hr	ERIP Retirement
Ms. Joan Bevan	F/C	CCS	Admin. Asst. 1	Phil. and Religious Studies	02/29/08	\$42,016	ERIP Retirement
Mr. Gregory Clementi	F/C	CCS	University Law Enforcement Supervisor	YSU Police	02/29/08	\$61,817	ERIP Retirement
Mr. Michael Crump	M/B	CCS	Building Maintenance Supervisor 1	Facilities	02/29/08	\$39,124	ERIP Retirement
Mr. Thomas Davidson	M/C	CCS	Programmer Analyst 4	Computer Services	02/29/08	\$61,817	ERIP Retirement
Ms. Rosemary Dubos	F/C	CCS	Admin Asst. 2	General Accounting	02/29/08	\$49,566	ERIP Retirement
Ms. Sharyn Fees	F/C	CCS	Secretary 2	Art	02/29/08	\$39,124	ERIP Retirement
Ms. Maryann Higgins	F/C	CCS	Purchasing Agent 2	Materials Management	02/29/08	\$49,566	ERIP Retirement
Mr. Gary Kirkland	M/C	CCS	Admin Asst. 2	Student Life	02/29/08	\$49,566	ERIP Retirement
Mr. Paul Lambert	M/C	CCS	Electronic Tech.	Facilities	02/29/08	\$45,531	ERIP Retirement

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

SEPARATIONS

NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Ms. Rebecca Lesho	F/C	CCS	Admin. Asst. 1	Military Science	02/29/08	\$42,016	ERIP Retirement
Mr. Merle Linsenbigler	M/C	CCS	Police Officer 1	YSU Police	02/29/08	\$20.39 / hr	ERIP Retirement
Mr. Thomas Masters	M/C	CCS	Systems Analyst 2	Computer Services	02/29/08	\$74,110	ERIP Retirement
Mr. Edward Matasy	M/C	CCS	Delivery Driver 2	Materials Management	02/29/08	\$34,819	ERIP Retirement
Mr. Richard Mularchik	M/C	CCS	Building Maintenance Supervisor 2	Facilities	02/29/08	\$39,124	ERIP Retirement
Ms. Grace O'Conner	F/C	CCS	Secretary 2	BCOHHS – Dean's Office	02/29/08	\$39,124	ERIP Retirement
Ms. Jan Rice	F/C	CCS	LMTA 2	Maag Library	02/29/08	\$36,275	ERIP Retirement
Ms. Bertha Royster	F/B	CCS	LMTA 2	Maag Library	02/29/08	\$36,275	ERIP Retirement
Ms. Roxann Sabelli	F/C	CCS	Admin. Asst. 1	Career Services	02/29/08	\$42,016	ERIP Retirement
Ms. Marguerite Simcox	F/C	CCS	Police Officer 1	YSU Police	02/29/08	\$44,740	ERIP Retirement
Mr. Raymond Slanco	M/C	CCS	Computer Operator	Computer Services	02/29/08	\$42,016	ERIP Retirement
Mr. Thomas Thompson	M/C	CCS	Inventory Control Specialist Super.	Materials Management	02/29/08	\$54,121	ERIP Retirement
Ms. Donna Turner	F/B	CCS	LMTA 2	Maag Library	02/29/08	\$36,275	ERIP Retirement
Ms. Mary Jane Vennitti	F/C	CCS	Cashier 2	Student Accounts	02/29/08	\$34,819	ERIP Retirement

MARCH 2008

None.

SEPARATIONS:

JANUARY 2008

Ms. Kristy Boyles	F/C	PA/Exf	Research Associate/HMIS Coordinator	Center for Human Services	01/31/08	\$31,876	Resigned
Ms. Hope Moore	F/B	PA/Exf	Assistant Coordinator	Metropolitan College	01/04/08	\$30,581	Resigned
Mr. James Sacco	M/C	PA	Research Assistant	Ctr. for Islamic Studies	01/11/08	\$27,231	Resigned

FEBRUARY 2008

Mr. Wayne Anderson	M/C	CCS	Maintenance	Facilities	02/29/08	\$27,248	Appointment ended
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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Mr. David Truman	M/B	CCS	Repair Worker 2 Police Officer 1	YSU Police	02/29/08	\$44,740	Resigned
MARCH 2008							
Ms. Jean Anne Gove	F/C	PA	Project Specialist	Computer Services	03/31/08	\$15,773	Temporary rehire
Ms. Angela Kearns	F/C	PA	Coordinator of First Year Services	Center for Student Progress	03/14/08	\$35,813	Resigned

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**RESOLUTION TO AUTHORIZE
CONFERRAL OF EMERITUS STATUS**

WHEREAS, the Policies of the Board of Trustees provide for the conferral of emeritus status upon professional/administrative staff who retire from the University following at least ten years of meritorious service and are recommended by the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that those professional/administrative staff members listed in Exhibit J attached hereto are hereby granted the emeritus title designated thereon.

**ADMINISTRATIVE STAFF
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 20, 2008)

NAME	TITLE
Elaine C. Beatty	Administrator Emeritus
Coreena Casey	Administrator Emeritus
William H. Countryman.....	Administrator Emeritus
Richard A. Delisio	Administrator Emeritus
Joseph C. Edwards.....	Administrator Emeritus
Donna J. Esterly.....	Administrator Emeritus
Suzanne Fleming	Administrator Emeritus
Silvia Jimenez Hyre	Administrator Emeritus
Carolyn A. Kordupel.....	Administrator Emeritus
Mary Ann P. Lisko.....	Administrator Emeritus
Pamela A. Palumbo.....	Administrator Emeritus
Judy Richards	Administrator Emeritus
Jean Romeo	Administrator Emeritus
Jain A. Savage	Administrator Emeritus
Anthony C. Siracuse	Administrator Emeritus
Michael J. Skurich	Administrator Emeritus
William A. Sperlazza	Administrator Emeritus
Norman Dan Wathen	Administrator Emeritus
John Yemma.....	Administrator Emeritus

**Agenda Item E.5.b.
Exhibit J**

RESOLUTION OF APPRECIATION

WHEREAS, the Youngstown State University women's track and field team under the direction of Head Coach Brian Gorby won the 2008 Horizon League Women's Indoor and Outdoor Track and Field Championship; and

WHEREAS, the Penguins swept both the indoor and outdoor crowns in the same year for the third time since 2004 picking up their first outdoor championship since 2006 and first indoor title since 2005; and

WHEREAS, Alisha Anthony was named the Field Newcomer of the Year and Breanne Romeo was named the Running Newcomer of the Year at the outdoor championship while Coach Gorby was tabbed the Women's Coach of the Year; and

WHEREAS, Bethany Anderson was named the Outstanding Field Performer, Danielle Curry was named the Field Newcomer of the Year and Breanne Romeo was named the Running Newcomer of the Year at the indoor championship while Coach Gorby was tabbed the Women's Coach of the Year; and

WHEREAS, four student-athletes combined to win six individual titles at the two meets as Alisha Anthony won the triple jump at the outdoor meet and long jump at the indoor meet, Bethany Anderson won the hammer throw at the outdoor meet and weight throw at the indoor meet, Danielle Curry won the shot put at the indoor meet and Jen Grayson won the high jump at the indoor meet; and

WHEREAS, the Penguins captured both relay crowns at the outdoor championship with Alisha Anthony, Katie Betts, Darcelle Formby and Kari Kreutzfeld winning the 4x100-meter relay and Kreutzfeld, Breanne Romeo, Emily Wollet and Yandeh Jon winning the 4x400-meter relay; and

WHEREAS, Coach Brian Gorby has directed the program to 16 conference track and field titles in his 15 years as the men's and women's indoor and outdoor track and field head coach;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates the entire Women's Track and Field program on their 2008 Horizon League Indoor and Outdoor Championship; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Coach Gorby and his staff.

The Code of Student Rights, Responsibilities, and Conduct

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The Code of Student Rights, Responsibilities, and Conduct

Preamble

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

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

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

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

Published by
DIVISION OF STUDENT AFFAIRS

ARTICLE I. RIGHTS AND RESPONSIBILITIES

Section A. Definitions

When used in *The Code*:

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

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

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

Section B. Basic Rights

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

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

Section C. Basic Responsibilities

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

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

ARTICLE II. INSTITUTIONAL GOVERNANCE

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

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

regulations, and legislative actions; nominating students to serve on University-wide committees; and budgeting and administering funds allocated to it. The Student Government Constitution and Bylaws and Administrative Budget Procedures provide the structure and procedures for the implementation of its responsibilities.

ARTICLE III. STUDENT CONDUCT AUTHORITY

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

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

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

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

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

Section A. Jurisdiction of the University Student Code

1. The University Student Code shall apply to conduct which adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs that occurs on University premises, at University sponsored activities, and to off-campus conduct. Formal charges may be imposed by the University whenever a student and/or group/organization behavior interferes with the University's responsibility to ensure a positive educational environment or its subsidiary responsibilities of protecting the rights, health, and safety of persons in the University community; maintaining and protecting property; keeping accurate records; and/or providing necessary services and non-classroom activities. In addition, a student and/or group/organization will be subject to the University student conduct process from circumstances occurring off campus, when the action or behavior of a student and/or group/organization adversely affects the University community or interferes with the pursuit of its mission or educational objectives and programs. The Vice President for Student Affairs or designee shall decide whether *The Code* shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

2. Students shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded).
The Code shall apply to a student's conduct even if the student withdraws from the University while a matter of misconduct is pending.

ARTICLE IV. MISCONDUCT

Section A. Conduct Regulations

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

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

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

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
13. Participation in an on-campus or off-campus demonstration, riot, or activity which disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or -supervised functions.
15. Gambling or wagering of any form except as expressly permitted by law and/or University regulations.
16. Violations, alleged or convicted of federal, state, or local law occurring on or off-campus when such violation of the law has or may have an adverse impact upon the university community.
17. Entering false fire alarms or bomb threats or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
18. Offenses of violence as defined in *Ohio Revised Code*, Section 2901.01.
19. Violation of published University policies, rules, or regulations including those available electronically on the University website.
20. Failure to comply with directions and/or oral or written instructions which are given by any University official, student, faculty member, or staff who is acting in an official University capacity and/or failure to identify oneself to these persons when requested to do so.
21. Abuse of the student conduct system, including, but not limited to:
 - a. Failure to obey the summons of a student conduct body or University official to appear for a meeting or hearing as part of the student conduct system.
 - b. Falsification, distortion, or misrepresentation of information before a student conduct body.
 - c. Disruption or interference with the orderly conduct of a student conduct proceeding.
 - d. Institution of a student conduct proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct body prior to, and/or during the course of, the student conduct process.

- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct body prior to, during, and/or after a student conduct proceeding.
- h. Failure to comply with the sanction(s) imposed by the Student Conduct body.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

Section B. Violation of Law and University Conduct Regulations

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

ARTICLE V. CAMPUS STUDENT ORGANIZATIONS

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

Section A. Provisional Registration

1. Groups wishing to become registered student organizations may be granted provisional registration for a period not to exceed thirty days. Provisional registration shall only permit the student organization to use University facilities for a maximum of three organizational meetings.

2. Groups may be granted provisional registration after submitting the following to the Office of Campus Recreation and Student Programming:
 - a. A statement of name and purpose of the proposed organization; and
 - b. The name, student identification number, and phone number of the person(s) requesting provisional registration.

Section B. Registration of Student Organizations

1. Application forms shall be made available by the Office of Campus Recreation and Student Programming.
2. A group will become registered with the University after an application for registration has been reviewed and approved by the Office of Campus Recreation and Student Programming
3. Organizations (except those listed by the University as honorary organizations) shall have only students currently enrolled for credit as active members.
4. Groups shall provide the following information in order to be considered for registration:
 - a. Name of proposed group and a statement of purpose;
 - b. Membership requirements;
 - c. For organizations affiliated with external groups, the constitution and bylaws of their outside affiliate;
 - d. Listing of dues, initiation fees, and any other fees assessed by the group;
 - e. Names, student identification numbers, and phone numbers of all officers (including a treasurer, if use of Student Government funds is anticipated); and
 - f. A charter containing the signature of at least six currently enrolled students (excluding continuing education students) who shall become members of the organization if it becomes registered (officers must be registered for two-thirds of a full-time load and be in good academic standing).
5. Organizations shall submit the name and signature of at least one faculty or staff advisor. Appointed annually by the Vice President for Student Affairs, or designee, the advisor agrees to maintain contact with the organization and to be familiar with its programs and personnel. An advisor's manual of specific responsibilities is available from the Office of Campus Recreation and Student Programming.
6. Student organizations register annually. Organizations shall submit an application between May 1 and May 31 if they wish to be reregistered for the following academic year.
7. Organizations wishing to be reregistered shall complete an annual report form as part of their Student Organization Registration Form.

8. After becoming officially registered, a minimum of two organization officers must attend an organization workshop conducted by the Office of Campus Recreation and Student Programming .
9. Registration may be withdrawn by the Office of Student Life if the organization violates University regulations or engages in activities which are not consistent with University policies or procedures; adversely affects the University community; or interferes with the University's pursuit of its educational objectives and programs. Notice of and opportunity for a hearing will be provided to the officers of the organization in question.

Section C. Privileges of Registered Student Organizations

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

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

Section D. Denial or Loss of Registered Status

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

1. Non-compliance with University regulations;
2. Failure to provide the information required for registration prior to the deadline established by the Office of Campus Recreation and Student Programming for receiving such materials;

3. Providing false information in the application for registration;
4. The purpose of the group/organization is judged by the Director of Campus Recreation and Student Programming to be in conflict with University policies and regulations and/or state and federal regulations;
5. Misuse or abuse of University space;
6. Failure to adhere to stated purposes of the group/organization's constitution and bylaws;
7. Failure to pay outstanding debts incurred by the group/organization;
8. Being under sanction of deactivation and/or suspension by the University or by the group/organization's outside governing bodies;
9. Request by the organization/group that the ties with the University be severed; and
10. Failure to attend the organization workshop (see Article V, Section B, Paragraph 8).

Section E. Student Conduct Authority

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

Section F. Regulations

1. Organizations/groups shall be responsible for complying with all University conduct regulations as outlined in Article IV, Section A.
2. Organizations/groups shall not discriminate in their activities, programs, operations, or membership selection on the basis of race, color, sex, religion, age, national origin, disability, sexual orientation, or identification as a disabled and/or Vietnam era veteran. (Social fraternities and sororities and certain sports are exempted from Title IX of the Education Amendments of 1972's restrictions against discrimination by sex.)
3. Officers of organizations (except those listed by the University as honorary organizations) must be registered for two-thirds of a full-time load and be in good academic standing.
4. Officers are responsible for guests attending organizations' activities and for compliance with University regulations.
5. Organizations shall inform the Office of Campus Recreation and Student Programming of any changes in officers or other information submitted in the application for registration within fifteen days after the change occurs.
6. Officers shall keep the faculty/staff advisor(s) informed of the organization's activities, operations, programs, and membership.
7. All social fraternities and sororities shall maintain regular membership in either Interfraternity Council, National Pan Hellenic Council, or Panhellenic Council.
8. Organizations that have probationary membership (e.g., fraternal organizations) shall not pledge, initiate, or activate any student who is not registered for two-thirds of a full-time load and in good academic standing.
9. Organizations/groups shall take no action which involves hazing (see Article IV, Section A, Paragraph 5). Acts of hazing include, but are not limited to, coercion of any form, extended deprivation of sleep or rest; forced consumption of food, alcohol, other beverages, or drugs; beating or branding; forced exclusion from social contact; and/or forced conduct that could result in embarrassment to any person.
10. Organizations/groups shall not hold any activity in the form of a lottery, raffle, or game of chance without securing permission from the Vice President for Student Affairs or designee.
11. The University shall not be responsible for any contracts entered into or debts incurred by groups/organizations.
12. Organizations/groups shall observe the University policies and regulations governing marketing, promotion, and sponsorship related to alcohol.

13. Alcoholic beverages are not permitted at any student organization/group program that involves recruiting new members. No student organization/group, collectively or individually, shall purchase, serve, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
14. The use of alcohol at events sponsored by student organizations/groups is governed by University regulations and federal, state, and local laws which prohibits persons under twenty-one years of age from possessing, ordering, purchasing, buying, sharing the cost of, or consuming alcoholic beverages.
15. Soliciting
 - a. Solicitations and sales on campus, sponsored and conducted by organizations and/or groups, must be registered in advance with the appropriate office and carried out in the designated areas (see Article V, Section F, Paragraph 17).
 - b. Students or registered student organizations may not solicit for funds from any on-campus group and/or agency unless granted permission by the Vice President for Student Affairs or designee.
 - c. Students or groups/organizations shall not engage in, or invite any firm or corporation to engage in, the business of selling or advertising any services or products or take orders or make contracts for the delivery of services or products on University premises without the prior approval of the Vice President for Student Affairs or designee.
 - d. Students or groups/organizations may not solicit for off-campus funds unless permission has been requested and obtained in writing from the Director of Development.
 - e. Students and/or groups/organizations may not conduct lotteries, raffles, or games of chance unless permission has been requested and obtained in writing from the Vice President for Student Affairs or designee.
16. Use of University Name
 - a. Student organizations/groups may not use the University's name without the expressed authorization of the University except to identify institutional affiliation. University approval or disapproval of any political or social issue may not be stated or implied by any organization.
 - b. The official letterhead stationery, envelopes, logo, seal, or trademarks of the University may not be used in, or for, any publication, correspondence, or other printed material prepared or distributed by the organization/group or its officers without prior submission of the material to and written permission received from the Director of Development.
 - c. In the event that the name of the University is used in a letterhead on organizational stationery, it must appear in accordance with guidelines as set forth in the graphic standards policies.
17. Use of University Space
 - a. In order to ensure availability of the desired facility, arrangements should be made as far in advance of the event as possible. Use of all Kilcawley Center and University housing

facilities must be scheduled in the Office of Kilcawley Center Reservations. Use of athletic-related and other University facilities must be scheduled with the Events Preparation Coordinator, Office of Special Events and Events Preparation.

