

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

Tod Administration Building
Wednesday, December 17, 2003

Pursuant to notice duly given, a regular meeting (the two hundred forty-fifth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., December 17, 2003 in the Board Room in Tod Administration Building.

Six trustees were present at the meeting, to-wit: Dr. Chander M. Kohli, chairperson of the board, who presided, Mr. Joseph S. Nohra, Mr. Larry E. Esterly, Mr. John L. Pogue, Mr. Larry D. DeJane and Ms. Millicent S. Counts. Absent were Mr. F. W. Knecht III and Dr. H. S. Wang. Also present were student trustees Mr. Matthew Pastier and Ms. Charity A. Pappas.

Also present were: Dr. David C. Sweet, President; Dr. Tony Atwater, Provost and Vice President for Academic Affairs; Mr. John L. Habat, Vice President - Administration, Dr. Cynthia E. Anderson, Vice President - Student Affairs, Mr. Terry R. Ondreyka, Vice President - Financial Affairs, and Franklin S. Bennett, Jr., secretary to the board of trustees. Also present were approximately 70 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order.

ITEM I - MOMENT OF SILENCE IN MEMORY OF CHARLES B. CUSHWA III

Dr. Kohli stated that it is with great sadness that the Board of Trustees of Youngstown State University acknowledges the death of its vice chairperson and colleague - Mr. Charles B. Cushwa III. Dr. Kohli asked all in attendance to join the Board in a moment of silence in remembrance of Mr. Cushwa

ITEM II - 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 III - DISPOSITION OF MINUTES FOR REGULAR MEETINGS HELD JUNE 25, 2003 AND SEPTEMBER 24, 2003.

The chairperson stated that draft copies of the minutes of the board's regular meetings held June 25, 2003 and September 24, 2003 had been earlier provided to the trustees. There being no questions, corrections, or modifications thereto, the minutes of the meetings held June 25, 2003 and September 24, 2003 were approved as distributed.

ITEM IV - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Sweet stated that the entire YSU campus community mourns the loss of Charles Cushwa.

Dr. Sweet delivered a PowerPoint presentation, a copy of which is attached to these minutes. Dr. Sweet described a number of YSU successes including seven consecutive semesters of enrollment growth; the construction, dedication, and occupancy of the University Courtyard Apartments; the dedication of the Bliss Hall Addition; and continued fundraising progress. Dr. Sweet reviewed a number of highlight events in Fall 2003 including a \$700,000 National Science Foundation grant; a \$350,000 Ford Foundation grant renewal; and recognition of Dr. Sherry Lee Linkon as the Ohio Professor of the Year by Carnegie Foundation for the Advancement of Teaching. The university is looking ahead to Spring 2004 and the groundbreaking for the Andrews Recreation and Wellness Center; the implementation of an enrollment management plan; the design and implementation of a technology master plan; the design and implementation of campus master plan; and the release of the report of the Governor's Commission on Higher Education and the Economy.

ITEM V - REPORTS OF THE COMMITTEES OF THE BOARD.

The board considered the following committee reports and recommendations:

1. Academic and Student Affairs Committee

Dr. Atwater provided a report on the university's participation in the Youngstown Early College program in conjunction with the Youngstown City Schools. A copy of Dr. Atwater's PowerPoint presentation is attached to these minutes. Following the report, the chairperson recognized Mr. Pogue, a member of the Academic and Student Affairs Committee who stated that the committee was recommending six resolutions for adoption by the board. On behalf of the committee, Mr. Pogue then moved the adoption of the following resolution:

Resolution to Authorize
Conferral of Honorary Degree

YR 2004-18

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Humane Letters (L.H.D.) degree, *honoris causa*, upon Judy G. Hample, with all the rights and privileges attendant thereto.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Pogue then moved for adoption of the following resolution:

Resolution of Support
For the Creation of the Youngstown Early College

YR 2004-19

WHEREAS, Youngstown State University and the Youngstown City School District are forming a partnership to create the Youngstown Early College; and

WHEREAS, a memorandum of understanding between the Youngstown City School District and Youngstown State University will establish the fiduciary responsibilities of each party; and

WHEREAS, The KnowledgeWorks Foundation will provide funding for the start-up of the Youngstown Early College; and

WHEREAS, the Youngstown City School District will retain fiscal responsibility for the Youngstown Early College; and

WHEREAS, the Youngstown Early College will be an autonomous high school of the Youngstown City School District located on the Youngstown State University campus; and

WHEREAS, Youngstown State University will provide Youngstown Early College students access

to college courses upon payment of tuition and fees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University supports the creation of the Youngstown Early College, subject to the memorandum of understanding between the Youngstown City School District and Youngstown State University being brought back to the Board for final ratification.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Pogue then moved for adoption of the following resolution:

Resolution Celebrating the Ford Foundation Grants
To the Center for Working-Class Studies
At Youngstown State University

YR 2004-20

WHEREAS, the Ford Foundation, "a resource for innovative people and institutions worldwide," has awarded the Center for Working-Class Studies at Youngstown State University two major grants since 2000, for a total of \$575,000; and

WHEREAS, the Ford Foundation approves fewer than one percent of the grant proposals it receives each year, and Youngstown State University is one of very few state comprehensive institutions ever to receive a grant from the Foundation; and

WHEREAS, the Center for Working-Class Studies at Youngstown State University has been recognized as the driving force behind the development of a new interdisciplinary academic field internationally; and

WHEREAS, the Center for Working-Class Studies serves the Youngstown community through its speakers series, art exhibitions, oral history projects, and work with teachers;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates Dr. Sherry Linkon and Dr. John Russo, Co-Directors of the Center for Working-Class Studies; faculty affiliates Drs. Salvatore Attardo, Kevin Ball, Leslie Brothers, Phil Chan, Iole Checcone, Rosemary D'Apolito, Donna DeBlasio, Beverly Gray, Greg Moring, Martha Pallante, Rick Shale, David Stephens, and Homer Warren; administrative assistant Patty LaPresta; and community affiliates Jeanne Bryner, Brian Corbin, Jim Courim, Bob Hagan, Beth Hepfner, Bill Mullane, and Bryn Zellers; and

BE IT ALSO RESOLVED, that a copy of this Resolution be presented to each of the individuals named in this Resolution.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Pogue then moved for adoption of the following resolution:

Resolution Recognizing Accreditation by the
National Council for Accreditation of Teacher Education
For the Beeghly College of Education

YR 2004-21

WHEREAS, Youngstown State University offers programs to meet regional and national needs; and

WHEREAS, national accreditation bears testimony to the rigor and excellence of academic programs; and

WHEREAS, the Beeghly College of Education recently engaged in the extensive self-study, documentation, and review required for continuing program accreditation; and

WHEREAS, the members of the Unit Accreditation Board of the National Council for Accreditation of Teacher Education on October 25, 2003 granted maximum accreditation status to the

Youngstown State University undergraduate and graduate programs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates, Drs. Don Martin and Kenneth Miller, Dr. Robert Beebe, and Drs. Renee Eggers and Marianne Dove, former and current chairpersons of the Departments of Counseling; Educational Administration, Research, & Foundations; and Teacher Education, respectively; Dr. Nancy Sweeney, assistant to the chairperson in the Department of Teacher Education; Drs. Charles Vergon, Dora Bailey, Robert Levin, Randy Hoover, and Richard McEwing, committee chairs; Dr. Howard Pullman, Information System Coordinator; Ms. Rachel Hoffman, graduate assistant; Ms. Cheryl Masek, administrative assistant; Dr. Mary Lou DiPillo, associate dean and NCATE coordinator; and Dr. Philip Ginnetti, dean, on this significant achievement; and

BE IT ALSO RESOLVED, that a copy of this Resolution be presented to each of the individuals named in this Resolution.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Pogue then moved for adoption of the following resolution:

Resolution Congratulating Recipients of NOCHE
And Ohio Magazine Teaching Excellence Awards

YR 2004-22

WHEREAS, six Youngstown State University faculty members - Drs. Stacey Lowery Bretz, Annette M. Burden, Shirley M. Keller, Nancy W. Mosca, Jennifer Pintar, and David Pollack - were among the faculty recently honored at "A Celebration of Teaching Excellence in Northeast Ohio," sponsored by the Northeast Ohio Council on Higher Education (NOCHE); and

WHEREAS, only 56 of the more than 9,000 full- and part-time faculty members at the region's

institutions of higher education were selected by 16 NOCHE-member colleges to receive this honor; and

WHEREAS, Drs. Bretz, Burden, Keller, and Pintar are also among 100 Ohio faculty members receiving *Ohio Magazine's* 2003 Excellence in Education awards, which will be featured in the December 2003 issue of the magazine;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University commends Drs. Stacey Lowery Bretz, Annette M. Burden, Shirley M. Keller, Nancy W. Mosca, Jennifer Pintar, and David Pollack for their excellence in teaching; and

BE IT ALSO RESOLVED, that a copy of this Resolution be presented to each of the individuals named in this Resolution.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Pogue then moved for adoption of the following resolution:

Resolution Congratulating Sherry Lee Linkon
2003 Ohio Professor of the Year

YR 2004-23

WHEREAS, the Carnegie Foundation for the Advancement of Teaching, along with the Council for Advancement and Support of Education (CASE), recently named the nation's 2003 Professors of the Year; and

WHEREAS, on November 13, 2003, at the awards ceremony in Washington, D.C., the Carnegie Foundation for the Advancement of Teaching named Youngstown State University professor Dr. Sherry Linkon the 2003 Ohio Professor of the Year; and

WHEREAS, only 43 individuals nationwide were accorded state Professor of the Year awards in this highly selective competition "saluting extraordinary undergraduate teaching";

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University commends Dr. Sherry Linkon for her excellence in teaching, her commitment to students, and her leadership role in advancing the scholarship of teaching and learning; and

BE IT ALSO RESOLVED, that a copy of this Resolution be presented to Dr. Linkon in recognition of this prestigious teaching award.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

2. External Relations Committee

Dr. McCloud reported that faculty and staff participation in the Annual Fund campaign had increased from 129 contributors (totaling \$56,701) in 2002 to 195 contributors (totaling \$100,945) in 2003. Dr. McCloud recognized Mr. Paul McFadden, Ms. Michelle Grant, and Ms. Catherine Cala for their efforts on behalf of university development. The chairperson recognized Ms. Counts, vice chairperson of the External Relations Committee who stated that the committee was recommending one resolution for adoption by the board. On behalf of the committee, Ms. Counts then moved the adoption of the following resolution:

Resolution to Accept Development Gifts

YR 2004-24

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 A 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 grati-

tude for their generosity in support of the University.

After the motion received the affirmative vote of all trustees present, the chairperson declared the motion carried and the resolution adopted.

3. Finance and Facilities Committee.

Mr. Habat provided a PowerPoint presentation, a copy of which is attached to these minutes, and a description of the resolutions recommended for board approval at today's meeting.

A. Investment Subcommittee. Mr. DeJane reported that the process of selection of investment managers for the university's non-endowment funds had resulted in the appointment of National City Investment Management Company as manager for short-term and intermediate-term fixed income investments. Mr. DeJane reported that Victory Capital Management has been appointed as manager of cash and cash equivalent investments.

