

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

Tod Administration Building
Friday, March 16, 2007

Pursuant to notice duly given, a regular meeting (the two hundred sixty-ninth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Friday, March 16, 2007, in the Board Room in Tod Hall.

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

Also present were: Dr. David C. Sweet, President; Dr. Robert K. Herbert, Provost and Vice President for Academic Affairs; Dr. Cynthia E. Anderson, Vice President for Student Affairs; Dr. Bege K. Bowers, Associate Provost for Academic Programs and Planning; Dr. Ronald Chordas, Interim Executive Director - Human Resources and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 30 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order.

ITEM I - PROOF OF NOTICE OF MEETING.

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

ITEM II - DISPOSITION OF MINUTES FOR REGULAR MEETING HELD DECEMBER 13, 2006.

Prior to the meeting, the secretary had provided a draft copy of the minutes of the board's regular meeting held on December 13, 2006 (#268) to each trustee, the student trustees, and the president. There being no additions, corrections,

or revisions thereto, the minutes of the December 13th meeting were approved as provided.

ITEM III - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Sweet provided a report on the significant board actions proposed for today's meeting and the Northeast Ohio Universities Collaboration and Innovation Study Commission. A copy of the outline used by Dr. Sweet during his report is attached to these minutes. Dr. Sweet recognized and commended the campus community on Spring 2007 enrollment that surpassed the previous year's by 2.5%.

Significant Board Actions. Dr. Sweet stated that the board today is asked to act upon a reorganization of the academic colleges that will result in the creation of the College of Liberal Arts and Social Sciences (CLASS) and the College of Science, Technology, Engineering and Mathematics (STEM). Dr. Sweet stated that the board today is asked to act upon a reduction in the out-of-state graduate fee that is intended to encourage additional graduate student enrollment. The board is also being asked today to adopt resolutions of appreciation acknowledging and commending the service of retiring trustees William J. Bresnahan and Louise M. Popio.

Northeast Ohio Universities Collaboration and Innovation Study Commission. Dr. Sweet reported that Youngstown State University enters the Northeast Ohio Universities Collaboration and Innovation Study Commission discussions unique among the participating institutions. YSU is a model public university in that it has a distinct and well-defined focus, as well as a model for how an Ohio public university should perform. YSU is northeast Ohio's only open-access institution with established and mutually beneficial connections to the Mahoning Valley community. Dr. Sweet reported that Governor Strickland's State of the State address focused upon the prominence and importance of education, need-based financial aid, included a tuition freeze and state support proposal; all of which play into YSU's affordability and efficiency.

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 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

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

Resolution to Authorize
Conferral of Honorary Degree

YR 2007-24

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Science (D.Sc.) degree, *honoris causa*, upon José "JV" Vergara Martinez, with all the rights and privileges attendant thereto.

Resolution to Approve Reconfiguration of Academic Departments
From the Existing College of Arts and Sciences and the
Rayen College of Engineering and Technology to Form the
College of Liberal Arts and Social Sciences (CLASS) and the
College of Science, Technology, Engineering and Mathematics
(STEM)

YR 2007-25

WHEREAS, the departments of both the College of Arts and Sciences and the Rayen College of Engineering and Technology at Youngstown State University have provided excellent educational opportunities to students for many decades; and

WHEREAS, societal, economic, and intellectual changes prompt a revision of academic organizational structures to best serve students and the community; and

WHEREAS, there is a pressing need to consolidate and promote research, teaching, and community outreach in the fields of science, mathematics, and engineering; and

WHEREAS, disciplinary boundaries within the humanities and social sciences have shifted to facilitate a reexamination and renewal of scholarship and teaching within the liberal arts and social sciences,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby establish a College of Science, Technology, Engineering, and Mathematics effective July 1, 2007, and such college shall include ten academic departments, six from the current College of Arts and Sciences - (1) Biological Sciences, (2) Chemistry, (3) Computer Science and Information Systems, (4) Geological and Environmental Sciences, (5) Mathematics and Statistics, (6) Physics and Astronomy; and four departments from the current Rayen College of Engineering and Technology - (7) Civil, Environmental, and Chemical Engineering, (8) Electrical and Computer Engineering, (9) Mechanical and Industrial Engineering, (10) School of Technology; and

BE IT FURTHER RESOLVED, that the Rayen School of Engineering and Technology shall be established on July 1, 2007, as a constituent unit of the College of Science, Technology, Engineering, and Mathematics, as a coordinating agency for the programs and curricula in engineering and technology formerly administered in the Rayen College of Engineering and Technology; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby establish a College of Liberal Arts and Social Sciences effective July 1, 2007, and such college shall include nine academic departments: (1) Economics, (2) English, (3) Foreign Languages and Literatures, (4) Geography, (5) History, (6) Philosophy and Religious Studies, (7) Political Science, (8) Psychology, (9) Sociology and Anthropology; and

THEREFORE, the Board of Trustees of Youngstown State University does hereby direct that the list of Colleges existing at Youngstown State University, effective July 1, 2007, shall include:

Williamson College of Business Administration

Beeghly College of Education

College of Fine and Performing Arts

Bitonte College of Health and Human Services

College of Liberal Arts and Social Sciences

College of Science, Technology, Engineering, and
Mathematics

And Schools shall include:

Dana School of Music within the College of Fine
and Performing Arts

Lariccia School of Accounting and Finance within
the Williamson College of Business Administration

Rayen School of Engineering and Technology within
the College of Science, Technology, Engineering,
and Mathematics

School of Graduate Studies and Research

Resolution to Approve the Formation of the
Department of Theatre and Dance as an Academic Department
Within the College of Fine and Performing Arts

YR 2007-26

WHEREAS, the Department of Communication and Theater
within the College of Fine and Performing Arts has of-
fered a diverse curriculum, including majors in Commu-
nication, Telecommunications, and Theater; and

WHEREAS, the Theater program within the Department of
Communication and Theater has distinguished itself for
the quality of education it provides to students and
for its artistic productions and performances; and

WHEREAS, the faculty and curricula in theater, musical
theater, and dance have demonstrated the capacity for
a viable academic unit; and

WHEREAS, the accrediting body National Association of Schools of Theatre has recommended that Youngstown State University establish an independent academic unit to administer and further develop curricula in theatre and dance,

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby direct that the Department of Theater and Dance be established as a constituent academic department of the College of Fine and Performing Arts, effective July 1, 2007; and

THEREFORE, BE IT FURTHER RESOLVED, that the Board of Trustees does establish that constituent units of the College of Fine and Performing Arts shall henceforth be four academic departments: (1) Art, (2) Communication, (3) Dana School of Music, (4) Theater and Dance.

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 *University Guidebook* Policies

YR 2007-27

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

WHEREAS, this process can result in the modification of existing policies; and

WHEREAS, action is required by the Board of Trustees prior to modifying or replacing an existing policy;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the following policies of the *University Guidebook*, shown as Exhibit A, attached hereto:

Policy No.	Subject
0001.00	Development of Policies
1001.01	Faculty

1001.02	Part-Time Faculty
1002.01	Graduate Faculty
1003.01	Affiliated Scholars
1006.01	Admission, Retention, and Graduation Standards
1007.01	Instruction, Organization of
1008.01	Sabbatical Leave for Department Chairpersons
1009.01	Adjunct Faculty
1012.01	Teaching by Staff
1014.01	Integrity in Research - Use of Human Participants
1015.01	Integrity in Research - Use and Care of Animals
1019.01	Supplementary Pay for Faculty Teaching at Distant Off-Campus Sites
1021.01	Establishing, Altering, or Abolishing Edu- cational, Research, and Public Service Centers, Institutes, and Laboratories
3001.01	Purchasing
3002.01	Tuition and Fees, Reduction/Refund of
3003.01	Purchasing Limits for Competitive Selection
3006.01	Deposit of University Funds
3007.01	Investment of the University's Non- Endowment and Endowment Funds
3008.01	Acceptance of Loaned Property/Courtesy Car Program
5003.02	Penguin Club
5005.01	Agreements, Educational Partnerships and Related Arrangements
5005.02	Agreements, Public Service
6001.01	Scheduling of Intercollegiate Athletics Activities During Final Examination Period
6003.01	Intercollegiate Athletics Programs - Student Athletes
6003.03	Intercollegiate Athletics Programs - Conference and NCAA Compliance
8001.01	Student Rights, Responsibilities, and Conduct (<i>The Code</i>)
8003.01	Student Residency Status for Tuition Purposes
9003.02	Employment of Undergraduate Students (Other than Work-Study)
9003.04	Employment of Students - Federal Work-Study Program

A copy of the policy indicating changes to be made is also attached.

3. External Relations Committee.

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

Resolution to Accept Development Gifts

YR 2007-28

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

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

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

[Note: The following resolution was read aloud by the secretary to the board of trustees]

Resolution to Name the New Building for the
Williamson College of Business Administration "Williamson Hall"

YR 2007-29

WHEREAS, Youngstown State University implemented a campaign in conjunction with the University's milestone Centennial Anniversary in 2008; and

WHEREAS, the most significant capital component of the Centennial Campaign is a new building for the Williamson College of Business Administration; and

WHEREAS, the Williamson Family has provided a leadership gift of \$5,000,000 to the Centennial Campaign in memory of their father, Warren P. Williamson Jr., to assist in the costs associated with the construction of this much needed facility; and

WHEREAS, this gift is the largest gift in the history of Youngstown State University; and

WHEREAS, the Williamson Family has a profound history of philanthropic support of YSU and the community-at-large; and

WHEREAS, the Williamson Family's support of YSU dates back to 1981 when Warren P. Williamson Jr., provided a gift to name the College, in 1992 Mr. Williamson provided a major gift creating the Williamson Center for International Business, and in 1994 a major gift to provide an endowment to support ongoing programs in the College; and

WHEREAS, Warren P. Williamson Jr., recognized nationally as a broadcasting pioneer, started WKBN on September 26, 1926, out of his home on Youngstown's south side, and under his leadership WKBN went on to include WKBN Television in 1953 and Wilcom Cellular in 1997; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to the Williamson Family and Warren P. Williamson Jr., for their significant contribution and commitment to the students of Youngstown State University and the Mahoning Valley community;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates the new building for the Williamson College of Business Administration be named Williamson Hall; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to the Williamson Family.

[Note: The following resolution was read aloud by the secretary to the board of trustees]

Resolution to Name the
Lariccia School of Accounting and Finance

YR 2007-30

WHEREAS, Youngstown State University implemented a campaign in conjunction with the University's milestone Centennial Anniversary in 2008; and

WHEREAS, the most significant capital component of the Centennial Campaign is a new building for the William-son College of Business Administration; and

WHEREAS, the Lariccia Family - Tony, Mary, Natalie, and Dana - have provided a leadership gift of \$4,000,000 to the Centennial Campaign to assist in the costs associated with the construction of this much needed facility; and

WHEREAS, this gift is the largest gift in the history of Youngstown State University made by an alumnus of the institution; and

WHEREAS, the Lariccia Family has a profound history of philanthropic support of YSU and the community at-large; and

WHEREAS, over the past four years the Lariccia Family has contributed \$5.2 million to Youngstown State University; and

WHEREAS, the Lariccia Family has made leadership gifts to the Andrews Recreation and Wellness Center, the YSU Nursing program, and provided a major gift to preserve the heritage of YSU by commissioning sculptures to provide bronze statues of President Howard Jones and Coach Dom Rosselli; and

WHEREAS, Tony Lariccia's commitment to YSU involves many levels of support, serving as featured speaker at the College of Business, commencement speaker, and Chair of the Centennial Campaign Cabinet; and

WHEREAS, Tony Lariccia, a 1966 graduate of Youngstown University, is recognized as one of the most successful stockbrokers in the history of the Mahoning Valley; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to the Lariccia Family for their significant contribution and commitment to the students of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates the Lariccia School of Accounting and Finance; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Tony, Mary, Natalie, and Dana Lariccia.

4. Finance and Facilities Committee.

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

Resolution to Authorize
Purchase of Properties for Campus Improvement

YR 2007-31

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*:

No.	Owner	Address	Parcel No.	Youngstown City Lot No.
1.	Broxton, Billie (YSUF)	223 Court Street	53-017-0-175	3935
2.	Buchenic, Joseph	264 Carlton Avenue	53-018-0-323	13356
3.	Fireline Inc.	N. Watt Street	53-022-0-002	3946

4.	Fireline Inc.	N. Watt Street	53-022-0-004	3944
5.	Fireline Inc.	N. Watt Street	53-022-0-005	3943
6.	Fireline Inc.	N. Watt Street	53-022-0-007	3941
7.	King, Regina	369 Arlington Street	53-003-0-244	4651
8.	King, Regina	365 Arlington Street	53-003-0-243	4652
9.	Mavrikis, Nicholas (YSUF)	E. Rayen Avenue	53-017-0-133	553, w. 26 ft.
10.	Mavrikis, Nicholas (YSUF)	E. Rayen Avenue	53-017-0-134	553, e. 3ft.
11.	Pulice, Charles	333 N. Watt Street	53-022-0-009	529
12.	Pulice, C. & Dominic, C.	327 N. Watt Street	53-022-0-010	530
13.	Rutkay, Linda C.	311 Emerald Street	53-018-0-252	16352
14.	Searles, Ethel (YSUF)	Valley Street	53-018-0-298	14265
15.	Searles, Ethel (YSUF)	280 Valley Street	53-018-0-299	14266
16.	Williams, Jerome (YSUF)	Oak Street	53-023-0-390	517
17.	Williams, Jerome (YSUF)	E. Rayen Avenue	53-022-0-392	518, s. one-half
18.	Williams, Jerome (YSUF)	308 E. Rayen Avenue	53-023-0-394	519, s. one-half
19.	Williams, Jerome (YSUF)	322 N. Watt Street	53-017-0-154	524, s. pt.
20.	Williams, Jerome (YSUF)	N. Watt Street	53-017-0-153	525, n. one-half
21.	Williams, Jerome (YSUF)	Meadow Street	53-022-0-030	540, s. pt.
22.	Williams, Jerome (YSUF)	E. Rayen Avenue	53-017-0-137	552
23.	Williams, Jerome (YSUF)	266 Adams Street	53-018-0-370	9021
24.	Williams, Jerome (YSUF)	Adams Street	53-018-0-373	9023, s.e. 25 ft.
25.	Williams, Jerome (YSUF)	271 Adams Street	53-018-0-391	9028
26.	Williams, Jerome (YSUF)	Willard Avenue	53-017-0-223	9031
27.	Williams, Jerome (YSUF)	Willard Avenue	53-017-0-222	9032
28.	Williams, Jerome (YSUF)	247 Valley Street	53-018-0-307	13351
29.	Williams, Jerome (YSUF)	Carlton Avenue	53-018-0-321	13357, n.w. 3 ft.
30.	Williams, Jerome (YSUF)	231 Adams Street	53-018-0-401	17351

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

* * *

Resolution to Approve Interfund Transfers

YR 2007-32

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 C.

Resolution to Modify the
Non-Resident Surcharge for Graduate Students for FY 2008

YR 2007-33

WHEREAS, Ohio law provides that students who are not residents of Ohio and who are attending a state-assisted institution of higher education be required to pay a tuition surcharge, in addition to regular instructional and general fees; and

WHEREAS, non-resident graduate students attending a state-assisted institution of higher education in Ohio are eligible for and generate state funding through the Ohio Board of Regents' State Share of Instruction subsidy formula; and

WHEREAS, Youngstown State University currently charges non-resident graduate students a tuition surcharge of \$126.92 per credit for students from within the regional service area and \$244.29 per credit for students from outside the regional service area; and

WHEREAS, in an effort to increase graduate enrollments at Youngstown State University, the division of Academic Affairs and the School of Graduate Studies and Research propose to reduce the surcharge for all non-resident graduate students to \$8.34 per credit, effective fall semester 2007; and

WHEREAS, the division of Academic Affairs, the School of Graduate Studies and Research, and the Administra-

tion of Youngstown State University will develop a plan to market the proposed surcharge reduction and increase the number of non-resident graduate enrollments to offset the reduction in surcharge revenues;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the modification of the non-resident surcharge for graduate students so that non-resident graduate students pay a surcharge of \$8.34 per credit hour.

Mr. Bresnahan reported that the Audit Subcommittee met on March 1, 2007 and received reports from the university's internal and external auditors and reviewed the internal and external audit timeline matrices.

Mr. Schulick reported that the Investment Subcommittee met February 28, 2007 and received a report from Hartland Associates, the university's investment advisor.

5. Internal Affairs Committee.

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

Resolution to Ratify
Faculty/Staff Appointments

YR 2007-34

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 December 13, 2006, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2006-2007 Budget and with the University policy on Equal Employment Opportunity;

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

6. Trusteeship Committee.

Mr. Bresnahan reported that in accordance with Article III, Section 9, Paragraph c., Subparagraph 2. of the board's *Bylaws*, the Trusteeship Committee has met and today makes its report to the board regarding its nominations of officers for the year starting this June. Mr. Bresnahan stated today's report would constitute a first reading only, and that voting on the election of officers would take place at the board's June regular meeting. The Trusteeship Committee's recommendations for the 2006-2007 board officers are:

Chairperson	Mr. John L. Pogue
Vice Chairperson	Mr. Larry D. DeJane
Secretary	Mr. Franklin S. Bennett, Jr.

ITEM V - COMMUNICATIONS AND MEMORIALS

The chairperson recognized the secretary to the board who read aloud the following proposed resolution:

Resolution of Appreciation

YR 2007-35

WHEREAS, in 2004 William J. Bresnahan was appointed to fill the unexpired term of the late Charles B. Cushwa III on the Board of Trustees of Youngstown State University by Governor Bob Taft; and

WHEREAS, Mr. Bresnahan served faithfully as a Trustee of Youngstown State University, and generously devoted his time, talents, skills and efforts to the best interests of the University, its students, faculty and staff; and

WHEREAS, Mr. Bresnahan served with distinction as a member of the Academic & Student Affairs Committee, External Affairs Committee, Internal Affairs Committee, and as Chairperson of the Finance & Facilities Committees of the Board of Trustees of Youngstown State University; and

WHEREAS, during his brief term Mr. Bresnahan brought to the Board a businessman's understanding of budget and finance, a politician's diplomacy, an Irishman's good humor and an alumnus's love and respect for Youngstown State University; all of which will be missed by his colleagues on the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to William J. Bresnahan for his dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Mr. Bresnahan.

Following discussion, the motion received the affirmative vote of the trustees present without dissent. The chairperson declared the motion carried and the resolution adopted.

The chairperson recognized the secretary to the board who read aloud the following proposed resolution:

Resolution of Appreciation

YR 2007-36

WHEREAS, Louise M. Popio was appointed a Student Trustee of Youngstown State University in 2005 by Governor Bob Taft; and

WHEREAS, during her term as Student Trustee, Ms. Popio served on the Academic and Student Affairs, External Relations, Finance and Facilities, and Internal Affairs Committees of the Board of Trustees of Youngstown State University; and

WHEREAS, as a Student Trustee, Ms. Popio served Youngstown State University, its faculty, staff, and especially its students, with distinction, bringing to the Board of Trustees a valued and respected perspective on student needs, issues and concerns; and

WHEREAS, Ms. Popio's term as Student Trustee has proved mutually enriching to her and to the Board of Trustees,

exemplifying the value of the Student Trustee experience both to the student and to the University; and

WHEREAS, Its members wish to thank Ms. Popio for the thoughtfulness and perspective which she brought to the Board of Trustees of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the members of the Board of Trustees express their appreciation to Louise M. Popio for her dedication and efforts to promote the welfare and best interests of the students, faculty, and staff of Youngstown State University and the community which it serves; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be furnished to Ms. Popio.