- (1) Institutional facilities may only be used by registered student organizations for regular business meetings or special programs. The University may develop policies that limit or restrict access to persons who are not currently enrolled students, faculty, or staff. Organizations' use of space must be consistent with all policies of the University.
- (2) Reasonable conditions may be imposed to regulate the timeliness of requests, determine the appropriateness of the space assigned, regulate time and use, and ensure proper maintenance and order. This may include staffing and security requirements.
- (3) A rental fee may be assessed for the use of specifically designated University facilities.
- (4) The organization requesting space must state the general purpose of any meeting.
 - (a) For all functions and meetings, the Vice President for Student Affairs, or designee, may require other personnel to be present in a supervisory, advisory, or security role.
 - (b) Officers of an organization must take all precautions to ensure that no social event or function shall interfere with the University's pursuit of its educational objectives and programs. The sponsoring organization(s) shall be responsible for the behavior of persons attending the function and for any illegal, negligent, and/or intentional misconduct either engaged in or knowingly permitted by the organization, including illegal sale and/or excessive consumption of alcoholic beverages. Officers of an organization shall be responsible for activities of the organization and for its compliance with University regulations. They shall ensure that a public nuisance does not occur as a result of a social event or function sponsored by the organization.
 - (c) Sponsoring organization(s) may require presentation of a valid University ID Card for admission to events held on University premises. An organization may limit functions to members of the sponsoring organization(s) and their invited guests.
 - (d) Functions which are held in University facilities must end no later than the established closing hour of the facility concerned, unless prior arrangements are made through the Office of Kilcawley Center Reservations (for Kilcawley Center and University housing facilities) or Office of Special Events and Events Preparation (for other University facilities).

18. Invitation of Off-Campus Speakers

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

However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable

consequences of such meeting or speech. In order that the rights of all students might be assured, the calendaring of outside speakers shall be subject to the following:

- a. A request in writing to invite an outside speaker will be considered by the Vice President for Student Affairs only when made by a registered student organization at least ten University working days in advance of the scheduled event. This request shall include (a) the name of the sponsoring organization; (b) name of the speaker; (c) time and date; (d) desired location of the meeting; (e) expected size of the audience; and (f) topic of speech.
- b. A request for space shall be made to the Office of Kilcawley Center Reservations (for the use of Kilcawley Center and University housing facilities) or to the Events Preparation Coordinator (for other University facilities) by an officer of the registered student organization sponsoring the speaker not later than ten University working days prior to the date of the proposed speaking engagement.
- c. A request made by a registered organization may be denied only if the Vice President for Student Affairs determines, after proper inquiry, that the proposed speaker will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:
 - (1) The violent overthrow of the government of the United States, the State of Ohio, or any political subdivision thereof;
 - (2) The willful damage or destruction, or seizure and subversion, of the institution's buildings or other property;
 - (3) The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions;
 - (4) The physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students, or other campus disorder of a violent nature; and/or
 - (5) In determining the existence of a clear and present danger, the Vice President for Student Affairs may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.
- d. The decision of the Vice President for Student Affairs is final.
- e. In granting the request, the Vice President for Student Affairs may require that the speaking event be chaired by a member of the administration or faculty, and may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group.

19. Use of Bulletin Boards

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

- a. Official University/departmental bulletin boards are located in all University buildings. Regulations governing the posting of materials on these boards are determined by the department responsible.
- b. Student Government regulations govern individual student and registered student organization materials posted on student bulletin boards located in buildings throughout campus.
- c. Posting of materials in Kilcawley Center is governed by the *Kilcawley Center Policy Manual*. Posting and/or distribution of materials in residence hall facilities (including Christman Dining Commons) are governed by the Handbook for Residents.
- d. Material not related to registered student organizations or campus activities must be approved by the News Editor, University Relations, prior to distribution or posting.
- e. The University reserves the right to deny posting privileges or remove materials that violate any provisions of *The Code* or other University regulations or policies.

20. Students acting individually or on behalf of a registered student organization/group may distribute written material at designated on-campus locations after reserving those locations with the appropriate office (see Article V, Section F, Paragraph 17).

21. Functions of organizations/groups that involve unique circumstances for members or to others, as determined by the Director of Campus Recreation and Student Programming may be required to secure special approval for registration by the Vice President for Student Affairs. For the protection of the organization and its members, the University may require special liability and/or health insurance coverage on the part of the organization and/or individual members and participants, and may also require a release and waiver of liability by the participants.

22. Organizations shall comply with all University regulations as well as state and federal laws. Names and addresses of officers shall be required as a condition of registration and access to institutional funds or facilities. Membership lists are not required.

ARTICLE VI. STUDENT PUBLICATIONS

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

ARTICLE VII. STUDENT CONDUCT PROCEDURES

Section A. General

1. In order to ensure fairness and the basic elements of due process, the following procedures have been established for use in all student conduct proceedings involving students of the University.
2. The Student Conduct Board is annually appointed by the Vice President for Student Affairs or designee. This Board, composed of students, faculty, and administrators, is charged with:
 - a. Reviewing *The Code* and student conduct policies and procedures and recommending any changes deemed necessary;
 - b. Conducting hearings related to alleged violations of University regulations by students, determining responsibility, and issuing appropriate sanctions;
 - c. Conducting appeal hearings; and
 - d. Reviewing decisions of hearing panels at the request of any member of the Student Conduct Board, Vice President for Student Affairs, or designee.
3. Hearing panels shall be comprised of three members of the Student Conduct Board, identified by the Student Conduct Administrator. At least one faculty/staff member shall be selected to serve on all hearing panels. Each hearing panel shall be chaired by a faculty/staff member identified by the Student Conduct Administrator.
4. The standard of proof utilized in all University student conduct proceedings shall be a preponderance of evidence.

Section B. Initiation of Complaints and Student Conduct Charges

1. Any member of the University community may file charges against any student for alleged misconduct. Charges shall be prepared in writing and directed to the Student Conduct Administrator responsible for the administration of the University student conduct system. Any charges should be submitted as soon as possible after the event takes place, but not later than thirty (30) days following the incident. Exceptions to this limitation period (e.g., sexual assault cases) will be reviewed by the Student Conduct Administrator.
2. The Student Conduct Administrator shall review complaints and may initiate investigations of possible violation(s) of *The Code* to determine if the charges have merit. In reviewing complaints, the Student Conduct Administrator will determine whether the alleged violations may be resolved through a conduct conference or a conduct hearing. Students or groups/organizations who might be subject to University suspension or expulsion shall be provided a hearing before a hearing panel of the Student Conduct Board. All other cases will be initially scheduled for review through a conduct conference or at the discretion of the Student Conduct Administrator referred to a hearing before the Student Conduct Board.

3. All charges shall be presented to the student and/or group/organization in written form and delivered to the accused in person or by certified mail to the student's official address of record at the University. A notification of the certified mailing will be sent to the accused student's official University email. The student and/or group/organization shall be instructed to schedule a conduct conference with the Student Conduct body to discuss the charges, or informed that a hearing panel has been convened to review the charges. In the event the student and/or group/organization does not respond as requested, the Student Conduct body may proceed to conclude the case.

Section C. Conduct Conference

1. During the scheduled conduct conference, the Student Conduct body will discuss the nature of the alleged charges with the accused student and/or group/organization. The accused will have the opportunity to accept or deny responsibility for the alleged violations of University conduct regulations, present relevant information, and exercise the option of resolving the charges either within the conduct conference or by proceeding to a hearing panel. The Student Conduct Administrator may withdraw any charges deemed in his or her opinion to be without basis.
2. In cases where the outcome and sanction(s) can be agreed upon by the Student Conduct body and the accused student and/or group/organization, the student shall be issued a written notice indicating the findings and sanction(s). Resolution of the case in this manner will constitute a waiver of the right to a hearing and any appeal.
3. In cases where the outcome and sanction(s) cannot be agreed upon, the student shall maintain the right to appeal the outcome of the conduct conference. Appeals will be heard by the Student Conduct Administrator or referred to an appeal panel of the Student Conduct Board.
4. In the event a student and/or group/organization fails to appear at the scheduled conduct conference, the Student Conduct body may review the facts in support of the charges and render a decision and issue appropriate sanctions. Findings and sanctions shall be based on the facts and not the accused student's and/or group/organization's failure to appear. The decision by the Student Conduct body may be appealed according to Section G of this article.

Section D. Conduct Hearings

1. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Conduct Administrator. In cases in which an examination period or break intervenes between the time of notice and the hearing date, a reasonable effort will be made to schedule the hearing during the break. In the event that this is not possible, hearings will always be held during the first week on which classes resume.
2. Hearings shall be conducted by a hearing panel of the Student Conduct Board according to the following guidelines:
 - a. Hearings shall normally be conducted in private.

- b. The complainant, accused student, and their advisors, if any, shall be permitted to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the chair of the hearing panel in consultation with the Student Conduct Administrator.
- c. In hearings involving more than one accused student, the chairperson of the hearing panel, in consultation with the Student Conduct Administrator, may permit the hearings concerning each student to be conducted separately or jointly.
- d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct body. Students or groups/organizations who have selected an attorney as their advisor shall provide the Student Conduct Administrator with the name and phone number of the attorney three University working days prior to the hearing. Advisors may not appear in lieu of the student or group/organization. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing since delays will not normally be permitted due to the scheduling conflict of an advisor.
- e. The complainant, the accused, and the Student Conduct body shall have the privilege of presenting witnesses and the right of cross-examination.
- f. The chair of the Student Conduct body may limit the time of presentations by witnesses, and witnesses will be separated from the hearing during the presentation of information of other witnesses.
- g. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct body at the discretion of the chairperson.
- h. The Student Conduct body may hear all pertinent information and conclude the case if the student, without prior notification of just cause to the Student Conduct Administrator, does not appear as requested.
- i. All procedural questions are subject to the final decision of the chairperson of the hearing panel in consultation with the Student Conduct Administrator. Any person disrupting a hearing or who fails to adhere to the decisions of the chairperson shall be removed from the hearing.
- j. After the hearing, the hearing panel shall meet in closed session to determine, by majority vote if the Student Conduct body consists of more than one person, whether the student has violated each section of *The Code* that the student is charged with violating.
- k. The decision of the panel will be announced to the student immediately after the conclusion of the hearing and will be confirmed later in writing.

- l. The hearing panel's determination shall be made on the basis of whether it is more likely than not that the accused student violated *The Code*.
3. There shall be a single verbatim record, such as a tape recording, of all hearings before a hearing panel (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.
 4. Except in the case of a student charged with failing to obey the summons of a Student Conduct body or University official, no student may be found to have violated *The Code* solely because the student failed to appear before a Student Conduct body. In all cases, the information in support of the charges shall be presented and considered.
 5. The accused student and/or group/organization shall be afforded the following procedures in order to uphold due process:
 - a. Written notice of charge(s);
 - b. Specific regulations alleged to be violated;
 - c. General information regarding the nature of the incident and adequate time to prepare for the hearing;
 - d. Charges being processed in a timely manner;
 - e. Written notification of date, time, and location of hearing and information about hearing procedures. The notice will be delivered by certified mail to the student's official address of record at the University or by email to the student's official University email address. Students are expected to maintain current mailing addresses and are expected to activate and regularly monitor their YSU email account;
 - f. Questioning a Student Conduct Board member's ability to participate fairly in a hearing, and rejecting any board member when just cause has been demonstrated;
 - g. Being accompanied by an advisor (see this article, Section D, Paragraph 2.d);
 - h. Having witnesses appear on his/her behalf during the hearing. If a witness cannot appear, a signed statement from the witness can be used as long as it is notarized by an appropriate official;
 - i. Being entitled to know the nature and source of information, and to be informed of the final outcome of the case in writing;
 - j. Understanding that all conferences/hearings shall be closed to the extent allowed by law to ensure the student's confidentiality; and
 - k. Having the opportunity to appeal as outlined in *The Code*.

6. The complainant of a student conduct case will be afforded procedures (d) through (k) above, although disclosure of the outcome is limited by law and is typically not in writing. In addition, the complainant will be afforded the following:
 - a. The right to be treated with respect and dignity by all University officials;
 - b. Counseling, available medical resources, and academic assistance when requested;
 - c. Changes in campus residence and/or classes, when reasonable and requested;
 - d. The right to request that charges of misconduct be pursued;
 - e. Due process within any University student conduct proceeding; and
 - f. The right to provide information at the hearing in a seat not directly facing the accused, if the complainant requests. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where as determined in the sole judgment of the Student Conduct Administrator to be appropriate.
7. A conduct sanction imposed or other action taken by any Student Conduct body shall become effective upon conclusion of the hearing and written notification will be sent by certified mail or delivered in person to the student and/or group/organization. A notification of the certified mailing will be sent to the accused student's official University email. If the individual files a written letter of appeal with the Student Conduct Administrator, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the student. The written notification shall contain the following information:
 - a. The charge(s);
 - b. The regulation(s) of *The Code* found to have been violated;
 - c. The sanction(s) imposed or other action to be taken and the effective date of the action; and
 - d. Advisement of the right of appeal in accordance with the procedures outlined in *The Code*.
8. The Student Conduct Administrator shall maintain records of information received, recording of the hearing, and action taken by any Student Conduct body. Public examination of these records shall be limited to the extent allowed by law.

Section E. Sanctions

1. The following sanctions may be imposed upon any student that has been found responsible for a violation of University regulations:
 - a. Warning of a Technical Violation: An official statement that the student has violated the letter,

but not the spirit of a University conduct regulation.

- b. Warning: A written statement that the student is violating or has violated University regulations. Continuation or repetition of inappropriate conduct may be cause for more severe student conduct action. A period not to exceed one academic year is attached to this sanction.
- c. Conduct Probation: Notice in writing that the violation of University regulations is serious, flagrant, or a repeated violation of policy and any subsequent violation(s) of University regulations may result in suspension or expulsion and/or imposition of restrictions or conditions consistent with the offense committed and the rehabilitation of the student.
- d. Conduct Probation with Restrictions: Notice in writing that the violation of University regulations is a serious, flagrant, or repeated violation, and that any subsequent violation(s) of University regulations may result in suspension or expulsion. In addition, an order preventing the student from holding University elective office, student employment, participating in any intercollegiate activity or sport, participating in any University sponsored program/organization, or representing the University in any other manner will be attached to this sanction.
- e. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanctions as described in this section.
- f. Developmental Sanctions: Other sanctions may be imposed instead of, or in addition to, those specified above, e.g., community service, counseling, educational assignments, or a registration hold may be placed on records.
- g. Deferred Suspension: Separation of the student from the University and/or residence halls is deferred for a specified period (not to exceed one academic year). If the student is found in violation of any subsequent violations of University conduct regulations, the suspension takes effect immediately and may not be appealed. Additional sanctions appropriate to the new violation will also be issued.
- h. Residence Hall Suspension: Separation of the student from the residence halls for a specified period of time (not to exceed one academic year), after which time the student is eligible to return.
- i. University Suspension: Separation of the student from the University for a specified period of time (not to exceed one academic year), after which time the student is eligible to return.
- j. Residence Hall Expulsion: Permanent Separation of the student from the residence halls.
- k. University Expulsion: Permanent Separation of the student from the University.
- l. Revocation of Admission and/or Degree: Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University

standards in obtaining the degree, or for serious violations committed by a student prior to graduation.

- m. Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the process set forth in *The Code*, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than University Expulsion or revocation or withholding of a degree, conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record and shall be kept confidential to the extent allowed by law. Upon graduation, the student's conduct record may be expunged of conduct actions other than Residence Hall Expulsion, University Suspension, University Expulsion, or revocation or withholding of a degree upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than Residence Hall Expulsion, University Suspension, University Expulsion or revocation or withholding of a degree shall be expunged from the student's conduct record seven years after final disposition of the case.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section E.1, (a) through (e).
 - b. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.
 5. In each case in which a Student Conduct body determines that a student has violated *The Code*, the sanction(s) shall be determined and imposed by the same Student Conduct body. The Student Conduct Administrator shall be responsible for recommending sanctions to the hearing panels and for ensuring that sanctions imposed by hearing panels are consistent with the violation and sanctions imposed for similar violations.