B. Audit Subcommittee. Mr. Esterly reported that Ernst & Young LLC, the university's external auditor, has issued an unqualified audit letter in connection with the FY 2003 financial audit. Mr. Esterly reported that the Audit Subcommittee would meet in early 2004 to review the auditor's management letter and university administration responses. Mr. Esterly reported that a request for proposals has been approved for the outsourcing of the university's internal audit function.

Mr. Esterly stated that the Finance and Facilities Committee was recommending six resolutions for adoption by the board. On behalf of the committee, Mr. Esterly then moved the adoption of the following resolution:

Resolution to Approve Implementation Plan
For the Andrews Recreation and Wellness Center

YR 2004-25

WHEREAS, the design stage of the Andrews Recreation and Wellness Center has been completed and the facility is scheduled to open in August 2005; and

WHEREAS, the operation of the facility is intended to be self-supporting but with no portion of the \$12 million total project cost borne by students; and

WHEREAS, significant amounts of the current and anticipated pledges for construction of the facility will be received subsequent to 2005; and

WHEREAS, an Implementation Plan has been developed to address these issues;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the Implementation Plan for the Andrews Recreation and Wellness Center as detailed in Exhibit B; and

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the President or his designee to take all necessary actions to implement said plan.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Esterly then moved for adoption of the following resolution:

Resolution Authorizing Declarations
Of Official Intent for Reimbursement

YR 2004-26

WHEREAS, Treasury Regulation §1.150-2 prescribes conditions under which proceeds of tax-exempt bonds will be deemed to be spent for purposes of Sections 103 and 141 to 150 of the Internal Revenue Code of 1986 when used to reimburse expenditures paid before the issuance of those bonds; and

WHEREAS, this Board wishes to take steps to comply with those Regulations to protect the University's ability to finance on a tax-exempt basis;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Youngstown State University:

Section 1. Authorization of Declarations of Official Intent. This Board authorizes and

directs any Authorized Officer to do the following:

- (a) Prepare and sign Declarations of Official Intent for expenditures that are reasonably expected to be reimbursed from the proceeds of Reimbursement Bonds.
- (b) Make appropriate and timely Reimbursement of those expenditures from the proceeds of Reimbursement Bonds, in accordance with the Reimbursement Regulations.
- (c) Take any other appropriate actions to satisfy the requirements of the Reimbursement Regulations so that the Reimbursement is treated as spent for purposes of Sections 103 and 141 to 150 of the Internal Revenue Code of 1986.

This Board ratifies and adopts all Declarations of Official Intent previously made on behalf of the University.

Section 2. Definitions. The following definitions apply to the terms used in this resolution:

- "Authorized Officer" means any one of the President, the Vice President for Finance, and the Vice President for Administration, or any other Vice-President designated by the President.
- "Bonds" means bonds, notes, certificates, and other obligations included in the meaning of the term "bond" under Section 150 of the Internal Revenue Code of 1986.
- "Declaration of Official Intent" means a declaration of intent that expenditures are reasonably expected to be reimbursed from the proceeds of indebtedness to be incurred after the expenditure is paid.
- "Reimbursement" means an allocation in writing that evidences the University's use of proceeds of a Reimbursement Bond to reimburse an original expenditure.

- "Reimbursement Bonds" means any issue of Bonds, all or part of the proceeds of which are to be used to reimburse an original expenditure paid before the issuance of the Bonds.
- "Reimbursement Regulations" means Treasury Regulations §1.150-2 and any amendments or superseding regulations—proposed, temporary or final—prescribing conditions under which the proceeds of Reimbursement Bonds, when allocated or applied to a Reimbursement, will be treated as spent for purposes of Sections 103 and 141 to 150 of the Internal Revenue Code of 1986.

Section 3. Effective Date. This Resolution will take effect immediately upon its adoption.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Esterly then moved for adoption of the following resolution:

Resolution to Modify
The Unrestricted Fund Budget for Fiscal Year 2004

YR 2004-27

WHEREAS, the Board of Trustees of Youngstown State University adopted the Fiscal Year 2004 Unrestricted Fund Budget at the June 25, 2003 meeting of the Board; and

WHEREAS, the Board of Trustees of Youngstown State University authorized a modification to the Unrestricted Fund Budget at the September 24, 2003 meeting of the Board; and

WHEREAS, the Unrestricted Fund Budget establishes the general spending plans for the University; and

WHEREAS, Youngstown State University's allocations for the State Share of Instruction and Access and Success Challenge exceeded the amounts budgeted; and

WHEREAS, Youngstown State University's Fall 2003 tuition and fee revenues exceeded amounts budgeted as a result of higher student enrollment; and

WHEREAS, the University has developed a plan for use of the increased revenue;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize a modification to the Fiscal Year 2004 General Fund component of the Unrestricted Fund Budget in the amount of \$4,518,577 as set forth in Exhibit C.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Esterly then moved for adoption of the following resolution:

Resolution to Approve
Changes to Student Tuition, Fees,
And Other Charges Effective Fall Term 2004

YR 2004-28

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

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

WHEREAS, Ohio law provides that the University shall separately identify the Instructional Fee, the General Fee, the Tuition Charge, and the Tuition Surcharge; and

WHEREAS, Ohio law provides that fees charged for instruction shall not be considered to be a price for service but shall be considered to be an integral part of the state government financing program in support of higher education opportunity for students; and

WHEREAS, it is desirable to provide preferential nonresident tuition surcharge rates for nonresident students from the Youngstown State University Regional Service Area;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind Resolution YR 2003-32 and Resolution YR 2003-78; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the "tuition charge" shall be the sum of the Instructional Fee, General Fee, and the Technology Fee and does hereby establish the tuition charge and other fees as included in Exhibit D, to become effective Fall Term 2004, except as may be specifically noted otherwise, and to remain in effect until changed by the Board of Trustees; and

BE IT FURTHER RESOLVED, that the President of Youngstown State University or his/her designee shall have the authority to approve:

1. Fees of noncredit courses, institutes, and workshops offered or coordinated through the Metro College and the University Outreach department;
2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions;
3. Service charges for loans to students;
4. A special fee for programs such as the international student training programs under contract and the "Executive Master of Business Administration" program. It shall be understood that such special fees, if authorized,

shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as other University operating budgets; and

5. Fees for credit courses offered by the Metro College under contract to established groups as provided for in Resolution YR 2001-03.

In all cases, the revenue generated by such fees and charges shall be expended in conformity with appropriately approved budgets. It shall be understood that: (a) prices of books and other items for sale in the Bookstore, Kilcawley Center, and through vending machines shall be established in conformity with good business practices by the managers of those units; (b) charges for unreturned or damaged equipment checked out to a student shall be established by the cognizant University staff person and the charge shall be sufficient to recover replacement costs and with a charge to cover processing costs; (c) for such charges as noted in (a) and (b) above, the approval of neither the President nor the Board of Trustees shall be required; and (d) the President or his designees shall have the authority to designate parking facilities by location or by time which may be utilized either without charge or for a reduced charge.

Fines which are authorized in this resolution may be assessed against non-students who are authorized to use University services as well as against students; and the rates detailed in this resolution shall replace the rates in any other resolution in conflict, and it shall continue to be the policy of this Board to review and adopt all fees, service charges, and fines annually, usually at the December meeting of the Board, in order that students and others are informed as to rates for the coming year and budgets may be finalized. It is understood that charges, fines, penalties, and assessments to students and non-students will not be waived except as specifically authorized by proper authority. The President or his/her designee shall review and, as

appropriate, authorize persons or departments to grant waivers with the specific understanding that no waivers will be granted that are in violation of Ohio law or the policies of Youngstown State University.

If a student is permitted to withdraw from the University or if a student reduces his or her academic load, a refund of the tuition, and of the nonresident tuition surcharge, where applicable, shall be made in conformity with the following schedule. If the withdrawal is after the prescribed time limits, all tuition and other applicable fees and charges are forfeited. All applicable fees, fines, and penalties due must be paid before the refund is paid.

<u>Length of Course</u>	<u>100% refund</u>	<u>85% refund</u>	<u>70% refund</u>	<u>No refund</u>
15 weeks or more	through 6 th weekday of term	through 11 th weekday of term	through 16 th weekday of term	17 th weekday of term and later
6-14 weeks	through 6 th weekday of term	through 11 th weekday of term	through 16 th weekday of term	17 th weekday of term and later
Less than 6 weeks	20% of course duration			greater than 20% of course duration

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Esterly then moved for adoption of the following resolution:

Resolution to Approve
Changes to Student Tuition Charges to Improve Technology
Services for Students Effective Fall Term 2004

YR 2004-29

WHEREAS, enacted Amended Substitute House Bill 95 of the 125th Ohio General Assembly sets a 6 percent cap on the annual increase in tuition charges by Ohio public universities; and

WHEREAS, said legislation also allows Ohio public universities to increase tuition charges beyond the 6 percent cap up to an additional 3.9 percent to provide scholarships for low-income students or for improved technology services for students; and

WHEREAS, said legislation requires a separate resolution specifically authorizing the increase beyond the 6 percent cap to provide scholarships for low-income students or for improved technology services for students; and

WHEREAS, the Board of Trustees desires to increase tuition charges an additional 2 percent to provide the resources necessary to improve technology services for students;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind Schedules 1, 2, and 3 of Exhibit D; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the student tuition charges shall be the sum of the Instructional Fee, General Fee, and the Technology Fee and does hereby establish same as set forth in Exhibit E attached hereto, to become effective Fall Term 2004 and to remain in effect until changed by the Board of Trustees.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Esterly then moved for adoption of the following resolution:

Resolution to Authorize
Purchase of Properties

YR 2004-30

WHEREAS, Youngstown State University has identified an area surrounding the campus and within which it seeks to acquire property needed for the benefit of the University; and

WHEREAS, properties in the City's Land Reutilization Bank located on Oak Street, City Lot No. 521 e. pt., Parcel No. 53-017-0-144.00.0 (former Gemma property); Oak Street e. pt., City Lot No. 4717, Parcel No. 53-017-0-145.00.0 (former Torporcer property); Oak Street, City Lot No. 522, Parcel No. 53-017-0-146.00.0 (former Albanese property); 272 Oak Street, City Lot No. 523, Parcel No. 53-017-0-147.00.0 (former Albanese property); Oak Street, City Lot No. 527, Parcel No. 53-017-0-148.00.0 (former Newell property); Court Street, City Lot No. 3940 e. pt., Parcel No. 53-017-0-168.00.0 (former Gemma property); and Oak Street, City Lot No. 528, Parcel No. 53-017-0-150.00.0 (former Mileto property), are needed for campus improvement; and

WHEREAS, properties located on Adams Street, City Lot No. 17366 w. pt. and 216 Adams Street, City Lot No. 17367, Parcel No.'s 53-018-0-354.00.0 and 53-018-0-353.00.0, respectively (Holler property); 217 Adams Street, City Lot No. 17346, Parcel No. 53-018-0-406.00.0 (Jean Walsh property); Adams Street, City Lot No. 17365 w. pt., Parcel No. 53-018-0-356.00.0 (Larsick property); N. Walnut Street, City Lot No. 3929, Parcel No. 53-017-0-183.00.0 (Larsick property); N. Walnut Street, City Lot No. 3928, Parcel No. 53-017-0-184.00.0 (Larsick property); and 247 Carlton Avenue, City Lot No. 13373, Parcel No. 53-018-0-331.00.0 (Trojan property), are needed for campus improvement; and

WHEREAS, properties located on 309 Scott Street, City Lot No. 4605 s. pt., Parcel No. 53-005-0-083.00.0 (Woodberry property); 346 Scott Street, City Lot No. 3580 pt., Parcel No. 53-005-0-096.00.0 (Cashwell property); and 331 Custer Street, City Lot No. 9097, Parcel No. 53-005-0-166.00.0 (Leggette property), are needed for campus improvement; and

WHEREAS, properties located on 312 Lincoln Avenue, City Lot No. 4001, Parcel No. 53-003-0-225.00.0 (former Allison property); 340 Grant Street, City Lot No. 3269 w. pt., Parcel No. 53-005-0-004.00.0 (former Cornelius Brown property); 379 Grant Street, City Lot No.