Mr. Bresnahan stated that it is had been a great honor to serve his *alma mater* as a trustee of Youngstown State University. He and Ms. Popio expressed their thanks to the board of trustees, Dr. Sweet and all of those individuals who helped make their terms as a trustee an interesting and enjoyable experience.

ITEM VI - UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII - NEW BUSINESS

The board considered no new business.

ITEM VIII - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

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

3 p.m., Friday, June 15, 2007
3 p.m., Friday, September 28, 2007
3:00 p.m., Wednesday, December 12, 2007

ITEM IX - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 3:35 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

Dr. Sweet's outline:

Report to the Board of Trustees

**David C. Sweet, President
March 16, 2007**



Report to the Board of Trustees

- **Significant Board Actions**
- **Northeast Ohio Universities
Collaboration and Innovation Study
Commission**
- **State of State Address**



Significant Board Actions

- **Academic College Reorganization**

- **Out of State Graduate Fee Reduction**

- **Resolutions of Appreciation**



Northeast Ohio Universities Collaboration and Innovation Study Commission

- **Mahoning Valley Representation**
- **Report on Initial Meeting**
- **YSU Uniqueness**
 - **Access Mission**
 - **Undergraduate Focus**
 - **Connections to Community**



State of State Address

- **Prominence of Education**
- **Need Based Financial Aid**
- **Tuition and State Support Proposal**
- **YSU Affordability and Efficiency**



UNIVERSITY GUIDEBOOK

Subject: Development of Policies

Developed by: Shirley A. Carpenter	Authorized by: Leslie H. Cochran
Title: Chairperson	Title: President
	Policies & Procedures Task Force
Approved: June 2, 1997	
Revised:	

Authority: "The Board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the university." (<i>ORC</i> , section 3356.03, cited in Bylaws, Board of Trustees, p. 2)
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Purpose: Policies provide guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care to accomplish the mission and goals of the University. Policies are defined as general principles or statements of intent or direction. Policies are typically brief and provide a framework within which the University is expected to operate. All Policies are approved by the Board of Trustees.

Action Steps:

1. A new institutional policy or a proposed revision of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; Senates; Councils; and Committees. The formal submission of a new or revised policy shall originate **from** a divisional Vice-President or Senior Executive; the President; or the Board of Trustees. Each division vice-president or senior executive is responsible for ensuring that all existing policies assigned to **his/her** division are reviewed for possible revision on a three year cycle.
2. When revising existing Policies, proposed modifications should be clearly identified and contrasted with existing language. A new policy should contain a policy title, policy statement, effective date, definitions if appropriate, and procedures if appropriate.

3. A **draft** copy of the new policy or the revised policy should be first forwarded to the Cabinet and then to departments, units, committees, or others affected, for timely review and feedback to the individual initiating the review. The policy will also be reviewed by the **individual(s)** or committee designated by the President for consistency with existing policies and state **and/or** federal laws and regulations.
4. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
5. After all reviews have taken place, the person initiating the new or revised policy may **modify** the proposal based on the above review process. If this is the case, the final **draft** will be again circulated by the initiating **person** to the Cabinet for final review. The President will then submit the final draft to the Board for approval.
6. After the Board has approved the Policy statement, the Office of the President will complete the "Authorization" sections of the form. In the case of a revision, the date of the most recent revision will be recorded. The policy will then be appropriately distributed and posted on the University web site.

UNIVERSITY GUIDEBOOK

Subject: Development of Policies

Developed by: Shirley A. Carpenter	Authorized by: Leslie H. Cochran
Title: Chairperson	Title: President
Policies & Procedures Task Force	
Approved: June 2, 1997	

Deleted: Date: May 19, 1997

Deleted: October 1, 1996

Deleted: EFFECTIVE: June 2, 1997

Authority: "The Board shall do all things necessary for the creation, proper maintenance, and successful continuous operation of the university." (ORC, Section 3356.03, cited in Bylaws, Board of *Trustees*, p. 2)

Purpose: Policies provide guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care to accomplish the mission and goals of the University. Policies are defined as general principles or statements of intent or direction. Policies are typically brief and provide a **framework** within which the University is expected to operate. All Policies are approved by the Board of Trustees.

Action Steps:

- A new institutional policy or a proposed revision of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director, Senates, Councils, and Committees. The formal submission of a new or revised policy shall originate from a divisional Vice-President or Senior Executive; the President; or the Board of Trustees. Each division vice-president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed for possible revision on a three year cycle.
- When revising existing Policies, proposed modifications should be clearly identified and contrasted with existing language. A new policy should contain a policy title, policy statement, effective date, definitions if appropriate, and procedures if appropriate.

Deleted: The development of a Policy may be initiated by the individual accountable for any department or unit (chairperson, director, executive director, etc.) or come directly from the executive level and the Board. Senates, Councils, and Committees may also develop or revise Policy statements through the appropriate department or unit. When revising existing Policies, proposed modifications should be clearly identified and contrasted with existing language.

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3. A draft copy of the new policy or the revised policy should be first forwarded to the Cabinet and then to departments, units, committees, or others affected, for timely review and feedback to the individual initiating the review. The policy will also be reviewed by the individual(s) or committee designated by the President for consistency with existing policies and state and/or federal laws and regulations.

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4. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.

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5. After all reviews have taken place, the person initiating the new or revised policy may modify the proposal based on the above review process. If this is the case, the final draft will be ayah circulated by the initiating peron to the Cabinet for final review. The President will then submit the final draft to the Board for approval.

Deleted: the Administrative Advisory Council to facilitate discussion and obtain campus-wide perspective and input.

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6. After the Board has approved the Policy statement, the Office of the President will complete the "Authorization" sections of the form. In the case of a revision, the date of the most recent revision will be recorded. The policy will then be appropriately distributed and posted on the University web site.

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UNIVERSITY GUIDEBOOK

Subject: Faculty

Developed by:	Janice A. Elias	Authorized by:	James J. Scanlon
Title:	Assistant Provost for Planning	Title:	Provost
Approved:	December 14, 1997		
Revised:			

Policy: The University employs faculty with the degrees and other credentials appropriate to their responsibilities.

RESOLUTIONNUMBERS: YR 1998 - 16; YR 2007 -

Purpose: These Procedures are designed to assure that qualified individuals are appointed to the faculty and that systems for their development and improvement are identified.

Procedures:

1. Recruitment to fill faculty positions must be authorized by the Provost/Wice President for Academic Affairs. Recruitment activities must conform to the Affirmative Action procedures (see 2001.02).
2. Faculty are employed as either full-time or part-time status. Full-time faculty hold academic rank and are, term, tenure-track, or tenured. Part-time faculty may not acquire tenure.
3. The **official** offer of employment is made by the Provost/Wice President for Academic Affairs upon the recommendation of the college dean and the chairperson of the department.
4. Each full-time faculty member will be assigned a home department, which shall be that department in which the majority of the person's time is budgeted. In cases where the time assignment is evenly distributed, the home department shall be the department where the person holds academic rank.
5. Except for department chairpersons (who are excluded **from** the bargaining unit), the types of contracts and terms and conditions of employment of full-time faculty are outlined in the *Agreement between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association*.

6. Faculty responsibilities of departmental chairpersons are described in the *Chairperson's Handbook*.
7. A part-time faculty member may be appointed by the college dean, upon the recommendation of the department chairperson, and subject to review by the Provost/Wice President for Academic Affairs.
8. Part-time faculty may teach up to six credit hours in a given semester, and up to twelve credit hours in a given academic year. The Provost/Wice President for Academic Affairs may waive this limitation when it is in the best interest of the University.
9. Part-time faculty are paid on the basis of work-load hours taught and highest earned degree held.
10. Additional information about part-time faculty may be found in the *Part-time Faculty Manual*.

Cross Reference: 1001.02

UNIVERSITY GUIDEBOOK

Subject: Faculty

Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost for Planning	Title: Provost
Approved: December 14, 1997	
Revised:	EFFECTIVE:

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Policy: The University employs faculty with the degrees and other credentials appropriate to their responsibilities.

RESOLUTIONNUMBERS: YR 1998 - 16; YR 2007 -

Purpose: These Procedures are designed to assure that qualified individuals are appointed to the faculty and that systems for their development and improvement are identified.

Procedures:

1. **Recruitment** to fill faculty positions must be authorized by the **Provost/Vice President for Academic Affairs**. Recruitment activities must conform to the **Affirmative Action procedures** (see **2001.02**).

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2. Faculty are employed as either full-time or part-time status. Full-time faculty hold academic rank and are term, tenure-track, or tenured. Part-time faculty may not acquire tenure.

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3. The official offer of employment is made by the Provost/Vice President for Academic Affairs upon the recommendation of the college dean and the chairperson of the department.

4. Each full-time faculty member will be assigned a home department, which shall be that department in which the majority of the person's time is budgeted. In cases where the time assignment is evenly distributed, the home department shall be the department where the person holds academic rank.

5. Except for department chairpersons (who are excluded from the bargaining unit), the types of contracts and terms and conditions of employment of full-time faculty are outlined in the Agreement between _____ University... and the Youngstown State University Chapter of the Ohio Education Association.

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- 8. Part-time faculty may teach up to six credit hours in a given semester, and up to twelve credit hours in a given academic year. The Provost/Vice President for Academic Affairs may waive this limitation when it is in the best interest of the University.
- 9. Part-time faculty are paid on the basis of work-load hours taught and highest earned degree held.
- 10. Additional information about part-time faculty may be found in the Faculty Manual.

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Cross Reference: 1001.02

UNIVERSITY GUIDEBOOK

Subject: Part-Time Faculty	
Developed by: Gordon Mapley Title: Assistant Provost Approved: June 11, 1999 Revised:	Authorized by: James J. Scanlon Title: Provost
<p>Policy: The University employs faculty with the degrees and other credentials appropriate to their responsibilities.</p> <p>RESOLUTION NUMBERS: YR 1998 - 1611999 – 82; YR 2007 -</p>	

Parameters:

- Part-time faculty supplement the full-time faculty to meet departmental instructional needs.
- Part-time faculty are appointed by the appropriate college dean upon the recommendation of the department chairperson, subject to review by the Provost/Vice President for Academic Affairs. Such appointments are for one academic term.

Part-time faculty are paid on the basis of workload hours taught and highest earned degree held. The rate of pay is identified in the annual "Operating Budget and Capital Funds" document approved by the Board of Trustees.

- Part-time faculty may teach up to six semester hours per term and up to twelve semester hours per academic year. The Provost/Vice President for Academic Affairs may waive this limitation when it is in the best interest of the University.

Procedures, benefits, and other matters affecting part-time faculty are found in the Part-time Faculty Manual available in the Office of the Provost/Vice President for Academic Affairs.

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UNIVERSITY GUIDEBOOK

Subject: Part-Time Faculty	
Developed by: Gordon Mapley	Authorized by: James J. Scanlon
Title: Assistant Provost	Title: Provost
Approved: June 11, 1999	EFFECTIVE: _____
Revised:	
Policy: The University employs faculty with the degrees and other credentials appropriate to their responsibilities.	
RESOLUTIONNUMBERS : YR 1998 - 1611999 - 82; YR 2007 -	

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Parameters:

- Part-time faculty supplement the full-time faculty to meet departmental instructional needs.
- Part-time faculty are appointed by the appropriate college dean upon the recommendation of the department chairperson, subject to review by the Provost/Vice President for Academic Affairs. Such appointments are for one academic term.
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- Procedures, benefits, and other matters affecting part-time faculty are found in the Part-time Faculty Manual available in the Office of the Provost/Vice President for Academic Affairs.

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UNIVERSITY GUIDEBOOK

Subject: Graduate Faculty

Developed by: Peter J. Kasvinsky	Authorized by: James J. Scanlon
Title: Dean	Title: Provost
School of Graduate Studies	
Approved: December 14, 1997	
Revised:	

Policy: The Graduate Faculty shall consist of the President of the University, the Provost/Vice President for Academic Affairs, the Dean of the School of Graduate Studies and Research, the Deans of the colleges, and faculty members qualified to teach graduate courses as determined by the Dean of Graduate Studies and Research and the Graduate Faculty. The Graduate Faculty recommends and maintains standards for graduate admissions, courses, programs, and degrees.

RESOLUTIONNUMBERS: YR 1998 – 16; YR 2007

Purpose: These Procedures are designed to assure that qualified individuals are appointed to the graduate faculty and that systems for their development and improvement are identified.

Definition: Graduate Faculty membership includes:

- Adjunct Members, who are not employed by Youngstown State University and whose academic entitlements are determined by the Dean of Graduate Studies and Research in consultation with the Graduate Council;
- Designated Members, who may teach masters-level courses within a specifically delineated area;
- Associate Members, who may teach and supervise masters-level graduate work and participate fully in activities of Graduate Studies Committees; and
- Regular Members, who may teach and supervise masters- and doctoral-level work and have full rights and privileges in governance of the School of Graduate Studies. In addition, those faculty serving as chairpersons of doctoral committees shall meet advanced requirements as approved by the Dean of Graduate Studies and Research in addition to those necessary for Regular Members.

Procedures:

1. The Graduate Council is the representative governance unit for the Graduate Faculty and the School of Graduate Studies and Research.
2. Criteria and procedures for appointment to the Graduate Faculty are determined by the Graduate Council as ratified by the Graduate Faculty.
3. Graduate Council policies and procedures are found in the *Graduate Studies Policy Book*.

UNIVERSITY GUIDEBOOK

Subject: Graduate Faculty	
Developed by: Peter J. Kasvinsky	Authorized by: James J. Scanlon
Title: Dean	Title: Provost
Approved: December 14, 1997	EFFECTIVE: v
Revised:	
<p>Policy: The Graduate Faculty shall consist of the President of the University, the <u>Provost/Vice President for Academic Affairs</u>, the Dean of the School of Graduate Studies <u>and Research</u>, the Deans of the colleges, and <u>faculty members qualified to teach</u> graduate courses as determined by the Dean of Graduate Studies <u>and Research</u> and the Graduate Faculty. The Graduate Faculty recommends and maintains standards for graduate admissions, courses, programs, and degrees.</p>	
RESOLUTION NUMBERS: YR 1998 – 16; YR 2007	

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UNIVERSITY GUIDEBOOK

Subject: Affiliated Scholars

Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost for Planning	Title: Provost
Approved: March 13, 1998	
Revised:	

Policy: The University encourages the affiliation of non-University individuals engaged in appropriate scholarly activity. Such appointments are either externally-funded or nonremunerative.

RESOLUTION NUMBER: YR 1998 – 22, YR 2007

Definition: Affiliated Scholars are individuals with a record of ongoing scholarship or research, who are not full-time faculty.

Procedures:

1. The Dean of the School of Graduate Studies and Research or designee, in cooperation with the University Research Council, is responsible for the nomination of Affiliated Scholars. Offers of appointment as Affiliated Scholars are the responsibility of the **Provost/Vice** President for Academic Affairs.
2. **Affiliated** Scholars are expected to hold the appropriate terminal degree and be engaged in ongoing scholarly activity.
3. Affiliated Scholars will credit **Youngstown** State University in publications stemming **from** scholarly activity conducted while affiliated with the University. Copies of publications will be provided to the Dean of the School of Graduate Studies and Research.
4. Affiliated Scholars have access to University facilities and services, as defined by the appropriate Dean.
5. Usual and customary charges for the use of University facilities and services are the responsibility of the Affiliated Scholar.
6. When applying for external funding and invoking the University affiliation, Affiliated Scholars will follow University procedures and will assign to Youngstown State University indirect cost reimbursement awarded by the grantor.

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PAGE 2 of 2

7. The University administers any grant monies awarded to the Affiliated Scholar whose grant application names Youngstown State University as the institutional affiliation.

UNIVERSITY GUIDEBOOK

Subject: **Affiliated Scholars**

Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost for Planning	Title: Provost
Approved: March 13, 1998	
Revised:	EFFECTIVE:

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UNIVERSITY GUIDEBOOK

Subject: Admission, Retention, and Graduation Standards
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Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost for Planning	Title: Provost
Approved: March 13, 1998	
Revised:	

Policy: The University shall establish appropriate rules and regulations governing the requirements for admission to, retention in, and graduation from the University.

RESOLUTION NUMBER: YR 1998 – 22; YR 2007 -

Procedures:

1. Undergraduate standards for admission, retention, and graduation are made by the Academic Senate in accordance with its Charter and Bylaws.
2. Graduate student admission, retention, and graduation standards are made by the Graduate Council in accordance with its Charter and Bylaws.
3. Requirements for **admission**, retention, and graduation **from** specific curricula may be set by schools and departments and may be more selective than University requirements. Such recommendations are subject to review and approval by the appropriate dean, **Provost/Vice** President for Academic Affairs, and President.
4. Changes in University standards for admission, retention, and graduation are reported to the Academic and Student **Affairs** Committee of the Board of Trustees.
5. Academic standards can be found in the current editions of the *Undergraduate Bulletin* and the *Graduate Bulletin*.

UNIVERSITY GUIDEBOOK

Subject: Admission, Retention, and Graduation Standards

Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost for Planning	Title: Provost
Approved: _____	EFFECTIVE: _____
Revised: _____	

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RESOLUTION NUMBER : YR 1998 – 22; YR 2007 -

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- Graduate student admission, retention, and graduation standards are made by the Graduate Council in accordance with its Charter and Bylaws.
- ~~Requirements for admission, retention, and graduation from specific curricula may be set by schools and departments and may be more selective than University requirements. Such recommendations are subject to review and approval by the appropriate dean, Provost/Vice President for Academic Affairs, and President.~~
- Changes in **University** standards for admission, retention, and graduation are reported to the Academic and Student Affairs Committee of the Board of Trustees.
- Academic standards *can* be found in the current **editions** of the *Undergraduate Bulletin* and the *Graduate Bulletin*.

Deleted: Schools and departments may recommend requirements for admission to, retention in, and graduation from specific curricula which may be more selective than University requirements. Such recommendations are subject to review and approval by the appropriate dean, Provost and President

UNIVERSITY GUIDEBOOK

Subject: Instruction, Organization of

Developed by: Janice A. **Elias**
Title: Assistant Provost
Planning
Approved: June 26, **1998**
Revised:

Authorized by: James J. Scanlon
Title: Provost

Policy: The faculty, **affiliated** with an academic department and associated with a school or college, delivers instruction at Youngstown State University. Departments, schools, and colleges may be established, altered, or abolished by the President upon the recommendation of the **Provost/Vice** President for Academic Affairs and approval of the Board of Trustees.