Section F. Interim Suspension

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

1. Interim suspension may be imposed only (a) to ensure the safety and well-being of members of the University community or preservation of University property; (b) to ensure the student's own physical or emotional safety and well-being; (c) if the student poses a definite threat of disruption or interference with the normal operations of the University; or (d) if a student is charged with the commission of a trigger offense as defined in the *Ohio Revised Code*, Section 2901.01.
2. The Vice President for Student Affairs, or designee, may suspend a student from University housing and/or the University, pending consideration of the case. The interim suspension from the University provided for in this provision may also be imposed on groups/organizations.

3. In the event that an interim suspension is imposed, the student or group/organization will be advised either in person or by certified mail from the Vice President for Student Affairs, or designee, of the cause for suspension. The interim suspension becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in Article VII, Section D.2 and may proceed before, during, or after any criminal proceedings that may result from the student conduct.
4. During the interim suspension, the student or group/organization shall be denied access to all Housing facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student or group/organization might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate.

Section G. Appeals

1. The decision or sanction imposed by a Student Conduct body may be appealed by the accused student or group/organization or complainant within five University working days of the decision. Appeals shall be in writing and shall be delivered to the Student Conduct Administrator. The letter of appeal should indicate the grounds on which the decision is being appealed and provide sufficient details to support the appeal. During the period of appeal, all sanctions except interim suspension, will be held in abeyance.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the accused student or group/organization and complainant an opportunity to prepare and to present information regarding the allegations.
 - b. To determine whether the decision reached regarding the accused student or group/organization was based on sufficient evidence, that is, whether the facts in the case were sufficient to establish that a violation of *The Code* occurred.
 - c. To determine whether the sanction(s) imposed was/were appropriate for the violation of *The Code* which the student or group/organization was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
3. The student or group/organization may, in preparing the request of appeal, have access to records of the case which must be reviewed in the Office of Student Life.
4. Appeals of decisions or sanctions imposed by a hearing officer may be reviewed by the Student Conduct Administrator. Appeals of Student Conduct bodies other than hearing officers will be reviewed by an appellate board.

5. An appellate board composed of three members from the Student Conduct Board identified by the Student Conduct Administrator will review the appeal and may decide either to deny or grant the appeal. If an appeal is granted, the matter shall be remanded to the original student conduct body for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is denied, the matter shall be considered final and binding upon all involved.
6. Review of the sanction(s) by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the original student conduct body may, upon review of the case, reduce but not increase the sanctions imposed.
7. The decision of the appropriate Student Conduct body is final.

Section H. Conduct Procedures for University Housing

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

1. The responsibility for the enforcement of rules and regulations governing student conduct in the residence houses, as outlined in the *Handbook for Residents*, is delegated by the Vice President for Student Affairs to a Hearing Officer.
2. Any student, faculty member, or University official may file charges against any student living in a residence house for misconduct within the residence house, campus dining facilities, or at any residence house function.
3. Upon receipt of such charges, the Hearing Officer will conduct an investigation to determine whether there is reasonable cause to believe that a violation of a regulation may have occurred. If it is determined that a violation may have occurred, the case may be heard by the Hearing Officer or referred to the Student Conduct Administrator.
 - a. The Hearing Officer will afford all parties appropriate due process (see Section D, Paragraph 2, of this article). Once all information pertinent to the case has been presented, the following may occur:
 - (1) Insufficient facts to uphold the occurrence of a violation—case is dismissed;
 - (2) Facts support the occurrence of a violation—sanction is imposed. Sanctions imposed by the Hearing Officer may include any of those sanctions listed in Article VII, Section E.1, a-f; or
 - (3) In the event a more severe sanction may be warranted, the case is referred to the Student Conduct Administrator for appropriate action.
 - b. Appeals of decisions of the Hearing Officer, shall be submitted in writing to the Student Conduct Administrator as outlined in Section G. Appeals may be reviewed by either the Student Conduct Administrator or an appellate board of the Student Conduct Board and their decision is final.

- c. Cases resolved by a Hearing Officer are forwarded to the Student Conduct Administrator to be included in the student's conduct record.

Section I. Student Conduct Record

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

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

Section J. Special Procedures

To ensure continued participation of students, faculty, and administration in the student conduct process, and to ensure speedy disposition of conduct cases, the President of the University is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and dispose of cases in accordance with the provisions of *The Code* and shall ensure that all elements of procedural due process delineated in this article are observed.

ARTICLE VIII. INTERPRETATION AND REVISION

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

ARTICLE IX. ACADEMIC PROCEDURES

Section A. Academic Dishonesty

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

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

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

1. Conference

- a. The faculty member should discuss the matter with the student as soon as possible following the alleged act of academic dishonesty that the student is suspected of committing.
- b. Following the initial discussion, the student shall be informed in writing of the allegations by the faculty member and requested to attend a conference with the faculty member and appropriate department chair.
- c. During the conference, the faculty member should discuss the allegations with the student and determine whether the student is responsible for the allegations. If the student is found to be responsible, the faculty member shall determine the sanction to be imposed. If the student is found not responsible, no further action is warranted.
- d. Prior to imposing the sanction, the faculty member shall communicate with the Student Conduct Administrator to determine if the student has been involved in any previous academic dishonesty violations.
- e. The faculty member may impose one or more of the following sanctions:
 - (1) Warn the student;
 - (2) Submit an "F" grade on the exam or paper;
 - (3) Submit an "F" grade for the course; and/or
 - (4) Request additional action from the Student Academic Grievance Subcommittee.
- f. The faculty member must file a Report of Academic Dishonesty if options 2 through 4 are imposed. The Student Conduct Administrator will then notify the student in writing of the decision as well as create a student conduct file which shall be kept confidential to the extent allowed by law.
- g. In cases where a student is found responsible for an incident of academic dishonesty that is serious, flagrant, or repeated, the student may also be referred to the Student Academic Grievance Subcommittee for consideration of additional action, including suspension and expulsion.

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

Section B. Undergraduate Student Academic Grievance Procedure

1. Introduction

- a. This section applies to students taking courses in pursuit of an associate's or bachelor's degree, and other students taking courses for undergraduate credit.
- b. Grievances filed concerning academic matters must conform to the process described in this section.
- c. The Student Academic Grievance Subcommittee, an appointed chartered subcommittee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. The Student Academic Affairs Committee, an appointed chartered committee of the Academic Senate, is the sole appeals body for decisions made by a Grievance Hearing Panel of the Student Academic Grievance Subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.
- d. This procedure is not intended, nor should it be used, as a means of modifying, changing, or addressing University policies which are mandated by the Board of Trustees or adopted by any policy-making agency of the University.

2. Academic Matters That May Be Grieved

- a. Academic matters that may be grieved are the following:

(1) Sanctions imposed by faculty regarding academic dishonesty. See Section A, Academic Honesty, above.

(2) Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.

(3) Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Collective Bargaining Agreement, to the detriment of the individual student or the entire class.

b. Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department Chair of the faculty member's department or the Dean of the college housing the faculty member's department for further advisement in these situations.

3. Parties Directly Involved In The Grievance Procedure

a. The parties directly involved in the grievance procedure are as follows:

(1) Student. The student who files the grievance.

(2) Faculty member. The faculty member against whom the grievance is filed.

(3) Associate Provost for Academic Administration, or designee.

(4) Department chair. The Chairperson of the department in which the faculty member resides.

(5) Dean. The Dean of the college in which the faculty member's department is housed.

(6) Student Academic Grievance Subcommittee. An appointed chartered subcommittee of the Academic Senate charged with adjudicating undergraduate student academic grievances. The Subcommittee is composed of six faculty members, with representation from each undergraduate college of the University; six undergraduate students, with representation from each undergraduate college of the University; and the Associate Provost for Academic Administration, or designee, who serves as Judicial Chair.

(7) Grievance Hearing Panel. Conducts the formal hearing and renders a decision about the grievance. The Panel is drawn from the membership of the Student Academic Grievance Subcommittee and consists of a minimum of two faculty members, two undergraduate students, and the Judicial Chair.

(8) Student Academic Affairs Committee. An appointed chartered committee of the Academic Senate charged with making policy recommendations related to the academic sector of student affairs. In the context of this section, the Committee may hear an appeal of the Grievance Hearing Panel's decision.

(9) Appeal Panel. Considers appeals of decisions rendered by a Grievance Hearing Panel. The Panel is drawn from the membership of the Student Academic Affairs Committee and consists of a

minimum of two faculty members, two undergraduate students, and the Chair of the Student Academic Affairs Committee.

b. Further descriptions of the duties and functions of some of the parties listed above are given later in this section.

c. In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the University community.

4. Overview of the Grievance Process

a. Depending upon the disposition of the grievance, there are three possible phases of the grievance process.

b. The three phases are:

(1) Pre-Grievance hearing activities

(2) Grievance hearing

(3) Appeal

c. Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.

5. Phase One: Pre-Grievance hearing activities

a. Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.

b. If the matter is not resolved from any such student / faculty member discussion, the student must then initiate discussion with the department chair.

c. If the matter is not resolved from the student / chair discussion, the student must then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in item d. immediately below.

d. If the matter is not settled following these discussions, the student must submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident. Specifically, the Grievance Form for incidents occurring in Fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent Spring semester; the Grievance Form for incidents occurring in Spring or Summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent Fall semester.

e. The Associate Provost for Academic Administration will assess the validity of the complaint within fifteen University working days of receipt of the Grievance Form, the seventh Friday of the semester.

(1) If the complaint is assessed as non-grievable, the student is informed in writing by the Associate Provost for Academic Administration and the matter is closed.

(2) If the complaint is assessed as grievable, the Associate Provost for Academic Administration initiates Phase Two of the grievance process.

6. Phase Two: Grievance Hearing

a. Within five University working days of initiating Phase Two of the grievance process, the Office of the Provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and Chair of the Student Academic Grievance Subcommittee. In addition, the Office of the Provost shall distribute a copy of this grievance procedure, an outline of each party's rights and obligations, and an Acknowledgment/Response Form to the faculty member, department chair, and dean.

b. Within six University working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party's rights and responsibilities, the faculty member, department chair, and dean must return the Acknowledgment / Response Form to the Office of the Provost. All these documents together constitute the Grievance Packet.

c. The Office of the Provost shall submit the entire Grievance Packet to the Chair of the Student Academic Grievance Subcommittee within two University working days of receipt of all Acknowledgment/Response Forms.

d. Upon receipt of the completed Grievance Packet, the Chair of the Student Academic Grievance Subcommittee will form a Grievance Hearing Panel to consider the complaint.

e. A hearing date, time, and place will be established by the Chair of the Student Academic Grievance Subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. If a faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.

f. Grievance hearing principles and procedures

(1) No member of a Grievance Hearing Panel will hear a case directly affecting him/her.

(2) Prior to the hearing, the Grievance Hearing Panel members shall review all written materials in the Grievance Packet submitted by the affected parties.

(3) The Grievance Hearing Panel shall consider only the information contained in the Grievance Packet.

(4) During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented. Accompanying advisors may not speak or present testimony.

(5) After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision.

(6) Both parties shall be informed of the Grievance Hearing Panel's decision at the conclusion of the Panel's deliberations.

g. Documentation of Grievance Hearing Panel's decision

(1) A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Panel's chair.

(2) This written statement of the Grievance Hearing Panel's decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three University working days of the Grievance Hearing Panel's decision.

(3) The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.

(4) A file of all pertinent documents of all grievances shall be kept by the Office of the Provost.

7. Phase Three: Appeal

a. There are three bases upon which a written appeal of the Grievance Hearing Panel's decision may be based:

(1) New information. Information not available at the time of the original hearing is found by the student or faculty member.

(2) Insufficient evidence. The student or faculty member believes that evidence presented was not sufficient to justify the decision.

(3) Procedural violations. The student or faculty member alleges one or more violations of the procedure leading up to and including the Grievance Hearing.

b. Either the student or the faculty member may file a written appeal of the Grievance Hearing Panel's decision. Such an appeal shall be filed at the Office of the Provost within six University working days of receipt of the written notification of the Grievance Hearing Panel's decision.

c. The Office of the Provost shall forward the written appeal to the Chair of the Student Academic Affairs Committee within two University working days.

d. If the basis of the appeal is new information or insufficient evidence as noted in item a. above, the appeal shall be reviewed by a quorum of the Student Academic Affairs Committee within twelve University working days of receipt by the Chair of the Student Academic Affairs Committee of the written appeal forwarded from the Office of the Provost. Such appeals are not heard as original cases and may be concluded by the Student Academic Affairs Committee on the basis of the written information provided.

e. If the basis of the appeal is alleged procedural violations as noted in item a. above, within twelve University working days of receipt of the written appeal forwarded from the Office of the Provost, the Chair of the Student Academic Affairs Committee shall convene an Appeal Panel to consider the appeal. This panel shall rule only on whether procedural violations occurred.

(1) If the Appeal Panel rules that no procedural violations occurred, the decision of the Grievance Hearing Panel is upheld and the matter is closed.

(2) If the Appeal Panel rules that procedural violations occurred, the case will be remanded to the full Student Academic Affairs Committee for further deliberation. Within twelve University working days of the Appeal Panel's finding of procedural violations, a quorum of the full Student Academic Affairs Committee shall undertake a full examination of the case. The decision reached by the Student Academic Affairs Committee is final and may not be appealed.

f. The Chair of the Student Academic Affairs Committee shall communicate decisions rendered on appeals cases within three University working days to the Office of the Provost.

Section C. Graduate Student Academic Grievance Procedure³

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

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

1. Scope

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

The Graduate Student Grievance Committee will be responsible for coordinating and implementing this formal procedure. The Committee membership will be appointed by Graduate Council and will be composed of three full-time faculty chosen by Graduate Council, three graduate students, and one representative appointed by the Vice President for Student Affairs. Any matters pertaining to conflict of interest concerning a particular grievance shall be resolved by the Committee. Two students and two faculty shall constitute a quorum. Any action taken by the Committee shall require a majority vote of a quorum.

2. Procedure

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

a. Step 1

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

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

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

(a) acceptance or rejection of the disposition, and

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

b. Step 2

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

- (2) Within eighteen school days of the receipt of the formal written grievance, the Graduate Student Grievance Committee will hold a hearing on the grievance. All parties shall be notified well in advance of the day, time, and place of the hearing. At least three school

days prior to the hearing, the Committee will receive written materials from the affected parties so that the Committee members have an opportunity to review them. This does not preclude the admission of additional written materials at the hearing.

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

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

3. Implementation

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

ARTICLE X. STUDENT DISCRIMINATION COMPLAINTS

Section A. Introduction

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

Section B. Definition

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

Section C. Procedure

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

ARTICLE XI. POLICY STATEMENTS

Section A. Sexual Harassment

1. Purpose

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

2. Scope

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

3. Definition of Sexual Harassment

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

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

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

- a. Either explicitly or implicitly conditioning any term of education, employment, or involvement in University-related activities on the provision of sexual favors.
- b. Touching or grabbing a sexual part of an individual's body.
- c. Continuing to ask an individual to socialize on or off campus when that person has indicated no interest in such activity.

- d. Displaying or transmitting sexually suggestive language, pictures, objects, cartoons, or posters.
- e. Writing sexually suggestive notes or letters.
- f. Referring to or calling a person a sexually oriented name.
- g. Telling sexual jokes or using sexually vulgar or explicit language.
- h. Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation.
- i. Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation.
- j. Off-campus conduct which falls within the above definition and affects the individual's on-campus environment.

5. Procedure

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

Section B. Statement on Sexual Assault

1. Introduction

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

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

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

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

2. Procedure for Handling Date/Acquaintance Rape

Any person from the University who receives a report from an individual who experiences a sexual assault should encourage the individual to file a report with the University Police who will have primary responsibility for any investigatory activities. The person who receives the initial

report may want to maintain ongoing contacts with the victim. However, the Counseling Center is responsible for providing assistance which will facilitate the victim's return to a normal campus schedule.

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

The person who receives a report should advise the Chief of University Police about the case. The University Police Department is the agency that is responsible for conducting an investigation, coordinating with appropriate University personnel, and keeping the victim informed. The Chief of University Police will, in turn, notify key University personnel including, but not limited to, the President and Vice President for Student Affairs. The Vice President for Student Affairs will notify other offices as appropriate (e.g., Director of Housing & Residence Life, Executive Director of Intercollegiate Athletics, etc.).

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

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

Section C. Computer Use

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

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

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

institutional policies regarding alcohol or other drugs in an effort to create a positive support network for students.

1. Parameters

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

2. Procedures

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

Section E. Policy Regarding the Use of Dune Buggies, Go-Carts, Skateboards, Roller Skates, Roller Blades, and Bicycles on Campus

Skateboards, roller skates, roller blades, dune buggies, go-carts, or similar types of recreational vehicles are permitted to be used on University property in specifically designated areas. All such recreational riding should be conducted in a safe and responsible manner. Bicycles are permitted on University property but must be walked across the central core of campus. They must be parked in the provided bike racks and are not permitted in campus buildings.

ARTICLE XII. AMENDMENT PROCEDURE

Any member of the University may recommend a change in *The Code* to the Vice President for Student Affairs. The Vice President for Student Affairs shall then distribute copies of this recommendation to the appropriate areas of the University community to allow for their reaction. If

endorsed by the Vice President for Student Affairs, the proposal and any appropriate recommendations will be forwarded to the President. If the amendment is adopted, it will be officially announced to the entire University community and published in the next edition of *The Code*.