1828, Parcel No. 53-005-0-424.00.0 (former Cortz property); 394 Arlington Street, City Lot No. 38873, Parcel No. 53-005-0-430.00.0 (former Cortz property); and 364 Arlington Street, City Lot No. 4678 w. pt., Parcel No. 53-003-0-249.00.0 (former Cortz property), are needed for campus improvement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University authorizes the purchase of the properties as described above.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

4. Internal Affairs Committee.

The chairperson recognized Mr. Nohra, chairperson of the Internal Affairs Committee, who stated that the committee was recommending five resolutions for adoption by the board. On behalf of the committee, Mr. Nohra then moved for adoption of the following resolution:

Resolution to Ratify
Faculty/Staff Appointments

YR 2004-31

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 September 24, 2003, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2003-2004 Budget and with the University policy on Equal Employment Opportunity;

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

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Nohra then moved for adoption of the following resolution:

Resolution to Modify Professional Conduct
Of Faculty, Department Chairpersons, and Profes-
sional/Administrative Employees Policy

YR 2004-32

WHEREAS, the Institutional Policies are being reviewed on an ongoing basis, and 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 Institutional Policy governing Professional Conduct of Faculty, Department Chairpersons, and Professional/Administrative Employees, policy number 9006.01 of the *University Guidebook*, shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Nohra then moved for adoption of the following resolution:

Resolution to Modify
Supplementary Pay Policy

YR 2004-33

WHEREAS, the Institutional Policies are being reviewed on an ongoing basis, and this process can result in the modification of existing policies; and

WHEREAS, University Guidebook Policy 7023.01 provides for supplementary pay to employees of Youngstown State University for duties performed beyond their normal scope of work; and

WHEREAS, the University desires to allow such payments to be made to both full- and part-time employees; and

WHEREAS, the University desires to specify a procedure to determine appropriate levels of supplementary pay;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Supplementary Pay, policy number 7023.01 of the *University Guidebook*, shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

Following discussion, the motion received the affirmative vote of a majority of the trustees present with Mr. Esterly abstaining. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Nohra then moved for adoption of the following resolution:

Resolution to Approve
Intercollegiate Athletics' Mission Statement

YR 2004-34

WHEREAS, Youngstown State University is committed to maintaining intercollegiate athletics as an integral part of our educational program; and

WHEREAS, the Department of Intercollegiate Athletics' mission should clearly relate to the mission and goals of Youngstown State University; and

WHEREAS, the Department of Intercollegiate Athletics supports the educational objectives, academic progress, and general welfare of student-athletes; and

WHEREAS, the Department of Intercollegiate Athletics supports equitable opportunity for all students and staff, including women and minorities; and

WHEREAS, the Department of Intercollegiate Athletics provides service opportunities, fosters leadership qualities, and embraces the principles of sportsmanship and ethical conduct of student-athletes;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees does hereby accept and approve the Department of Intercollegiate Athletics' mission statement as shown in the attached Exhibit H, effective immediately.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

On behalf of the committee, Mr. Nohra then moved for adoption of the following resolution:

Resolution of Appreciation for Matthew Folk

YR 2004-35

WHEREAS, Youngstown State University Assistant Track and Field Coach Matthew Folk has qualified for the 2004 United States Olympic Trials in the marathon; and

WHEREAS, Folk earned his spot in the Olympic Trials by finishing with a time of 2 hours, 21 minutes, and 10 seconds at the Columbus (Ohio) City Marathon on October 19, 2003; and

WHEREAS, Folk becomes the first Youngstown State University student-athlete to compete in a U.S. Olympic Trial; and

WHEREAS, the Columbus Marathon was just the fifth-ever marathon he ran and first time he broke the 2:22.00 qualifying mark; and

WHEREAS, he will compete at the Olympic Trials on February 7, 2004, in Birmingham, Alabama,

with a chance to qualify for the 2004 Summer Olympics to be held in Athens, Greece; and

WHEREAS, Folk had an outstanding running career at Youngstown State, qualifying for the 1998 NCAA Cross Country Championships and becoming the Penguins' first male participant in the national meet; and

WHEREAS, Folk was a nine-time Mid-Continent Conference All-Academic selection, helped lead the men's cross country and track and field programs to five Mid-Con titles, and won two individual conference championships;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University congratulates Matthew Folk on his success of qualifying for the United States Olympic Trials; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Matthew Folk.

Following discussion, the motion received the affirmative vote of all trustees present. The chairperson declared the motion carried and the resolution adopted.

ITEM VI - COMMUNICATIONS AND MEMORIALS

The Board considered no communications or memorials.

ITEM VII - UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VIII - NEW BUSINESS

Dr. Kohli advised that the Trusteeship Committee would meet in early 2004 to consider the vacancy in the office of vice chairperson created by the untimely death of Charles B. Cushwa.

ITEM IX - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

YR 2004-36

Upon motion made by Mr. Esterly, seconded by Ms. Counts, 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:

3:00 p.m. on Friday, March 19, 2004

3:00 p.m. on Friday, June 18, 2004

ITEM XI - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 3:56 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

Dr. Sweet's Presentation:

Slide 1

**Report to the Youngstown State
University
Board of Trustees**
December 17, 2003

- David C. Sweet
- President

Slide 2

Fall 2003 Highlights

- Seven Consecutive Semesters of Enrollment Growth
- University Courtyard Apartments
- Dedication of Bliss Hall Addition
- Fundraising Success

Slide 3

Fall 2003 Highlights

- \$700,000 NSF Grant
- \$350,000 Ford Foundation Grant
- Ohio Professor of the Year
- Full Accreditation of Beeghly College of Education

Slide 4

Looking Ahead to Spring 2004

- Groundbreaking for Andrews Student Recreation and Wellness Center
- Enrollment Management Plan
- Technology Master Plan
- Campus Master Plan
- Governor's Commission on Higher Education and the Economy

Slide 5

**Best Wishes for
Happy Holidays
and a
Peaceful New Year**

Dr. Atwater's Presentation:
Slide 1

Early College High School

- A ROAD TO SUCCESS

Slide 2


**MISSION of
EARLY COLLEGE**

"To increase the number of first generation, low income and students of color attaining two years of college credit with the opportunity to attain the baccalaureate."



*The early college high school
initiative FAQ*

Slide 3



TIM RYAN

Congress
of the
United States

House of
Representatives

17th District, Ohio

This initiative will not only improve the quality of life for individuals within my district, but will also allow the region to be more competitive in the overall global market. Regions that are under-educated are consistently seeing slower economic growth than better-educated communities. For the Mahoning Valley's economy to rebound, we have no choice but to develop innovative programs designed to raise the standard of educational attainment for *all* residents of the region...

The Early College High School program on the YSU campus has my strong support.

Slide 4

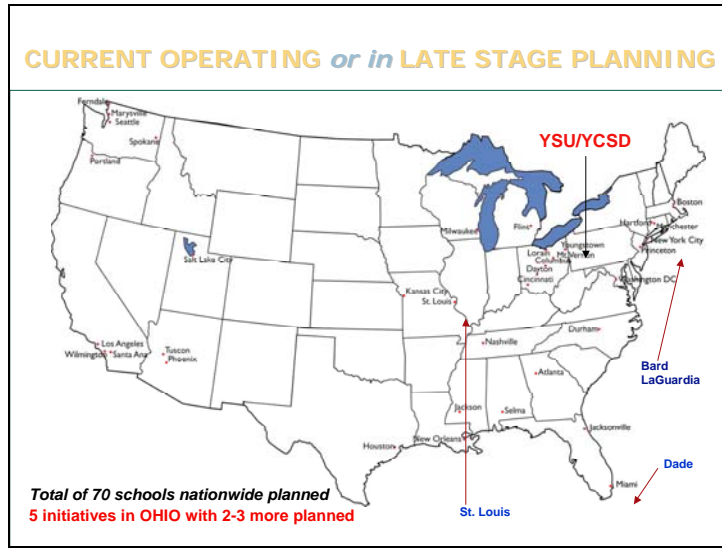


WHAT IS EARLY COLLEGE?

A partnership with the Youngstown City Schools to develop a small, autonomous school on the YSU campus with no more than 100 students per grade. This school will:

- Reward mastery and competence with the opportunity to earn college credit while in high school
- Demonstrate that 16 and 17 year-old students can and should be engaged in serious intellectual work
- Result in significantly higher graduation and college completion rates

Slide 5



Slide 6

OUR PARTNERSHIP

YSCD and YSU partnered to

- Establish an Early College High School to include grades 9-12
- Locate school on YSU campus
- Start fall 2004
- Phase into full 400 students in 4 years
- Educate students with a mix of high school and YSU courses in grades 9 & 10. Followed by mostly college courses in grades 11 & 12
- Have students earn an associates degree or two years college credit in 4 to 5 years and matriculate to a 4 year degree program

This initiative is not to be confused with the Ohio Small Schools initiative directed at forming smaller clusters within the existing high school.

Slide 7




WHERE WE ARE?