RESOLUTION NUMBER: YR 1998 – 41; YR 2007 -

Existing Colleges include:

- Williamson College of Business Administration
- **Beeghly** College of Education
- College of Fine and Performing Arts
- Bitonte College of Health and **Human** Services
- College of Liberal Arts and Social Sciences

College of Science, Technology, Engineering and Mathematics

Existing Schools include:

- Dana School of Music in the College of Fine and Performing Arts
- **Lariccia** School of Accounting and Finance in the Williamson College of Business Administration

Rayen School of Engineering and Technology

- School of Graduate Studies and Research

UNIVERSITY GUIDEBOOK

Subject: Instruction, Organization of

Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost Planning	Title: Provost
<u>Revised:</u>	<u>Approved: June 26, 1998</u> EFFECTIVE:

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RESOLUTION NUMBER: YR 1998 - 41; YR 2007 -

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Existing Colleges include:

- ~~.....~~
- Williamson College of Business Administration
- **Beeghly** College of Education
- ~~.....~~
- College of Fine and Performing Arts
- **Bitonte** College of Health and **Human** Services
- College of Liberal Arts and Social Sciences
- College of Science, Technology, Engineering and Mathematics

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Existing Schools include:

- Dana School of Music in the College of Fine and Performing Arts
- Lariccia School of Accounting and Finance in the Williamson College of Business Administration
- Rayen School of Engineering and Technology

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UNIVERSITY GUIDEBOOK

Subject: Sabbatical Leave for Department Chairpersons
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Developed by: Gordon Mapley	Authorized by: James J. Scanlon
Title: Assistant Provost	Title: Provost
Approved: September 11, 1998	
Revised:	

Policy: Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities.

RESOLUTION NUMBER: YR 1999 – 1; YR 2007 -

Parameters:

- Up to three sabbaticals are provided each year for academic chairpersons.
- A chairperson who has served as a full-time faculty member **and/or** chairperson for the past seven years without a sabbatical is eligible for a sabbatical after having served at least two years as a chairperson.
- The sabbatical can be awarded for a nine- or twelve-month period. Sabbatical leave recipients will receive 100% of their nine-month budgeted faculty salaries for the period of their leave. Nine-month sabbatical leave recipients will have the option of teaching and serving as **chairperson** during the summer.
- Fringe benefits, including State Teachers Retirement System (STRS) provisions, will continue during the sabbatical period.

Procedures:

1. The Office of the ProvoWice President for Academic Affairs distributes applications and deadline dates in December of each year.
2. A completed application should be submitted to the dean of the chairperson's college. The dean will submit the application with a recommendation to a committee appointed by the ProvoWice President for Academic Affairs, consisting of one dean, one chairperson, and three full-service faculty. The committee will submit prioritized recommendations to the ProvoWice President for Academic Affairs, who awards sabbaticals.

3. Along with the application, applicants are required to provide a statement detailing substitute administrative arrangements during the sabbatical. The statement will not be used to evaluate the merits of the proposal and will be detached **from** the proposal. The ultimate funding of a particular proposal may, however, depend upon the suitability of substitute arrangements.
4. Upon completion of the leave, recipients are required to submit a written report of the results of their work to the dean of their college. The report and the dean's written review are submitted to the **Provost/Vice** President for Academic **Affairs** for inclusion in the chairperson's personnel file in the Office of Human Resources.
5. Recipients of these sabbaticals must return to the University for a **minimum** of two years of full-time service following the leave (or reimburse the University, within a two-year period, for the full amount of the salary provided during the leave).

UNIVERSITY GUIDEBOOK

Subject: Sabbatical Leave for Department Chairpersons	
Developed by: Gordon Mapley	Authorized by: James J. Scanlon
Title: Assistant Provost	Title: Provost
Approved: September 11, 1998	EFFECTIVE: Y
Revised:	
<p>Policy: Academic chairpersons may be granted sabbatical leaves to pursue substantial scholarly or professional development activities.</p>	
RESOLUTIONNUMBER: YR 1999 - 1 YR 2007 -	

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Deleted: September 11, 1998

Parameters:

- Up to ~~three~~ sabbaticals are provided each year for academic chairpersons.
- A chairperson who has served as a full-time faculty member **and/or** chairperson for ~~the~~ past seven years without a sabbatical is eligible for a sabbatical **after** having served at least two years as a chairperson.
- The sabbatical can be awarded for a **nine-** or twelve-month period. Sabbatical leave recipients will **receive** 100% of their nine-month budgeted faculty salaries for the period of their leave. Nine-month sabbatical leave recipients will have the option of teaching and serving as chairperson during the summer.
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UNIVERSITY GUIDEBOOK

Subject: Adjunct Faculty	
Developed by: Gordon Mapley Title: Assistant Provost Approved: June 11, 1999 Revised:	Authorized by: James J. Scanlon Title: Provost
Policy: The University encourages the affiliation of non-University individuals engaged in appropriate professional activity as an adjunct faculty.	
RESOLUTION NUMBER: YR 1999 – 83; YR 2007	

Definition: Adjunct Faculty are professionals, employed by cooperating organizations or agencies, who provide on-site assistance for the various University programs that require students to gain experience in clinical or field settings.

Parameters:

- Adjunct faculty have no regular teaching assignments in the University and are not compensated by the University.

Typically, adjunct faculty are appointed annually. Under certain circumstances, the **Provost/Vice** President for Academic Affairs may extend an appointment to three years.

Suitable recognition may be given adjunct faculty and the agency in which they are employed.

- Adjunct faculty receive a University Identification Card that entitles them to use University facilities (see **7015.03** Fringe Benefits, Use of University Facilities) and to participate in University discount programs (see **7015.02** Fringe Benefits, Discount Programs).

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PAGE 1 of 1

UNIVERSITY GUIDEBOOK

Subject: Adjunct Faculty

Developed by: Gordon Mapley	Authorized by: James J. Scanlon
Title: Assistant Provost	Title: Provost
Approved: June 11, 1999	EFFECTIVE: v
Revised:	

Policy: The University encourages the affiliation of non-University individuals engaged in appropriate professional activity as an adjunct faculty.

RESOLUTIONNUMBER: YR 1999 – 83; YR 2007

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UNIVERSITY GUIDEBOOK

Subject: Teaching by Staff

Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost for Planning	Title: Provost
Approved: June 11, 1999	
Revised:	

Policy: On occasion it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties, and to pay employees for these additional services.

RESOLUTION NUMBER: YR 1999 – 86; YR 2007 -

Definition: For purposes of this policy, a staff member is defined as any full-time employee who is not a member of the faculty bargaining unit.

Parameters:

- Assignment of staff member to teach shall be based solely upon the academic needs of the University and the appropriateness of the individual's academic credentials.
- Normally, staff members may not receive payment for any course taught during their regular workday.
- Staff members shall not receive payment for any course taught as part of their normal workload.
- A staff member may teach no more than one course per term, without the express written consent of that staff member's supervisor and the approval of the **Provost/Vice** President for Academic Affairs.
- Prior to the assignment, the staff member's supervisor shall certify in writing that any teaching assignment will not interfere with the staff member's regular responsibilities.

Procedures

1. A staff member having appropriate academic credentials may contact the appropriate academic chairperson to express a willingness to teach in that department.
2. If it is determined that the staff member has the appropriate credentials and that there are occasions when the teaching services of the staff member might be needed, the staff member submits a formal written request, including credentials, to the department chairperson.
3. The staff member's request and accompanying credentials will be forwarded to the faculty of the department for review and approval. Once approval is granted, the staff member becomes eligible to teach in the department.
4. A **department** chairperson wishing to have an eligible staff member teach a class will initiate the appropriate part-time teaching contract and secure the written approval of the staff member's supervisor.

UNIVERSITY GUIDEBOOK

Subject: Teaching by Staff

Developed by: Janice A. Elias	Authorized by: James J. Scanlon
Title: Assistant Provost for Planning	Title: Provost
Approved: June 11, 1999	EFFECTIVE: v
Revised:	

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Deleted: February, 1999

Deleted: June 11, 1999

Policy: On occasion it is necessary and appropriate to have employees perform services above and beyond their normal scope of duties, and to pay employees for these additional services.

RESOLUTIONNUMBER: YR 1999 - 86; YR 2007 -

Definition: For purposes of this policy, a staff member is defined as any full-time employee who is not a member of the **faculty** bargaining unit.

Parameters:

- Assignment of staff member to teach shall be based solely upon the academic needs of the University and the appropriateness of the individual's academic credentials.
- Normally, ~~staff members may not receive payment for any course taught during their regular workday.~~
- ~~Staff members shall not receive payment for any course taught as part of their normal workload.~~
- A staff member may teach no more than one course per term, without the express written consent of that staff member's supervisor and the approval of the Provost/Vice President for Academic Affairs.
- Prior to the assignment, the staffmember's supervisor shall certify in writing that any teaching assignment will not interfere with the staff member's regular responsibilities.

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Procedures

1. A staff member having appropriate academic credentials may contact the appropriate academic chairperson to express a willingness to teach in that department.
2. If it is determined that the staff member has the appropriate credentials and that there are occasions when the teaching services of the staff member might be needed, the staff member submits a formal written request, including credentials, to the department chairperson.
3. The staff member's request and accompanying credentials will be forwarded to the faculty of the department for review and approval. Once approval is granted, the staff member becomes eligible to teach in the department.
4. A department chairperson wishing to have an eligible staff member teach a class will initiate the appropriate part-time teaching contract and secure the written approval of the staff member's supervisor.

UNIVERSITY GUIDEBOOK

Subject: Integrity in Research - Use of Human Participants

Developed by: Peter J. Kasvinsky	Authorized by: James J. Scanlon
Title: Dean of Graduate Studies	Title: Provost
Approved: June 11, 1999	
Revised:	

Policy: The University conducts research with integrity requiring the protection of the rights, well-being, and personal privacy of all persons utilized as participants. The University is responsible for the development of procedures that are in conformance with, but not limited to, relevant federal and state regulations. All research conducted under University auspices that involves human subjects shall fall under the purview of this policy and its procedures.

RESOLUTIONNUMBER: YR 1999 – 87; YR 2007 -

Parameters:

- The Dean of Graduate Studies and Research is responsible for the administration of this policy and its procedures.
- The Dean of Graduate Studies and Research annually forms a Human Subjects Review Committee composed of both University and non-University personnel. The committee is charged with maintaining review procedures for research projects and programs that utilize human subjects.

Procedure: The **Human** Subjects Review Committee has established procedures that are in accordance with federal regulations to review, approve, **modify**, or disapprove research activities involving human participants. These procedures and other information concerning human subjects issues and procedures are described in Human Subjects Research: Regulations and Procedures, which is available in the Office of Grants and Sponsored Programs.

UNIVERSITY GUIDEBOOK

Subject: Integrity in Research - Use of Human Participants	
Developed by: Peter J. Kasvinsky Title: Dean of Graduate Studies Approved: June 11, 1999 Revised:	Authorized by: James J. Scanlon Title: Provost EFFECTIVE:
<p>Policy: The University conducts research with integrity requiring the protection of the rights, well-being, and personal privacy of all persons utilized as participants. The University is responsible for the development of procedures that are in conformance with, but not limited to, relevant federal and state regulations. All research conducted under University auspices that involves human subjects shall fall under the purview of this policy and its procedures.</p> <p>RESOLUTION NUMBER: YR 1999 - 87; YR 2007 -</p>	

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- Deleted: June 11, 1999

IS subject: Integrity in Research - Use of Human Participants - 1014.01
parameters:

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- The Dean of Graduate Studies and Research annually forms a Human Subjects Review Committee composed of both University and non-University personnel. The committee is charged with maintaining review procedures for research projects and **programs** that utilize human subjects.

Procedure: The Human Subjects Review Committee has established procedures that are in accordance with federal regulations to review, approve, modify, or disapprove **research** activities involving human participants. These procedures and other information concerning human subjects issues and procedures are described in Human Subjects Research: Regulations and Procedures, which is available in the Office of Grants and Sponsored Programs.

UNIVERSITY GUIDEBOOK

Subject: Integrity in Research - Use and Care of Animals

Developed by:	Peter J. Kasvinsky	Authorized by:	James J. Scanlon
Title:	Dean School of Graduate Studies	Title:	Provost
Approved:	December 10, 1999		

Policy: The University conducts research with integrity requiring the humane treatment and care of all animals utilized in such research. The University has developed and maintains procedures, which are in conformance with, but not limited to, relevant federal and state regulations to humanely, efficiently, effectively, and legally use live vertebrate animals in research.

RESOLUTION NUMBER: YR 2000 – 30; YR 2007 -

Parameters:

- In accordance with the *Health Research Extension Act of 1985* (Public Law 99-158), the Chief Executive Officer, i.e., the President, is required to annually appoint an Institutional Animal Care and Use Committee (IACUC) as specified by federal regulations. At Youngstown State University the Presidential authority to appoint the IACUC is delegated to the Dean of Graduate Studies and Research as the "Authorized Institutional Official" of the University.
- The IACUC is charged with reviewing all research projects and programs that involve animals. This review process will be in accordance with all state and federal regulations, and it will include authority to approve, require modification, disapprove, or suspend research activities involving vertebrate animals.
- The IACUC is further charged with:
 - Requiring adequate scientific justification prior to approval, including consideration of alternative or *in vitro* methods, of use of live animals, especially when any pain or **suffering** is a possible result.
 - Maintaining appropriate systematic continuing review and monitoring of approved protocols and a process to suspend or terminate approval of research that is not being conducted in accordance with the committee's requirements or that has been associated with unexpected results.

- Overseeing a comprehensive veterinary care program for all animal colonies, that includes diagnostic resources, preventative medicine, post-surgical care, and a mechanism for emergency care.
- Assuring a training program for both researchers and animal care technicians that includes information on the humane practice of animal care and use and training to minimize animal distress.
- Maintaining an adequate system to track, report, and maintain compliance with the Animal Welfare Act, *Guide for the Care and Use of Laboratory Animals*, the Health Research Extension Act of 1985, and applicable state and federal law.

Procedure: Persons contemplating research utilizing the use of live animals should contact the IACUC through the Office of Grants and Sponsored Programs for the proper forms and current procedures.

Note: Further information may be found in the *Guide to Sponsored Program Development*, Public Law 99-158, 1985, and Public Law 89-544, 1966, as amended, (P.L. 91-597, P.L. 94-279, and P.L. 99-198) 7 U.S.C. 2131 et se. Implementing regulations are published in the *Code of Federal Regulations (CFR)*, Title 9, Chapter 1, Subchapter A, Parts 1, 2, and 3, and are administered by the U. S. Department of Agriculture.

UNIVERSITY GUIDEBOOK

Subject: Integrity in Research - Use and Care of Animals

Developed by: Peter J. Kasvinsky	Authorized by: James J. Scanlon
Title: Dean	Title: Provost
School of Graduate Studies	EFFECTIVE: v.....
Approved: December 10, 1999	

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Policy: The University conducts research with integrity requiring the humane treatment and care of all animals utilized in such research. The University has developed and maintains procedures, which are in conformance with, but not limited to, relevant federal and state regulations to humanely, efficiently, effectively, and legally use live vertebrate animals in research.

RESOLUTION NUMBER: YR 2000 - 30; YR 2007 -

Parameters:

- In accordance with the *Health Research Extension Act of 1985* (Public Law 99-158), the Chief Executive Officer, *i.e.*, the President, is **required** to annually appoint an Institutional Animal Care and Use Committee (IACUC) as specified by federal regulations. At **Youngstown** State University the Presidential authority to appoint the IACUC is delegated to the Dean of Graduate Studies and Research as the "Authorized Institutional Official" of the University.
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 - Requiring adequate scientific justification **prior** to approval, including **consideration** of alternative or *in vitro* methods, of use of live animals, especially when any pain or suffering is a possible result.
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UNIVERSITY GUIDEBOOK

<p>Subject: Supplementary Pay for Faculty Teaching at Distant Off-Campus Sites</p>

<p>Developed by: Ikram Khawaja Title: Director Faculty Relations Approved: December 10, 1999 Revised:</p>	<p>Authorized by: James J. Scanlon Title: Provost</p>
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<p>Policy: On occasion, it is necessary and appropriate to have full-time faculty teach at instructional sites located beyond a fifty-mile radius from the Youngstown campus and to offer supplementary pay.</p>

<p>RESOLUTION NUMBER: YR 2000 – 42; YF 2007 -</p>

Parameters:

- Only full-time faculty engaged in teaching regular for-credit YSU courses at sites located beyond a fifty-mile radius from the Youngstown campus are eligible for supplementary pay.
- Faculty engaged in teaching regular for-credit YSU courses at sites located beyond a fifty-mile radius **from** the main campus may be reimbursed for travel expenses in accordance with the University *Travel Guidelines* (also see 3004.01 and 3004.02).
- Faculty teaching off-campus classes are subject to all applicable provisions of the Agreement between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association (Agreement).
- Should the teaching of a class off-campus trigger an approved overload assignment, the faculty member shall receive overload compensation as provided in the Agreement.
- Supplemental pay shall be determined as follows: (1) a teaching assignment involving one travel day (one round trip) per week for a full academic term will qualify for \$500; (2) an assignment involving two or more travel days per week for a full academic term will **qualify** for \$1,000; and (3) an assignment involving more than two travel-days per week per term will make the faculty member eligible for an overnight stay to reduce the travel to two travel days.

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UNIVERSITY GUIDEBOOK

Subject: Supplementary Pay for Faculty Teaching at Distant Off-Campus Sites

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Developed by: Ikram Khawaja
Title: Director
Faculty Relations
Approved: December 10, 1999
Revised:

Authorized by: James J. Scanlon
Title: Provost
EFFECTIVE: v.....

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UNIVERSITY GUIDEBOOK

Subject: Establishing, Altering, or Abolishing Educational, Research, and Public Service Centers, Institutes, and Laboratories

Developed by: Peter J. Kasvinsky Title: Dean, School of Graduate Studies Approved: September 24, 2002 Revised:	Authorized by: Tony Atwater Title: Provost
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Policy: Educational, Research, and Public Service Centers, Institutes, and Laboratories may be established, altered, or abolished upon recommendation by the President and approval by the Board of Trustees.

RESOLUTION NUMBER: YR 2003-11; YR 2007 -

Purpose:

In striving to fulfill its mission, Youngstown State University is actively involved in the creation of centers, institutes, or laboratories (CIL) to strengthen and enrich the educational (teaching and learning), research (and scholarship), and public service activities of faculty and students. Centers, institutes, and laboratories will provide undergraduate and graduate students expanded facilities and opportunities for involvement in research, educational, and service programs in their discipline. These units will also enable student participation in professional and discipline-related job opportunities that can support the economic development of the state and region by providing technical assistance and training and facilitation of technology transfer.

Definition:

- For purposes of this policy, a center, institute, or laboratory is defined as a budgetary unit of the institution. Resources used to establish a center/institute/laboratory budget may come from the general fund, endowment, or external grants or sponsored programs. The designation as a University Center/Institute/Laboratory does not refer to informal collaborations formed for **short-term** purposes (primarily grant-seeking) that do not receive budget lines in the **Annual** Budget.