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

**FACULTY RECEIVING
EMERITUS STATUS**
(Board of Trustees Meeting, June 20, 2008)

NAME

TITLE

Kathleen Akpom	Faculty Emeritus
Bernadette Del'Arco Angle	Faculty Emeritus
Louis N. Harris.....	Faculty Emeritus
Irfan A. Khan	Faculty Emeritus
Susan C. Russo.....	Faculty Emeritus
C. Louise Sellaro.....	Faculty Emeritus
Christopher J. Sweeney.....	Faculty Emeritus

**Agenda Item E.1.f.
Exhibit B**



UNIVERSITY GUIDEBOOK

Subject: Selection of Architects/Engineers for University Capital Projects

Developed by:	Eugene Grilli	Authorized by:	Eugene Grilli
Title:	Vice President for Finance and Administration	Title:	Vice President for Finance and Administration
Approved:	June 20, 2008	EFFECTIVE:	June 20, 2008
Revised:	June 28, 2002 June 20, 2008		

Policy: Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects, less than \$500k, may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for projects over \$500,000 will involve the Finance and Facilities Committee of the Board of Trustees, and may include the Office of the State Architect. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy.

RESOLUTION NUMBER: YR 1999–20; YR 2002– 52; YR 2008-

Parameters:

- All projects subject to this policy will be publicly advertised according to institutional or state requirements. At a minimum, all projects subject to this policy will be advertised in *The Vindicator*.
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.
- The Executive Director of Facilities and Support Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department.

**Agenda Item E.2.a.
Exhibit C**

Procedures:

There are three general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Associate Director of Planning and Construction will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of Facilities and Support Services for determination of the procedures to be followed.

Classification One (1). Capital Projects Designed by University Staff or by External Architects/Engineers (\$500,000 or less)

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
4. If it is determined that University personnel have the time and capability to complete the project, it will be designed and managed internally and will not be advertised to external firms.
5. If the Project Team or the Executive Director of Facilities and Support Services determines that an external architect/engineer is required to design and manage a project, the committee will comply with DAS/OSA procedures to select an Associate. The Team will recommend a firm to the Executive Director of Facilities and Support Services for approval.

Classification Two (2). Capital Projects Locally Administered and Designed by External Architects/Engineers (over \$500,000)

1. The Executive Director of Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more “users” of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Project Team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the Request for Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms will be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the Executive Director of Facilities and Support Services.
6. The Team’s ranked list and recommendations will be shared with the Executive Vice President for consideration and counsel with the President.
7. The President will submit to the Finance and Facilities Committee an unranked list of three to five top-scoring firms, along with the rationale (pros and cons) provided by the Project Team.
8. A copy of the RFP and the Responses to the Request for Proposals provided by the firms recommended for interviews will be provided to the Finance and Facilities Committee. The order in which firms are interviewed will be determined by a draw.
9. Firms will be afforded a maximum of one hour for the presentation to the Committee. The presentation will be followed by a question-and-answer period.

10. The Finance and Facilities Committee, provided a quorum, and after full discussion, will vote by roll call to select the proposal to be adopted. The adopted proposal must receive a majority vote. If no proposal receives a majority vote, the Committee will continue the discussion and will vote until such time as a majority vote is achieved. If necessary, the Committee may adopt a tiebreaker procedure. Failing adoption of a proposal, the Committee may request a resubmission of proposals.
11. The Committee, for informational purposes, will report the selection to the Board of Trustees.

Classification Three (3). Capital Projects Administered by the State and Designed by External Architects/Engineers

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
2. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will interview the firms recommended for consideration. In addition to the President and Executive Vice President, the Committee may invite others to participate in the process.
3. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will follow the procedures established by the Office of the State Architect to select the architect/engineer for the project.
4. The Committee, for informational purposes, will report the selection to the Board of Trustees.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: Selection of Architects/Engineers for University Capital Projects

Developed by: G. L. Mears Eugene Grilli	Authorized by: G. L. Mears Eugene Grilli
Title: Executive Vice President for Finance and Administration	Title: Executive Vice President for Finance and Administration
Approved: December 11, 1998 June 20, 2008	EFFECTIVE: June 28, 2002 June 20, 2008
Revised: June 28, 2002 June 20, 2008	

Policy: Selection of architects/engineers for University capital projects is based on size, complexity, and estimated cost of the project. Smaller projects, less than \$500k, may be completed by the University architect and internal personnel or by an external architect/engineer. For projects requiring an external architect/engineer, a competitive selection process will be used based upon an evaluation of submitted proposals. Selection of external architect/engineers for projects over \$500,000 will involve the Finance and Facilities Committee of the Board of Trustees, and may include the Office of the State Architect. Projects limited in scope to mechanical, electrical, structural, or building envelope maintenance will not be subject to this policy.

RESOLUTION NUMBER: YR 1999-20; YR 2002- 52; YR 2008-

Parameters:

- All projects subject to this policy will be publicly advertised according to institutional or state requirements. At a minimum, all projects subject to this policy requiring external architects/engineers will be advertised in *The Vindicator*.
- Approved projects will be shared, for information purposes, at regularly scheduled meetings of the Finance and Facilities Committee of the Board of Trustees. It is recognized that on rare occasions, and where timely decisions are required, it may not be feasible to immediately convene a meeting of the Finance and Facilities Committee. In such cases, the University President and the Finance and Facilities Committee Chairperson will agree upon an appropriate procedure to be followed.
- ~~Whenever appropriate, the University will consider the use of a construction manager.~~
- The Executive Director of ~~Administrative Services~~ Facilities and Support Services will determine the appropriate representative(s) to serve on the Project Teams, in consultation with the area officer for the project's user department.

Procedures:

There are three general procedures that may be used to determine the use and selection of architects/engineers for capital projects. It is recognized that under a particular situation, one or more modifications may need to be made to accommodate the requirements of a specific project.

The Associate Director of Planning and Construction~~Director of Facilities~~ will prepare a preliminary estimate of costs and scope of all projects. A recommendation including these factors and the capability of internal personnel to complete the project will be submitted to the Executive Director of ~~Administrative Services~~Facilities and Support Services for determination of the procedures to be followed.

Classification One (1). Capital Projects Designed by University Staff or by External Architects/Engineers (\$500,000 or less)

1. The Executive Director of Facilities and Support Services ~~Administrative Services~~ will appoint a Project Team and Chairperson for each project; ~~however, projects exclusively involving utilities, roofing, mechanical and electrical systems, etc., may not require a Project Team.~~
2. The Team will typically include two or three University professional staff members and one or more "users" of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Team Chairperson will work closely with the members of the department/unit that will occupy the space being designed and maintain the scope and costs of the project within the availability of project funds.
4. If it is determined that University personnel have the time and capability to complete ~~a smaller project (\$500,000 or less),~~ the project, it will be designed and managed internally and will not be advertised to external firms.
5. If the Project Team or the Executive Director of ~~Administrative Services~~ Facilities and Support Services determines that an external architect/engineer is required to design and manage a ~~smaller~~ project, the committee will comply with DAS/OSA procedures to select an Associate. The Team will recommend a firm to the ~~EDAS~~ Executive Director of Facilities and Support Services for approval.

Classification Two (2). ~~Capital Projects Administered by the University~~ Locally Administered and Designed by External Architects/Engineers (over \$500,000 ~~but less than \$4 million~~)

1. The Executive Director of ~~Administrative Services~~ Facilities and Support Services will appoint a Project Team and Chairperson for each project.
2. The Team will typically include two or three University professional staff members and one or more “users” of the space to be constructed. The Team Chairperson will maintain and regularly distribute minutes of all meetings.
3. The Project Team will determine the desired qualifications needed by the architect/engineer for the project. These qualifications, along with the scope of the project, will be stated in the Request for Proposals (RFP).
4. The RFP will be sent to an appropriate number of design firms who have expressed an interest in being considered for University projects. Additional firms will be solicited through an advertisement in *The Vindicator* and an RFP to the *Ohio Register*.
5. The Project Team will evaluate submitted proposals and, if appropriate, interview firms in accordance with Ohio Department of Administrative Services procedures. The Team will submit a ranked list of firms, based on average composite scores and with recommendations, to the ~~EDAS~~ Executive Director of Facilities and Support Services.
6. The Team’s ranked list and recommendations will be shared with the Executive Vice President for consideration and counsel with the President.
7. The President will submit to the Finance and Facilities Committee an unranked list of three to five top-scoring firms, along with the rationale (pros and cons) provided by the Project Team.
8. A copy of the RFP and the Responses to the Request for Proposals provided by the firms recommended for interviews will be provided to the Finance and Facilities Committee. The order in which firms are interviewed will be determined by a draw.
9. Firms will be afforded a maximum of one hour for the presentation to the Committee. The presentation will be followed by a question-and-answer period.

10. The Finance and Facilities Committee, provided a quorum, and after full discussion, will vote by roll call to select the proposal to be adopted. The adopted proposal must receive a majority vote. If no proposal receives a majority vote, the Committee will continue the discussion and will vote until such time as a majority vote is achieved. If necessary, the Committee may adopt a tiebreaker procedure. Failing adoption of a proposal, the Committee may request a resubmission of proposals.
11. The Committee, for informational purposes, will report the selection to the Board of Trustees.

Classification Three (3). Major Capital Projects Administered by the State and Designed by External Architects/Engineers (~~\$4 million or more~~)

1. All State Department of Administrative Services procedures, including advertising and determination of firms selected for interview, will be followed.
2. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will interview the firms recommended for consideration. In addition to the President and Executive Vice President, the Committee may invite others to participate in the process.
3. The Finance and Facilities Committee and representative(s) of the Office of the State Architect will follow the procedures established by the Office of the State Architect to select the architect/engineer for the project.
4. The Committee, for informational purposes, will report the selection to the Board of Trustees.

Youngstown STATE UNIVERSITY

UNIVERSITY GIFTS EXECUTIVE SUMMARY JANUARY-MARCH 2008

Gifts Received	Number of Gifts	Amount
Alumni Relations	318	\$16,305.00
University Development	1022	\$1,462,578.06
WYSU-FM	275	\$26,672.43
Total University Gifts	1615	\$1,505,555.49
YSU Foundation	280	\$3,171,338.33

Agenda Item E.3.b.
Exhibit D

Youngstown

STATE UNIVERSITY

UNIVERSITY GIFTS
EXECUTIVE SUMMARY
JANUARY - MARCH 2008

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	267	\$8,560.00
Cash-Four Year Single & Joint Members	41	3,620.00
Cash-Single & Joint Life Members	9	2,125.00
\$1,000 - \$9,999	1	2,000.00
Total Cash	318	\$16,305.00
Total Alumni Relations	318	\$16,305.00
UNIVERSITY DEVELOPMENT		
Centennial Campaign	18	\$1,197,499.15
Annual Fund		
\$10,000 - \$49,999	3	45,000.00
\$1,000 - \$9,999	50	107,965.84
\$500 - \$999	32	17,720.15
Below \$500	913	62,008.92
Underwriting	1	500.00
Total Pledged Cash	1017	\$1,430,694.06
Non-Cash	5	31,884.00
Total University Development	1022	\$1,462,578.06
WYSU-FM		
\$1,000 - \$9,999	1	1,000.00
\$500 - \$999	4	2,200.00
Below \$500	270	23,472.43
Total Pledged Cash	275	\$26,672.43
Total WYSU-FM	275	\$26,672.43
TOTAL GIFTS		
Grand Total Gifts	1615	\$1,505,555.49

Youngstown

STATE UNIVERSITY

ALUMNI RELATIONS CASH CONTRIBUTIONS BY RANK

One Year Single and Joint Members

Robert & Marilyn Abramski	Dale Cunningham
Dominic Albanese	Gregory & Nikki Cvetkovic
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Mrs. Nancy J. Zilavy
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Total Cash Contributions:

\$232,694.91

UNDERWRITING

St. Elizabeth Health Center

Total Underwriting:

\$500.00

NON-CASH CONTRIBUTIONS

Delphi Automotive Systems	\$26,764.00	Mixer, Drum Pump, Vacuum Chamber & Oven for Electrical Engineering Dept.
Ms. Virginia J. Deuley	160.00	4 Framed Photos for SMARTS
Hendricks Excavating	3,600.00	Dr. Howard Jones Statue Steps
Mr. John Murphy	760.00	1960's Baby Grand Piano for SMARTS
Dr. & Mrs. Thomas A. Shipka	<u>600.00</u>	Dinner for Women's Swim Team

Total Non-Cash Contributions: \$31,884.00

Youngstown

STATE UNIVERSITY

WYSU-FM PLEGDED CASH CONTRIBUTIONS BY RANK

\$1,000.00 - \$9,999.99

Italian Scholarship Fund

\$500.00 - \$999.99

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\$26,672.43

	<u>Proposed FY 2009</u>	<u>Actual FY 2008</u>	<u>Change</u>	<u>Percentage Increase</u>
Master of Public Health Instructional Fee	\$500.00	\$475.00	\$25.00	5.26%

This fee is for the Northeastern Ohio Universities Master of Public Health program, which operates through a partnership of YSU, the University of Akron, Cleveland State University, Kent State University, and Northeastern Ohio Universities College of Medicine. The fee is annually determined collectively by this consortium.

Federal Background Check	\$28.00	\$24.00	\$4.00	16.7%
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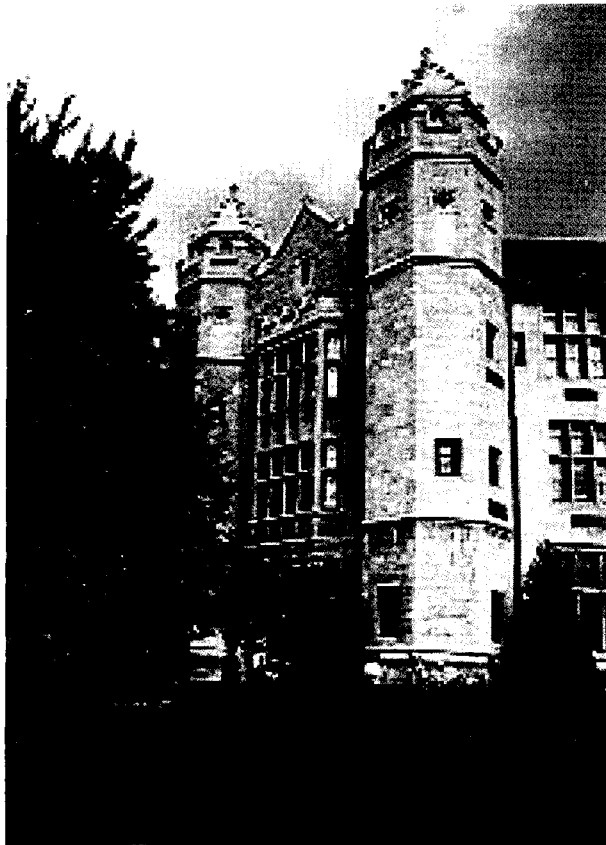
This fee is assessed to students who are enrolled in coursework that places them in contact with children (i.e., student teaching, Human Ecology). The proposed increase is the result of the Federal Bureau of Investigation having raised its fees, as well as to support administrative and equipment costs.

Web Check Fingerprinting Fee	\$37.00	\$30.00	\$7.00	23.3%
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This fee is assessed to students who are enrolled in coursework that places them in contact with children (i.e., student teaching, Human Ecology). The proposed increase is the result of the Ohio Bureau of Criminal Identification having raised its processing fees.

YOUNGSTOWN STATE UNIVERSITY

Fiscal Year 2009 Operating Budget and Capital Funds



Agenda Item E.4.c.
Exhibit F

YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2009 Operating Budget
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YOUNGSTOWN STATE UNIVERSITY

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YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2009 Operating Budget

Budget Summary

The Fiscal Year 2009 operating budget of \$166,582,000 is \$5.9 million higher than the modified FY 2008 operating budget; \$5.29 million relates to an increase in the General Fund, and \$668,000 relates to auxiliary funds.