- **Phase I: \$7,000 to develop a concept and vision statement**
- **Phase II: \$40,500 to devise an implementation plan**
- **Phase III: \$100,000 (potential) to fine tune the implementation plan addressing unanswered questions, hire a dean for the school, hire faculty, and open the school**

Slide 8

BENEFITS



- **Enrollment increase by a group of YCSD Student who would probably never have thought of college**
- **Highly prepared college students**
- **Enhanced campus diversity**
- **Enhanced partnership with YCSD**
- **Better prepared work force**
- **Increased educational attainment in Youngstown at both the secondary and post secondary levels**
- **Site for involvement of YSU faculty and students in scholarly programs and in educational initiatives**

Slide 9

Early College High School

*A Partnership with
Youngstown City Schools*

A ROAD TO SUCCESS

Mr. Habat's Presentation:

Slide 1

**Finance and Facilities Committee
December 17, 2003**

- FY 2004 Modified Budget

- FY 2005 Preliminary Budget
 - Mandatory Tuition and Fees
 - Technology

Slide 2

FY 2004 Modified Budget

	<u>FY 2004 Modified September</u>	<u>Additional Revenues</u>	<u>FY 2004 Modified December</u>
REVENUE			
Total Tuition, Fees and Charges	\$69,710,500	\$3,450,000	\$73,160,500
State Appropriations	43,502,462	1,068,577	44,571,039
Other	2,787,038	0	2,787,038
FY 2003 Balance Forward	<u>3,142,759</u>	<u>0</u>	<u>3,142,759</u>
TOTAL GENERAL FUND REVENUE	\$119,142,759	\$4,518,577	\$123,661,336
EXPENDITURES			
		Uses	
Personnel	\$83,493,213	\$530,000	\$84,023,213
Operating Expenses	16,168,704	1,020,000	17,188,704
Nonmandatory Transfers	8,684,736	662,430	9,347,166
Strategic Initiatives	1,708,000	0	1,708,000
Short Term Budget Stabilization Reserve	1,400,000	606,147	2,006,147
Technology Initiative Reserve	0	1,000,000	1,000,000
Priority Needs - TBD	0	500,000	500,000
Scholarships and Institution-Wide Accounts	<u>7,688,106</u>	<u>200,000</u>	<u>7,888,106</u>
TOTAL GENERAL FUND EXPENDITURES	\$119,142,759	\$4,518,577	\$123,661,336

Slide 3

	FY 2004 Modified September	Additional Revenues	FY 2004 Modified December
REVENUE			
Total Tuition, Fees and Charges	\$69,710,500	\$3,450,000	\$73,160,500
State Appropriations	43,502,462	1,068,577	44,571,039
Other	2,787,038	0	2,787,038
FY 2003 Balance Forward	<u>3,142,759</u>	<u>0</u>	<u>3,142,759</u>
TOTAL GENERAL FUND REVENUE	\$119,142,759	\$4,518,577	\$123,661,336

- \$2.6 Million in Additional Tuition and Fees
 - 10,311 FTE Compared to 9,969 Projected
- \$850,000 in Additional Course Fees
- \$1 Million in Additional State Aid

Slide 4

	FY 04 Modified September	Uses	FY 04 Modified December
EXPENDITURES			
Personnel	\$83,493,213	\$530,000	\$84,023,213
Operating Expenses	16,168,704	1,020,000	17,188,704
Nonmandatory Transfers	8,684,736	662,430	9,347,166
Strategic Initiatives	1,708,000	0	1,708,000
Short Term Budget Stabilization Reserve	1,400,000	606,147	2,006,147
Technology Initiative Reserve	0	1,000,000	1,000,000
Priority Needs - TBD	0	500,000	500,000
Scholarships and Institution-Wide Accounts	<u>7,688,106</u>	<u>200,000</u>	<u>7,888,106</u>
TOTAL GENERAL FUND EXPENDITURES	\$119,142,759	\$4,518,577	\$123,661,336

- \$500,000 for Enrollment Incentive, Student Wages, Fringes and 3% / 18-Month Increase for Executive/Administrative Officers
- \$1 Million Course Fees, ACE Salary Study and Steam Increase
- \$600,000 Increase in Short-term Budget Stabilization Reserve
 - Blackwell and House Initiatives
- \$1 Million for Technology Initiative
- \$500,000 for Priority Needs – TBD

Slide 5

FY 2005 Planning Assumptions

- Mandatory Tuition and Fees
 - 6% Increase
 - \$163.44 Per Semester / \$327 Per Year

Slide 6

Comparison of Tuition Increases State Universities in Ohio

<u>University</u>	<u>FY04</u>	<u>Change, FY03 to FY04</u>	<u>Proposed FY05</u>	<u>Change, FY04 to FY05</u>
Miami University	\$8,353	9.90%		
University of Cincinnati	\$7,623	9.90%		
Bowling Green State	\$7,408	9.90%		
Ohio University	\$7,128	9.90%		
Kent State	\$6,882	8.00%		
University of Akron	\$6,809	8.20%		
Ohio State	\$6,651	12.80%		
University of Toledo	\$6,415	9.90%		
Cleveland State	\$6,072	6.80%		
Wright State	\$5,892	9.90%		
Youngstown State	\$5,448	5.70%	\$5,775	6%
Shawnee State	\$4,734	8.90%		
Central State	\$4,287	6.00%		
AVERAGE	\$6,439	8.91%		

Slide 7

FY 2005 Planning Assumptions (cont.)

- State Support
 - 1% Decrease
 - 36% of Budget
 - Compare: 50% in FY 2000
- 10,241 Student FTE (2-year average)
- Wages
 - Collective Bargaining Agreements

Slide 8

FY 2005 Planning Assumptions (cont.)

- Benefits – Level-off at 32%
 - Health Care
 - Anthem
 - MMO/Self-Insured
 - Health Care Advisory Task Force
 - Premium Co-pay for Executive/Administrative Officers
 - Life Insurance

Slide 9

FY 2005 <u>Preliminary</u> Forecast		
REVENUE	FY 2004 MODIFIED December	FY 2005 Preliminary Forecast
Tuition, Fees and Other Student Charges	\$73,160,500	\$76,327,500
State Appropriations	44,571,039	44,114,792
Other	2,787,038	2,787,708
FY 2003 Balance Forward (one-time)	<u>3,142,759</u>	<u>0</u>
Total Base and One-Time Revenue	\$123,661,336	\$123,230,000
Total One-Time Modifications	<u>(4,041,336)</u>	<u>0</u>
Total Base Revenue	\$119,620,000	\$123,230,000
EXPENDITURES		
Personnel (Salaries and Fringe Benefits)	\$84,023,213	\$86,841,333
Operating Expenses	17,188,704	16,893,704
Non-Mandatory Transfers	9,347,166	9,265,330
Strategic Initiatives	1,708,000	1,900,000
Priority Needs - TBD	500,000	2,289,550
Other	<u>10,894,253</u>	<u>6,040,083</u>
Total Base & One-Time Expenditures	\$123,661,336	\$123,230,000
Total One-Time Modifications	<u>(4,041,336)</u>	<u>0</u>
Total Base Expenditures	\$119,620,000	\$123,230,000

Slide 10

FY 2005 PRELIMINARY FORECAST		
REVENUE	FY 2004 MODIFIED December	FY 2005 Preliminary Forecast
Tuition, Fees and Other Student Charges	\$73,160,500	\$76,327,500
State Appropriations	44,571,039	44,114,792
Other	2,787,038	2,787,708
FY 2003 Balance Forward (one-time)	<u>3,142,759</u>	<u>0</u>
Total Base and One-Time Revenue	\$123,661,336	\$123,230,000
Total One-Time Modifications	<u>(4,041,336)</u>	<u>0</u>
Total Base Revenue	\$119,620,000	\$123,230,000
 Increase FY 2004 to FY 2005		 3%

Slide 11

FY 2005 PRELIMINARY FORECAST		
EXPENDITURES	FY 2004 MODIFIED December	FY 2005 Preliminary Forecast
Personnel (Salaries and Fringe Benefits)	\$84,023,213	\$86,841,333
Operating Expenses	17,188,704	16,893,704
Non-Mandatory Transfers	9,347,166	9,265,330
Strategic Initiatives	1,708,000	1,900,000
Priority Needs - TBD	500,000	2,289,550
Other	<u>10,894,253</u>	<u>6,040,083</u>
Total Base & One-Time Expenditures	\$123,661,336	\$123,230,000
Total One-Time Modifications	<u>(4,041,336)</u>	<u>0</u>
Total Base Expenditures	\$119,620,000	\$123,230,000

Slide 12

- FY 2005 Alternative Planning Assumption**
- Exception to Cap Authorized by State
 - Up to 3.9% for Technology or Financial Aid
 - All Ohio Public Universities Utilized for Fall 2003 Except YSU and Shawnee
 - Technology
 - 2% Increase
 - \$54.48 Per Semester / \$109 Per Year
 - \$1.3 Million Annually

Slide 13

Comparison of Tuition Increases State Universities in Ohio				
University	FY04	Change, FY03 to FY04	Proposed FY05	Change, FY04 to FY05
Miami University	\$8,353	9.90%		
University of Cincinnati	\$7,623	9.90%		
Bowling Green State	\$7,408	9.90%		
Ohio University	\$7,128	9.90%		
Kent State	\$6,882	8.00%		
University of Akron	\$6,809	8.20%		
Ohio State	\$6,651	12.80%		
University of Toledo	\$6,415	9.90%		
Cleveland State	\$6,072	6.80%		
Wright State	\$5,892	9.90%		
Youngstown State	\$5,448	5.70%	\$5,884	8%
Shawnee State	\$4,734	8.90%		
Central State	\$4,287	6.00%		
AVERAGE	\$6,439	8.91%		



UNIVERSITY GIFTS
EXECUTIVE SUMMARY
JULY - SEPTEMBER 2003

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	350	\$11,910.00
Cash-Four Year Single & Joint Members	62	5,710.00
Cash-Life Members	14	3,550.00
Cash-Contributions	38	16,875.00
Total Cash	464	\$38,045.00
Non-Cash	0	0.00
Total Alumni Relations	464	\$38,045.00
UNIVERSITY DEVELOPMENT		
Major Gifts	6	\$268,000.00
Special Projects	15	164,902.50
\$5,000 - \$9,999	2	11,000.00
\$1,000 - \$4,999	10	23,958.60
\$500 - \$999	10	5,470.24
Below \$500	176	15,388.80
Total Pledged Cash	219	\$488,720.14
Non-Cash	3	5,036.00
Total University Development	222	\$493,756.14
WYSU-FM		
\$1,000 - \$4,999	1	\$1,000.00
Below \$500	246	15,723.00
Total Pledged Cash	247	\$16,723.00
Non-Cash	0	0.00
Total WYSU-FM	247	\$16,723.00
TOTAL GIFTS		
Grand Total Gifts	933	\$548,524.14



ALUMNI RELATIONS
CASH CONTRIBUTIONS BY RANK

One Year Single and Joint Members

Vivian Abram
Charles Africa
Dominic Albanese
Edward Allen
William Ambert
Barbara Anderson
John Anderson
Mr. Frank & Atty. Ann Anness
Thomas Ash
Leila Bahour
Michael Balale, Jr.
Richard Baldwin
Charles & Maureen Barber
James Bartell
Elizabeth Basista
John & Rebecca Baytos
Richard & Linda Beany
Steven Beckman
Susan Bellej
Cathy Benjamin
Germaine Bennett
Dennis & Faye Bensinger
R. & Kelly Benson
Joseph Bettura
Michael Beverly
Theresa Billock
Michael Birchak
Rosemarie Bisignani
Roger & Gail Blevins
Linda Booker
Cheryl Borovitcky
David & Sandra Borrow
Reese Bradburn, Jr.
Martha Brenner
David Brett
Loran & Joyce Brooks
William Brown, Jr.
Kathy Bruner
Mary Butch
Robert J. Butler
Matthew Byer
Raymond & Lori Calcagni
James B. & Peggy L. Callen
Margaret Cappelli
Henry Cardillo
Dorrill & Tenna Catlin
Robert Christy
Phillip & Marilyn Chuey
Fred & Mary Ann Cleary
James & Judith Collier
Jeremy Collins
Thomas Cornelius
Edward Cosentino
Leah Cramer
Nancy Creed
Kenneth Cromley
Bonnie Cruickshank
Stephanie Cunningham
Robert Davis
Teresann Davis
Joseph & Antoinette DeAngelis
James DeCenso
David & Laura L. Delaquila
Gregory Demetri
John Dieta
Ray DiNunzio
Deborah Donatelli
John, Jr. & Jody Donchess
Joseph Durshaw
David & Barbara Enoch
Kenneth Enoch
Edwin Enterline
Marian Eskay
Alexander & Kathleen Esseniya
Robert & Rose Eusanio
Jami L. Fabian
Susan Fabian
Lydia Faidiga
Jason & Lisa Farley
Laddie D. Fedor
David & Sandra Fee
Michael Feranchak
Timothy Fitzpatrick
W. Fitzsimons