Procedures:

1. Proposals to establish CIL will be forwarded to the President through the Provost/Wice President for Academic Affairs after review by the appropriate academic dean(s) or executive director.
2. Proposals will include:
 - Statement of need and purpose
 - Description of the CIL and **manner** in which the arrangement will meet the stated need
 - Identification of **personnel/departments** to be involved
 - Delineation of responsibilities of the University and other involved parties
 - Estimation of needs for fiscal resources, space, and equipment
 - Description of how these needs will be met
 - Work plan and budget for three years including the sources of fiscal commitments
 - Description of where administrative responsibility is housed and the lines of responsibility. Where multiple resources are utilized in the establishment of a center or institute, the administrative unit contributing the largest fiscal resource will normally be designated as the responsible unit.
3. Proposals will be circulated to all entities or individuals that might be involved for review and feedback prior to submission to the President. All approvals to commit resources will be in writing and appended to the proposal during this process.
4. The Provost/Wice President for Academic Affairs will determine whether review by the Office of the General Counsel is required. When there are issues of ownership of intellectual property arising **from** the research or service mission of the CIL, the General Counsel will review the CIL proposal.
5. **When** the CIL involves research **and/or** sponsored **programs**, the Director of Grants and Sponsored Programs and the Dean of the School of Graduate Studies and Research must also review the proposal.
6. Upon completion of this consultative process, the President will submit the proposal with **his/her** recommendation to the Board of Trustees for authorization of the implementation of the proposed center, institute, or laboratory. Upon such authorization, the President will establish a budget sufficient to fund the CIL and identify the lines of responsibility, if different **from** those suggested by the proposal.
7. Centers, institutes, and laboratories will be evaluated on a periodic basis. Newly established CIL will be evaluated within three years of their creation, and all CIL will be evaluated at least once in every five-year period.
8. Further information is available in *Guidelines and Procedures for the Creation and Evaluation of Centers, Institutes, and Laboratories*, available in the School of Graduate Studies **and** Research.

UNIVERSITY GUIDEBOOK

Subject: Establishing, Altering, or Abolishing Educational, Research, and Public Service Centers, Institutes, and Laboratories

Developed by: Peter J. Kasvinsky	Authorized by: Tony Atwater
Title: Dean, School of Graduate Studies	Title: Provost
Approved: September 24, 2002	EFFECTIVE: v
Revised:	

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Policy: Educational, Research, and Public Service Centers, Institutes, and Laboratories may be established, altered, or abolished upon recommendation by the President and approval by the Board of Trustees.

RESOLUTIONNUMBER : YR 2003-11; YR 2007-

Purpose:

- In **striving** to fulfill its mission, **Youngstown** State University is actively involved in the **creation** of centers, institutes, or laboratories (**CIL**) to strengthen and enrich the educational (teaching and learning), research (and scholarship), and public service activities of faculty and students. Centers, institutes, and laboratories will provide undergraduate and graduate students expanded facilities and opportunities for involvement in research, educational, and service programs in their discipline. These units will also enable student participation in professional and discipline-related job opportunities that can support the economic development of the state and region by providing technical assistance and training and facilitation of technology transfer.

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 - Description of where administrative responsibility is housed and the lines of responsibility. Where multiple resources are utilized in the establishment of a center or institute, the administrative unit contributing the largest fiscal resource will normally be designated as the responsible unit.
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UNIVERSITY GUIDEBOOK

Subject: Purchasing

Developed by: Richard A. Delisio	Authorized by: G. L. Mears
Title: Director	Title: Executive Vice President
Materials Management	EFFECTIVE:
Approved: March, 1999	
Revised:	

Policy: Employees who are delegated signature authority for University accounts are authorized to make purchasing decisions for their respective areas.
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RESOLUTIONNUMBER: YR 1997 – 49; YR 2007 -
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Purpose: These Procedures provide a means for purchasing necessary goods and services at a reasonable cost and for conducting this activity in the best interest of the University.

Parameters:

- All purchases must be in conformance with applicable codes of ethics as well as federal, state of Ohio, and local laws and regulations.
- Accountability for vendor commitment **and/or** the actual purchase of goods or services rests with the financial manager.
- The Department of Materials Management has the primary responsibility to facilitate the purchase of goods and services, and to manage and monitor the purchasing process. Authority is also delegated to the YSU Bookstore to purchase goods for resale, and the **Maag** Library to purchase items to be added to its collection.
- The University assumes no obligation for any purchases made without following Purchasing Procedures.
- The University is committed to advancing opportunities for minority and disadvantaged business enterprises.

Procedures:

1. Requests for purchases are made by using a university-approved procurement card, the on-line requisition system, or by forwarding a Purchase Requisition Input Form to the Department of Materials Management.
2. With the exception of authorized procurement card purchases , an authorized requisition (electronic or paper) for goods or services must be processed through the Department of Materials Management prior to vendor commitment **and/or** the actual purchase
3. **.Competitive** selection processes will be conducted in accordance with University Guidebook Policy 3003.01 "Purchasing Limits for Competitive Selection."

UNIVERSITY GUIDEBOOK

Subject: Purchasing

Developed by:	Richard A. Delisio	Authorized by:	G. L. Mears
Title:	Director	Title:	Executive Vice President
Approved:	Materials Management	EFFECTIVE:	
Revised:	March, 1999		

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RESOLUTION NUMBER: YR 1997 - 49; YR 2007 -

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- The **Department** of Materials Management has the primary responsibility to facilitate the purchase of goods and services, and to manage and monitor the purchasing process. Authority is also delegated to the YSU Bookstore to purchase goods for **resale**, and the Maag Library to purchase items to be added to its collection.
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<#>A bidding process, facilitated by the Department of Materials Management, is required for the purchase of goods and services totaling \$10,000 or more and construction projects of \$25,000 or more. The Department of Materials Management may determine that good business practice calls for a lower cost bid threshold or a bid waiver¶

Deleted: When bidding is required, detailed specifications regarding the purchase or a request for a bid waiver must be forwarded to the Department of Materials Management. All bid waivers must be approved by the Executive Vice President

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UNIVERSITY GUIDEBOOK

Subject: Tuition and Fees, Reduction/Refund of

Developed by:	Debra L. Pomponio	Authorized by:	G. L. Mears
Title:	Executive Director	Title:	Executive Vice President
	Budget and Finance		
Approved:	March 13, 1998	EFFECTIVE:	
Revised:			

Policy: The Board of Trustees of Youngstown State University shall review and approve the schedule of student tuition and fees. This schedule, and the associated refund procedures, will be printed in University Bulletins and other official University documents.

RESOLUTION NUMBER: YR 1998 – 25; YR 2007

Parameters:

- A full or partial reduction of the instructional, general, technology, performance music, and course fees, and the nonresident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current University Undergraduate and Graduate Bulletins, or as modified by action of the Board of Trustees.
- Students suspended or dismissed from the University for non-academic **reasons** are not entitled to any reduction of fees.

Procedures:

1. To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
2. Students who withdraw or reduce hours **after** the specified refund period, and who do so for reasons beyond their control (physician's request, induction into military service, change in work shifts or transfer of employment, or other special circumstances), may request to have their fees reviewed in accordance with the Fees and Charges Appeal Board process. If approved, the fees may be revised on a prorated basis.

3. Students withdrawing **from** all classes as a result of being called to active military service are eligible for a **full** reduction of fees. Students must officially withdraw and must provide the Fees and Charges Appeals Board with supporting documentation validating the withdrawal.

4. Individuals seeking additional information on the **reduction/refund** of fees and charges should refer to the current **Youngstown State University *Undergraduate Bulletin, Graduate Bulletin,*** and the *Schedule of Classes*.

UNIVERSITY GUIDEBOOK

Subject: Tuition and Fees, Reduction/Refund of

Developed by: Debra L. Pomponio	Authorized by: G. L. Mears
Title: Executive Director Budget and Finance	Title: Executive Vice President
Approved: March 13, 1998	EFFECTIVE:
Revised:	

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Policy: The Board of Trustees of Youngstown State University shall review and approve the schedule of student tuition and fees. This schedule, and the associated refund procedures, will be printed in University *Bulletins* and other official University documents.

RESOLUTION NUMBER: YR 1998 ~~25~~; YR 2007

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Parameters:

- A full or partial reduction of the instructional, general, technology, performance music, and course fees, and the nonresident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current University Undergraduate and Graduate Bulletins, or as modified by action of the Board of Trustees.
- Students suspended or dismissed **from** the University for non-academic reasons are not entitled to any reduction of fees.

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UNIVERSITY GUIDEBOOK

Subject: Purchasing Limits for Competitive Selection

Developed by: Richard A. Delisio Title: Director Materials Management	Authorized by: David C. Sweet Title: President
Approved: June 26, 1998 Revised: June 23, 2006 Revised:	EFFECTIVE: July 1, 2006

<p>Policy: In all its business practices the University will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the University will always seek to protect the interests of the institution and seek to obtain the best value for the institution.</p>
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RESOLUTION NUMBERS: YR 1998-46; YR 2006-46; YR 2007 -

Parameters:

- Goods that will result in an estimated payment of \$25,000 or more shall be obtained through a competitive selection process.
- Services that will result in an estimated payment of \$50,000 or more shall be obtained through a competitive selection process.
- Construction work that will result in an estimated payment of \$50,000 or more shall be obtained through a competitive selection process. Construction contracts valued at \$50,000 or more shall be approved by the Attorney General or General Counsel as required by law, prior to the start of construction.
- Goods are defined as any tangible product.
- Services are defined as any deliverable resulting from labor performed specifically for the University, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, software design, etc.
- Construction work is defined as work needed to produce a complete and usable facility, including parking areas or work needed to make changes to the physical structure of a building or parking area. Construction work includes excavation, building, landscaping, etc. Evaluation and maintenance are not considered generally to be construction work.

Procedures:

1. The Materials Management Office considers the following to be appropriate forms of competitive selection when dollar thresholds are exceeded:
 - a. A Request for Proposal (RFP) - A formal RFP is **drafted** and sent to prospective bidders and advertised in appropriate media when **seeking** to purchase goods.
 - b. A Request for Qualifications (RFQ) - A formal RFQ is sent to prospective bidders and advertised in appropriate media when **seeking** to purchase services.
 - c. Written Quotes - When practical, three written quotes are required **from** prospective vendors.
2. Financial managers are encouraged to use appropriate forms of competitive selection for purchases below the dollar thresholds whenever they deem prudent. Appropriate forms of competitive selection in regard to purchases below the dollar thresholds include those listed above, as well as pricing research and verbal or phone quotes. The Director of Materials Management, or designee, reserves the right to require a competitive selection process for purchases under the dollar thresholds when it is in the best interest of the University to do so.
3. However, if the nature of the purchase is such that competitive selection would be impractical due to emergency or other special circumstances, the department making the request for a purchase over the purchase amounts set herein, may make a written request for a bid waiver. Bid waivers must be forwarded to the Department of Materials Management. Such requests must provide justification (**e.g.**, single source) signed by the individual with account signature authority.
4. If the Director of Materials Management **finds** that **sufficient** justification has been presented, a recommendation to waive the bidding process is forwarded to the Vice President for Finance and **Administration**, or designee for final approval or denial. If the request is denied, the Department of Materials Management will initiate the competitive selection process.

UNIVERSITY GUIDEBOOK

Subject: Purchasing Limits for Competitive Selection	
Developed by: Richard A. Delisio Title: Director Materials Management	Authorized by: David C. Sweet Title: President
Approved: June 26,1998 Revised: June 23,2006 Revised:	EFFECTIVE: July 1,2006
Policy: In all its business practices the University will adhere fully to all applicable laws, regulations, and rules of the federal, state of Ohio, and local regulatory bodies. Those conducting business for the University will always seek to protect the interests of the institution and seek to obtain the best value for the institution.	
RESOLUTION NUMBERS: YR 1998-46; YR 2006-46; <u>YR 2007 -</u>	

Parameters:

- Goods that will result in an estimated payment of \$25,000 or more shall be obtained through a competitive selection process.
- Services that will result in an estimated payment of \$50,000 or more shall be obtained through a competitive selection process.
- Construction work that will result in an estimated payment of \$50,000 or more shall be obtained through a competitive selection process. Construction contracts valued at \$50,000 or more shall be approved by the Attorney General or General Counsel as required by law, prior to the start of construction.
- Goods are defined as any tangible product.
- **Services** are defined as any deliverable resulting from labor performed specifically for the University, whether from the application of physical or intellectual skills. Services include repair work, consulting, maintenance, data processing, **software** design, etc.
- Construction work is defined as work needed to produce a complete and usable facility, including parking areas or work needed to make changes to the physical structure of a building or parking area. Construction work includes excavation, building, landscaping, etc. Evaluation and maintenance are not considered generally to be construction work.

Procedures:

1. The Materials Management ~~office~~ considers the following to be appropriate forms of competitive selection when dollar thresholds are exceeded:
 - a. A Request for Proposal (RFP) - A formal RFP is drafted and sent to prospective bidders and advertised in appropriate media when seeking to purchase goods.
 - b. A Request for Qualifications (RFQ) - A formal RFQ is sent to prospective bidders and advertised in appropriate media when seeking to purchase services.
 - c. Written Quotes - When practical, three written quotes are required from prospective vendors.
2. Financial managers are encouraged to use appropriate forms of competitive selection for purchases below the **dollar** thresholds whenever they deem prudent. Appropriate forms of competitive selection in regard to purchases below the dollar thresholds include those listed above, as well as pricing research and verbal or phone quotes. The Director of Materials Management, or designee, reserves the right to require a competitive selection process for purchases under the dollar thresholds when it is in the best interest of the University to do so.
3. However, if the nature of the purchase is such that competitive selection would be impractical due to emergency or other special circumstances, the department making the request for a purchase over the purchase amounts set herein, may make a written request for a bid waiver. Bid waivers must be forwarded to the Department of Materials Management. Such requests must provide justification (**e.g.**, single source) signed by the individual with account signature authority.
4. If the Director of Materials Management finds that sufficient justification has been presented, a recommendation to waive the bidding process is forwarded to the Vice President for Finance and Administration, or designee for final approval or denial. If the request is denied, the Department of Materials Management will initiate the competitive selection process.

UNIVERSITY GUIDEBOOK**Subject: Deposit of University Funds**

Developed by:	Elaine C. Beatty	Authorized by:	G.L. Mears
Title:	Director Investments and Accounts Payable	Title:	Executive Vice President
Approved:	September 11, 1998	EFFECTIVE:	
Revised:			

Policy: The Board of Trustees shall designate a local banking institution as the official depository for University funds, and all monies due and payable to the University shall be deposited with this designated institution in compliance with provisions of the *Ohio Revised Code* and all other applicable laws and regulations.

RESOLUTION NUMBERS: YR 1999 – 3; YR 2007 -

Definition: Local banking institutions include any state or national bank as defined in Section **1101.01** of the *Ohio Revised Code* that have an office in the City of Youngstown.

Parameters:

- The official depository will be awarded a five-year contract with a competitive selection process conducted every **fifth** year.
- The Vice President for Finance and Administration or designee will report to the Investment Subcommittee at least quarterly on the status of cash balances; **non-**endowment and endowment portfolios.

UNIVERSITY GUIDEBOOK

Subject: Deposit of University Funds

Developed by:	Elaine C. Beatty	Authorized by:	G.L. Mears
Title:	Director	Title:	Executive Vice President
	Investments and Accounts Payable	EFFECTIVE:	▼
Approved:	September 11, 1998		
Revised:			

Deleted: September 11, 1998

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Deleted: June, 1998

Policy: The Board of Trustees shall designate a local **banking** institution as the official depository for University funds, and all monies due and payable to the University shall be deposited with this designated institution in compliance with provisions of the *Ohio Revised Code* and all other applicable laws and regulations.

RESOLUTIONNUMBERS: YR 1999 - 3; YR 2007 -

Definition: Local **banking** institutions include any state or national bank as **defined** in Section 1101.01 of the *Ohio Revised Code* that have an office in the City of Youngstown.

Parameters:

a The official depository will be awarded a five-year contract with a competitive selection process conducted every fifth year.

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• The Vice President for Finance and Administration or designee will report to the Investment Subcommittee at least quarterly on the status of cash balances: non-endowment and endowment portfolios.

Deleted: <#>The Director of Investments and Accounts Payable will provide reports on cash balances and investments to the Executive Vice President and President.¶

<#>Annually, the President will submit a report to the Budget and Finance Committee of the Board of Trustees.

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UNIVERSITY GUIDEBOOK

<p>Subject: Investment of the University's Non-Endowment and Endowment Funds</p>

<p>Responsible Officer: Elaine C. Beatty Title: Director Investments and Accounts Payable Approved: September 11, 1998 Revised: December 15,2004 Revised: June 23,2006 Revised:</p>	<p>Authorized by: David C. Sweet Title: President EFFECTIVE: Review Date: December 2007</p>
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Policy: The President and the Vice President for Finance and Administration, or designee, is authorized to invest University funds in compliance with this policy, provisions of the *Ohio Revised Code* and all other applicable laws and regulations, including H.B. 524, **Sec. 3345.05** of the Ohio Revised Code.

RESOLUTION NUMBER: YR 1999-04; YR 2005-23; YR 2006-47; YR 2007-

For the purpose of this policy on the Investment of the University's Non-Endowment and Endowment Funds (the “**Policy**”), the non-endowment portfolio shall include:

- All tuition and mandatory fees, registration, non-resident tuition fees, academic fees for the support of on- and off-campus instruction, laboratory and course fees when so assessed and collected, all other fees, deposits, charges, receipts, and income from all or part of the students, all subsidy or other payments from state appropriations, and all other fees, deposits, charges, receipts, and income received. These funds shall be held and administered by the Board of Trustees.

Notwithstanding any provision of the revised code to the contrary, the title to investments made by the Board of Trustees with funds derived from revenues described above shall not be vested in the state but shall be held in trust by the Board. Such investments shall be made pursuant to this investment policy adopted by the Board in public session. Such investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

- It is the intention of the Board of Trustees that actions taken pursuant to this Policy shall be in compliance with all applicable laws as they may be amended from time to time. No University representative, employee, or agent shall take any action prohibited by or fail to take any action required by all applicable laws in carrying out this Policy.
- Members of the Board of Trustees will annually provide to the Chair of the Board of Trustees a statement disclosing the nature, if at all, of any relationship with the financial institutions involved with the University's Non-Endowment Funds. Any member having a relationship that creates a conflict prohibited by the ethics laws with any investment entity, will withdraw from participating in the selection of, or authorizing the contracts of, those investment managers **and/or** consultants.
- External investment managers, consultants and advisors retained by the University shall immediately **notify** the Chair of the Investment **Subcommittee** and the Vice President for Finance and Administration, or designee of any potential conflicts of interest which may develop **from** time to time. In any such situation, the external investment manager, consultant **and/or** advisor shall identify the nature of the conflict of interest and its potential impact, if any, on the University.
- The University's non-endowment fund portfolio will remain sufficiently liquid to enable the University to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on short notice near the purchase price of the security. To help retain the desired liquidity, no security shall be purchased that is likely to have few market makers or poor market bids. Additionally, liquidity shall be assured by keeping an adequate amount of short-term investments to accommodate the cash needs of the University.
- The University's non-endowment and endowment portfolios shall be structured with the objective of attaining the highest possible total return for the investment portfolio while adhering to a prudent level of risk.

The University's endowment portfolio, unless otherwise directed, shall be managed by the Youngstown State University Foundation (the "YSUF") and consist of equity, **fixed** income, and cash investments.

Specific responsibilities of the Investment Subcommittee of the Finance and Facilities Committee of the Board of Trustees (hereafter referred to as the "the Subcommittee") in the investment process include:

- the application of a total return philosophy of asset management;
- developing sound and consistent investment policy guidelines;
- selecting and monitoring investment managers;
- selecting an investment consulting organization;

communicating clearly the major duties and responsibilities of those accountable for achieving investment results;

- monitoring and evaluating results to assure that the guidelines are being adhered to and the objectives are being met;

taking appropriate action to discharge an investment manager for failure to perform as mutually expected at the time of selecting; and

- undertaking such work and studies as may be necessary to keep the Board of Trustees of the University adequately informed as to the status of the investment of the balance sheet assets (the "Assets").