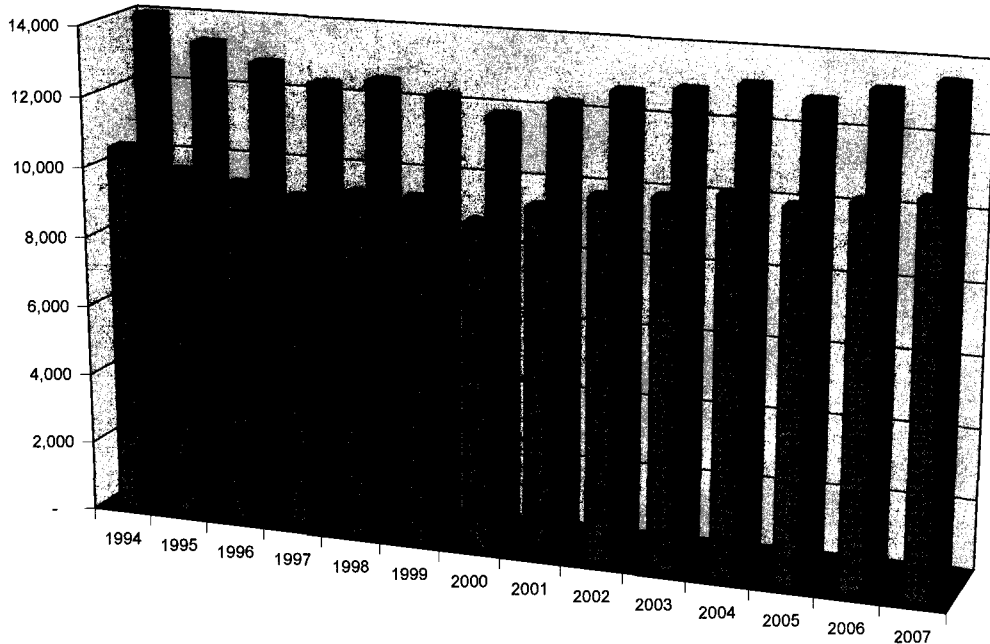
Table 1
Operating Budget Summary

	<u>FY 2008</u> <u>Modified Budget</u>	<u>FY 2009</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
General Fund	\$142,712,000	\$148,000,000	3.7%
Auxiliaries (net of Gen. Fund support)	\$17,913,000	\$18,582,000	3.7%
Total Operating Budget	\$160,625,000	\$166,582,000	3.7%
Capital Funds (biennial)	\$43,000,000	\$50,522,000	17.5%

Enrollment Data

YSU's enrollments continued an upward trend during the 2007-2008 academic year. Actual FTE enrollments during fall term 2007 totaled 10,796 or 3.2% above the budgeted FTE level of 10,461. Actual fall 2007 enrollments were 206 FTE greater than the previous year, a 2% increase in actual enrollment levels.

Chart 1: Fall Term Enrollment Trends



	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
■ FTE	10,508	9,954	9,714	9,462	9,729	9,733	9,203	9,766	10,171	10,311	10,518	10,332	10,590	10,796
■ Headcount	13,979	13,273	12,801	12,324	12,533	12,222	11,787	12,250	12,698	12,858	13,101	12,812	13,183	13,497

General Fund Revenues

FY 2009 budgeted General Fund Revenues total \$148,000,000, a \$5.3 million increase over the FY 2008 modified budget. Table 2 provides a comparative summary of General Fund Revenue; Appendix A (page 11) provides greater detail. The FY 2009 proposed budget reflects a 9.1% increase in state support. Amended Substitute House Bill 119, the state of Ohio's biennial operating budget bill for FYs 2008 and 2009, allocates an additional \$96 million in direct state support for higher education, of which YSU's share in FY 2009 is projected to be approximately \$4.2 million or 9.1% above FY 2008 state support.

**Table 2
General Fund Revenue
Fiscal Years 2008 and 2009**

Source	FY 2008 Modified Budget	FY 2009 Budget	Percent Change
<i>Tuition, Fees & Other Student Charges</i>			
Instructional & Mandatory Fees	\$85,405,758	\$85,568,543	0.19%
Other Tuition, Fees & Student Charges	7,853,729	8,284,943	5.49%
Total Tuition, Fees & Other Charges	\$93,259,487	\$93,853,486	0.64%
<i>State Appropriations</i>			
State Share of Instruction	\$42,658,718	\$46,777,142	9.65%
Success, Access & Jobs Challenge	3,125,851	3,183,305	1.84%
Total State Appropriations	\$45,784,569	\$49,960,447	9.12%
<i>Other Sources</i>	\$3,667,944	\$4,186,067	14.13%
Total General Fund Revenue	\$142,712,000	\$148,000,000	3.71%

Amended Substitute House Bill 119 prohibits state colleges and universities from increasing in-state undergraduate tuition. Not only does YSU fully comply with this legislation, the University also will not raise graduate tuition or the non-resident surcharge for FY 2009 even though these charges are exempt from the state tuition cap.

YSU's FY 2009 budgeted revenues are based on actual FY 2008 enrollments and, more specifically, actual FY 2008 revenue per FTE student. This is a departure from past practice that used a rolling two- or five-year FTE enrollment average on which to base budgeted revenues.

As demonstrated in the Table 3 on the following page, actual enrollments over the past five years have exceeded budgeted enrollments by an average of 250 FTE students annually. Basing FY 2009 budgeted revenues upon prior year actual enrollments will allow the University to be more

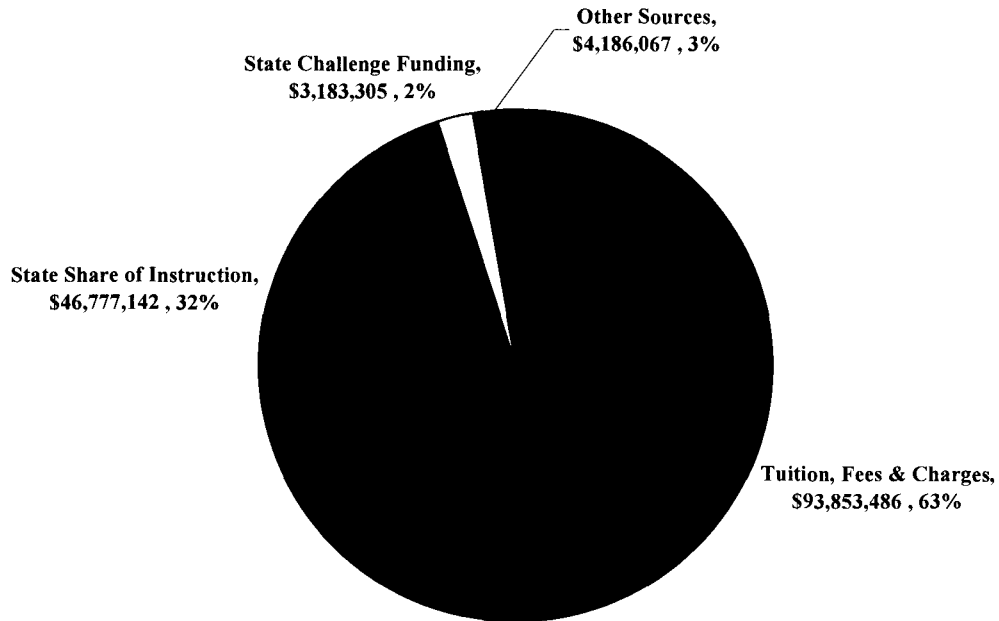
responsive to budgetary priorities. And while this new approach is less conservative than past practice, it is still reasonably conservative in that it does not forecast enrollment growth. Data on registration and applications for fall term 2008 indicate that enrollment levels will be stable in FY 2009 with moderate growth likely.

Table 3
Budgeted FTE Enrollments vs. Actual FTE Enrollments
Fall Semester

Fiscal Year	Budgeted FTE	Method	Actual FTE	Difference: Budgeted vs. Actual FTE
2004	9,969	2-yr avg.	10,311	342
2005	10,241	2-yr avg.	10,518	277
2006	10,415	2-yr avg.	10,332	(83)
2007	10,220	5-yr avg.	10,590	370
2008	10,461	2-yr avg.	10,796	335

Reductions in state support for public higher education in Ohio have significantly altered the revenue composition for Youngstown State University over the past several years, shifting the financial burden more heavily to students. Chart 2 below shows that Tuition, Fees and Charges provide 63% of total General Fund Revenues, while State Appropriations provide 34% and Other Sources provide 3%.

Chart 2
FY 2009 General Fund Revenue by Source



General Fund Expenses

General Fund expenses are summarized in Table 4 by expense category while Table 5 summarizes the same expenditures by division. Personnel costs increased by 2.4% primarily due to negotiated salary increases for three unions (OEA, APAS and FOP) and comparable salary increases for exempt professional/administrative staff. However, personnel costs are expected to further increase pending the outcome of contract negotiations with the ACE union, which is uncertain at this time.

Table 4
General Fund Expenditures by Natural Classification
Fiscal Years 2008 and 2009

	FY 2008 Modified Budget	FY 2009 Budget	Percent Change
Personnel			
Faculty	\$40,021,037	\$41,534,808	3.8%
Staff	31,132,788	31,179,307	0.1%
Students	3,524,587	3,531,592	0.2%
Fringe Benefits	24,198,445	24,969,539	3.2%
Total Personnel	\$98,876,857	\$101,215,246	2.4%
Operating Expenses			
Supplies	\$2,118,778	\$2,105,533	-0.6%
Travel and Related Expenses	1,135,748	1,217,948	7.2%
Information & Communication	1,594,653	1,551,380	-2.7%
Maintenance/Repairs/Utilities	7,331,691	7,395,735	0.9%
Scholarships, Aid & Awards	3,476,239	3,476,239	0.0%
Equipment & Library Acquisitions	1,714,668	1,682,668	-1.9%
Miscellaneous (see page 13)	4,829,165	4,718,755	-2.3%
Total Operating Expenses	\$22,200,942	\$22,148,258	-0.2%
Other			
Transfers (see page 13)	\$19,039,796	\$22,523,548	18.3%
Strategic Initiatives	250,000	192,000	-23.2%
Area Contingency Accounts	2,344,405	1,920,948	-18.1%
Total Other	\$21,634,201	\$24,636,496	13.9%
Total General Fund Expenditures	\$142,712,000	\$148,000,000	3.7%

Operating costs are projected to remain flat in FY 2009 with a budgeted change of just -0.2%. The General Fund scholarship budget will remain flat in FY 2009, largely due to the fact that tuition will again remain flat during the 2008-2009 academic year. However, the total scholarship budget will increase by 6.6%, which is primarily the result the YSU Foundation having increased its scholarship contribution by \$421,000 in FY 2009. See Appendices B and C on pages 12-14 for additional detail.

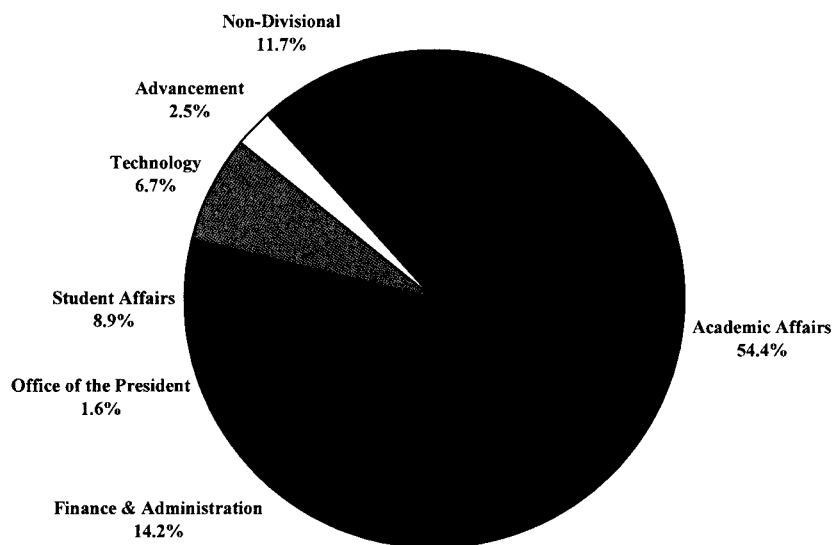
General Fund transfers also include \$300,000 to fund the creation and operation of a wellness program for university employees. The wellness program is in accordance with the terms of the

OEA contract and is being funded by projected cost savings resulting from planned administrative and plan design changes related to healthcare insurance benefits. Additionally, General Fund transfers also include \$2.7 million for Debt Service/Budget Contingencies, which will support the debt service associated with the issuance of new construction-related debt, the settlement of the ACE contract, potential revenue shortfalls, and/or other expenses that may arise during the course of FY 2009.

Table 5
General Fund Expenditures by Division
Fiscal Years 2008 and 2009

Division	FY 2008 Modified Budget	FY 2009 Budget	FY 2009 % of Total	Percent Change
Academic Affairs	\$76,907,470	\$80,452,354	54.4%	4.6%
Finance & Administration	\$22,126,425	\$21,022,914	14.2%	-5.0%
Office of the President	\$2,183,425	\$2,343,413	1.6%	7.3%
Student Affairs	\$13,214,275	\$13,127,235	8.9%	-0.7%
Technology	\$9,994,197	\$9,982,345	6.7%	-0.1%
Advancement	\$3,749,075	\$3,723,617	2.5%	-0.7%
Non-Divisional (see Appendix C)	\$14,537,133	\$17,348,121	11.7%	19.3%
Total General Fund	\$142,712,000	\$148,000,000	100.0%	3.7%

Chart 3
General Fund Expenditures by Division - FY 2009



Auxiliaries

Auxiliary budgets for Fiscal Year 2009 total \$28.2 million, which includes \$9.5 million in General Fund support and \$18.6 million in earned income and support from other funds. See Appendix D on pages 15-19 for additional detail for the auxiliaries listed in Table 6.

**Table 6
Auxiliary Budgets
Fiscal Years 2008 and 2009**

<u>Auxiliary</u>	<u>FY 2008 Budget</u>	<u>FY 2009 Budget</u>	<u>Percent Change</u>
Intercollegiate Athletics	\$9,653,677	\$10,141,708	5.06%
Athletic Concessions	340,705	345,207	1.32%
Housing Services	5,784,725	5,855,700	1.23%
Bookstore	5,750,000	6,000,000	4.35%
Parking Services	2,128,000	2,320,000	9.02%
Kilcawley Center	2,109,782	2,178,187	3.24%
Telephone Service-Residence Hall	117,100	117,100	0.00%
Andrews Recreation and Wellness Center	1,213,000	1,274,985	5.11%
Total Auxiliary Budgets	\$27,096,989	\$28,232,887	4.19%
Less: Support from General Fund	(9,103,573)	(9,473,786)	4.07%
Subtotal	\$17,993,416	\$18,759,101	4.26%
Less: Support from Other Funds	(80,000)	(176,958)	121.2%
Total Earned Income	\$17,913,416	\$18,582,143	3.73%

General Fund support to auxiliaries in Fiscal Year 2009 includes:

<u>Auxiliary</u>	<u>Operating Support</u>
Intercollegiate Athletics	\$7,098,000
Kilcawley Center	1,137,801
Andrews Rec/Wellness Center	1,237,985
Total General Fund Support	\$9,473,786

Other

Table 7 summarizes miscellaneous salary rates for part-time faculty, graduate assistants, research assistants, and other student employees.

**Table 7
Miscellaneous Salary Rates
Fiscal Year 2009**

Employee Classification	Rate
<i>Part-Time Faculty (per semester hour workload)</i>	
With Baccalaureate	\$ 650
With Masters or J.D.	\$ 800
With Doctorate	\$ 1,050
<i>Doctoral Fellowships (includes remittance of tuition and non-resident surcharge)</i>	\$10,000
<i>Graduate Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 7,500
<i>Graduate Teaching Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 8,750
<i>Student Employee Hourly Wage Rates*</i>	
Research Assistants	\$8.90
Student Assistants	\$7.00
Student Exception Rates <i>(as approved by the Executive Director of Student Life)</i>	\$7.50 - \$10.00

*Note: Student employee hourly wage rates are subject to revision, pending the cost of living adjustment in January 2009, as required by Ohio minimum wage law.

Capital Improvements Budget Highlights

The capital projects identified in the current biennium include those funded by three sources: (1) state appropriations; (2) re-appropriations from prior capital bills; and (3) local funds for new facilities. Local funds are expected to include a financially healthy mix of gifts and debt. The University's total capital budget for the FY 2009-2010 capital biennium is \$50.5 million. The Capital Budget Sources and Uses for the 2009-10 biennium appear on page 21 (Appendix F).

The state of Ohio's FY 2009-2010 capital budget bill, House Bill 562, was recently passed by the Ohio Senate. If enacted in its current form, HB 562 would appropriate \$11.5 million in state capital funds to YSU, which includes \$5.95 million for major renovations, \$1.5 million for campus development, \$624,834 for infrastructure upgrades, and \$3.5 million for basic renovations. In addition, \$15 million in unused funds were re-appropriated from previous capital budgets in House Bill 496, which was signed into law by Governor Strickland in March 2008.

Centennial Campus Master Plan

The University commenced a comprehensive planning process in April 2003 to update YSU's Long Range Facilities Development Plan developed in 1984. The resulting Centennial Campus Master Plan ("Master Plan") incorporates the recommendations of other internal and external planning processes, including Youngstown 2010, the YSU space utilization study, and the Smoky Hollow Development Plan.

In March 2005, the YSU Board of Trustees adopted a conceptual framework for the Master Plan to advance YSU's core mission on behalf of academic and student life. In addition to the West Campus Gateway project, other major improvements envisioned in the Master Plan include a new building for the Williamson College of Business, an annex to Moser Hall to house new labs for the life sciences and engineering, refurbishments of Coffelt Hall, and enhancement of Kilcawley Center as the focal point for student life.

In December 2006, the YSU Board of Trustees formally endorsed the Master Plan and approved a resolution authorizing \$40 million in local debt to support the implementation of the Master Plan. Additionally, in February 2007, the Ohio Board of Regents approved the issuance of debt by YSU to support and implement the Master Plan.