Debra Flora
George & Mary Ann Flyak
Michael Foxman
Donna Fredrickson
William Frolund
Steve & Jane Furgas
Eugene M. & Bonnie Garritano
Allison Gatta
Mary Bess George
Renee Gessner
Gregory Gett
Matthew Giambattista
Pauline Giampietro
Barry Giber
Jeffrey Glasnapp
Otto Richard Glasnapp
Robert Gorse
Jeanne Graham
Eileen Greaf
Michael Grieb
Robert, Jr. & Marcia Griffith
Thomas Groth
Barbara T. Guffey
Joseph, Jr. & Joan Guido
James Guy
Veronica Hall
George Hallahan
Lydia Hammar
Margaret Hamrock
Charles Hanna
Jodi Hanousek
Marilyn Hanton
Kristin Harpe
Erma Hart
Timothy Hart
Robert Hedland
William Heintzelman
Jennifer Hicks
Elizabeth Hickson
James Hildebrand
Allan Hiscox
Robert & Mary Hogan
Robert Holinbaugh
Dr. William, Jr. & Monica Houser
Mary C. Huber
John & Janet Ilas
Elizabeth Itts

Joseph T. Ivan
Mona E. Jackson
Frank Jayne
William Jensen, Sr.
Charlene Johnson
Daniel & Martha Johnson
Nancy Johnson
Sara Johnson
Hugh & Maryann Jones
James Jordan
Peter Joseph
Jeffrey R. Jursa
Anthony Kariotis
Nathaniel Kay
Theresa Kelly
Thomas Kennedy
Ronald King
Robert Kirchbaum
Stephen Kirtley
Elaine Klenotic
Anne Kohut
Thomas Kopkash
Donald & Teresa Kopp
Dr. Robert & Mary Kramer
Luann Kraus
Barbara Kroll
Michael & Suzanne Kroner
Theodore Krupa
James Kuba
Shelly LaBerto
Paul Lambing
Douglas & Linda Lammert
Ceil Laprocina
Ronald, Jr. & Shelley Lauttamäki
Jennifer Lenox
David & Patricia Leo
Elizabeth K. Lewis
John Lightner
Patrick Lorelli
Richard Lucas
Karen MacDonald
Richard Mackin
Dori MacMillan
Nancy Madonio
Ann Magielski
Eugene Mallen
John Massie

Michael Matas
Sherri L. Mattace-Horvat
Joseph Maxin
Susan McAfee
Sue McCambridge
Robert McConahy
Jack McConnell
Elizabeth McCullough
James & Catherine McGinnis
Roseann McGinty
Cosetta McMillan
Lynn McNamee
Howard Meade
Christine Medicus
Dr. John Melnick
Martha Menk
Dr. Howard Mettee
Alan Joseph Miner
Shirley Minnozzi
Thomas & Valerie Mirante, III
Dr. Eugenia Missik
Joseph L. & Martha Mitchell-Cook
Dennis Moore
Dr. Samuel & Suzanne Moore
Carl & Patricia Morell
Dr. F. John Naples
Kathy Naples
Annamarie Napolitan
Vince Nardy
Sam Natale
Charles & Kathleen Nelson
Anthony & Sharon Nerone
Donald & Donna Nolfi
Michael Nuzzo
Cathy Ogram
Atty. Leonard Olson
Mary Ann E. O'Neil
Eugene P. & June H. Osborne
Wayne Pagani
Christina Palm
Ronald & Donna Paloski
John Parimuha
Mary Colet Pavlick
Dwayne Pedrick
Melanie Penksa
James & Pauline Perry
Mildred Perry

Eric J. & Pamela M. Pesta
Shayne Phillips
Delores Pickard
Donald Pleso
Joyce Pogany
Nicole Polombi
Albert Pompeo
George & Bernadette Porinchak
C. Edward Powell
Herbert Pridham
Sharon Profato
Nicholas J. Pupino
Michael Quetot
Alice Rafeedie
Patrick Ranalli
Melanie Raseta
Lynette Rawlings
John Read
William J. Reedy
Jacqueline Reese
Nick Rega
William Reiner
Anthony Reitano
Howard & Eleanor Rempes
Dr. Connie Robinson
Mary Ann Robinson
James Rogers
Douglas Rohrer
George & Debra Roman, III
John J. Roman
Charles H. Romig
Dan R. Roncaglione
Jeff Ross
Dominic & Constance Rosselli
J. Rowland
Nancy Ruggieri
Gregory Ruggles
Carmel Sacco
Sandra Sachs
Sharon Sahli
Gregory Salvati
Sallie Santangelo
Jain Savage
Nels & Elaine Scheel
Flora Schneider
Jennifer Schneider
Michael & Mary Scudier

William Scullin	Robert L. Thornburg
Richard Selby	Cynthia Totten
Joy Serednesky	Bruce Tropea
Joseph Serenko	Chiu-Ching Tsang
Haylee Shacklock	John & Sandra Tullio
David R. Shaw	Dr. Robert Udell
James Shook	Victor Ugran
William Shriver	Richard & Debra Ulam
John & Marilyn Sich	Marcel & Shirley Ulrich
Raymond Sinchak	Christine M. Unger
Jason Small	Brad E. VanFossan
Constance Smith	Michael Vansack
Francis Smouse	Michael Vasilchek
James Snovak	Dr. David Volarich
John Snow	Diane Volosin
Richard Sobotka	Harriett Walker
Nancy Solomon	Lessie Ward
John & Viive Sontich	Jennifer Weaver
Herman & Barbara Sostaric	Melvin Weaver
Steve & Tamara Sotlar	Patricia Weickenand
Dr. Manuel & Demetria Spirtos	Christopher Wetzl
Leonard Stanley, Jr.	Michael Whan
Shawn Starkey	Timothy Whetstone
Janice Steffanina	Margaret Whitacre
Kevin Stefko	Patrick & Patricia Whitaker
Richard, Jr. & Rhonda Steigerwald	Herbert Williams, Sr.
Thomas & Sandra Stephenson	Marc Williams
Joann Stock	John Woloschak
Thomas Strauss	Connie Wright-McIntosh
Bruce Stroney	Eric Wyant
Frances Stuber	Norbert Yanek
Karen Summerfield	Donald Young
Patricia Sveth	Kenneth E., Jr. & Martha J. Young
Florence Swierz	Florence Yuhás
Robert Tate	Richard Zbell
Linda Taylor	Jeff Zilvay
David Tesniarz	Wesley Zipay
Valerie Thomas	George Zokle, Jr.

Total One Year Single and Joint Members: \$11,910.00

Four Year Single and Joint Members

Ronald R. & Gayle Anderson	Roland & Rebbeca Bickel
Carol Avery	Richard & Cynthia Bird
Ronald Baker	Debra Brooks
Elaine Beatty	James & Patricia Brozik
Thomas Belle	Antoinette Cingue

Theodore Cubbison, Sr.
Saundra K. Cummings
James & Joanna Dascenzo
Miriam Alexander Daulke
Gregory Democko
Daniel & Gisela Dieter
Nicholas Diorio
Jerome L. Doubler
Diane Drapcho
Mary Ann Elias
Martin Franko
Samuel Frasco
Frank Gargiulo
Paul Gernhardt
Anita Gestosani
Charles Gilmartin, Jr.
Alan & Diane Greggo
Richard & Catherine Grizinski
Richard & Linda Hart
Steven & Dona Hewitt
James Kennedy
George & JoAnn Knapic
Helen Lambright
Christina Liscynsky
Nona Looby
Emery & Gladys McIntosh-Thomas

James & Hilda McKee
Joseph Meranto
Paul R. Merz
R. Joseph Multari, III
Raymond & Eileen Novotny
Carl Olson
Stephen Pavlich
Michael Perello
Jeffrey Powell
Patricia Raffety
David J. & Barbara Ranttila
Maureen Reardon
Tom Rossman & Dr. Lisa Alvetto-Rossman
James Sandy
Carl Schweikert
C. Kenneth Shaffer
Edward & Sharon Shanks
Vera Shepherd-Mallory
Edward Stizza
Robert & Bonnita Summers
Paul Toth
Anna Veauthier-Sohl
Deborah Janis Verbosky
Dr. Warren Webster, Sr.
Thomas Weidele

Total Four Year Single and Joint Members: \$5,710.00

Single and Joint Life Members

Ralph S. Abraham, III
Dr. Dorene Ash
John & Shelia Chlebus
Alicemarie Ellis
Donald & Karen George
Walter & Dolores Good
Cheryl L. James
Denise R. Lindheim

Carmen A. & Michele L. Lorubbio
Ray Manhollan, Jr.
Mark S. & Ella R. O'Conner
Raymond Peterson
Roland E. & Brenda H. Reed
James Snyder
Willard, Jr. & Alice Webster

Total Four Year Single and Joint Life Members: \$3,550.00

Cash Contributions

B. J. Alan Company
R. Thornton Beeghly
Jacquelyn W. Brauninger
Ruth Broad

Burton & Helen Bryan
Butler Wick Corporation
Cafaro Enterprises
Don & Gloria Cagigas

Phyllis Conroy
Dick & Joann Creed
Robert & Miriam Crowe
DeBartolo Corporation
Designer Studio
Paul Emch
Kenneth & Bonnie Emerick
Rocco Fumi
Dr. John F. Geletka
Mrs. Joseph Gill
Jeanette Hunter
Hynes Industries
C. Gibby James
Lori Klepfer
Mr. & Mrs. F. W. Knecht, III

Paul McFadden
Jerry & Diane Moore
Ohio Edison
Packer Thomas
Panera Bread
Mary Alice Schaff
Scott Schulick
Schwebel Family Foundation
Wayne & Marilyn Sheridan
William Summer, Jr.
Harry & Patricia Syak
Dan & Nancy Tidrick
Travaglini Enterprises
David & Sally White

Total Cash Contributions:

\$16,875.00



**UNIVERSITY DEVELOPMENT
PLEGGED CASH CONTRIBUTIONS BY RANK**

Major Gifts

<u>Donor</u>	<u>Amount</u>	<u>Restriction</u>
Mrs. Vivian N. Abram	10,000.00	Everette C. Abram Geology Sch.
Mrs. Lena M. Centofanti	10,000.00	End. Chair -Italian Studies & Culture
Officer Hartzell Golf Outing Committee	15,000.00	Mike Hartzell Scholarship
Sen. Maurice & Florence Lipscher Charitable Trust	108,000.00	Keynote Speaker Series for Annual Spring Symposium for Judaic & Holocaust Studies Program
Mr. & Mrs. Shorty Navarro	25,000.00	Navarro Family Endowment
Estate of Joseph Penner	100,000.00	Dana School of Music

Special Projects

<u>Donor</u>	<u>Amount</u>	<u>Restriction</u>
Dr. Cynthia E. Anderson	5,000.00	Recreation & Wellness Center
Dr. Mark & Michelle Billy	10,000.00	Recreation & Wellness Center
CRS Charitable Foundation	50,000.00	Recreation & Wellness Center
First Energy Foundation	25,000.00	Recreation & Wellness Center
Don & Barbara Graham	3,000.00	Recreation & Wellness Center
John & Robyne Habat	4,702.50	Recreation & Wellness Center
Dr. Thomas A. Maraffa	1,500.00	Recreation & Wellness Center
Charles & Barbara McCrudden	600.00	Recreation & Wellness Center
Mr. Carl E. Moser	100.00	Recreation & Wellness Center
Mr. & Mrs. Robert O'Leary	25,000.00	Recreation & Wellness Center
Atty. James & Mrs. Linda Sisek	5,000.00	Recreation & Wellness Center
Michael & Gina Sloe	2,500.00	Recreation & Wellness Center
Dr. Thomas M. & Evelyn V. Stephens	5,000.00	Recreation & Wellness Center
Ronald & Nicole Strollo	2,500.00	Recreation & Wellness Center
Superior Beverage Group, LTD.	25,000.00	Recreation & Wellness Center

Annual Fund

\$5,000 - \$9,999

Cleveland Browns Foundation

UAW Local 1112/BOC Lordstown Assemb.