This Policy shall be reviewed every three years by the Subcommittee or upon the advisement of investment advisors or management. All material changes to the Policy will be approved by the Subcommittee and submitted to the University's Board of Trustees for final approval.

Purpose: Investments shall be managed for the use and benefit of the University in a diversified portfolio that focuses, over time, on the preservation of capital, minimization of cost and risk, maintenance of required levels of liquidity in the overall portfolio to meet cash flow requirements, and compliance with state statute. The non-endowment and endowment portfolios are intended to achieve a reasonable yield balanced with a component invested for longer-term appreciation.

The purpose of this policy is to assist the University in more effectively supervising and monitoring the investment activities of its Assets. This Policy is designed to assist University staff and the Investment Subcommittee with regard to its fiduciary responsibility by:

- defining the responsibilities of University staff, its investment managers, and its investment consultant;

- stating in writing the University's attitudes, expectations, and goals for the investment of the Assets;
- providing a basis for reviewing investment management organizations in the selection process;
- encouraging effective communication between the investment managers, investment consultant, the Subcommittee, and Youngstown State University; and
- setting objectives against which the performance results of the investment managers, operating within the constraints imposed by the University's Policy guidelines, can be measured.

A primary expectation for University assets is to support the University by providing current income to the University from both non-endowed and endowed funds, managed on behalf of the University by outside investment professionals, as well as the YSUF, while concurrently growing principal. The asset base is dedicated to providing a reliable source of funds for current and future enhancements at the University.

Parameters:

The management of the non-endowment and endowment funds involves a **tradeoff** between two competing goals. On the one hand, the funds must preserve capital and maintain liquidity sufficient to distribute cash to fund immediate operating needs and prior spending commitments. On the other hand, the funds must accumulate capital sufficient to support nominal growth in expenses for existing programs and to establish new quasi-endowment funds. The goal of the funds is to accommodate these competing needs by providing adequate short-term liquidity along with long-term capital appreciation.

The Subcommittee recognizes that risk and volatility are present to some degree with all types of investments. However, high levels of risk are to be avoided at the total asset level. This is to be accomplished through diversification by asset class, style of investment manager, and sector and industry limits.

The following statements and guidelines are set forth in an effort to provide direction to each of the investment managers that manage separate accounts for the University. Managers are retained to manage separate pools of assets; and funds are allocated to such managers in order to achieve an appropriate, diversified, and balanced asset **mix**. The Subcommittee, from time to time, may **shift** assets from one manager to another to maintain the appropriate mix. Additionally, the Subcommittee recognizes that mutual or commingled funds used by the University may not adhere to these guidelines. However, when selecting mutual or commingled fund products, the Subcommittee will refer to these guidelines as a basis to select new funds.

Selection and retention of investment managers will be based upon each manager's demonstrated ability to provide superior returns over extended time periods compared to similar portfolios, and also upon investment philosophy, organizational stability, and other relevant factors. A written "Investment Guideline Statement" or prospectus clearly outlining objectives and responsibilities will be in place with each investment manager. For the non-endowment funds, the managers shall have discretion to invest assets in cash reserves as they deem appropriate but will be expected under normal circumstances to be fully invested in their assigned asset class. A manager's performance will be evaluated against their fully invested passive benchmark and against similar portfolio results. Passive benchmarks will be used for comparative purposes which most closely approximate the investment mandate's duration, credit quality, security composition, capitalization, style, asset class, etc.

To the extent bequests are made to the University via shares of marketable equity securities, the following provisions apply:

- The policy on bequests as **defined** by the University Guidebook number 5007.01 will supersede all provisions within this Policy.

If the bequest is a non-endowed gift, the securities will be sold as soon as prudently possible.

- If the bequest is an endowed gift, the securities will be transferred to the YSUF to manage, unless otherwise specified by the donor and agreed to by the Board of Trustees. Assets **held/invested** by the YSUF or other institution on behalf of the University will be managed in accordance with **pre-arranged** investment advisory agreements as well as under the guidelines of this Policy.

Procedures:

1. The Vice President for Finance and Administration, or designee shall be accountable to the Board of Trustees for implementing this Policy.
2. The Vice President for Finance and Administration, or designee will report to the Investment Subcommittee at least quarterly on the **status** of the non-endowment and endowment portfolios.
3. It shall be permissible for the Vice President for Finance and Administration, or designee to realize gains and losses if such an action would be consistent with the University's investment goals. Losses and gains realized on the non-endowment portfolio shall be charged against current income unless otherwise approved by the Investment Subcommittee.
4. Between meetings of the Board of Trustees, if deemed advisable, other investments not specifically authorized by this Policy may be made if approved by the Investment Subcommittee. Any such actions shall be taken to the Board of Trustees for review at its next meeting.

UNIVERSITY GUIDEBOOK

Subject: Investment of the University's Non-Endowment and Endowment Funds

Responsible Officer: Elaine C. Beatty	Authorized by: David C. Sweet
Title: Director Investments and Accounts Payable	Title: President
Approved: September 11, 1998	EFFECTIVE: _____
Revised: December 15, 2004	Review Date: December 2007
Revised: June 23, 2006	
Revised:	

Deleted: June 23, 2006

Policy: The President and the Vice President for Finance and Administration, or ~~designee~~, is authorized to invest University funds in compliance with this policy, provisions of the *Ohio Revised Code* and all other applicable laws and regulations, including H.B. 524, Sec. 3345.05 of the Ohio Revised Code.

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RESOLUTION NUMBER: YR 199944; YR 2005-23; YR 2006-47; YR 2007-

For the purpose of this policy on the Investment of the University's Non-Endowment and Endowment Funds (the "Policy"), the non-endowment portfolio shall include:

- All tuition and mandatory fees, registration, non-resident tuition fees, academic fees for the support of on- and off-campus instruction, laboratory and course fees when so assessed and collected, all other fees, deposits, charges, receipts, and income from all or part of the students, all subsidy or other payments from state appropriations, and all other fees, deposits, charges, receipts, and income received. These funds shall be held and administered by the Board of Trustees.
- Notwithstanding any provision of the revised code to the contrary, the title to investments made by the Board of Trustees with funds derived from revenues described above shall not be vested in the state but shall be held in trust by the Board. Such investments shall be made pursuant to this investment policy adopted by the Board in public session. Such investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

- It is the intention of the Board of Trustees that actions taken pursuant to this Policy shall be in compliance with all applicable laws as they may be amended from time to time. No University representative, employee, or agent shall take any action prohibited by or fail to take any action **required** by all applicable laws in carrying out this Policy.
- Members of the Board of Trustees will annually provide to the Chair of the Board of Trustees a statement disclosing the nature, if at all, of any relationship with the financial institutions involved with the University's Non-Endowment Funds. Any member having a relationship that creates a **conflict** prohibited by the ethics laws with any investment entity, will withdraw from participating in the selection of, or authorizing the contracts of, those investment managers and/or consultants.
- External investment managers, consultants and advisors retained by the University shall immediately notify the Chair of the Investment Subcommittee and the Vice President for Finance and Administration, or designee of any potential **conflicts** of interest which may develop **from** time to time. In any such situation, the external investment manager, consultant **and/or** advisor shall identify the nature of the conflict of interest and its potential impact, if any, on the University.
- The University's non-endowment fund portfolio will remain sufficiently liquid to enable the University to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on short notice near the purchase price of the security. To help retain the desired liquidity, no security shall be purchased that is likely to have few market makers or poor market bids. Additionally, liquidity shall be assured by keeping an adequate amount of short-term investments to accommodate the cash needs of the University.
- The University's non-endowment and endowment portfolios shall be structured with the objective of attaining the highest possible total **return** for the investment portfolio while adhering to a prudent level of risk.

The University's endowment portfolio, unless otherwise directed, shall be managed by the Youngstown State University Foundation (the "YSUF") and consist of equity, fixed income, and cash investments.

Specific responsibilities of the Investment Subcommittee of the Finance and Facilities Committee of the Board of Trustees (hereafter referred to as the "the Subcommittee") in the investment process include:

- the application of a total return philosophy of asset management;
 - developing sound and consistent investment policy guidelines;
 - selecting and monitoring investment managers;
 - selecting an investment consulting organization;
 - communicating clearly the major duties and responsibilities of those accountable for achieving investment results;
- monitoring and evaluating results to assure that the guidelines are being adhered to and the objectives are being met;
- taking appropriate action to discharge an investment manager for failure to perform as mutually expected at the time of selecting; and
 - undertaking such work and studies as may be necessary to keep the Board of Trustees of the University adequately informed as to the status of the investment of the balance sheet assets (the "Assets").

This Policy shall be reviewed every three years by the Subcommittee or upon the advisement of investment advisors or management. All material changes to the Policy will be approved by the Subcommittee and submitted to the University's Board of Trustees for final approval.

Purpose: Investments shall be managed for the use and benefit of the University in a diversified portfolio that focuses, over time, on the preservation of capital, minimization of cost and risk, maintenance of required levels of liquidity in the overall portfolio to meet cash flow requirements, and compliance with state statute. The non-endowment and endowment portfolios are intended to achieve a reasonable yield balanced with a component invested for longer-term appreciation.

The purpose of this policy is to assist the University in more effectively supervising and monitoring the investment activities of its Assets. This Policy is designed to assist University staff and the Investment Subcommittee with regard to its fiduciary responsibility by:

- defining the responsibilities of University staff, its investment managers, and its investment consultant;

- stating in writing the University's attitudes, expectations, and goals for the investment of the Assets;
- providing a basis for reviewing investment management organizations in the selection process;
- encouraging effective communication between the investment managers, investment consultant, the Subcommittee, and Youngstown State University; and
- setting objectives against which the performance results of the investment managers, operating within the constraints imposed by the University's Policy guidelines, can be measured.

A primary expectation for University assets is to support the University by providing current income to the University **from** both non-endowed and endowed funds, managed on behalf of the University by outside investment professionals, as well as the YSUF, while concurrently growing principal. The asset base is dedicated to providing a reliable source of funds for current and future enhancements at the University.

Parameters:

The management of the non-endowment and endowment funds involves a **tradeoff** between two competing goals. On the one hand, the funds must preserve capital and maintain liquidity sufficient to distribute cash to fund immediate operating needs and prior spending commitments. On the other hand, the funds must accumulate capital sufficient to support nominal growth in expenses for existing programs and to establish new quasi-endowment funds. The goal of the funds is to accommodate these competing needs by providing adequate short-term liquidity along with long-term capital appreciation.

The Subcommittee recognizes that risk and volatility are present to some degree with all types of investments. However, high levels of risk are to be avoided at the total asset level. This is to be accomplished through diversification by asset class, style of investment manager, and sector and industry limits.

The following statements and guidelines are set forth in an effort to provide direction to each of the investment managers that manage separate accounts for the University. Managers are retained to manage separate pools of assets; and funds are allocated to such managers in order to achieve an appropriate, diversified, and balanced asset mix. The Subcommittee, from time to time, may shift assets from one manager to another to maintain the appropriate mix. Additionally, the Subcommittee recognizes that mutual or commingled funds used by the University may not adhere to these guidelines. However, when selecting mutual or commingled fund products, the Subcommittee will refer to these guidelines as a basis to select new funds.

Selection and retention of investment managers will be based upon each manager's demonstrated ability to provide superior returns over extended time periods compared to similar portfolios, and also upon investment philosophy, organizational stability, and other relevant factors. A written "Investment Guideline Statement" or prospectus clearly outlining objectives and responsibilities will be in place with each investment manager. For the non-endowment funds, the managers shall have discretion to invest assets in cash reserves as they deem appropriate but will be expected under normal circumstances to be fully invested in their assigned asset class. A manager's performance will be evaluated against their fully invested passive benchmark and against similar portfolio results. Passive benchmarks will be used for comparative purposes which most closely approximate the investment mandate's duration, credit quality, security composition, capitalization, style, asset class, **etc.**

To the extent bequests are made to the University via shares of marketable equity securities, the following provisions apply:

- The policy on bequests as defined by the University Guidebook number 5007.01 will supersede all provisions within this Policy.
- If the bequest is a non-endowed gift, the securities will be sold as soon as prudently possible.
- If the bequest is an endowed gift, the securities will be transferred to the YSUF to manage, unless otherwise specified by the donor and agreed to by the Board of Trustees. Assets **held/invested** by the YSUF or other institution on behalf of the University will be managed in accordance with **pre-arranged** investment advisory agreements as well as under the guidelines of this Policy.

Procedures:

1. The Vice President for Finance and Administration, or designee shall be accountable to the Board of Trustees for implementing this Policy.
2. The Vice President for Finance and Administration, or designee will report to the Investment Subcommittee at least quarterly on the **status** of the non-endowment and endowment portfolios.
3. It shall be permissible for the Vice President for Finance and Administration, or designee to realize gains and losses if such an action would be consistent with the University's investment goals. Losses and gains realized on the non-endowment portfolio shall be charged against current income unless otherwise approved by the Investment Subcommittee.
4. Between meetings of the Board of Trustees, if deemed advisable, other investments not specifically authorized by this Policy may be made if approved by the Investment Subcommittee. Any such actions shall be taken to the Board of Trustees for review at its next meeting.

*UNIVERSITY GUIDEBOOK***Subject: Acceptance of Loaned Property/Courtesy Car Program**

Developed by:	C. Vernon Snyder	Authorized by:	Leslie H. Cochran
Title:	Vice President	Title:	President
	Development and Public Relations	EFFECTIVE:	
Approved:	September 10, 1999		
Revised:			

Policy: The University may accept loans of vehicles and other property to be used in support of its activities and programs. In accepting such loans, the University is authorized to make any appropriate expenditure for the protection and maintenance of such property.

RESOLUTION NUMBER: YR 2000 – 10; YR 2007 -

Parameters:

- The Executive Director of Intercollegiate Athletics is responsible for assigning the vehicles to specific individuals.
- The Executive Director of Intercollegiate Athletics is responsible for signing the lease agreements for all of the vehicles in the Courtesy Car Program.
- The Executive Director of Intercollegiate Athletics has primary responsibility to notify the Director of Environmental and Occupational Health and Safety each time vehicle changes are made so that the insurance coverage can be modified accordingly.
- Leases must be in the University's name so that the vehicles can be covered by the institution's insurance policy.

Procedures

1. Upon picking up a courtesy car from the dealership, authorized coaches and athletic personnel must complete the form, "Youngstown State University Agreement Concerning Automobile Insurance." This form is available in the Intercollegiate Athletics Business Office or the Office of Environmental and Occupational Health and Safety.
2. The completed form must be signed and forwarded to the Office of Environmental and Occupational Health and Safety for approval.
3. The Office of Environmental and Occupational Health and Safety will fax the required information to the University's insurance carrier to secure insurance coverage.
4. The University's insurance carrier will mail a Proof of Insurance card to the Office of Environmental and Occupational Health and Safety. The card will be forwarded to the authorized driver of the vehicle. The card must be kept in the glove compartment of the vehicle at all times.
5. The Executive Director of Intercollegiate Athletics must inform the Office of Environmental and Occupational Health and Safety when the vehicle is returned to the dealership.
6. Each authorized driver must have attended the Defensive Driving course offered through the Office of Environmental and Occupational Health and Safety and received certification.
 - I. A motor vehicle report (MVR) must be filed annually with the Office of Environmental and Occupational Health and Safety.

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UNIVERSITY GUIDEBOOK

Subject: Acceptance of Loaned Property/Courtesy Car Program			
Developed by	C Vernon Snyder	Authorized by	Leslie H Cochran
Title	Vice President	Title	President
	Development and Public Relations	EFFECTIVE:	✓
Approved	<u>September 10, 1999</u>		
Revised:			
Policy: The University may accept loans of vehicles and other property to be used in support of its activities and programs. In accepting such loans, the University is authorized to make any appropriate expenditure for the protection and maintenance of such property.			
RESOLUTION NUMBER : YR 2000 - 10; YR 2007 -			

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Parameters:

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- The Executive Director of Intercollegiate Athletics is responsible for assigning the vehicles to specific individuals.
- ~~The Executive Director of Intercollegiate Athletics~~ is responsible for signing the lease agreements for all of the vehicles in the Courtesy Car Program.
- The Executive Director of Intercollegiate Athletics has primary responsibility to notify the Director of Environmental and Occupational Health and Safety each time vehicle changes are made so that the insurance coverage can be modified accordingly.
- Leases must be in the University's name so that the vehicles can be covered by the institution's insurance policy.

Deleted: The Vice President for Development and Community Affairs determines the number of cars that should be included in the Intercollegiate Athletics Courtesy Car Program. In cooperation with the Executive Vice President, the Vice President for Development and Community Affairs will establish the number of vehicles to be covered by insurance

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PAGE 2 of 2

Procedures

1. Upon picking up a courtesy car **from** the dealership, authorized **coaches and athletic** personnel must complete the form, "Youngstown State University Agreement Concerning Automobile Insurance." This form is available in the **Intercollegiate Athletics Business Office** or the **Office** of Environmental and Occupational Health and Safety.
2. The completed form must be signed and forwarded to the Office of Environmental and Occupational Health and Safety for approval.
3. The Office of Environmental and Occupational Health and Safety will fax the required information to the University's insurance carrier to **secure insurance** coverage.
4. The University's insurance carrier will mail a Proof of Insurance card to the Office of Environmental and Occupational Health and Safety. The card will be forwarded to the authorized driver of the vehicle. The card must be kept in the glove compartment of the vehicle at all times.
5. The Executive Director of Intercollegiate Athletics must inform the Office of Environmental and Occupational Health and Safety when the vehicle is returned to the dealership.
6. Each authorized driver must have attended the Defensive Driving course offered through the Office of ~~Environmental and Occupational Health and Safety~~ and received certification.
7. A motor vehicle report (MVR) must be filed annually with the Office of Environmental and Occupational Health and Safety.

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UNIVERSITY GUIDEBOOK

Subject: Penguin Club	
Developed by: C. Vernon Snyder Title: Vice President Development and Community Affairs	Authorized by: Leslie H. Cochran Title: President
Approved: March 13, 1998 Revised:	EFFECTIVE :
Policy: The President of the University shall be responsible for coordination with outside organizations such as the Youngstown State University Alumni Association, the Youngstown State University Foundation, and the Penguin Club.	
RESOLUTION NUMBER: YR 1998 – 27; YR 2007 -	

- The Penguin Club is a separately chartered 501(c)(3) charitable organization. The Penguin Club, subject to the terms and conditions of its Charter, is organized to provide funds for the support of intercollegiate athletics at Youngstown State University.

The Executive Director of Intercollegiate Athletics serves as the Executive Director of the Penguin Club.

- All funds raised in support of intercollegiate athletics are to be used in a manner consistent with the Charter of the Penguin Club.

UNIVERSITY GUIDEBOOK

Subject: Penguin Club

Developed by:	C. Vernon Snyder	Authorized by:	Leslie H. Cochran
Title:	Vice President Development and Community Affairs	Title:	President
Approved:	March 13, 1998	EFFECTIVE:	
Revised:			

Deleted: Date: . March 13 1998

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RESOLUTION NUMBER: YR 1998 - 27; YR 2007 -

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- The Penguin Club is a separately chartered 501(c)(3) charitable organization. The Penguin Club, subject to the terms and conditions of its Charter, is organized to provide funds for the support of intercollegiate athletics at Youngstown State University.
- The Executive Director of Intercollegiate Athletics serves as the Executive Director of the Penguin Club.
- All funds raised in support of intercollegiate athletics are to be used in a manner consistent with the Charter of the Penguin Club.