In the FY 2009-10 biennium, the following Master Plan projects will be undertaken:

New Williamson College of Business Building (\$34.3 million)

The goal of this project is to develop a state-of-the-art business school to replace the obsolete Williamson Hall and to serve the Mahoning Valley business community by providing space for business-oriented academic centers, meeting and conference space, and programs designed to meet the evolving needs of the community. The new facility will establish a strong physical and symbolic link between the University core campus and downtown Youngstown by locating the building on a prominent site between Rayen Avenue and Wood Street. The University has undertaken an aggressive fundraising campaign to support the Master Plan and specifically the new business facility, and has already secured \$12.2 million in gifts and pledges for this project as of June 1, 2008, in addition to \$11.3 million in state capital funds that have been appropriated for this project.

Other Campus Development (\$2.28 million)

Other campus development activities include the acquisition of key properties adjacent to the campus and the construction of walkways and plazas.

Infrastructure Upgrades (\$1.86 million)

Improvement and/or replacement of infrastructure and on-going activities of facilities capital improvements, and include:

- Campus-wide electrical systems
- Campus-wide building system upgrades
- Building masonry restorations

Instructional Space Upgrades (\$1.17 million)

Instructional Space upgrades will focus on improving the teaching/learning environment in the classrooms through a campus-wide program to upgrade/replace floors, ceilings, lighting and wall coverings.

Basic Renovations (\$9.9 million)

The Board of Regents defines projects below \$500,000 as *Basic Renovations*. These projects are approved as a whole, and must be designated as general or specific projects. Specific projects over \$100,000 that will begin or be completed in fiscal years 2009-10 are listed in Appendix F.

Instructional Equipment (\$643,641)

Funds are appropriated for instructional and data processing equipment to supplement equipment acquisitions made by institutions from local resources. Generally, equipment must be used directly for instructional purposes or in direct support of instruction. Equipment used for both instructional and non-instructional purposes (e.g., research) may be acquired; however, state funds will be paid to cover only that portion of costs that reflect usage for instructional purposes.

State Capital Component funds (\$993,000)

When a campus's formula-determined state capital allocation is less than its actual capital appropriation, the difference is allocated to campuses in the form of state Capital Component funds. Conversely, when capital appropriations exceed the formula-determined amount, the difference is deducted from the State Share of Instruction allocation. This serves as an incentive for campuses to carefully consider requests for state capital appropriations. Capital Component funds are generally unrestricted but must be used for capital-related purposes. The balance of YSU's accumulated and unused Capital Component funds is \$1.2 million. Of this amount, \$175,000 will be used in FY 2009 to help cover a portion of the Chase Equipment capital lease obligation for the Johnson Controls energy conservation project.

YOUNGSTOWN STATE UNIVERSITY

General Fund Revenue
FY 2008 and FY 2009

	FY 2008 MODIFIED BUDGET	FY 2009 BUDGET	CHANGE	PERCENT CHANGE	PERCENT of TOTAL
TUITION, FEES & OTHER CHARGES					
MANDATORY FEES					
Instructional Fee	\$68,647,823	\$68,789,331	\$141,508	0.2%	46.48%
General Fee	13,929,830	\$13,942,478	12,648	0.1%	9.42%
Technology Fee	2,828,105	\$2,836,734	8,629	0.3%	1.92%
Subtotal - Mandatory Fees	\$85,405,758	\$85,568,543	\$162,785	0.2%	57.82%
OTHER TUITION & FEES					
Non-resident Tuition Surcharge	\$3,337,243	\$3,383,457	\$46,214	1.4%	2.29%
Laboratory/Materials Fee	2,425,000	2,675,000	250,000	10.3%	1.81%
Non-credit Instructional Fees	380,000	380,000	0	0.0%	0.26%
Miscellaneous Fees	239,750	312,750	73,000	30.4%	0.21%
Application Fee (Undergraduate)	140,000	140,000	0	0.0%	0.09%
Application Fee (College Net)	55,200	55,200	0	0.0%	0.04%
Application Fee (Graduate)	20,000	20,000	0	0.0%	0.01%
Subtotal - Other Tuition & Fees	\$6,597,193	\$6,966,407	\$369,214	5.6%	4.71%
STUDENT CHARGES					
Fines & Penalty Assessments	\$567,500	\$537,500	(\$30,000)	-5.3%	0.36%
Service Charges	689,036	781,036	92,000	13.4%	0.53%
Subtotal - Student Charges	\$1,256,536	\$1,318,536	\$62,000	4.9%	0.89%
Total - Tuition, Fees & Other Student Chrgs.	\$93,259,487	\$93,853,486	\$593,999	0.6%	63.41%
STATE APPROPRIATIONS					
State Share of Instruction	\$42,658,718	\$46,777,142	\$4,118,425	9.7%	31.61%
Success Challenge	2,471,326	\$2,506,151	34,825	1.4%	1.69%
Access Challenge	564,452	\$602,154	37,702	6.7%	0.41%
Jobs Challenge	90,074	\$75,000	(15,074)	-16.7%	0.05%
Subtotal - State Appropriations	\$45,784,570	\$49,960,447	\$4,175,878	9.1%	33.76%
OTHER SOURCES					
Operating Funds Investment Income	\$1,310,970	\$1,802,123	\$491,154	37.5%	1.22%
Administrative Charge - Bookstore	500,000	500,000	0	0.0%	0.34%
Administrative Charge - Other Auxiliaries	574,418	636,888	62,470	10.9%	0.43%
Alumni Relations	283,050	253,050	(30,000)	-10.6%	0.17%
Sales & Services of Educational Activities	119,700	119,700	0	0.0%	0.08%
Private Gifts	88,000	95,000	7,000	8.0%	0.06%
Other-Miscellaneous	791,806	779,306	(12,500)	-1.6%	0.53%
Subtotal - Other Sources	\$3,667,944	\$4,186,067	\$518,124	14.1%	2.83%
TOTAL GENERAL FUND REVENUE	\$142,712,000	\$148,000,000	\$5,288,000	3.7%	100.00%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenditures by Natural Classification
FY 2008 and FY 2009

	FY 2008		FY 2009		CHANGE	PERCENT CHANGE
	MODIFIED BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
PERSONNEL						
Full Service Faculty						
Professor	\$16,217,342	11.4%	\$16,394,616	11.1%	\$177,274	1.1%
Associate Professor	6,670,464	4.7%	7,531,945	5.1%	861,482	12.9%
Assistant Professor	6,731,217	4.7%	6,660,194	4.5%	(71,023)	-1.1%
Instructor	1,421,575	1.0%	1,967,612	1.3%	546,037	38.4%
Subtotal - Full Service Faculty Salaries	\$31,040,597	21.8%	\$32,554,368	22.0%	\$1,513,771	4.9%
Temporary Faculty						
Summer School	\$3,060,000	2.1%	\$3,060,000	2.1%	\$0	0.0%
Faculty Overload	72,000	0.1%	72,000	0.0%	0	0.0%
Part-Time Faculty	4,162,266	2.9%	4,162,266	2.8%	0	0.0%
Continuing Education Faculty	109,174	0.1%	109,174	0.1%	0	0.0%
Extended Teaching Service	1,577,000	1.1%	1,577,000	1.1%	0	0.0%
Subtotal - Temporary Faculty Salaries	\$8,980,440	6.3%	\$8,980,440	6.1%	\$0	0.0%
Total Faculty Salaries	\$40,021,037	28.0%	\$41,534,808	28.1%	\$1,513,771	3.8%
Permanent Staff						
Professional/Administrative- Full-Time	\$13,653,362	9.6%	\$14,175,233	9.6%	\$521,871	3.8%
Professional/Administrative- Part-Time	302,777	0.2%	297,803	0.2%	(4,974)	-1.6%
Classified-Permanent (Part-Time & Full-Time)	16,211,196	11.4%	15,770,667	10.7%	(440,529)	-2.7%
Subtotal - Permanent Staff Salaries	\$30,167,335	21.1%	\$30,243,703	20.4%	\$76,368	0.3%
Temporary Staff						
Classified Temporary/Intermittent	\$681,413	0.5%	\$637,765	0.4%	(\$43,648)	-6.4%
Classified Overtime	141,610	0.1%	150,209	0.1%	8,599	6.1%
Supplementary Salaries	121,308	0.1%	126,508	0.1%	5,200	4.3%
Occasional Service Payment	21,122	0.0%	21,122	0.0%	0	0.0%
Subtotal - Temporary Staff Salaries	\$965,453	0.7%	\$935,604	0.6%	(\$29,849)	-3.1%
Total Staff Salaries	\$31,132,788	21.8%	\$31,179,307	21.1%	\$46,519	0.1%
Students						
Graduate Assistants	\$1,211,920	0.8%	\$1,211,920	0.8%	\$0	0.0%
Graduate Assistant Interns	20,000	0.0%	23,500	0.0%	3,500	17.5%
Student Assistants	1,916,219	1.3%	1,916,219	1.3%	0	0.0%
Research Assistants	83,265	0.1%	83,265	0.1%	0	0.0%
Task Based Stipends	293,183	0.2%	296,688	0.2%	3,505	1.2%
Subtotal - Student Salaries	\$3,524,587	2.5%	\$3,531,592	2.4%	\$7,005	0.2%
Total - Faculty, Staff & Student Salaries	\$74,678,412	52.3%	\$76,245,706	51.5%	\$1,567,294	2.1%
Fringe Benefits						
Healthcare Insurance	N/A	N/A	\$9,588,303	6.5%	N/A	N/A
Admin. & Plan Design Changes (Healthcare)	N/A	N/A	(\$300,000)	-0.2%	N/A	N/A
Other Fringe Benefits	N/A	N/A	\$15,381,236	10.4%	N/A	N/A
Total Fringe Benefits	\$24,198,445	17.0%	\$24,969,539	16.9%	\$771,094	3.2%
TOTAL SALARIES & FRINGE BENEFITS	\$98,876,857	69.3%	\$101,215,245	68.4%	\$2,338,388	2.4%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenditures by Natural Classification (continued)
FY 2008 and FY 2009

	FY 2008		FY 2009		CHANGE	PERCENT CHANGE
	MODIFIED BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
OPERATING EXPENSES						
Supplies	\$2,118,778	1.5%	\$2,105,533	1.4%	(\$13,245)	-0.6%
Travel & Related Expenses	1,235,748	0.9%	1,217,948	0.8%	(17,800)	-1.4%
Information & Communication	1,594,653	1.1%	1,551,380	1.0%	(43,273)	-2.7%
Maintenance/Repairs/Utilities	7,331,691	5.1%	7,395,735	5.0%	64,044	0.9%
Library Acquisitions	1,075,160	0.8%	1,075,160	0.7%	0	0.0%
Equipment	639,508	0.4%	607,508	0.4%	(32,000)	-5.0%
TOTAL OPERATING	\$13,995,538	9.8%	\$13,953,264	9.4%	(\$42,274)	-0.3%
MISCELLANEOUS						
Student Scholarships, Aid & Awards	\$3,476,239	2.4%	\$3,476,239	2.3%	\$0	0.0%
General Insurance	487,370	0.3%	487,370	0.3%	0	0.0%
Professional Fees & Services	1,689,005	1.2%	1,852,995	1.3%	163,990	9.7%
Bad Debt/Collections	878,604	0.6%	878,604	0.6%	0	0.0%
Rentals - Non-Facilities	541,854	0.4%	543,854	0.4%	2,000	0.4%
Other	882,332	0.6%	955,932	0.6%	73,600	8.3%
TOTAL MISCELLANEOUS	\$7,955,404	5.6%	\$8,194,994	5.5%	\$239,590	3.0%
OTHER						
Transfers						
Intercollegiate Athletics	\$6,827,177	4.8%	\$7,098,000	4.8%	\$270,823	4.0%
Challenge Funds	2,126,614	1.5%	2,126,614	1.4%	0	0.0%
Laboratory/Materials Fee to designated fund	2,425,000	1.7%	2,675,000	1.8%	250,000	10.3%
Kilcawley Center	1,100,396	0.8%	1,137,801	0.8%	37,405	3.4%
ERIP Base Reserve	1,153,405	0.0%	0	0.0%	(1,153,405)	-100.0%
Debt Service/Budget Contingencies	N/A	N/A	2,700,000	N/A	N/A	N/A
Marketing Campaign	300,000	0.2%	300,000	0.2%	0	0.0%
Andrews Recreation/Wellness Center	1,176,000	0.8%	1,237,985	0.8%	61,985	5.3%
Technology Initiative	2,327,663	1.6%	2,692,427	1.8%	364,764	15.7%
Transfer in from other funds	(735,000)	-0.5%	(175,000)	-0.1%	560,000	-76.2%
Capital Lease, Energy Conservation Project	1,179,666	0.8%	1,179,666	0.8%	0	0.0%
Transfer to 5% Operating Reserve	250,000	0.2%	370,000	0.3%	120,000	48.0%
Employee Wellness Program	N/A	N/A	300,000	0.2%	N/A	N/A
Other	908,875	0.6%	881,055	0.6%	(27,820)	-3.1%
Subtotal - Transfers	\$19,039,796	13.3%	\$22,523,548	15.2%	\$3,483,752	18.3%
Miscellaneous Other						
Area Contingency Accounts & Other	\$2,594,405	1.8%	\$1,920,948	1.3%	(\$673,457)	-26.0%
Strategic Initiatives	250,000	0.2%	192,000	0.1%	(58,000)	-23.2%
Subtotal - Miscellaneous Other	\$2,844,405	2.0%	\$2,112,948	1.4%	(\$731,457)	-25.7%
TOTAL OTHER	\$21,884,201	15.3%	\$24,636,496	16.6%	\$2,752,295	12.6%
TOTAL GENERAL FUND	\$142,712,000	100.0%	\$148,000,000	100.0%	\$5,288,000	3.7%

YOUNGSTOWN STATE UNIVERSITY

APPENDIX C

**General Fund Expenditures by Division
FY 2008 and FY 2009**

DIVISION	FY 2008 MODIFIED BUDGET	FY 2009 BUDGET	CHANGE	PERCENT CHANGE	PERCENT OF TOTAL
ACADEMIC AFFAIRS					
Academic Support and Temporary Faculty	\$16,554,899	\$17,093,190	\$538,291	3.3%	11.5%
Vacancy Pool (Search in Progress)	1,951,935	1,898,469	(53,466)	-2.7%	1.3%
College of Liberal Arts & Social Sciences	12,423,210	12,908,457	485,247	3.9%	8.7%
College of Business Administration	5,739,226	6,067,149	327,923	5.7%	4.1%
College of Education	5,375,404	5,734,450	359,046	6.7%	3.9%
College of Science, Technology, Engineering & Math	13,919,722	14,304,870	385,148	2.8%	9.7%
College of Fine & Performing Arts	6,893,521	7,392,117	498,595	7.2%	5.0%
College of Health & Human Services	9,855,980	10,622,994	767,015	7.8%	7.2%
School of Graduate Studies	1,768,573	1,755,658	(12,915)	-0.7%	1.2%
Laboratory/Materials Fee (transfer)	2,425,000	2,675,000	250,000	10.3%	1.8%
Total - Academic Affairs	\$76,907,470	\$80,452,354	\$3,544,884	4.6%	54.4%
FINANCE & ADMINISTRATION					
Administrative Services	\$7,425,099	\$7,343,051	(\$82,048)	-1.1%	5.0%
Financial Services & Budget	4,405,315	4,268,447	(136,868)	-3.1%	2.9%
Human Resources	1,341,150	1,293,532	(47,618)	-3.6%	0.9%
Other Administration	415,602	326,838	(88,764)	-21.4%	0.2%
Subtotal - Administration	\$13,587,166	\$13,231,868	(\$355,298)	-2.6%	8.9%
Institution-Wide	8,539,259	7,791,046	(748,213)	-8.8%	5.3%
Total - Finance & Administration	\$22,126,425	\$21,022,914	(\$1,103,511)	-5.0%	14.2%
OFFICE OF THE PRESIDENT					
Office of the President	\$1,813,727	\$1,973,715	\$159,989	8.8%	1.3%
Institution-Wide	369,698	369,698	0	0.0%	0.2%
Total - Office of the President	\$2,183,425	\$2,343,413	\$159,989	7.3%	1.6%
STUDENT AFFAIRS					
Enrollment Services	\$3,901,239	\$3,881,702	(\$19,537)	-0.5%	2.6%
Student Life	2,251,780	2,190,990	(60,790)	-2.7%	1.5%
Other Student Affairs	1,135,343	1,127,401	(7,942)	-0.7%	0.8%
Subtotal - Student Affairs	\$7,288,362	\$7,200,093	(\$88,269)	-1.2%	4.9%
Institution-Wide	5,925,912	5,927,142	1,230	0.0%	4.0%
Total - Student Affairs	\$13,214,275	\$13,127,235	(\$87,040)	-0.7%	8.9%
TECHNOLOGY					
Technology	\$7,666,534	\$7,289,918	(\$376,616)	-4.9%	4.9%
Technology Master Plan Transfer	2,327,663	2,692,427	364,764	15.7%	1.8%
Total - Technology	\$9,994,197	\$9,982,345	(\$11,852)	-0.1%	6.7%
ADVANCEMENT	\$3,749,075	\$3,723,617	(\$25,458)	-0.7%	2.5%
NON-DIVISIONAL					
Institutional Reserve (Transfer)	\$250,000	\$370,000	\$120,000	48.0%	0.3%
Transfers	14,037,133	16,786,121	2,748,988	19.6%	11.3%
Strategic Initiatives	250,000	192,000	(58,000)	-23.2%	0.1%
Total - Non-Divisional	\$14,537,133	\$17,348,121	\$2,810,988	19.3%	11.7%
Total General Fund	\$142,712,000	\$148,000,000	\$5,288,000	3.7%	100.0%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>INTERCOLLEGIATE ATHLETICS</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Football Tickets	\$455,000	\$425,000	(\$30,000)	-6.6%
Basketball Tickets	120,000	118,000	(2,000)	-1.7%
Guarantees	716,500	795,000	78,500	11.0%
Program Sales	10,000	8,750	(1,250)	-12.5%
Campus Vending Concessions	105,000	105,000	0	0.0%
Royalty Commission	30,000	35,000	5,000	16.7%
NCAA Revenue Sharing	450,000	450,000	0	0.0%
Program Advertising Sales/Recognition	140,000	150,000	10,000	7.1%
Radio/Television Income	45,000	50,000	5,000	11.1%
Pouring Rights & Miscellaneous	115,000	175,000	60,000	52.2%
Scoreboard Advertising				
Football	100,000	100,000	0	0.0%
Basketball	35,000	35,000	0	0.0%
Viewing Boxes Contributions	425,000	420,000	(5,000)	-1.2%
Total Earned Income	\$2,746,500	\$2,866,750	\$120,250	4.4%
OTHER RESOURCES				
General Fund Allocation	\$6,827,177	\$7,098,000	\$270,823	4.0%
Athletic Event Concessions	80,000	80,000	0	0.0%
Scholarship Support	0	96,958	96,958	N/A
Total Other Sources	\$6,907,177	\$7,274,958	\$367,781	5.3%
TOTAL RESOURCES	\$9,653,677	\$10,141,708	\$488,031	5.1%
EXPENDITURES				
Permanent Staff	\$2,783,464	\$2,802,239	\$18,775	0.7%
Temporary Staff	90,285	94,829	4,544	5.0%
Fringe Benefits	935,869	932,013	(3,856)	-0.4%
Debt Service (transfer)	0	155,561	155,561	N/A
Capital Improvements (transfer)	100,000	100,000	0	0.0%
Scholarships	3,444,181	3,541,139	96,958	2.8%
Operating	2,299,878	2,515,927	216,049	9.4%
TOTAL EXPENDITURES	\$9,653,677	\$10,141,708	\$488,031	5.1%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>ATHLETIC CONCESSIONS</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Concession Sales	\$340,705	\$345,207	\$4,502	1.32%
TOTAL RESOURCES	<u>\$340,705</u>	<u>\$345,207</u>	<u>\$4,502</u>	<u>1.32%</u>
EXPENDITURES				
Permanent Staff	\$0	\$0	\$0	0.00%
Temporary Staff	54,356	54,356	0	0.00%
Fringe Benefits	7,914	12,416	4,502	56.89%
Administrative Charge	13,622	13,622	0	0.00%
Operating	184,813	184,813	0	0.00%
Transfer to Intercollegiate Athletics	80,000	80,000	0	0.00%
TOTAL EXPENDITURES	<u>\$340,705</u>	<u>\$345,207</u>	<u>\$4,502</u>	<u>1.32%</u>