\$1,000 - \$4,999

Dr. James H. & Nathalie Andrews

Dr. Anthony Candella, Jr.

James T.E. Chengelis, M.D.

First Energy Foundation

Mr. William J. Flynn

Drs. Carmen Julius & Lyn Yakubov

Saul Lerner, Ph.D.

Ms. Virginia Phillips

Second National Bank of Warren

Jim & Norma White

\$500 - \$999

Prof. Alfred & Dr. Virginia Bright
 Fifth Third Bank
 Mr. & Mrs. Gerald Hurayt
 Dr. Robert A. Levin
 Ohio Contractor's Association

Procter & Gamble
 John E. Ratliff, D.O.
 Charles E. Schell Foundation
 Mrs. Helen R. Stambaugh
 Mr. James C. Zupanec

Below \$500

Abbott Laboratories Fund
 Dr. Nazir Ahmed
 Mrs. Mary Katherine Ake
 Ms. Beverly J. Anderson
 Dr. Bernadette J. Angle
 Mr. Karl J. Armbrecht
 Ronald & Paula Baldine
 Mrs. Barbara A. Balestrino
 Bank of America Corp. Matching Gifts
 Dr. Richard C. Baringer
 Ms. DeAnna E. Beachley
 Dr. Robert J. Beebe
 Ms. Jacqueline M. Bibo in memory of
 Dr. Alfred Mangie
 Dr. Dominic A. & Helen M. Bitonte
 in memory of Dr. Alfred Mangie
 Bristol-Myers Squibb Foundation
 Ms. Karen J. Brooks in memory of
 Dr. Paul Beckman
 Dr. & Mrs. Robert A. Brown
 in memory of Dr. Alfred Mangie
 Ms. Cynthia A. Brunot
 Mr. & Mrs. John J. Buckley
 in memory of Dr. Alfred Mangie
 Ms. Rochelle Burman
 Ms. Susan A. Burns
 Mr. Raymond M. Caciale
 Mr. & Mrs. John B. Campbell
 in memory of Dr. Alfred Mangie
 Cassadaga Valley Central School
 Class of 1947
 Dr. & Mrs. Donald M. Centofante
 in memory of Dr. Alfred Mangie
 Ms. Nicole Centofanti
 Hugh & Karen Chatman
 Mr. & Mrs. Carlo A. Ciccone
 Briana Lee Cicero

Ms. Samantha Clark in memory of
 Dr. Paul Beckman
 Mr. & Mrs. Kevin Clements
 Ms. Sallie B. Cochran
 Ms. Christine A. Coiner
 Michael & Judy Colbert
 College of William & Mary Student Health
 Center in memory of Dr. Paul Beckman
 Mr. & Mrs. Robert L. Conklin
 in memory of Dr. Alfred Mangie
 Ms. Margaret F. Cook in memory of
 Ann Jochman
 Mr. Calvin J. Cox
 Ms. Dorothy A. Craig
 Ms. Jill Cupples
 Atty. Edward & Linda Czopur
 in memory of Dr. Alfred Mangie
 Bill & Rebecca Dando
 Ms. Barbara R. Darbey
 Mrs. Adeline M. DeBartolo in memory of
 Dr. Alfred Mangie
 Cosmo & Loretta DeBartolo in memory of
 Dr. Alfred Mangie
 Hon. Theresa & Atty. John Dellick
 Mr. & Mrs. E. Tom Dickey
 Larry & Jane Dickey
 Rosemarie & Ralph DiMuccio
 Dr. Mary Lou & Mr. Gary DiPillo
 Dr. Marianne & Mr. G. Timothy Dove
 Keith & Tina Downard
 in memory of Dr. Alfred Mangie
 Mr. Alex Downie, Jr. in memory of
 Dr. Alfred Mangie
 David H. Dumas, Ph.D.
 Andrew & Mary Ann Dzuracky
 Dr. C. William & Karen Eichenberger
 in memory of Estelle Fannon

Mr. & Mrs. Carl Esposito in memory of
Dr. Paul Beckman
Ms. Kimberly A. Evans
Jack & Joan Fahey
Family of Everette C. Abram
Betty Jean Farah & Eila Henry
in memory of Dr. John Alleman
Ms. Jaelyn Farris
Mr. Stanley P. Feret in memory of
Rosemary Feret
Ms. Alyson M. Finamore
Mr. & Mrs. James C. Finnigan
Ms. Pamela S. Florig
Mr. & Mrs. Donald E. Foley, Sr.
Mr. Joseph W. Fowler
Samuel & Barbara Frasco
in memory of Dr. Alfred Mangie
John & Shirley Frisco
Mrs. Josephine Gambrel in memory of
Dr. Alfred Mangie
Greg & Melanie Gamez
Gregory L. Gett, CPA
Capt. Sandy L. Gieseler
Mr. Ronald J. Glaros
Miss LaVearn Gomez in memory of
Dr. Alfred Mangie
Dr. Joseph & Mrs. Carolyn Gregori
Mrs. Sarah A. Gunn
Mr. Martin T. Haggerty
Bill, Linda & Sarah Hahn in memory of
Dr. Alfred Mangie
Atty. & Mrs. Dennis Haines
Mr. Edward W. Harvey
Mr. Edward C. Heal & Kristen Beckman
in memory of Dr. Paul Beckman
Ms. Kimberly A. Hight
Sandra & Harold Hrabowy
Mr. Terrence Hurley
Dr. W. Jeffrey Hurst
Ms. Elaine A. Jacobs
Ronald & Jane James
Mr. & Mrs. Clifford O. Johnson
Mr. & Mrs. J. Kevin Jordan in memory of
Dr. Paul Beckman
Ms. Hana A. Kilibarda
Dr. Hong Y. & Sung-hei Kim
Mrs. Donna Kirkwood

Dirk & Denise Kish
Dr. James & Lynn Kline
Lakeview Band Boosters
Dr. Sally A. Lewis
Mr. Richard R. Lucarell
Richard & Evelyn Lucas in memory of
Dr. Alfred Mangie
Mr. Jeffrey A. Lutz
Ms. Melissa Lyczkowski
Ms. Christine M. Maga
Ms. Ilene Malasky-Frankle in honor of
B. Richard Burdman's birthday
Dr. Thomas A. Maraffa
Ms. Kathy McIntyre
Kristi & Thomas McKenney
Jennifer & Eric McMahan
Mr. Glenn R. McQuiston in memory of
Dr. Alfred Mangie
Mr. Terry McRoberts
Richard & Normajean McVey in memory of
Dr. Alfred Mangie
Dr. & Mrs. W.M. Meikle in memory of
Dr. Alfred Mangie
Ms. Allison M. Metro
Metropolitan Life Foundation
Dr. Howard Mettee
Dr. Kenneth L. & Suellyn M. Miller
Mrs. Elaine G. Morgan
Micheal & Janet Murray
Dr. Bernard & Mrs. Ann Oakes
Ms. Grace O'Connor
Packer, Thomas & Company in honor of
Ralph Dillon's 90th birthday
Ms. Janet C. Papiernik
Rev. Willie Eva Peagler
Mr. Joseph C. Pennino
Ms. Margaret M. Peters
Ms. Susan L. Phillips
Ms. Sandra Pressler-Kemper
Mrs. Jane Price in memory of
Dr. Alfred Mangie
Protestant Campus Ministry
Christine & Dale Pullium in memory of
Dr. John Alleman
Ms. Anne R. Ralston
Ms. Mary A. Ramovs
Raytheon Company

Mr. Simon D. Rechedy	Dr. Leonard B. Spiegel & Joy Elder
Ms. Marcy Reinbolt	in memory of Dr. Theodosius Demen
Ms. Mary Jo Repasky	St. Anne Ukrainian Catholic School
Mrs. M. Alice Riley	in memory of 9/11/01 tragedy
Donna L. Ritch	Mr. Joseph D. Stafford
Mr. John A. Robic	Mr. & Mrs. Stephen Stentz in memory of
Mr. James E. Rogan	Dr. Paul Beckman
Michael & Barbara Roman	Ronald & Nicole Strollo
Ms. Tamara M. Rudy	Leslie v. Szirmay, Ph.D.
Susan Russo	T-Mobile
Miss Meredyth J. Santangelo	Ms. Marie E. Taafe
Dr. Lowell & Ellen Satre	Mr. George M. Tataseo
SBC Foundation	Ms. Denise K. Vanaman
Paul & Linda Scarmack	Ms. Helen M. Verdream
Ms. Hildegard Schnuttgen	Dr. Chuck Vergon
Mr. Joseph F. Segreti	Ms. Alyson Vogrin
Stephen, Lauren, Zack, MacKenzie &	Dr. & Mrs. Andrew Wansack in memory of
Griffin Senvisky in memory of	Dr. Alfred Mangie
Dr. Paul Beckman	Dr. Victor F. Wan-Tatah
Mr. & Mrs. Bruce Shaffer in memory of	Mr. Steven C. Westenskow
Dr. Paul Beckman	Rich White in honor of Boardman Steel &
Ms. Pauline E. Sheban in memory of	Diamond Steel
Dr. Alfred Mangie	Dr. & Mrs. John Yemma
Michael Shepherd & Lynda Bumback	Mrs. Barbara A. Young in memory of
Mrs. Kathy M. Shook	Dr. Alfred Mangie
Ms. Debra L. Shutts	Florence & William Yuhas
Mr. Mark R. Sirney	Zettle Solutions, Inc.
Skelly & Loy, Inc. - Harrisburg	
Employees of Skelly & Loy, Inc. -	
Monroeville in memory of	
Dr. Paul Beckman	

Total Pledged Cash Contributions: \$488,720.14

NON-CASH CONTRIBUTIONS

A & B Custom Machine	\$4,200.00	Parts & Materials for 2003 Walking Machine
Aim National Lease	636.00	24 ft. Truck Rental for Canfield Fair
Wood Dining	<u>200.00</u>	Portion of Food for Football Golf Outing 8/19/03