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UNIVERSITY GUIDEBOOK

Subject: Agreements, Educational Partnerships and Related Arrangements	
Developed by: Peter J. Kasvinsky	Authorized by: Tony Atwater
Title: Dean	Title: Provost
School of Graduate Studies	
Approved: March, 1997	
Revised:	
Policy: The President is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the University.	
RESOLUTION NUMBERS: YR 1997 – 29; YR 2007 -	

Purpose: In striving to fulfill its teaching/learning, research/scholarship, and public service goals, the University actively becomes involved in the establishment of mutually beneficial partnerships or similar arrangements with a broad range of public and private entities.

Procedures:

1. Proposals to establish partnerships or related arrangements between the University and private or public entities may be forwarded to the **Provost/Vice** President for Academic **Affairs** or executive officer or designee appointed by the President through the appropriate dean or executive director by the chairperson of a department, council, committee, or task force; or by an individual member of the University community.

2. Proposals will include:
 - Statement of need.
 - Description of partnership and manner in which the arrangement will meet the stated need.
 - Identification of **personnel/departments** to be involved.
 - Delineation of responsibilities of the University and other involved parties.
 - Estimation of needs for fiscal resources, space, and equipment.
 - A description of how these needs will be met.

- A description of where administrative responsibility is housed and the lines of responsibility.
3. Proposals will be circulated to all entities or individuals that might be involved, for review and feedback prior to submission to the Provost/Wice President for Academic Affairs or executive officer or designee appointed by the President.
 4. The Provost/Wice President for Academic Affairs or executive officer or designee appointed by the President will determine whether review of the statement of partnership by the Office of the General Counsel is required. **When** the proposal involves research **and/or** sponsored programs, the Office of Grants and Sponsored Programs must be contacted, and approval of the Dean of Graduate Studies and Research is required.
 5. Upon the completion of this consultative process, the Provost/Wice President for Academic Affairs or executive officer or designee appointed by the President may authorize the implementation of the partnership.

UNIVERSITY GUZDEBOOK

Subject: Agreements, Educational Partnerships and Related Arrangements	
Developed by: Peter J. Kasvinsky	Authorized by: Tony Atwater
Title: Dean	Title: Provost
School of Graduate Studies	
Approved: March, 1997	EFFECTIVE:
Revised:	

Policy: The President is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the University.

RESOLUTION NUMBERS : YR 1997 – 29; YR 2007 -

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Purpose: In striving to fulfill its **teaching/learning, research/scholarship,** and public service goals, the University actively becomes involved in the establishment of mutually beneficial partnerships or similar **arrangements** with a broad range of public and private entities.

Procedures:

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5. Upon the completion of this consultative process, the Provost/Vice President for Academic Affairs or executive officer or designee appointed by the President may authorize the implementation of the partnership.

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Deleted: NOTE: . When the **proposal** involves **research and/or** sponsored programs, the **Office of Grants and Sponsored Programs** must be contacted.¶

UNIVERSITY GUIDEBOOK

Subject: Agreements, Public Service

Developed by:	Gil Peterson	Authorized by:	James J. Scanlon
Title:	Executive Director Public Service Institute	Title:	Provost
Approved:	March, 1997		

Policy: The President is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the University.

RESOLUTION NUMBERS: YR 1997 – 29; YR 2007 -

Purpose: In striving to fulfill its public service goal, the University actively becomes involved in the establishment of mutually beneficial partnerships or similar arrangements with a broad range of public and private entities.

Procedures:

1. Proposals to establish public service partnerships or related arrangements between the University and private or public entities may be forwarded to the **Provost/Vice** President for Academic Affairs or executive officer or designee appointed by the President through the appropriate dean or executive director by the chairperson of a department, council, committee, or task force; or by an individual member of the University community.
2. Proposals will include:
 - Statement of the relationship between the agreement and the University.
 - Statement of how the activity generated by the agreement relates to the Mission of the University.
 - Investigation of the availability of needed facilities and equipment.
Identification of costs **and/or** expenses associated with the agreement.
 - Delineation of the impact of the agreement on the image of the University.
3. Proposals will be circulated to all entities or individuals that might be involved, for review and feedback prior to submission to the **Provost/Vice** President for Academic Affairs or executive officer or designee appointed by the President..

4. The Provost or Vice President for Academic Affairs or executive officer or designee appointed by the President will determine whether review of the statement of partnership by the Office of the General Counsel is required. **When** the proposal involves research **and/or** sponsored programs, the Office of Grants and Sponsored Programs must be contacted and approval of the Dean of Graduate Studies and Research is required.
5. Upon the completion of this consultative process, the Provost or Vice President for Academic Affairs or executive officer or designee appointed by the President may authorize the implementation of the partnership.

UNIVERSITY GUIDEBOOK

Subject: Agreements, Public Service	
Developed by: Gil Peterson Title: Executive Director Public Service Institute Approved: March, 1997	Authorized by: James J. Scanlon Title: Provost EFFECTIVE: ▼
Policy: The President is authorized and encouraged to pursue, develop, and expand partnerships, cooperative programs, contractual arrangements, and similar relationships that support and promote the mission of the University.	
RESOLUTION NUMBERS: YR 1997 – 29; YR 2007 –	

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 - Identification of costs **and/or** expenses associated with the agreement.
 - Delineation of the impact of the agreement on the image of the University.
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UNIVERSITY GUIDEBOOK

Subject: Scheduling of Intercollegiate Athletics Activities During Final Examination Period

Developed by: James P. Tressel	Authorized by: C. Vernon Snyder
Title: Executive Director Intercollegiate Athletics	Title: Vice President Development and Community Affairs
Approved: June 26, 1998	
Revised:	EFFECTIVE:

Policy: Only NCAA and conference-sponsored events, may be scheduled during any final examination period. Student athletes are to miss no final examinations due to University-sponsored intercollegiate athletic event.

RESOLUTION NUMBER: YR 1998 – 52; YR 2007 -

Procedures:

1. The Executive Director of Intercollegiate Athletics, or designee, is responsible for scheduling intercollegiate athletic events.
2. When scheduling intercollegiate athletic events, the "University Schedule of Operations" will be used as a guide in establishing dates and times.
3. Only NCAA or conference sponsored events, may be scheduled during final examination period. Student athletes are to miss no part of examination week due to travel for a regular athletic event.
4. The Executive Director of Intercollegiate Athletics, or designee, will prepare a list of all students participants traveling to an NCAA or conference sponsored event during **final** examination period and will distribute the list to appropriate faculty members.
5. Student athletes are responsible for making arrangements to complete all assignments **and/or** examinations that are missed because of NCAA or conference-sponsored events.

UNIVERSITY GUIDEBOOK

Subject: Scheduling of Intercollegiate Athletics Activities During Final Examination Period

Developed by: James P. Tressel
Title: Executive Director
Intercollegiate Athletics
Authorized by: C. Vernon Snyder
Title: Vice President
Development and Community Affairs

Approved: June 26, 1998
Revised: _____ EFFECTIVE: _____

Policy: Only NCAA and conference-sponsored events, may be scheduled during any final examination period. Student athletes are to miss no final examinations due to University-sponsored intercollegiate athletic event.

RESOLUTION NUMBER: YR 1998 - 52; YR 2007 -

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Procedures:

1. The **Executive** Director of Intercollegiate Athletics, or designee, is responsible for scheduling intercollegiate athletic events.
2. When scheduling intercollegiate athletic events, the "University Schedule of Operations" will be used as a guide in establishing dates and times.
3. Only NCAA or conference sponsored events, may be scheduled during final examination period. Student athletes are to miss no part of examination week due to travel for a regular athletic event.
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- Deleted: No intercollegiate athletic events, except
- Deleted: will
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UNIVERSITY GUIDEBOOK**Subject: Intercollegiate Athletics Programs - Student Athletes**

Developed by: James P. Tressel	Authorized by: Leslie H. Cochran
Title: Executive Director	Title: President
Intercollegiate Athletics	EFFECTIVE:
Approved: September 10, 1999	
Revised:	

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that support the educational objectives and academic progress of student athletes and comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences. The Intercollegiate Athletics Department is committed to the welfare of student athletes, academic integrity, sportsmanship and ethical integrity, fiscal integrity, ethnic diversity of student athletes and staff, gender equity, and community outreach.

RESOLUTION NUMBER : YR 2000 – 15; YR 2007 -

Parameters:

- Both academic and athletic abilities are considered during the student athletic recruitment process.
- The primary objective of the intercollegiate athletics programs is to promote the physical, emotional, and educational welfare of student athletes.
- Utilizing prudent management and fiscal practices, intercollegiate athletics provides student athletes with opportunities for competition as an integral part of their quality educational experience.
- Student athletes are offered a variety of support services, including academic counseling, tutorial services, personal counseling, and substance abuse education and testing.

Procedures:

1. The Department of Intercollegiate Athletics is responsible for developing, updating, and distributing the *YSU Student Athlete Handbook*.
2. The Executive Director of Intercollegiate Athletics, or designee, will meet regularly with the Student Athletes Advisory Committee to discuss areas of interest and concern.

UNIVERSITY GUIDEBOOK

Subject: Intercollegiate Athletics Programs - Student Athletes

Developed by: James P. Tressel	Authorized by: Leslie H. Cochran
Title: Executive Director	Title: President
Intercollegiate Athletics	EFFECTIVE: [REDACTED]
Approved: September 10, 1999	
Revised:	

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Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that support the educational objectives and academic progress of student athletes and comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences. The Intercollegiate Athletics Department is committed to the welfare of student athletes, academic integrity, sportsmanship and ethical integrity, fiscal integrity, ethnic diversity of student athletes and staff, gender equity, and community outreach.

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Deleted: and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000 - 15; YR 2007 - [REDACTED]

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Parameters:

- Both academic and athletic abilities are considered during the student athletic recruitment process.
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- The Executive Director of Intercollegiate Athletics, or designee, will meet regularly with the Student Athletes Advisory Committee to discuss areas of interest and concern.

UNIVERSITY GUIDEBOOK

Subject: Intercollegiate Athletics Programs - Conference and NCAA Compliance

Developed by: James P. Tressel
Title: Executive Director
Intercollegiate Athletics
Approved: September 10, 1999
Revised:

Authorized by: Leslie H. Cochran
Title: President
EFFECTIVE:

Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, staff, and members of the broader community.

RESOLUTION NUMBER: YR 2000 – 17; YR 2007 -

Parameters:

- The President has overall responsibility for the administration of all aspects of the intercollegiate athletics program of the University.
- The Executive Director of Intercollegiate Athletics has been delegated the overall accountability for the Intercollegiate Athletics Program and its compliance with all conference and NCAA regulations.
- The Associate Director of Intercollegiate Athletics is delegated the responsibility for the development, maintenance, and management of conference and NCAA compliance programs.
- Compliance with conference and NCAA regulations is a primary responsibility of coaches, departmental staff, student athletes, parents, boosters, and others associated with the Department of Intercollegiate Athletics.
- Members of the University community are expected to follow conference and NCAA regulations.
- The effectiveness of the compliance programs will be evaluated on a regular basis.

UNIVERSITY GUIDEBOOK

Subject: Intercollegiate Athletics Programs - Conference and NCAA Compliance

Developed by: James P. Tressel	Authorized by: Leslie H. Cochran
Title: Executive Director	Title: President
Approved: September 10, 1999	EFFECTIVE: v
Revised:	

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Policy: In conjunction with the mission and goals of Youngstown State University, intercollegiate athletics offers broad-based programs that: support the educational objectives and academic progress of student athletes; comply with the regulations of the National Collegiate Athletic Association (NCAA) and University affiliated intercollegiate athletic conferences; and accommodates the institution's intercollegiate athletic competitive interests of students while providing spectator events of interest to students, faculty, **staff**, and members of the broader community.

RESOLUTION NUMBER: YR 2000 - 17; YR 2007 -

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Parameters:

- The President has overall responsibility for the administration of all aspects of the intercollegiate athletics program of the University.
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- Members of the University community are expected to follow conference and NCAA **regulations.**
- The effectiveness of the compliance programs will be evaluated on a regular basis.

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Deleted: (see Intercollegiate Athletics Programs - Institutional Responsibility for Compliance with Conference and NCAA Regulations - 6003.04)

Procedures:

1. The Associate Director of Intercollegiate Athletics has a direct reporting line to the President in matters of NCAA rule compliance. **Deleted:** Executive

2. The Executive Director of Intercollegiate Athletics reports quarterly to the Board of Trustees. **Deleted:** In cooperation with the Vice President for Development and Community Affairs, t

3. The Faculty Athletics Representative provides, on a regular basis, academic progress reports for student athletes to the department chairpersons. **Deleted:** Intercollegiate Athletics Committee of the

4. The Intercollegiate Athletics Advisory Council reviews, on a regular basis, Intercollegiate Athletics regulations and procedures. **Deleted:** Committee

UNIVERSITY GUIDEBOOK

<p>Subject: Student Rights, Responsibilities, and Conduct (<i>The Code</i>)</p>
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Developed by: Marty T. Manning Title: Associate Director Student Life Approved: February, 1998 Revised:	Authorized by: Cynthia E. Anderson Title: Vice President Student Affairs EFFECTIVE:
<p>Policy: The Board of Trustees delegates its authority and responsibility for student conduct to the President. Youngstown State University is committed to an educational environment which encourages the safety, fair treatment, and intellectual and social development of all students. On behalf of the President, the Vice President for Student Affairs establishes and enforces regulations regarding student rights, responsibilities, and conduct.</p>	
RESOLUTION NUMBER: YR 1999 – 14; YR 2007 -	

Parameters:

- *The Code: A Handbook of Student Rights, Responsibilities, and Conduct* is the official University document outlining student rights, responsibilities, and conduct; regulations regarding campus student organizations and student publications; due process, disciplinary, and academic grievance procedures; and procedures regarding student complaints of discrimination and sexual assault. The intent of *The Code* is to inform the University community of these rights, responsibilities, and expectations.

- The Vice President for Student Affairs is responsible for enforcing all procedures and regulations pertaining to student rights, responsibilities, and conduct as outlined in *The Code*, with the exception of Academic grievances. Academic grievance procedures are the responsibility of the Office of the Provost/Vice President for Academic Affairs.

Procedures:

1. *The Code* is distributed to new students during orientation and is available in the offices of the Vice President for Student Affairs and the Executive Director of Student Life and on the YSU web site.

2. Individual students and student organizations are expected to be familiar with and follow the regulations outlined in *The Code*, and will be subject to disciplinary action if one or more of the regulations are violated.

3. Complaints of student misconduct, may be filed at the office of the Executive Director of Student Life. Complaints of academic dishonesty and academic grievance may be filed in the Office of the **Provost/Vice** President for Academic Affairs.
4. *The Code* is reviewed periodically and distributed widely among the campus community at least every four years. Any member of the University community may recommend a change in *The Code* through the Vice President for Student Affairs.

UNIVERSITY GUIDEBOOK

Subject: Student Rights, Responsibilities, and Conduct (*The Code*)

Developed by: Marty T. Manning	Authorized by: Cynthia E. Anderson
Title: Associate Director Student Life	Title: Vice President Student Affairs
Approved: February, 1998	EFFECTIVE:
Revised:	

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Policy: The Board of Trustees delegates its authority and responsibility for student conduct to the President. Youngstown State University is committed to an educational environment which encourages the safety, fair treatment, and intellectual and social development of all students. On behalf of the President, the Vice President for Student Affairs establishes and enforces regulations regarding student rights, responsibilities, and conduct.

RESOLUTION NUMBER: YR 1999 - 14; YR 2007 -

Deleted: -

Subject: Student Rights, Responsibilities, and Conduct

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3. Complaints of student misconduct, ~~may be filed. at [redacted] office of the Executive Director of Student Life. Complaints of academic dishonesty and academic grievance may be filed in the Office of the Provost/Vice President for Academic Affairs.~~

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Deleted: academic dishonesty, and
academic grievances

UNIVERSITY GUIDEBOOK

Subject: Student Residency Status for Tuition Purposes

Developed by: Bassam M. Deeb	Authorized by: Cynthia E. Anderson
Title: Executive Director	Title: Vice President for Student Affairs
Enrollment Services	EFFECTIVE:
Approved: March 12, 1999	
Revised:	

Policy: The University will develop a system of identifying student residency, for purpose of state subsidy and tuition surcharge, consistent with rules of the Ohio Board of Regents which comply with provisions of the Ohio Revised Code, at 3333.31, and the Ohio Administrative Code, at 3333-1-10.

RESOLUTION NUMBER: YR 1999 – 69; YR 2007 -

Parameter:

- The purpose of the Ohio Board of Regents rules, to determine student residency for the purpose of state subsidy and tuition surcharge, is to exclude those persons entering the state for the **primary** purpose of receiving the benefit of a state-supported education.

Procedures:

1. Residency, for the purpose of assessing tuition and fee charges, is determined at the time of admission or readmission to the University.
2. Students immediately identified as Ohio residents for tuition purposes will include: dependents of **parent(s)/guardian(s)** who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have supported the student; and those independent applicants who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have demonstrated that they have supported themselves during that time. With documentation as required by the Ohio Board of Regents, various other student categories may also be considered for Ohio residency status.
3. Students having cause to question their residency status may present documentation supporting their position to the Residency Officer in the Office of Undergraduate Recruitment and Admissions. Those students providing appropriate documentation may be determined to qualify as Ohio residents.

NUMBER

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PAGE 2 of 2

4. Students continuing to question their residency status may file a written appeal with the Residence Classification Board of the University.
5. The Residence Classification Board is the final appeal authority and its decision is final.
6. Information regarding residency status and the Residence Classification Board is available in the **Office** of Undergraduate Recruitment and Admissions.

UNIVERSITY GUIDEBOOK

Subject: Student Residency Status for Tuition Purposes

Developed by: Bassam M. Deeb	Authorized by: Cynthia E. Anderson
Title: Executive Director	Title: Vice President for Student Affairs
Enrollment Services	EFFECTIVE: _____
Approved: March 12, 1999	
Revised:	

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Policy: The University will develop a system of **identifying** student residency, for purpose of state subsidy and tuition surcharge, consistent with rules of the Ohio Board of Regents which comply with provisions of the Ohio Revised Code, at 3333.31, and the Ohio Administrative Code, at 3333-1-10.

RESOLUTION NUMBER: ~~YR 1999 - 69~~; YR 2007

Parameter:

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Procedures:

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2. Students immediately identified as Ohio residents for tuition purposes will include: dependents of **parent(s)/guardian(s)** who have resided in Ohio for at least the twelve consecutive months preceding enrollment and have supported the student; and those **independent** applicants who have resided in Ohio for at least the twelve consecutive months preceding **enrollment** and have demonstrated that they have supported themselves **during** that time. With documentation as **required** by the Ohio Board of Regents, various other student categories may also be considered for Ohio residency status.
3. Students having cause to question their residency status may present documentation supporting their position to the Residency Officer in the Office of Undergraduate Recruitment and Admissions. Those students providing appropriate documentation may be determined to **qualify** as Ohio residents.

4. Students continuing to question their residency status may file a written appeal with the Residence Classification Board of the University.
5. The Residence Classification Board is the final appeal authority and its decision is final.
6. Information regarding residency status and the Residence Classification Board is available in the Office of Undergraduate Recruitment and Admissions.