<u>HOUSING SERVICES</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Room Rentals and Board	\$5,614,725	\$5,660,700	\$45,975	0.82%
Vending Machine Commissions	20,000	20,000	0	0.00%
Rentals-Guests and Special Groups	150,000	175,000	25,000	16.67%
Total Earned Income	<u>\$5,784,725</u>	<u>\$5,855,700</u>	<u>\$70,975</u>	<u>1.23%</u>
TOTAL RESOURCES	<u>\$5,784,725</u>	<u>\$5,855,700</u>	<u>\$70,975</u>	<u>1.23%</u>
EXPENDITURES				
Permanent Staff	\$477,472	\$495,184	\$17,712	3.71%
Temporary Staff	390,000	299,000	(91,000)	-23.33%
Fringe Benefits	199,312	191,881	(7,431)	-3.73%
Debt Service	1,242,000	1,242,000	0	0.00%
Administrative Charge	162,000	204,000	42,000	25.93%
Operating	3,313,941	3,423,635	109,694	3.31%
TOTAL EXPENDITURES	<u>\$5,784,725</u>	<u>\$5,855,700</u>	<u>\$70,975</u>	<u>1.23%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>BOOKSTORE</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Register Sales	\$5,750,000	\$6,000,000	\$250,000	4.35%
TOTAL RESOURCES	<u>\$5,750,000</u>	<u>\$6,000,000</u>	<u>\$250,000</u>	<u>4.35%</u>
EXPENDITURES				
Permanent Staff	\$443,146	\$442,667	(\$479)	-0.11%
Temporary Staff	195,000	220,000	25,000	12.82%
Fringe Benefits	177,803	169,679	(8,124)	-4.57%
Administrative Charge	500,000	500,000	0	0.00%
Operating	4,434,051	4,667,653	233,602	5.27%
TOTAL EXPENDITURES	<u>\$5,750,000</u>	<u>\$6,000,000</u>	<u>\$250,000</u>	<u>4.35%</u>

<u>PARKING SERVICES</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Parking Permits-Faculty & Staff	\$470,000	\$490,000	\$20,000	4.26%
Parking Permits-Students	1,441,500	1,600,000	158,500	11.00%
Parking Fines	50,000	54,500	4,500	9.00%
Parking Fees-Special Events	80,000	80,000	0	0.00%
Daily Parking Fees	45,000	45,000	0	0.00%
Parking Meters	6,000	10,000	4,000	66.67%
Parking Permits-Contracted Service	20,000	20,000	0	0.00%
Control Card Replacement	500	500	0	0.00%
Weekly Permits	15,000	20,000	5,000	33.33%
Total Earned Income	<u>\$2,128,000</u>	<u>\$2,320,000</u>	<u>\$192,000</u>	<u>9.02%</u>
TOTAL RESOURCES	<u>\$2,128,000</u>	<u>\$2,320,000</u>	<u>\$192,000</u>	<u>9.02%</u>
EXPENDITURES				
Permanent Staff	\$372,859	\$460,443	\$87,584	23.49%
Temporary Staff	437,852	364,852	(73,000)	-16.67%
Fringe Benefits	179,421	184,189	4,768	2.66%
Administrative Charge	186,430	195,000	8,570	4.60%
Operating	951,438	1,115,516	164,078	17.25%
TOTAL EXPENDITURES	<u>\$2,128,000</u>	<u>\$2,320,000</u>	<u>\$192,000</u>	<u>9.02%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>KILCAWLEY CENTER</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Food Services Commissions	\$245,000	\$280,000	\$35,000	14.29%
Candy Desk	51,000	55,000	4,000	7.84%
Duplication	580,000	570,000	(10,000)	-1.72%
Graphic Center	50,000	52,000	2,000	4.00%
Recreation Room	10,000	10,000	0	0.00%
Room Rental	29,000	29,000	0	0.00%
Vending and Miscellaneous Sales & Service	44,386	44,386	0	0.00%
Total Earned Income	<u>\$1,009,386</u>	<u>\$1,040,386</u>	<u>\$31,000</u>	<u>3.07%</u>
OTHER RESOURCES				
General Fund Allocation	\$1,100,396	\$1,137,801	\$37,405	3.40%
TOTAL RESOURCES	<u>\$2,109,782</u>	<u>\$2,178,187</u>	<u>\$68,405</u>	<u>3.24%</u>
EXPENDITURES				
Permanent Staff	\$459,246	\$494,688	\$35,442	7.72%
Temporary Staff	158,500	175,527	17,027	10.74%
Fringe Benefits	170,920	172,023	1,103	0.65%
Administrative Charge	126,000	126,000	0	0.00%
Operating	1,195,116	1,209,948	14,832	1.24%
TOTAL EXPENDITURES	<u>\$2,109,782</u>	<u>\$2,178,187</u>	<u>\$68,405</u>	<u>3.24%</u>

<u>TELEPHONE SERVICE-RESIDENCE HALL</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Local Service	\$115,000	\$115,000	\$0	0.00%
Long Distance Service	2,100	2,100	0	0.00%
TOTAL RESOURCES	<u>\$117,100</u>	<u>\$117,100</u>	<u>\$0</u>	<u>0.00%</u>
EXPENDITURES				
Permanent Staff	\$12,636	\$12,636	\$0	0.00%
Temporary Staff	12,000	12,000	0	0.00%
Fringe Benefits	5,275	5,275	0	0.00%
Administrative Charge	10,666	10,666	0	0.00%
Operating	76,523	76,523	0	0.00%
TOTAL EXPENDITURES	<u>\$117,100</u>	<u>\$117,100</u>	<u>\$0</u>	<u>0.00%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2008 and FY 2009

<u>ANDREWS RECREATION AND WELLNESS CENTER</u>				
	<u>FY 2008</u>	<u>FY 2009</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Faculty & Staff Memberships	\$19,000	\$19,000	\$0	0.00%
Guest Passes	\$8,000	\$8,000	\$0	0.00%
Program Fees	\$10,000	\$10,000	\$0	0.00%
Total Earned Income	\$37,000	\$37,000	\$0	0.00%
OTHER RESOURCES				
General Fund Allocation	\$1,176,000	\$1,237,985	\$61,985	5.27%
Total Other Resources	\$1,176,000	\$1,237,985	\$61,985	5.27%
TOTAL RESOURCES	<u>\$1,213,000</u>	<u>\$1,274,985</u>	<u>\$61,985</u>	<u>5.11%</u>
EXPENDITURES				
Permanent Staff	\$263,445	\$267,798	\$4,353	1.65%
Temporary Staff	362,500	397,800	35,300	9.74%
Fringe Benefits	115,051	119,183	4,132	3.59%
Administrative Charge	75,700	87,600	11,900	15.72%
Operating	396,304	402,604	6,300	1.59%
TOTAL EXPENDITURES	<u>\$1,213,000</u>	<u>\$1,274,985</u>	<u>\$61,985</u>	<u>5.11%</u>

YOUNGSTOWN STATE UNIVERSITY
Scholarship Summary
FY 2008 and FY 2009

	<u>Total FY 2008</u>	<u>Foundation FY 2009</u>	<u>University* FY 2009</u>	<u>Total FY 2009</u>
<u>Restricted Scholarship Programs:</u>				
DONOR RESTRICTED	\$666,050	\$666,050		\$666,050
SPECIAL TALENT	86,000	86,000		86,000
SPECIAL PURPOSE	337,500	237,500	313,000	550,500
ATHLETIC	3,543,781	111,300	3,541,139	3,652,439
Total Restricted Scholarship Programs	\$4,633,331	\$1,100,850	\$3,854,139	\$4,954,989
<u>Goal Based Scholarship Programs:</u>				
NEED BASED				
<i>To maximize access to YSU by awarding scholarships on the basis of financial need</i>				
Martin Luther King Achievement	\$525,000	\$200,000	\$325,000	\$525,000
PHEAA Grant Match	300,000	150,000	150,000	300,000
Housing Grants	300,000		300,000	300,000
Total Need Based	\$1,125,000	\$350,000	\$775,000	\$1,125,000
SCHOLARSHIPS FOR EXCELLENCE				
<i>To attract high quality students on the basis of academic excellence:</i>				
University Scholars	\$2,460,077	\$2,460,077		\$2,460,077
Trustee, President, Deans, and Transfer Scholarships for Excellence	1,419,167	1,358,123	61,044	1,419,167
Youngstown Early College			154,900	154,900
Red and White Scholarship	690,667		1,242,917	1,242,917
<i>To support retention efforts by awarding scholarships to current and continuing students in recognition of academic achievement:</i>				
Academic Achievement	351,167		351,167	351,167
Department Scholarships	302,250			0
Total Scholarships for Excellence	\$5,223,328	\$3,818,200	\$1,810,028	\$5,628,228
OTHER				
<i>To support new and transfer enrollment objectives by offering scholarships to attract associate degree graduates and student leaders from beyond our primary service area:</i>				
Student Leader	\$77,000		\$77,000	\$77,000
Tri-C, Lorain, Stark, Jefferson, and Kent associate degree	4,400		4,400	4,400
Total Other	\$81,400		\$81,400	\$81,400
Total Goal Based Scholarship Programs	\$6,429,728	\$4,168,200	\$2,666,428	\$6,834,628
GRAND TOTAL	\$11,063,059	\$5,269,050	\$6,520,567	\$11,789,617

Note: University total includes a \$35,000 contribution from the YSU Annual Fund.

YOUNGSTOWN STATE UNIVERSITY
Capital Budget Sources & Uses
Fiscal Years 2009 - 2010

Funding Uses	Funding Sources			Total
	Reappropriations HB 496	Appropriations HB 562	Other Funds	
Major Renovations				
Classroom Updates/Instructional Space	\$318,273	\$850,000		\$1,168,273
Tod Hall Renovations	146,979			146,979
Beeghly Center Rehab	13,429			13,429
Ward Beecher HVAC	133,987			133,987
Williamson College of Business	6,224,834	5,100,000	22,975,166	34,300,000
Total Major Renovations	\$6,837,502	\$5,950,000	\$22,975,166	\$35,762,668
Campus Development				
Purchase of Property	\$14,000	\$0		\$14,000
Campus Development	768,684	1,500,000		2,268,684
Total Campus Development	\$782,684	\$1,500,000	\$0	\$2,282,684
Infrastructure Upgrades				
Building System Upgrades	1,125,977	624,834		1,750,811
Masonry Restorations	92,729			92,729
Steam Distribution System Upgr.	17,692			17,692
Total Infrastructure Upgrades	\$1,236,398	\$624,834	\$0	\$1,861,232
Technology				
Residential Technology Integration	\$34,072			\$34,072
Technology Upgrades	0			0
Total Technology	\$34,072	\$0	\$0	\$34,072
Basic Renovations				
Electrical System Renovations	\$150,000			150,000
E.J. Salata Complex Renovations	125,000			125,000
Storm Water Amelioration	100,000			100,000
Roof Renovations	990,000			\$990,000
Restroom Upgrades	300,000			300,000
Exterior Concrete Renovations		\$495,000		495,000
Stambaugh Stadium Renovations	100,000			100,000
Emergency Generator Upgrades	150,000			150,000
Exterior Doors and Window Upgr.	225,000	300,000		525,000
DeBartolo Hall Renovations	500,000			500,000
Cushwa Hall Renovations	325,000			325,000
Fire Alarm Upgrades	276,621			276,621
Unprogrammed Projects	2,229,738	2,678,188		4,907,926
Capital Component			\$993,000	993,000
Total Basic Renovations	\$5,471,359	\$3,473,188	\$993,000	\$9,937,547
Instructional Equipment	\$643,641	\$0	\$0	\$643,641
TOTALS	\$15,005,656	\$11,548,022	\$23,968,166	\$50,521,844



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
(Transfers Outside of the Operating Budget)
Requested Transfers for Fourth Quarter FY 2008

FROM	TO	AMOUNT	REASON
General Fund	ERIP OPERS Fund (Designated Fund)	\$784,471	Transfer third quarter FY 2008 ERIP savings.
Housing Plant Reserve (Plant Fund)	Residence Hall Improvements (Plant Fund)	\$175,000	Transfer to upgrade locks in Lyden House, re-key all housing facilities and to upgrade video security systems.
Housing Plant Reserve (Plant Fund)	Christman Dining Renovation Fund (Plant Fund)	\$25,000	Transfer to re-roof Christman Dining Commons.
Kilcawley Center Plant Reserve (Plant Fund)	Dining Facilities Renovation Fund (Plant Fund)	\$130,000	Transfer to upgrade kitchen equipment, upgrade the dining kiosk in Cushwa Hall, and add a dining kiosk in DeBartolo Hall.
Kilcawley Center Plant Reserve (Plant Fund)	Kilcawley Center Renovations Fund (Plant Fund)	\$100,000	Transfer to upgrade student lounge furnishings and décor, flooring, improve ventilation/ducting, repair the main entrance and upgrade two restrooms.

Agenda Item E.4.d.
Exhibit G

THE TRUMBULL-MAHONING GREEN PACT

We, the community leaders of Trumbull & Mahoning Counties, Ohio, are committed to enhancing and protecting the quality of life and improving the economic vibrancy of the region. With this Green Pact, we affirm that it is in the best interest of our residents, business community and natural environment to take practical steps that protect our air and water, preserve natural resources, increase green space, reduce our consumption of raw materials and increase recycling. We hereby commit to lead by example, through this series of common sense steps to accomplish green growth, management and living for our jurisdictions.

1. Growing a Strong, Green Economy

Alternative energy, energy efficient products, and environmentally-friendly businesses are a fast growing sector of the economy. We agree to collaborate to encourage a steady stream of new ideas and new enterprises aimed at enhancing the environment. This entrepreneurial spirit is important to improving the long term economic health of Trumbull & Mahoning Counties.

2. Encourage the Purchase of Green Products

Purchasing products that are environmentally friendly, including those that have recycled content, can preserve natural resources, reduce waste going into the landfill, and nurture the green marketplace. We will review purchasing policies to implement green procurement practices, and where possible, affiliated agencies are encouraged to combine efforts to save costs.