Total Non-Cash Contributions: \$5,036.00



WYSU-FM

PLEDGED CASH CONTRIBUTIONS BY RANK

\$1,000 - \$4,999

Margaret Hamel-McCloud

Below \$500

Bob Adduci

Ugur Aker

Andrew Alberico

Maxine Arens

Thomas & Lorraine Atwood

Phyllis Bako

Rosemary Bare

John & Kathryn Bassetti

James & Anita Battafarano

John Battisti

Jo Ann Beh

Brian & Deborah Benyo

Steven & Tom Bergert-Clark

James Berkey

George Bernardich

Dennis Berry

Kenneth Birath

Frederic Bishop

Anthony Blackburn

Frederick & Judith Blue

Dr. Douglas Bogdan

Dr. Todd Bolotin

Dorcas Borton

Robert & Kathleen Boykin

Danna Bozick

William J. Bresnahan

Jane Brock

Holly Burnett

Ronald Chordas

Dr. Chet Cooper

George Corfias

Dr. & Mrs. Robert Crafton

Thomas Crowe

Loren & Lisa D'Amore

Andrew Danus

Edward & Sallie Daytner

Veda DePaepe

Christine Detwiler

Dominion Foundation

Richard Dougherty

Michael Doyle

Catherine Dubos

Dr. Ronald Dull

Robert Edeburn

Mary Eichenlaub

Stephen Evan

Dr. Diane Fawley

Elizabeth Fekete

Atty. Herman Feldman

First Energy

Margaret Ford

Dr. & Mrs. Robert Foulkes

Douglas Fowler

William Franchim

Donald French

Karen Fry

Carolyn Funk

Terry Gardlock

Jerome Geier

Beth Geller

Norton German

Drs. Alan & Margaret Gittis

Marjorie Goldstone

Francis & Joyce Gottron III

Fran Greenberg

Louise Greenwald

Daniel Griffith

Robert & Christine Guesman

Veronica Hall

Mary Carlton Hammond

Kenneth & Nancy Harris
Janet Hazlette
Herta Heffner
Ardith Henderson
James Herr
Diva Higby
A. William Holdford
Dorothy Hoover
Aaron Hurd
Eugene Ierace
Illinois Tool Works
Norm Into
James & Mary Ann Itts
Marian Izak
James & Sally Jakubovic
Allen & Phyllis Janis
Thomas & Nancy Jeffries
Raymond Johnson
Roger & Gloria Jones
James & Linda Juillerat
Donna Kirkwood
Diane Kleeh
Christine Klika
Lewis & Verna Kness
William Koch
Karl Kolman
K. M. Kougl
Michael & Marilyn Kraynanski
Jack & Jean Kridler
James & Susan Krumpak
Valerie Kuehn
Jean Lebbby
Samuel & Sara Lightner
John & Kathryn Lima
Mr. & Mrs. Bob Limmer
Dr. Sherry Linkon
Richard & Annette Liston
William & Linda Livosky
Judith Lukin
Charles Lynn
David & Janet Lynn
Mahoning Valley Historical Society
Charles Mansell
Dr. & Mrs. Richard Marina
Robert Mattson

Carolyn May
Dorothy McClelland
Deborah McCullough
Timothy McGarry
Mollie McGovern
Doanld & Martha McKay
Tara McKibben
Norrene McLaughlin
Dr. & Mrs. Donald McLennan
Dr. Anne McMahan
Frank Mecak
Louisa Miller
Martha Mitchell
John & Edna Mongiello
Dwayne & Yolanda Morehouse
Elaine Morgan
Michael Moseley
Sue Motzer
Angela Mudrak
Donald Mumford
Mary Muntean
John E. Myers
Anthony Nackino
Paul & Laura Olivier
Mary Anne O'Toole
Gabriel Palmer-Fernandez
Anthony Palo
Beth Parkinson
Jody Patrick
Joseph Pecorelli
Mr. & Mrs. Bruce Persin
Gil Peterson
George Peya
Youngstown Playhouse
Jane & David Pollack
Ralph Racon
Rev. James E. Ray
Patricia Redshaw
Atty. & Mrs. John Regule
Roseanne Roh
R. Keller & Christine Rohde
Marybeth Roman
Jane Rowlands
Florine Rusnak
Carl & Ruth Sager

Dr. & Mrs. Lowell Satre
Kathy & David Sauline
SBC
Shawn Scharf
Carl Schaub
Dr. & Mrs. Steven Schildcrout
Janice Schnell
Kenneth & Eleanor Schrom
Ronald & Helen Schulz
Lee S. Schwebel
Nancy Shaffer
Rebekah Sheeler
Kenneth & Elizabeth Shellito
Larry Sherer
Mr. & Mrs. Bruce Sherman
Nancie Shillington
Dr. Thomas Shipka
Tad Siembida
Richard E. Smith
Anthony Sobota
Mr. & Mrs. Richard St. Clair
Robert & Ethel Stahl
State Farm Insurance
Matthew Stefanak
Michael & Laura Stepp
George & Judith Stevens
Donald Stitt
Eleanore Suci
Janine Tareshawty
Philip Terman
Robert & Margaret Tomm

Dr. Mary Toth
John Tottenham
Lawrence Truthan
Christine Tvaroch
Emmet & Martha Tyrrell
United Way of Ashtabula
Daniel Vargo
Jan Vaughn
Kreig Vens
David Waldman
Shawn Walker
Rose Walter
Mr. & Mrs. Michael Walton
Rev. & Mrs. Condie Watters
Scott Welch
David C. West
Samuel & Margaret White
William Whitehouse
Joseph & Carol Wiercinski
Robert Wiese
Dr. Bruce Willner
Mertie Winne
Women's Committee for Children's
Concerts
Paul Wysocki
Jacquelyn Yates
Youngstown State APAS
Terry Zahniser
Philip Zauderer
Harold Zealley

Total Cash Contributions:

\$16,723.00

**Andrews Recreation and Wellness Center
Implementation Plan**

Operations

The Andrews Recreation and Wellness Center will provide recreational facilities to Youngstown State University students and employees. Ramp-up expenses totaling approximately \$230,000 will be incurred in Fiscal Year 2005, and the facility will open August 2005 (Fiscal Year 2006).

A basic goal of operations is that the facility's fee revenues will fully support its operational costs. With characteristically lean staffing in comparison to other institutions, the facility will be able to meet this goal in Fiscal Year 2006 by charging students \$4 per credit hour up to 12 credit hours per semester, and by charging employees approximately \$30 per month for employee/spouse memberships.

The student rate falls within the acceptable range for students and is lower than comparable facilities at other institutions. Students attending Spring semester and enrolled for Fall semester will have access to the Center during the Summer regardless of their Summer enrollment status. Because of strong student sentiment, the Recreation and Wellness Center Fee will not be effective until the term the facility opens – Fall 2005.

An employee survey instrument is being planned to assess membership interest at varying fee levels, and the proposed employee rate may need to be adjusted as a result of that survey. At \$30 per month, the rate would still be lower than 4 of 5 similar facilities' current pricing structure.

A preliminary budget forecast for Fiscal Year 2006 follows:

Revenue		
Student fees	\$1,040,000	
Faculty/staff fees	\$20,000	
Total revenue		<u>\$1,060,000</u>
Expenditures		
Personnel (including fringes)	\$535,330	
Operating expenses	415,000	
Reserve funds	109,670	
Total expenditures		<u>\$1,060,000</u>

Accumulated reserve funds would be utilized for equipment replacement and major building maintenance/renovations. Other revenue enhancement programs will also be explored and annual net revenues over budgeted will be added to the reserve funds.

Andrews Recreation and Wellness Center Implementation Plan

Construction

The design/development phase has been completed with a total project cost of \$12 million. Bid documents are expected to be issued by late January 2004 with a general contractor selected by early March. Groundbreaking would commence in March 2004, and construction would be completed by August 2005.

Financing

Pledges totaling \$12 million are expected by December 2004. Since many of the pledges are receivable over a number of years, bridge financing is proposed to ensure adequate cash flow for construction. The attractiveness of a tax-exempt bond is more than offset by the high issuance costs for the size and duration of the needed funds. Thus, the bridge financing will be a conventional, variable-rate bank loan secured by the pledges. A Request for Proposals for a lead bank is being developed.

Two separate scenarios were developed for cash flow analysis purposes:

- A. With the use of \$2 million in State capital funds
- B. Without the use of \$2 million in State capital funds

Under both scenarios the following assumptions were made:

1. *Net* annual interest cost of 3.44%
2. \$12 million to be pledged by December 2004, with future pledge payments consistent with current pledge payment schedule
3. 5% of pledges estimated to be uncollectible
4. Debt to be retired or rolled into future bond issue after 5 years

Based on the above assumptions, preliminary cash flow analysis reveals the need for bridge financing of approximately \$2.6 million (Scenario A) or \$4.5 million (Scenario B). Over the five-year period, the net cost of this financing is projected to be approximately \$300,000 for Scenario A and \$600,000 for Scenario B.

Passage of a resolution authorizing Declarations of Official Intent for Reimbursement is necessary to preserve the ability to roll the bridge financing into any potential larger bond issuances that might occur in the future.

Attachments

The following items are attached for additional information/clarification on the Andrews Recreation and Wellness Center:

- Background information from YSU's web site
- October 31, 2003 Statement of Net Assets
- Cumulative Cash Flow Statement as of October 31, 2003
- Pledge Summary and Payment Projections at October 31, 2003

ANDREWS STUDENT RECREATION AND WELLNESS CENTER



Andrews Student Recreation and Wellness Center Scheduled to Open in 2005

A state-of-the-art fitness center will soon be a reality on the YSU campus. It was 1993 when students and staff members recognized the need for a state-of-the-art fitness facility, dedicated for leisure-time use by the YSU community.

Students Begin the Process

Since the early 1990s, several student initiatives have pressed for the establishment of a student recreation and wellness center on campus. In a student referendum held in 2000, 86% of the students voted in favor of a tuition tariff to acquire the funds to construct a recreation and wellness center.

University and Community Make a Commitment

In light of the current economic climate in higher education, the Board of Trustees recommended seeking private funding over placing an increased burden on the students.

In January 2002, a silent campaign was initiated to fund the construction of the Recreation and Wellness Center. A campaign cabinet of community leaders was created to serve as ambassadors for the fundraising efforts. Through their leadership and generosity, the campaign has secured over \$9 million toward the \$12 million goal. The public phase of the campaign is well underway with groundbreaking for the facility scheduled for spring 2004.

Students Make it Happen

An energetic student committee is the driving force of the decision-making process during this development phase. The projected opening date for the building is August 15, 2005.

Visit this website often for updates about the project.

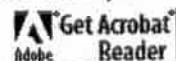
Come and look at the preliminary plans in the Schwebel Lounge in Kilcawley Center.

**view
current
plans!**
CLICK HERE

**rec center
survey
results**
CLICK HERE

**Read all
about it**
in the working
program document.
CLICK HERE

Note: The Program Book requires Adobe Acrobat Reader to view, print or save it. If you do not have this software installed on your computer, click on the icon below for installation and download instructions. Thank you.