UNIVERSITY GUIDEBOOK

Subject: Employment of Undergraduate Students (Other than Work-Study)	
Developed by: Judith Gaines Title: Executive Director Student Life Approved: June 11, 1999 Revised:	Authorized by: Cynthia E. Anderson Title: Vice President for Student Affairs EFFECTIVE:
<p>Policy: While the President has overall responsibility for the management of the University, the responsibility for employment decisions of personnel is delegated to the Provost/Vice President for Academic Affairs and executive officers or designee appointed by the President. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.</p> <p>RESOLUTION NUMBER: YR 1999 – 117; YR 2007 -</p>	

Parameters:

- The Executive Director of Student Life is responsible for the administration of the process of employing all student employees except for those employees participating in the federally funded work-study program.
- Students not employed under work-study may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend, students must be currently enrolled for a minimum of one course or no less than three credits and be in good academic standing.
- For student employees to be exempt from participation in the Public Employees Retirement System (PERS) they must be enrolled for the equivalent of one-half of a full academic load each academic term.
- Regulations regarding compliance with the Internal Revenue Service and PERS and starting and ending dates of employment periods are maintained in the Office of Student Life and reviewed annually.

Procedures:

1. All positions for student employment are described in written position descriptions maintained in the Office of Student Life.
2. All available positions for student employment are posted through the Office of Student Life.
3. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment.
4. Appointment to a student employment position requires processing the necessary **forms** with the Office of Student Life. Actual employment may begin only after these forms have been processed.
5. Appointment to student employment is continuous through the academic year. Re-appointment is necessary for the summer term and subsequent academic years.
6. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.

UNIVERSITY GUIDEBOOK

Subject: Employment of Undergraduate Students (Other than Work-Study)

Developed by:	Judith Gaines	Authorized by:	Cynthia E. Anderson
Title:	Executive Director	Title:	Vice President for Student Affairs
	Student Life	EFFECTIVE:	
Approved:	June 11, 1999		

Deleted: June 11, 1999

Deleted: Date

Deleted: February, 1999

Policy: While the President has overall responsibility for the management of the University, the responsibility for employment decisions of personnel is delegated to the Provost/Vice President for Academic Affairs and executive officers or designee appointed by the President. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

Deleted: Vice Presidents

RESOLUTION NUMBER: YR 1999 - 117; YR 2007 -

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Parameters:

- The Executive Director of Student Life is responsible for the administration of the process of employing all student employees except for those employees participating in the federally funded work-study program.
- **Students** not employed under work-study may be employed through hourly student wages or a task-based stipend. In both categories, students are subject to the same eligibility requirements.
- To be eligible for employment under hourly student wages or task-based stipend, students must be currently enrolled for a minimum of one course or no less than three **credits** and be in good academic standing.
- For student employees to be exempt **from** participation in the Public Employees Retirement System (PERS) they must be enrolled for the equivalent of one-half of a full academic load each academic term.
- Regulations regarding compliance with the Internal Revenue Service and PERS and starting and ending dates of employment periods are maintained in the Office of Student Life and reviewed annually.

Procedures:

1. All positions for student employment are described in written position descriptions maintained in the Office of Student Life.
2. All available positions for student employment **are** posted through the Office of Student Life.
3. Students interested in a posted position apply directly to the employing department or unit. That department or unit makes the offer of employment.
4. Appointment to a student employment position requires processing the necessary forms with the Office of Student Life. Actual employment may begin only after these forms have been processed.
5. Appointment to student employment is continuous through the academic year. Re-appointment is necessary for the summer term and subsequent academic years.
6. Concerns of student employees or those of their supervisor that cannot be resolved at the department or unit level may be referred to the Office of Student Life.

UNIVERSITY GUIDEBOOK

Subject: Employment of Students - Federal Work-Study Program

Developed by: Eileen Greaf Title: Director Financial Aid and Scholarships Approved: June 11, 1999 Revised:	Authorized by: Cynthia E. Anderson Title: Vice President for Student Affairs EFFECTIVE:
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Policy: While the President has overall responsibility for the management of the University, the responsibility for employment decisions of personnel is delegated to the **Provost/Vice President for Academic Affairs** and executive officers or designee appointed by the President. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

RESOLUTIONNUMBER: YR 1999 – 118; YR 2007 -

Purpose: Federal work-study funds are intended to encourage the part-time employment of undergraduate and graduate students with financial need to assist with their cost of education. In addition to on-campus employment, community service opportunities, e.g., America Reads tutors, escort services, etc., are permitted and encouraged.

Parameters:

- The Director for the Office of Financial Aid and Scholarships administers federal work-study fund usage, compliance with federal regulations, and student eligibility and awarding.
- The YSU matching funds are budgeted in accordance with federal regulations.
- Fringe benefits are not paid **from** federal work-study funds.
- Disbursement of federal work-study funds is administered through the **Office** of Payroll.
- Federal work-study awards are cancelled or reduced when a student is in default on a federal student loan, in an over-award situation, or when cited for noncompliance with the federal Financial Aid Satisfactory Academic Progress Policy.

Procedures:

1. Students must complete the Free Application for Federal Student Aid (FAFSA_ **annually** no earlier than **January 1** for financial aid for the following academic year..
2. The result of a student's FAFSA financial aid application utilizing the federal methodology identifies that student's financial need.
3. The Office of Financial Aid and Scholarships establishes awarding criteria for the year, based upon funding level, federal regulations, number of students applying, and each student's identified need.
4. In accordance with the established criteria, the Office of Financial Aid and Scholarships offers federal work-study awards to students in good academic standing.
5. Students receiving a work-study award may apply for positions available on campus as posted by the Office of Student Life (see 9003.02 – Employment of Undergraduate Students). The Office of Student Life must review and approve all federal work study position descriptions in advance of job postings.
6. The department or unit hiring federal work-study students is responsible for conducting interviews; completing all necessary paperwork, including the federal work-study and on campus hourly appointment forms; monitoring of job performance and duties, as well as ensuring that the duties are in the public interest; and the timely submission of time cards to the Office of Payroll.
7. The Office of Financial Aid and Scholarships monitors disbursement reports and notifies students and the hiring department or unit of any change in the student's eligibility.
8. The Office of Financial Aid and Scholarships compiles federal work-study information, including community service data, for the **annual** Fiscal Operations Report and Application to Participate (Fisap) due each October 1.

UNIVERSITY GUIDEBOOK

Subject: Employment of Students - Federal Work-Study Program

Developed by: Eileen Greaf	Authorized by: Cynthia E. Anderson
Title: Director	Title: Vice President for Student Affairs
Financial Aid and Scholarships	EFFECTIVE:
Approved: June 11, 1999	
Revised:	

Deleted: June 11, 1999

Deleted: Date

Deleted: April, 1999

Policy: While the President has overall responsibility for the management of the University, the responsibility for employment decisions of personnel is delegated to the Provost/Vice President for Academic Affairs and executive officers or designee appointed by the President. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

Deleted: Vice Presidents

RESOLUTION NUMBER: YR 1999 - 118; YR 2007 -

Deleted: -

Purpose: Federal work-study funds are intended to encourage the part-time employment of undergraduate and graduate students with financial need to assist with their cost of education. In addition to on-campus employment, community service opportunities, e.g., America Reads tutors, escort services, etc., are permitted and encouraged.

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Parameters:

- The Director for the Office of Financial Aid and Scholarships administers federal work-study fund usage, compliance with federal regulations, and student eligibility and awarding.
- The YSU matching funds are budgeted in accordance with federal regulations.
- Fringe benefits are not paid from federal work-study funds.
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- Federal work-study awards are cancelled or reduced when a student is in default on a federal student loan, in an over-award situation, or when cited for noncompliance with the federal Financial Aid Satisfactory Academic Progress Policy.

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Procedures:

1. Students must complete the Free Application for Federal Student Aid (FAFSA) annually no earlier than January 1 for financial aid for the following academic year.

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2. The result of a student's FAFSA financial aid application utilizing the federal methodology identifies that student's financial need.

3. The Office of Financial Aid and Scholarships establishes awarding criteria for the year, based upon **funding** level, federal regulations, number of students applying, and each student's identified need.

4. In accordance with the established criteria, the Office of Financial Aid and Scholarships offers federal work-study awards to students in good academic standing.

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8. The Office of Financial Aid and Scholarships compiles federal work-study information, including community service data, for the annual **Fiscal Operations Report and Application to Participate (Fisap) due each October 1.**

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**UNIVERSITY GIFTS
EXECUTIVE SUMMARY
OCTOBER - DECEMBER 2006**

Gifts Received	Number of Gifts	Amount
Alumni Relations	355	\$15,605
University Development	1499	\$12,479,958
WYSU-FM	1046	\$95,808
Total University Gifts	2900	\$12,591,371
YSU Foundation	578	\$879,081

Youngstown

STATE UNIVERSITY

UNIVERSITY GIFTS SUMMARY OCTOBER - DECEMBER 2006

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	309	\$9,950.00
Cash-Four Year Single & Joint Members	37	33 10.00
Cash-Single & Joint Life Members	9	2,345.00
Total Cash	355	\$15,605.00
Total Alumni Relations	355	\$15,605.00
UNIVERSITY DEVELOPMENT		
Centennial Campaign	22	12,120,503.42
Total Pledged Cash	22	12,120,503.42
Non-Cash	1	18,054.00
Total Centennial Campaign	23	12,138,557.42
Special Projects		
\$500 - \$999	1	643.11
Total Special Projects	1	643.11
Annual Fund		
\$10,000 - \$49,999	1	10,000.00
\$1,000 - \$9,999	95	180,725.64
\$500 - \$999	75	41,454.00
Below \$500	1298	106,389.09
Total Pledged Cash	1469	338,568.73
Non-Cash	6	2,188.88
Total Annual Fund	1475	340,757.61
Total University Development	1499	\$12,479,958.14
WYSU-FM		
\$1,000 - \$4,999	1	1,000.00
\$500 - \$999	6	3,325.00
Below \$500	1039	\$91,483.42
Total Pledged Cash	1046	\$95,808.42
Total WYSU-FM	1046	\$95,808.42
TOTAL GIFTS		
Grand Total Gifts	2900	\$12,591,37156

Youngstown STATE — UNIVERSITY

UNIVERSITY DEVELOPMENT PLEGGED CASH CONTRIBUTIONS BY RANK

CENTENNIAL CAMPAIGN

John S. & Doris M. Andrews Trust
Boardman Steel, Inc.
Dr. Martha I. Bruce
Alan & Carole Cope
Ms. Millicent N. Counts
Officer Michael **Hartzell**
Golf Outing Committee
Johnson Controls, Inc.
JPMorgan Chase Bank
Mr. & Mrs. Anthony J. **Lariccia**
Estate of Robert & **Ann Berich** Margetter
Atty. & Mrs. John Masternick

Atty. John & Mrs. Marilyn **Pogue**
Pollock Personal Foundation
Edward W. & Alice R Powers Trust
Estate of Attorney Bert **Rigelhaupt**
Estate of Eileen **Ruthrauff**
Mr. Scott R. Schulick
Mr. & Mrs. John A. Scott
Mr. **Jeffrey** M. Simon
Estate of Charles Stewart Viets
Raymond John Wean Foundation
Williamson Family Foundation
Dr. John & Mrs. Denise **DeBartolo** York

Total Centennial Campaign Pledged Cash Contributions: \$12,138,557.42

SPECIAL PROJECTS

Mr. & Mrs. James **Tressel**

Total Special Projects Pledged Cash Contributions: \$643.11

ANNUAL FUND

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

Atty. & Mrs. Dennis Haines

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

Mr. Carl Alexoff
American Society of Women **Accountants-**
Youngstown Chapter 72
Dr. James H. & **Nathalie** Andrews
Mrs. Betty J. Armbrust
Estate of Ruth C. **Atwood**
Babcock & Wilcox
Mr. & Mrs. Daniel H. Becker
Dr. & Mrs. Dominic A. Bitonte
Ms. Esther Bitonte
Boardman Rotary Club
Mr. Thomas A. **Bodnovich**
Dr. Bege K. Bowers

Mr. Don R Brothers
Mr. Joseph G. Carson
Mr. & Mrs. Thomas J. Cavalier
Mrs. Lena M. Centofanti
Carole & Edward Cobb
Mr. Don **Constantini**
Dr. Margaret A. Crishal
Mr. & Mrs. Troy Allen Cross
Rex & Cindy **Cyrus**
Darrel & Jacqueline Davis
Delphi Corporation
Ms. Anita **DeVivo**
Mr. Ralph I. **Dillon**

Mr. Roy A. Dray
Philip & **Kathlynn** Feld
Mr. & Mrs. David S. **Ferguson**
Mr. & Mrs. C. Kenneth **Fibus**
Dr. & Mrs. Edward J. Fiffick
First Place Bank Community Foundation
J.L. Francis Fund for **ALS** Research
Frangos Group
Mr. & Mrs. Jerome G. Gbur
Mr. Stephen R. Giangiordano
Ms. Linda R. **Gooden**
Donald & Barbara Graham
John F. **Greenman** & Mary Alice Budge
Mr. James W. Herr
Mr. & Mrs. **Mervyn** W. Hollander
Institute of Management Accountants –
Chapter 55
Mr. C. Gilbert James, Jr.
Hon. & Mrs. Nathaniel R. Jones
Drs. **Carmen** Julius & Lyn Yakubov
Mrs. Philomena Jurey
Dr. Kenneth S. Kacenga
Mr. Michael J. Kovach
Mr. William J. **Kovass**
Albert W & Adele **Krotzer** Trust
Jane F. Lamb Charitable Foundation
Mr. John C. Landers
Dr. Saul Lemer
Mr. Carter P. Lewis
Ms. Jocelyne Kollay **Linsalata**
Mrs. Jacqueline Lynch
Mr. John M. **MacIntosh**, Jr.
Dr. William T. & Mrs. Virginia Martin
John & Dorothy **Masternick** Foundation
Atty. & Mrs. Richard P. **McLaughlin**
Mr. Ned Mervos

YSU Circle - \$500-\$1000

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Mr. Anthony S. **Aiello**
Mr. Michael S. **Archibald**
Mr. Robert J. Arena
Mr. & Mrs. John L. **Asimakopoulos**
Mr. Walt R. Avdey
Mr. & **Mrs.** Stephen Bartolin, Jr.
Major Michael E. **Bistrica**
Mr. & Mrs. William J. **Bresnahan**
The Broadmoor
Dr. Steven R. Brown

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Ms. Marla L. Mitchell
Ms. Joan D. Mock
Monday Musical Club, **Inc.**
Mr. & Mrs. Edward W. **Muransky**
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Ms. Virginia **K.** Phillips
Mr. James J. **Pierson**
Dr. James F. Quilty, Jr.
Dr. & Mrs. Nathan P. Ritchey
Mr. Scott R. Schulick
Mr. & Mrs. Gerald Scott
Drs. Ronald V. Shaklee &
Sharon A. Stringer
The Alexander Shashaty Family Foundation
Mr. & Mrs. Bruce E. Sherman
Mr. Crown-Sen Shieh
Sigma Club
Snap Marketing, LLC
Dr. Leonard B. Spiegel & Joy Elder
Julia Spitzer Memorial Trust
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Ms. Catherine A. **Cardwell**
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Mr. Robert P. Glick
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Mr. Alan F. Greggo
Dr. Elaine M. Greifenstein
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Key Bank
Ms. Mary **Klimko-Shelton**
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Mr. Richard A. Mitchells, Jr.
Dr. Leonard Monteleone
ms consultants, **inc.**
Ms. Marilyn A. **Pitts**
Mr. & Mrs. Jerry S. **Pizzo**

YSU Friends - \$1-\$500

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Mr. Michael A. Adler
Mrs. Susan L. Agostinelli
Mr. & Mrs. Pat Agresta
Mr. Samuel J. Agresti Jr.
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Karen & Thomas **Albani, Jr.**
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Mr. Gary L. **Aleman**
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Mrs. Mary B. Smith
Dr. Angela **Spalsbury**
Mr. David D. Steib
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Wallace & **Pancher, Inc.**
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Atty. & Mrs. Richard N. White
Mr. & Mrs. Mickey Williams
Dr. **Warren** & Sandra Young
Youngstown Jr. Bowling Association
Dr. & Mrs. Philip J. **Zitello**

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Ms. Marsha J. Arnbrozy
Ms. Alana A. Anderson
Ms. Barbara J. Anderson
Ms. Cathleen G. Anderson
Ms. Elizabeth A. Anderson
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Dr. & Mrs. Corey E. **Andrews**
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Mrs. Rosemary M. Angelo
Dr. Bernadette J. Angle
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Mr. Robert **Antonucci**
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Ms. Maxine L. **Arens**
Mr. & Mrs. Robert A. **Ariza**
Ms. Sandra J. Arnold
Cindi & Tom **Arundel**

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Ms. Sally A. **Ashelman**
Dr. Alida V. Merlo Ashley
Rev. Msgr. John P. **Ashton**
Mr. & Mrs. Thomas C. **Atwood**
Austintown Local Schools
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Mrs. Marilyn J. Badger
Ms. Betty Jean **Bahmer**
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Ms. Marcia **K.** Bailey
Ms. Denise Baker
Mr. Eugene Baker
Mr. Michael **T.** Baker
Mr. & Mrs. Richard H. Baker
Mr. & Mrs. **Ted** J. Baker
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Ronald & Paula **Baldine**
Ruth & Richard **Baldwin**
Pamela & Stephen Balent
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Mr. & Mrs. Gary Balog
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Mr. **Frank** P. **Barile**
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Mr. George **T.** Barker
Mr. & Mrs. John B. Barkett
Ms. Sally L. Barnes
Dr. & Mrs. Thomas F. **Barrett**
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Ms. Regina **R.** Bass
Ms. Brenda J. **Bayus**
Mr. Steven D. Beatrice
Mr. Patrick J. Becker
Mr. & Mrs. Rand D. Becker
Mr. Robert **R.** **Becki**
Dr. Robert J. **Beebe**
Dr. & Mrs. George D. **Beelen**
Dr. & Mrs. William S. **Begalla**
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Mr. Thomas J. Belle
Mr. & Mrs. Harry J. **Benetis**
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Mr. & Mrs. Drew M. Benson
Mrs. Kerri **Benson**

Mrs. **Brigitt Berk**
Ms. Suzanne Berlin
Mr. & Mrs. Elmer J. **Berstling**
Ms. Mary F. **Bertuzzi**
Dr. Michael E. **Bestic**
Mr. Joseph W. **Bettura**
David & Joan **Bevan**
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Mr. Paul D. **Biery**
Dr. & Mrs. Anthony **Bilchik**
Ms. Janice G. **Billker**
Mr. Bruce A. **Billman**
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Mr. & Mrs. Harry C. Bircher
Cynthia & Richard Bird
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Mr. & Mrs. Richard A. Bisconti
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Ms. Karen S. Bishop
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Dr. David A. Bitonte
Ms. Carole A. **Bixler**
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Mr. William A. Blewitt
Mr. Dan **T.** Blice
Dr. Cecil D. Bloomberg
Ms. Ana M. Bobby
Mr. Michael J. Bochenek
Ms. Stephanie A. **Boggs**
Mrs. Deborah S. Bogossian
Mr. & Mrs. David **T.** Boich
Mr. & Mrs. William D. Bole
Drs. Carol & Mark Boles
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Mr. Steven M. **Bondor**
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Ms. Katherine M. **Bosak**
Cheryl & Bradley Bosley
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Mr. Eugene S. Bova
Mr. & **Mrs.** Philip W. Bova