3. Implementing Sustainable Development Policies and Practices

The way our communities grow can have a significant impact on the environment and on our quality of life. We agree to examine our codes and policies to determine how we can: create walkable, bikeable communities, promote infill, redevelop brownfields, protect natural resources such as trees, protect our rivers through stormwater controls and create green infrastructure such as bio-swales and rain gardens. These policies and practices will have a positive impact on the “curb-appeal” of our communities.

4. Building Green Facilities and Reducing Energy Consumption

Buildings account for one-third of the energy and two-thirds of the electricity consumed in this country. We will explore creating buildings that are more energy efficient, conserve water and use environmentally friendly products. We may also, where appropriate, conduct energy audits of government buildings. We will look for other opportunities to reduce our energy consumption, such as making our street lights and traffic lights higher efficiency. Reducing energy use equals savings for tax payers.

5. Reducing Waste

Reducing the waste that is going to our landfills is vital to the health and safety of our residents and to the economic interest of every jurisdiction and tax-payer in Trumbull & Mahoning Counties. We agree that we will lead by example in our own operations by establishing recycling and reuse programs. We will also encourage demolition projects to recycle a portion of the material generated. We will encourage the reduction of packaging in our purchasing and in our local industries to further the life of our landfills.

6. Educating and Engaging Our Communities

We agree to lead by example and to encourage greater environmental stewardship of residents and local businesses. We will reach out to our stakeholders and citizens to teach the value and practice of sustainable living. We will also make periodic reports to our community about our efforts. We further agree to recognize, celebrate and reward existing businesses that adopt green, sustainable practices.

7. Preserving Green Space and Creating Greenways

Abundant open space and a strong, accessible system of greenways are necessary components of a healthy, livable community. We will support regional efforts to protect and preserve streams, wetlands, forests and the other important natural resources of Trumbull & Mahoning Counties and increase the amount of parks and recreation areas for our residents. We will continue to work together to grow an interconnected system of greenways and bike trails that provide opportunities for alternative transportation, outdoor recreation, and healthy living.

8. Reducing Emissions

We agree to perform a baseline emission inventory of greenhouse gases stemming from our government fleets and then develop an action plan to address those emissions, such as the Green Fleet Policy. We further agree to engage Eastgate Regional Council of Governments on regional solutions to air quality issues.

9. Greening Public Fleets

Vehicles are a major source of air pollution. We agree to take responsibility to reduce our contribution to this problem by adopting a Green Fleet Policy, which may include: anti-idling directives, purchase of higher performing vehicles, use of alternative power sources, retrofitting existing vehicles, and/or utilizing repowering equipment.

10. Promoting Alternative Transportation

We agree to explore ways to improve and promote alternative transportation in Mahoning & Trumbull Counties which may include supporting mass transit options including rail, creating safe and well lit bike lanes on our roads to encourage easily accessible routes to vital services and businesses, and promoting and exploration of incentives for our employees to take the bus, bike, vanpool or carpool to work.

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS

JANUARY 2008

None.

FEBRUARY 2008

None.

MARCH 2008

None.

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS

JANUARY 2008

Ms. Patricia Fisher	F/C	Replacement	Instruction Specialist I	Rich Center for Autism	01/07/08-06/30/08	\$17,160	
Ms. Lori Fusco	F/C	Replacement	Learning Resource Coordinator	Nursing	01/03/08-05/31/08	\$38,989	10 month contract
Ms. Kathy Mock	F/C	New	Assistant Administrator Student Field Experience	BCOE, Dean's Office	01/16/08-06/30/08	\$25,616	.5 FTE
Ms. Crystal Rush	F/C	Replacement	Academic Advisor	CLASS, Dean's Office	01/22/08-06/30/08	\$31,000	
Mr. Charles Sabatino	M/C	Replacement	Director	Bookstore	01/14/08-06/30/08	\$79,197	Re-hire

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS
Mr. Michael Hackstead	M/C	Replacement	Coordinator, University Receivables	General Accounting	01/01/08 - 06/30/08	\$47,000	
FEBRUARY 2008							
Ms. Cynthia Bell	F/C	Replacement	Executive Administrator	Office of the President	02/04/08 - 06/30/08	\$50,000	
Ms. Michelle Dolenic	F/C	New	Research Associate/HMIS Administrator	Center for Human Services	02/01/08 - 06/30/08	\$37,000	
Mr. Marc Ellis	M/C	New	Academic Advisor	BCOE Dean's Office	02/05/08 - 06/30/08	\$29,958	
Mr. Thomas Harle	M/C	Replacement	Research Fellow	Physics and Astronomy	02/18/08 - 06/30/08	\$20,000	
Mr. Andrew Kuboff	M/C	Replacement	Assistant Coordinator	Metro Credit	02/15/08 - 06/30/08	\$28,464	
Mr. Daniel Sahli	M/C	Replacement	Director, Environmental and Occupational Health and Safety	Environmental and Occupational Health and Safety	02/01/08 - 06/30/08	\$80,000	
Ms. Cynthia Vinarsky	F/C	Replacement	Assistant Editor	Marketing and Communications	02/01/08 - 06/30/08	\$35,449	
Mr. John Vogel	M/C	Replacement	Sports Information Editor	Intercollegiate Athletics	02/01/08 - 06/30/08	\$35,449	
Ms. Sherri Woods	F/B	Replacement	Director, Upward Bound	Upward Bound	02/04/08 - 06/30/08	\$53,070	
Mr. Richard Delisio	M/C	New/Temporary	Transitional Director	Materials Management	02/01/08 - 04/30/08	\$6,600	3 month position to transition new director

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS
MARCH 2008							
Ms. Emily Haynam	F/C	Replacement	Assistant Director of Athletics	Intercollegiate Athletics	03/31/08 - 06/30/08	\$42,195	
Mr. Michael Hrishenko	M/C	Replacement	Director, Media and Academic Computing	Media Services	03/01/08 - 06/30/08	\$95,500	From classified to PA
Ms. Sonja Williams	F/B	New	Coordinator, YEC Student Intervention and Outreach	Dean's Office, BCOE	03/16/08 - 06/30/08	\$38,959	Transferred from Upward Bound
Mr. Mathew Morrone	M/C	Replacement	Athletics Business Manager	Intercollegiate Athletics	03/10/08 -06/30/08	\$46,757	Transferred from Campus Recreation

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/FTE / BASE SALARY	COMMENTS
JANUARY 2008							
Ms. Jean Grabaskas	F/C	Replacement	Secretary 2	BCOE, Dean's Office	01/22/08	\$28,932	New Hire
Mr. Kenneth Borowicz	M/C	New	Layout Design Artist	Kilcawley Center	01/29/08	\$27,684	New Hire .70 FTE
Ms. Barbara Widomski	F/C	Replacement	Adm. Asst. 1	Social Work	01/23/08	\$37,796	Promotion from Secretary 1

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/FTE / BASE SALARY	COMMENTS
Ms. Melodie Provenchar	F/C	Replacement	Admin. Asst. 2	Student Life	01/22/08	\$37,128	Promotion from Student Services Counselor
FEBRUARY 2008							
Ms. Diana Page	F/B	Replacement	LMTA 2	Maag Library	02/04/08	\$27,684	
Ms. Diane Crowe	F/C	Replacement	Account Clerk 2	Payroll	02/11/08	\$27,684	Temporary
Ms. Nina Quaintance	F/C	Replacement	Secretary 2	Art	02/25/08	\$28,932	
Ms. Anna Leko	F/C	Replacement	Computer Operator	Computer Services	02/26/08	\$30,472	
Mr. Daniel Clements	M/C	Replacement	Computer Operator	Computer Services	02/25/08	\$30,472	
Ms. Jennifer Cambouris	F/C	Replacement	Secretary 2	Accounting & Finance	02/11/08	\$39,124	Lateral transfer from Art
MARCH 2008							
Mr. Adam Guerrieri	M/C	Replacement	University Dispatcher	YSU Police	03/03/08	\$36,524	
Ms. Nancy O'Neill	F/C	Replacement	Computer Operator	Computer Services	03/03/08	\$30,472	
Ms. Stacey Adger	F/B	Replacement	University Dispatcher	YSU Police	03/04/08	\$34,091	
Ms. Frances LeGoullon	F/C	Replacement	Secretary 2	Human Resources	03/24/08	\$28,932	
Ms. Donna Tarbet	F/C	Replacement	Cashier 2	Student Accounts	03/17/08	\$32,136	
Ms. Cheryl Ellis	F/C	Replacement	Secretary 2	Political Science	03/10/08	\$28,932	Lateral transfer from Foreign Languages
Ms. Faye Collier	F/B	Replacement	LMTA2	Maag Library	03/24/08	\$33,571	Promotion from Mail Clerk

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
RETIREMENTS:							
JANUARY 2008							
Ms. Coreena Casey	F/C	PA	Executive Assistant	Office of the President	01/31/08	\$59,294	ERIP Retirement
Ms. Mary Ann Lisko	F/C	PA	Athletics Business Manager	Intercollegiate Athletics	01/31/08	\$53,402	ERIP Retirement
Ms. Martha Davies	M/C	CCS	Admin. Asst. 1	Counseling & Special Education	01/31/08	\$40,684	ERIP Retirement
Ms. June Snipes	F/B	CCS	Asst. Sales Mgr. 2	Bookstore	01/31/08	\$35,131	ERIP Retirement
FEBRUARY 2008							
Mr. Richard Barnes	M/C	PA	Disaster Recovery Officer	Computer Services	02/29/08	\$72,133	ERIP Retirement
Ms. Elaine Beatty	F/C	PA	Director of Investments and Accounts Payable	Accounts Payable and Investments	02/29/08	\$88,069	ERIP Retirement
Mr. William Countryman	M/C	PA	Executive Director of Enrollment Services	Enrollment Management	02/29/08	\$93,486	ERIP Retirement
Ms. Donna Esterly	F/C	PA	Chief Technology Officer	Technology	02/29/08	\$123,908	ERIP Retirement
Mr. James Evans	M/B	PA	Photographer	Marketing & Communication	02/29/08		ERIP Retirement
Ms. Suzanne Fleming	F/C	PA	Research Associate	Center for Human Services	02/29/08	\$20,520	ERIP Retirement
Ms. Silvia Hyre	F/H	PA	Special Assistant to the Dean of the College of Fine and Performing Arts	College of Fine and Performing Arts	02/29/08	\$82,215	ERIP Retirement
Ms. Carol Kordupel	F/C	PA	Manager Faculty	Human Resources	02/29/08	\$64,842	ERIP Retirement
Ms. Pamela Palumbo	F/C	PA	Director	Events Management	02/29/08	\$61,792	ERIP Retirement

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Ms. Judy Richards	F/C	PA	Associate Director of Athletics for Internal Relations	Intercollegiate Athletics	02/29/08	\$64,919	ERIP Retirement
Ms. Jean Romeo	F/C	PA	Acquisitions Librarian	Maag Library	02/29/08	\$52,893	ERIP Retirement
Mr. William Sperlazza	M/C	PA	Director of the Office of Housing and Residence Life	Housing and Residence Life	02/29/08	\$75,924	ERIP Retirement
Ms. Donna Wainio	F/C	PA	Technology and Training Specialist	Human Resources	02/29/08	\$67,567	ERIP Retirement
Mr. Norman Dan Wathen	M/C	PA	Athletic Trainer	Intercollegiate Athletics	02/29/08	\$67,074	ERIP Retirement
Ms. Pamela Buzzacco	F/C	CCS	Student Services Counselor	Registrar	02/29/08	\$39,124	ERIP Retirement
Ms. Linda Babinec	F/C	CCS	Secretary 2	Political Science	02/29/08	\$39,124	ERIP Retirement
Ms. Emmie Cashwell	F/B	CCS	Clerical Specialist	Human Resources	02/29/08	\$16.74 / hr	ERIP Retirement
Ms. Joan Bevan	F/C	CCS	Admin. Asst. 1	Phil. and Religious Studies	02/29/08	\$42,016	ERIP Retirement
Mr. Gregory Clementi	F/C	CCS	University Law Enforcement Supervisor	YSU Police	02/29/08	\$61,817	ERIP Retirement
Mr. Michael Crump	M/B	CCS	Building Maintenance Supervisor 1	Facilities	02/29/08	\$39,124	ERIP Retirement
Mr. Thomas Davidson	M/C	CCS	Programmer Analyst 4	Computer Services	02/29/08	\$61,817	ERIP Retirement
Ms. Rosemary Dubos	F/C	CCS	Admin Asst. 2	General Accounting	02/29/08	\$49,566	ERIP Retirement
Ms. Sharyn Fees	F/C	CCS	Secretary 2	Art	02/29/08	\$39,124	ERIP Retirement
Ms. Maryann Higgins	F/C	CCS	Purchasing Agent 2	Materials Management	02/29/08	\$49,566	ERIP Retirement
Mr. Gary Kirkland	M/C	CCS	Admin Asst. 2	Student Life	02/29/08	\$49,566	ERIP Retirement
Mr. Paul Lambert	M/C	CCS	Electronic Tech.	Facilities	02/29/08	\$45,531	ERIP Retirement

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Ms. Rebecca Lesho	F/C	CCS	Admin. Asst. 1	Military Science	02/29/08	\$42,016	ERIP Retirement
Mr. Merle Linsenbigler	M/C	CCS	Police Officer 1	YSU Police	02/29/08	\$20.39 / hr	ERIP Retirement
Mr. Thomas Masters	M/C	CCS	Systems Analyst 2	Computer Services	02/29/08	\$74,110	ERIP Retirement
Mr. Edward Matasy	M/C	CCS	Delivery Driver 2	Materials Management	02/29/08	\$34,819	ERIP Retirement
Mr. Richard Mularchik	M/C	CCS	Building Maintenance Supervisor 2	Facilities	02/29/08	\$39,124	ERIP Retirement
Ms. Grace O'Conner	F/C	CCS	Secretary 2	BCOHHS – Dean's Office	02/29/08	\$39,124	ERIP Retirement
Ms. Jan Rice	F/C	CCS	LMTA 2	Maag Library	02/29/08	\$36,275	ERIP Retirement
Ms. Bertha Royster	F/B	CCS	LMTA 2	Maag Library	02/29/08	\$36,275	ERIP Retirement
Ms. Roxann Sabelli	F/C	CCS	Admin. Asst. 1	Career Services	02/29/08	\$42,016	ERIP Retirement
Ms. Marguerite Simcox	F/C	CCS	Police Officer 1	YSU Police	02/29/08	\$44,740	ERIP Retirement
Mr. Raymond Slanco	M/C	CCS	Computer Operator	Computer Services	02/29/08	\$42,016	ERIP Retirement
Mr. Thomas Thompson	M/C	CCS	Inventory Control Specialist Super.	Materials Management	02/29/08	\$54,121	ERIP Retirement
Ms. Donna Turner	F/B	CCS	LMTA 2	Maag Library	02/29/08	\$36,275	ERIP Retirement
Ms. Mary Jane Vennitti	F/C	CCS	Cashier 2	Student Accounts	02/29/08	\$34,819	ERIP Retirement

MARCH 2008

None.

SEPARATIONS:

JANUARY 2008

Ms. Kristy Boyles	F/C	PA/Exf	Research Associate/HMIS Coordinator	Center for Human Services	01/31/08	\$31,876	Resigned
Ms. Hope Moore	F/B	PA/Exf	Assistant Coordinator	Metropolitan College	01/04/08	\$30,581	Resigned
Mr. James Sacco	M/C	PA	Research Assistant	Ctr. for Islamic Studies	01/11/08	\$27,231	Resigned

FEBRUARY 2008

Mr. Wayne Anderson	M/C	CCS	Maintenance	Facilities	02/29/08	\$27,248	Appointment ended
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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2008—MARCH 31, 2008**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Mr. David Truman	M/B	CCS	Repair Worker 2 Police Officer 1	YSU Police	02/29/08	\$44,740	Resigned
MARCH 2008							
Ms. Jean Anne Gove	F/C	PA	Project Specialist	Computer Services	03/31/08	\$15,773	Temporary rehire
Ms. Angela Kearns	F/C	PA	Coordinator of First Year Services	Center for Student Progress	03/14/08	\$35,813	Resigned

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**ADMINISTRATIVE STAFF
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 20, 2008)

NAME	TITLE
Elaine C. Beatty	Administrator Emeritus
Coreena Casey	Administrator Emeritus
William H. Countryman	Administrator Emeritus
Richard A. Delisio	Administrator Emeritus
Joseph C. Edwards	Administrator Emeritus
Donna J. Esterly	Administrator Emeritus
Suzanne Fleming	Administrator Emeritus
Silvia Jimenez Hyre	Administrator Emeritus
Carolyn A. Kordupel	Administrator Emeritus
Mary Ann P. Lisko	Administrator Emeritus
Pamela A. Palumbo	Administrator Emeritus
Judy Richards	Administrator Emeritus
Jean Romeo	Administrator Emeritus
Jain A. Savage	Administrator Emeritus
Anthony C. Siracuse	Administrator Emeritus
Michael J. Skurich	Administrator Emeritus
William A. Sperlazza	Administrator Emeritus
Norman Dan Wathen	Administrator Emeritus
John Yemma	Administrator Emeritus

Agenda Item E.5.b.
Exhibit J