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Mr. James A. Bozin
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Mr. Charles M. **Brekoski**
Mr. & Mrs. Edward R. Bretz
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Ms. Melissa A. Brian
Prof. **Alfred** & Dr. Virginia Bright
Darla & **Barry Brocker**
Mr. & Mrs. Wayne M. **Brodnan**
Joyce & Loran Brooks
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Mr. Paul Bucciarelli
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Mr. Daniel J. **Burich**
Ms. Elisabeth L. **Burick**
Mr. **Frank** P. Burke
Mr. William R. **Burkhart**
Mr. & Mrs. Bradley **Burlingham**
Mr. James D. Burrows
Mr. Robert E. Burrows
Dr. Charles R. Bush, III
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Mr. Robert T. **Buzga**
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Mr. Jonathan J. **Caguiat**
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Mr. Rand R. **Cairey**
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Mr. & Mrs. Raymond J. **Calcagni**
Mr. Albert D. Caldron
Mr. Thomas J. Caldron
Mr. Michael Caldwell

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Mr. Samuel W. **Cannell**
Mr. & Mrs. Richard **Cantanzriti**
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Ms. Julianne A. **Carsone**
Mr. & Mrs. Jack T. **Cartwright**
Mr. Stephen A. **Caruso**
Mr. & Mrs. Thomas J. Case
Joseph & Erica **Cassese**
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Ms. Patricia A. **Ceglie**
Mr. James H. Centric
Mr. Robert J. **Cercone**
Mr. Phillip P. Chan
Mr. & Mrs. Douglas M. Chandler
Mr. **Tsu-Liang** (Jimmy) Chang
Mr. Gunvant J. Chauhan
Dr. James T.E. Chengelis
Mr. Nicholas H. Chengelis
Atty. Diane L. Chermely Tanner
Mrs. Mary J. Chester
Ms. Virginia **F.** Chiarello
Mr. James L. **Christofil**
Ms. Linda R. Christopher
Ms. Heather R. **Chunn**
Mr. & Mrs. George W. **Churm**
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Mr. David S. **Cisine**, Jr.
Mr. & Mrs. Gary W. Clark
Mr. & Mrs. Leland E. **Clegg**
Ms. Karen **Clemente**
Mr. David J. **Clovsky**
Jodi & Don Clowes
Mr. **Lee** C. Coates
Ms. Linda E. Cohen
Mr. & Mrs. Michael W. Colbert
Mr. Francis F. **Colburn**
Ms. Rita L. Cole
Ronald Cole & Theresa **Horstman**
Mr. & **Mrs.** James E. Colella
Mr. Ralph E. Collins

Mr. & Mrs. **Darrell L. Combs**
The Community Foundation
of Shelby County
Ms. Mary F. Compton
Karen E. **Conklin** & **Gary E. Offerdahl**
Dr. Lawrence **Connelly, Jr.**
Mr. & Mrs. John A. **Conti**
Mr. George & Dr. **Ellene** Contis
Mr. & Mrs. Donald G. Cook
Mr. Kim W. Cook
Ms. **Marcy Ann** Cook
Mr. William R. Cook
Mrs. Mildred H. **Cornicelli**
Drs. Adam & Christina **Costarella**
Mr. Mark **A. Craciun**
Mr. & Mrs. Keith H. **Cramer**
Dr. & Mrs. Charles A. **Crans**
Mr. Thomas C. **Creese, IV**
Mr. Edward J. Crepage, Jr.
Mr. Keith R. Crews
Mr. Kevin W. **Crews**
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Ms. Cynthia **A. Cross**
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Mr. S. **Allan Csiky**
Mr. & Mrs. Christopher H. **Cubbison**
Rev. Fats J. **Cubellis**
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Ms. Joy S. Cushwa
Ms. Carol E. **Cuthbertson**
Mr. & Mrs. Gregory F. **Cvetkovic**
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Total Annual Fund Pledged Cash Contributions: \$338,568.73

NON-CASH CONTRIBUTIONS

<i>Donor</i>	<i>Amount</i>	<i>Designation</i>
Mr. William E. Broviak	\$ 70.00	2 Guitars for SMARTS
Mr. Joseph B. Kope	400.00	Sheet Music for SMARTS
Motter's Music, Inc.	825.00	Music Stands for Dana School of Music
Novelis Corporation	500.00	Instron Wedge Action Grips for Mechanical Engineering
Mr. Dominic J. Petrella	275.00	Sewing Machine for SMARTS
Smokey Bones Barbeque & Grill	<u>118.88</u>	Reception for SMARTS
Total Non-Cash Contributions	\$2,188.88	

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Ms. Tracy **Teski**
Mr. & Mrs. Raymond **Tesner**
Dr. Linda J. Tessier
Dr. Michael **Theall**
Dr. Julie E. Thomas
Mr. & Mrs. Robert L. Thomas, Jr.
Ms Susan Thomas
Mr. James Thompson
Ms. Janet **Thornton**
Mrs. Ruth **Tibbits**
Ms. **Angelina Tiberio**
Mr. & Mrs. Shawn **Timblin**
Dr. Stephanie A. **Tingley**
Mr. & Mrs. Ross F. Tittle
Ms. Connie Titus
Mr. & Mrs. John **Tosi**
Mr. John **Tottenham**
Ms. Becky **Tovin**
Fr. Fred E. **Trucksis**
Mr. & Mrs. David Truman
Mrs. Klara **Trusova**
Mr. Tim **Tryon**
Mr. Stephen Turner
Mrs. Catherine A. **Turney**
Mr. Jeff Uber
Ms. Melissa Urban
Ms. Marilyn **Valiga**
Ms. Mary Van **Buren**
Mr. Thomas G. Van Wert
Mr. **Allan Vaughan**
Ms. Jan Vaughn
Rev. Daniel M. **Venglarik**
Mrs. Gloria **Veri**
Ms. Anne **Vermeire**
Atty. & Mrs. Frank G. **Verterano**
Mr. & Mrs. Terry Vicars
Mr. & Mrs. Edward L. Victor
Ms. Catherine S. **Vodrey**
Ms. Barbara **Von Thaar**

Mr. David L. Vosburgh
Mr. Barry S. Wagner
Ms. **Linda** Wagner
Mr. Charles Walker
Ms. Monica A. Walls
Ms. Sally **Walters**
Mr. & Mrs. Michael P. Walton
Dr. Frank B. **Wanat**
Mr. & Mrs. R David **Wardale**
Ms. Janet W. **Warner**
Mr. & Mrs. Thomas D. Watts
Ms. Sue Weaver
Mr. William Weber
Mr. Larry Webster
Dr. & Dr. **Kurt** J. **Wegner**
Mr. William **Weimer**
Dr. Lisa **Weiss**
Mrs. Jeanne **Wellman**
Mr. Daniel J. Welsh
Mr. & Mrs. Tim Welsh
Mr. & **Mrs.** M. **Frederic** Welter
Ms. Erica **Wentz**
Dr. & Mrs. Gordon G. Wepfer
Ms. Jane F. **Westenfeld**
Ms. **Karen** Westerfield
Mr. & Mrs. Michael J. Wherry
Ms. Janet White
Mr. & Mrs. Samuel **H.** White
Ms. Donna Whited
Ms. Clara K. Wick
Ms. Barbara R **Widomski**
Ms. Janet P. **Wigg**
Mr. Russell **Wightman**
Ms. Julie **Wilcox**

Total Cash Contributions

Ms. Diana Williams
Ms. Judy Williams
Mr. & Mrs. Richard A. Williams
Mr. & Mrs. Todd M. Williams
Ms. Sherry **Willison**
Mr. Robert Wilson
Mr. Robert **Winebold**
Dr. & Mrs. Eric J. Wingler
Ms. Constance G. Witt
Mr. Vince Wloch
Dr. & Mrs. Bruce Wolf
Mr. **Harry** wood
Mr. & Mrs. Doug **Woodring**
Mr. **Broderick** L. Wright
Ms. **Leatrice** Wright
Mr. & Mrs. **Thomas** Wright
Ms. Kate **Yasgur**
Mr. & Mrs. Fred Yeager
Mrs. Gretchen **Yeo**
Mr. & Mrs. David J. Young
Mr. & Mrs. Ken Young
Dr. & Mrs. **Warren** M. Young
Dr. & **Mrs.** Bernard **Yozwiak**
Ms. **Misook** Yun
Mr. Adam **Zagotti**
Mr. & Mrs. **Terry Zahniser**
Mrs. Victoria M. **Zeiger**
Ms. Marian **Zeigler**
Dr. **Matthias** Zeller
Mr. & **Mrs.** Dennis A. **Zitello**
Mr. & Mrs. Richard J. **Zitto**
Judge & Mrs. Julius A. **Zlotnick**
Dr. & Mrs. John R. Zubil
Mr. James **Zupanic**

\$95,808.42

INTERFUND TRANSFERS REQUIRING BOARD APPROVAL
TRANSFERS OUTSIDE OF THE OPERATING BUDGET
Quarter Ended December 31,2006

FROM	TO	AMOUNT	REASON
General Fund	ERIP OPERS Fund (Designated Fund)	\$322,648	Transfer ERIP savings to fund the ERIP (reflected in 2nd quarter Budget to Actual)
Kilcawley Cent Plant Reserve (Plant Fund)	Pete's Place Renovation Fund (Plant Fund)	\$180,000	To refurbish Noodles Dining Area
Housing Services Plant Reserve (Plant Fund)	Christman Dining Renovation Fund (Plant Fund)	\$150,000	To refurbish Christman Dining Commons Area
General Fund	Community College Initiative Fund (Designated Fund)	\$100,000	To fund Community College Initiative

Agenda Item E.4.b.
Exhibit C

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1,2006 — DECEMBER 31,2006**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS
OCTOBER 2006							
None.							
NOVEMBER 2006							
None.							
DECEMBER 2006							
None.							

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATES	SALARY/FTE / BASE SALARY	COMMENTS
OCTOBER 2006							
Ms. Alyssa Jordan	F/	\$21,962 Replacement	Assistant Reference	Maag Library	10/9/2006	\$21,962 1.0 FTE \$30,000	New Hire
Ms. Janine Martindale	F/	\$12,262 Replacement	Coordinator	Center for Urban and Regional Studies	10/1/2006	\$12,262 .75 FTE \$21,799	New Hire
Ms. Barbara Protopapa	F/	\$1,912 Replacement	General Activities Assistant	Rich Center for Autism	10/23/2006	\$1,912 .25 FTE \$11,024	New Hire

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1, 2006 — DECEMBER 31, 2006**

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
Ms. Mary Jo Repasky-Skea	F/C	\$20,348 New	Project Specialist (temporary)	Human Resources	10/17/2006	\$20,348 .5 FTE \$57,400	Rehire/Banner
Ms. Erica Rovnak	F/C	\$11,120 Replacement	Intervention Aide	Rich Center for Autism	10-16-2006	\$11,120 1.0 FTE \$15,600	New Hire
NOVEMBER 2006							
Ms. Megan Buck	F/C	\$9,340 Replacement	Intervention Aide	Rich Center for Autism	11/27/2006	\$9,340 1.0 FTE \$15,600	New Hire
Ms. Monique Bradford	F/C	\$27,536 Replacement	Coordinator of MBA Programs	Williamson College of Business	10/20/2006	\$27,536 1.0 FTE \$44,560	New Hire
Ms. Amanda Egolf	F/C	\$10,240 Replacement	Intervention Aide	Rich Center for Autism	11/06/2006	\$10,240 1.00 FTE \$15,600	New Hire
Ms. Amy Manhollan	F/C	\$10,240 Replacement	Intervention Aide	Rich Center for Autism	11/06/2006	\$10,240 1.0 FTE \$15,600	New Hire
Mr. Ross Morrone	M/C	\$20,031 Replacement	Web Developer (Temporary)	Marketing and Communications	11/20/2006	\$20,031 1 FTE \$32,416	New Hire
Mr. Daniel O'Connell	M/C	\$40,142 Replacement	Director	Support Services	11/13/2006	\$40,142 1.0 FTE \$63,000	Reappointment
Mr. Daniel Procopio	M/C	\$22,430 Replacement	Evening Operations Manager	Kilcawley Center	11/6/2006	\$22,430 1.0 FTE \$34,170	New Hire

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1,2006—DECEMBER 31,2006**

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
Ms. Shawnee Showman	F/C	\$15,064 New	Project Specialist (Temporary)	Office of Students Accounts and University Receivables	11/8/2006	\$15,064 .4 FTE \$58,083	Rehire
Mr. Eugene Soltis	M/C	\$23,244 Replacement	Information Systems Coordinator	Beeghley College of Education	11/02/2006	\$23,244 1.0 FTE \$35,000	New Hire
Ms. Carmella Williams	F/B	\$20,000 New	Coordinator	Associate Degree and Tech Prep Programs	11/1/2006	\$20,000 1 FTE \$30,000	New Hire
DECEMBER 2006							
Ms. Annette El-Hayek	F/C	\$21,192 New	International Program Coordinator	Center for International Studies and Programs	12/11/2006	\$21,192 1.0 FTE \$38,000	New Hire
Mr. Jason Thomas	M/C	\$40,385 Replacement	Database Administrator	Computer Services	12/4/2006	\$40,385 1.0 FTE \$70,000	New Hire

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
OCTOBER 2006							
Mr. Carl Pasquale	M/C	Replacement \$31,117	Communication Technician 3	Telephone Services	10/11/2006	\$44,096	

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1,2006 — DECEMBER 31,2006**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/ RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATE	SALARY/FTE / BASE SALARY	COMMENTS
Mr. Michael Roberts	M/C	Replacement	Systems Analyst 1	Computer Services	10/02/2006	\$48,006	
Mr. Robert Schmitt	M/C	Replacement \$30,326	Laboratory Machinist 1	Dean's Office, College of Engineering & Technology	10/30/2006	\$35,588	
Ms. Melodie Marando	F/C	Replacement \$23,524	Data Entry Operator 1	Undergraduate Admissions	10/30/2006	\$29,286	
Ms. Michelle Sturgiss	F/C	Replacement \$13,406	Secretary 1	Urban and Regional Studies	10/31/2006	\$13,405/.50 FTE \$26,811	
NOVEMBER 2006							
Mr. Carter Bidwell	M/C	Replacement \$29,566	Automotive Mechanic 2	Grounds	11/13/2006	\$30,326	
Ms. Kellie Betsa	F/C	Replacement	Account Clerk 2	Student Accounts & University Receivables	11/06/2006	\$26,811	
Ms. Donna Sarich	F/C	Replacement \$25,667	Clerical Specialist	Financial Aid & Scholarships	11/06/2006	\$27,830	
Ms. Debra Moy	F/C	Replacement \$26,021	Secretary 1	Graduate Studies & Research	11/27/2006	\$34,174	
Ms. Jean Berger	F/C	Replacement \$26,811	Secretary 1	Teacher Education	11/28/2006	\$26,811	

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1, 2006 — DECEMBER 31, 2006**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/ RACE*	POSITION <i>NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/FTE / BASE SALARY	COMMENTS
DECEMBER 2006							
Ms. Kimberly Jenkins	F/C	Replacement \$26,811	Account Clerk 2	Payroll	12/04/2006	\$26,811	Externally funded position
Mr. Michael Hancharenko	M/C	Replacement \$42,099	Software Specialist 1	Computer Services	12/11/2006	\$43,368	
Ms. Cherryl Ellis	F/C	Replacement \$26,811	Secretary 1	Foreign Languages	12/18/2006	\$26,811	

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
RETIREMENTS:							
OCTOBER 2006							
Ms. Ann Reed	F/C	CCS	Purchasing Agent 1	Materials Management	10/31/2006		ERIP Retirement
Ms. Lois Romito	F/C	CCS	Administrative Assistant 2	Graduate Studies and Research	10/31/2006	\$33,176	ERIP Retirement
NOVEMBER 2006							
None.							
DECEMBER 2006							
Ms. Linda Johnson	F/B	CCS	University Dispatcher 2	YSU Police	12/31/2006		ERIP Retirement

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1,2006 — DECEMBER 31,2006**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Ms. Helene Pope	F/C	CCS	Library Media Technical Assistant 2	Maag Library	1213112006	\$26,811	ERIP Retirement
Ms. Norma Wise	F/C	CCS	Account Clerk 2	Student Accounts & University Receivables	12/31/2006	\$28,018	ERIP Retirement
Ms. Mary Ella Kronstad	F/C	CCS	Secretary 1	Records	12/3112006		ERIP Retirement
Mr. Frank Molnar	M/C	CCS	Building Maintenance Supervisor 2	Facilities	1213112006	\$30,326	ERIP Retirement
Mr. Robert Ciotola	M/C	P/A	Coordinator of Mathematics Assistance Center	Mathematics and Statistics	12/31/2006	\$54,885	ERIP Retirement
Mr. Michael Shepherd	M/C	P/A	Manager, Ticket Operations/System	Intercollegiate Athletics	12/31/2006	\$51,187	ERIP Retirement
SEPARATIONS:							
OCTOBER 2006							
Mr. Carl Pasquale	M/C	CCS	Electronics Technician 3	Electronic Maintenance Services	1011112006	\$31,200	Lateral transfer to Telephone Services
Mr. Michael Roberts	M/C	CCS	Software Specialist 1	Computer Services	10/02/2006	\$42,099	Lateral transfer to Systems Analyst 1
Mr. Robert Schmitt	M/C	CCS	Maintenance Repair Worker 2	Facilities	1013012006		Promotion to Lab Machinist 1
Ms. Susan Coleman	F/C	CCS	Secretary 1	Teacher Education	1012012006	\$26,811	

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**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
OCTOBER 1,2006 — DECEMBER 31,2006**

SEPARATIONS							
NAME	GENDER/ RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Ms. Karen Anthony	F/C	CCS	Secretary 1	Foreign Languages	10/20/2006	\$26,811	Resignation
Ms. Lindsey Dorsey	F/C	P/A	Intervention Aide	Rich Center for Autism	10/13/2006	\$15,900	Resignation
Mr. Walter Ulbricht	M/C	P/A	Executive Director	Marketing and Communications	10/06/2006	\$86,807	Resignation
NOVEMBER 2006							
Ms. Debra Moy	F/C	CCS	Secretary 1	Dean's Office, College of Business Administration	11/27/2006	26,811	Lateral Transfer to Graduate Studies
Ms. Alaina Mitchell	F/C	P/A	Intervention Aide	Rich Center for Autism	11/22/2006	\$16,550	Resigned
Mr. Daniel O'Connell	M/C	P/A	Associate Director of External Operations	Intercollegiate Athletics	11/12/2006	\$57,205	Resigned to be appointed to another position
DECEMBER 2006							
Ms. Susan Viglione	F/C	CCS	Administrative Assistant 2	Chemistry	12/31/2006		Accept PIA position
Mr. Michael Hancharenko	M/C	CCS	Administrative Assistant 2	Computer Services	12/11/2006		Promotion to Software Specialist 1
Mr. Tracey Liston	M/C	P/A	TV Production Studio Engineer	Communication and Theater	12/14/2006	\$17,595	Resignation

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