**recreation and
wellness center
campaign**
CLICK HERE

**meet our
student
committee**
CLICK HERE

Youngstown State University
Recreation and Wellness Center
Statement of Net Assets
At October 31, 2003

	Internally Designated	Restricted	Total
ASSETS			
Cash	\$ -	38,726	\$ 38,726
Investments	-	2,578,709	2,578,709
Total cash/investments (Attachment A)	-	2,617,435	2,617,435
Pledges receivable	-	3,336,817	3,336,817
Less: amount estimated to be uncollectible	-	(166,841)	(166,841)
unamortized discount	-	(257,952)	(257,952)
Total pledges receivable, net (Attachment B)	-	2,912,024	2,912,024
Total Assets	-	5,529,459	5,529,459
LIABILITIES			
Accounts payable	-	-	-
Total Liabilities	-	-	-
TOTAL NET ASSETS	\$ -	5,529,459	\$ 5,529,459

**YSU RECREATION AND WELLNESS CENTER
CUMMULATIVE CASH FLOW**

	BUDGET	<u>As of October 31, 2003</u>
SOURCES		
P640 Internally Designated		
Gifts		\$ -
Investment income		-
Subtotal		-
P634 Restricted		
Gifts		2,920,350
Investment income		39,213
Gains/losses		580
Unrealized gains/losses		4,510
Subtotal		<u>2,964,653</u>
Total Sources	\$ 12,000,000	<u><u>2,964,653</u></u>
USES		
P640 Internally Designated		-
P634 Restricted		
Architects	\$ 980,000	347,218
Pre-Bid expense	94,600	-
Construction	9,800,000	-
Moveable equipment	350,000	-
Contingency	775,400	-
	<u>\$ 12,000,000</u>	<u><u>347,218</u></u>
Net Cash/Investments		<u><u>\$ 2,617,435</u></u>

Recreation and Wellness Center
Pledge Summary and Payment Projections
at October 31, 2003

Pledge Summary

	Pledge Records on YSU Books	Pledge Records Not on YSU Books	Grand Total
Pledges	\$ 6,625,105.91	\$ 3,066,000.00	\$ 9,691,105.91
Paid	3,288,288.57	-	3,288,288.57
Balance	<u>\$ 3,336,817.34</u>	<u>\$ 3,066,000.00</u>	<u>\$ 6,402,817.34</u>

Payment Projections

FY 2003	\$ 150,000.00	\$ -	\$ 150,000.00
FY 2004	434,536.80	2,000,000.00	2,434,536.80
FY 2005	637,477.16	-	637,477.16
FY 2006	624,906.73	-	624,906.73
FY 2007	599,233.51	-	599,233.51
FY 2008	326,782.65	-	326,782.65
FY 2009	173,394.77	-	173,394.77
FY 2010	121,728.57	-	121,728.57
FY 2011	121,728.57	-	121,728.57
FY 2012	122,028.58	-	122,028.58
Undetermined	25,000.00	1,066,000.00	1,091,000.00
Total pledge records	<u>\$ 3,336,817.34</u>	<u>\$ 3,066,000.00</u>	<u>\$ 6,402,817.34</u>

Pledges Receivable

YSU records at October 31, 2003	\$ 3,336,817.34
Total pledges receivable	
Less: amount estimated to be uncollectible	166,840.87
unamortized discount	257,952.00
Total pledges receivable, net	<u>\$ 2,912,024.47</u>

REVENUE	FY 2004	FY 2004	December Adjustments		FY 2004
	Approved Budget	Modified September	Sources	Uses	Modified December
Tuition, Fees & Other Student Charges					
Tuition & Mandatory Fees	\$62,800,000	\$62,800,000	\$2,600,000 (A)		\$65,400,000
Other Fees and Charges	6,910,500	6,910,500	850,000 (B)		7,760,500
Total Tuition, Fees and Charges	\$69,710,500	\$69,710,500	\$3,450,000	\$0	\$73,160,500
State Appropriations					
State Share of Instruction	\$41,124,000	\$41,124,000	\$406,147 (C)		\$41,530,147
Success, Access & Jobs Challenge	2,378,462	2,378,462	662,430 (D)		3,040,892
Total State Appropriations	\$43,502,462	\$43,502,462	\$1,068,577	\$0	\$44,571,039
Other	\$2,787,038	\$2,787,038			\$2,787,038
FY 2003 Balance Forward		\$3,142,759			\$3,142,759
TOTAL GENERAL FUND REVENUE	\$116,000,000	\$119,142,759	\$4,518,577	\$0	\$123,661,336

EXPENDITURES					
Personnel					
Faculty	\$33,500,845	\$33,500,845			\$33,500,845
Staff	26,466,864	26,842,864		230,000	27,072,864
Students	3,125,614	3,125,614		100,000	3,225,614
Fringes	20,023,890	20,023,890		200,000	20,223,890
Designated Funds	376,000				
Total Personnel	\$83,493,213	\$83,493,213	\$0	\$530,000	\$84,023,213
Operating Expenses					
Supplies	\$3,543,841	\$3,543,841		\$850,000	\$4,393,841
Travel and Related Expenses	1,075,555	1,075,555			1,075,555
Information and Communication	1,595,074	1,595,074			1,595,074
Maintenance/Repairs/Utilities	5,466,465	5,466,465		70,000	5,536,465
Student Aid and Awards	1,180,104	1,260,104			1,260,104
Equipment and Library Acquisitions	1,580,192	1,580,192			1,580,192
Miscellaneous	1,602,473	1,647,473		100,000	1,747,473
Total Operating Expenses	\$16,043,704	\$16,168,704	\$0	\$1,020,000	\$17,188,704
Nonmandatory Transfers	\$8,523,000	\$8,684,736	\$0	\$662,430	\$9,347,166
Other					
Strategic Initiatives	\$500,000	\$1,708,000			\$1,708,000
Scholarships for Excellence	2,213,060	2,313,060			2,313,060
Short Term Budget Stabilization Reserve *	1,400,000	1,400,000		606,147	2,006,147
Technology Initiative Reserve	0	0		1,000,000	1,000,000
Miscellaneous Institution-Wide Accounts	1,779,852	2,244,974		200,000	2,444,974
Institutional and Departmental Reserves	2,047,171	3,130,072			3,130,072
Priority Needs - TBD	0	0		500,000	500,000
Total Other	\$7,940,083	\$10,796,106	\$0	\$2,306,147	\$13,102,253
TOTAL GENERAL FUND EXPENDITURES	\$116,000,000	\$119,142,759	\$0	\$4,518,577	\$123,661,336

* Previously titled Contingency Reserve (for Tuition Cap)

(A) Add'l Mand. Fee Revenue due to enrollment
Summer 03/Fall 03 actual - Spring 04 estimate

(B) Est. Add'l Course Fee Revenue due to
enrollment - Summer 03/Fall 03 actual -
Spring 04 estimate

(C) SSI guarantee

(D) Access/Success increases: \$698,652
Jobs Challenge decrease: (\$36,222)

EXHIBIT INCLUDES THE FOLLOWING

- FY 2005 Preliminary Budget Forecast dated November 18, 2003

- Six tuition and fee schedules:
 1. Summary of Bulk-Rate Mandatory Costs to Attend
 2. Resident Undergraduate Tuition and Fees
 3. Resident Graduate Tuition and Fees
 4. Non-resident Tuition Surcharge
 5. Housing Charges
 6. Other Fees, Charges, and Fines

YOUNGSTOWN STATE UNIVERSITY
FY 2005 Preliminary Forecast
As of November 18, 2003

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	FY 2004 APPROVED BUDGET	FY 2004 MODIFIED September	FY 2004 MODIFIED December		FY 2005 Preliminary Forecast
REVENUE					
Tuition & Mandatory Fees	\$62,800,000	\$62,800,000	\$65,400,000	B	\$68,567,000
Other Fees and Charges	\$6,910,500	\$6,910,500	\$7,760,500		\$7,760,500
State Appropriations					
State Share of Instruction	\$41,124,000	\$41,124,000	\$41,530,147	C	\$41,124,000
Success Challenge	1,986,707	1,986,707	2,446,977		2,446,977
Access Challenge	302,249	302,249	540,631	D	490,531
Jobs Challenge	89,506	89,506	53,284		53,284
Total State Appropriations	\$43,502,462	\$43,502,462	\$44,571,039		\$44,114,792
Other	\$2,787,038	\$2,787,038	\$2,787,038		\$2,787,708
FY 2003 Balance Forward (one-time)	\$0	\$3,142,759	\$3,142,759	A	\$0
Total Base and One-Time Revenue	\$116,000,000	\$119,142,759	\$123,661,336		\$123,230,000
Total One-Time Modifications	0	(3,142,759)	(4,041,336)		0
Total Base Revenue	\$116,000,000	\$116,000,000	\$119,620,000		\$123,230,000
EXPENDITURES					
Personnel					
Full Service Faculty Salaries	\$27,587,579	\$27,587,579	\$27,587,579		\$28,967,144
Transfer from Vacancy Reserve to Pt-Time (Temp)	0	0	0		(500,000)
Temporary Faculty Salaries	5,913,266	5,913,266	5,913,266		6,413,266
Total Faculty Salaries	\$33,500,845	\$33,500,845	\$33,500,845		\$34,880,410
Professional & Administrative Staff	11,151,114	11,527,114	11,527,114		11,853,853
Classified and Police	14,586,128	14,586,128	14,816,128		15,199,390
Temporary Staff	729,622	729,622	729,622		729,622
Salary Adjustment Reserve (APAS & PA Exempt)	376,000	0	0		0
Total Staff Salaries	\$26,842,864	\$26,842,864	\$27,072,864		\$27,782,865
Student Salaries	\$3,125,614	\$3,125,614	\$3,225,614		\$3,125,614
Total Faculty, Staff and Student Salaries	\$63,469,323	\$63,469,323	\$63,799,323		\$65,788,889
Fringe Benefits	20,023,890	20,023,890	20,223,890		21,052,444
Total Salaries and Fringe Benefits	\$83,493,213	\$83,493,213	\$84,023,213		\$86,841,333
Operating Expenses	\$16,043,704	\$16,168,704	\$17,188,704		\$16,893,704
Non-Mandatory Transfers	\$8,523,000	\$8,684,736	\$9,347,166		\$9,265,330
Other					
Strategic Initiatives	\$500,000	\$1,708,000	\$1,708,000		\$1,900,000
Scholarships for Excellence	2,213,060	2,313,060	2,313,060		2,213,060
Short Term Budget Stabilization Reserve	0	0	2,006,147		0
Contingency Reserve (for tuition cap)	1,400,000	1,400,000	0		0
Technology Initiative Reserve	0	0	1,000,000		0
Miscellaneous Institution-Wide Accounts	1,779,852	2,244,974	2,444,974		1,779,852
Institutional and Departmental Reserves	2,047,171	3,130,072	3,130,072		2,047,171
Priority Needs - TBD	0	0	500,000		2,289,550
Total Other	\$7,940,083	\$10,796,106	\$13,102,253		\$10,229,633
Total Base & One-Time Expenditures	\$116,000,000	\$119,142,759	\$123,661,336		\$123,230,000
Total One-Time Modifications	0	(3,142,759)	(4,041,336)		0
Total Base Expenditures	\$116,000,000	\$116,000,000	\$119,620,000		\$123,230,000
PRELIMINARY SURPLUS PROJECTION					
	\$0	\$0	\$0		\$0

A - FY 2003 Balance Forward - one-time dollars

B - Includes \$442,430 one-time dollars

C - Includes \$406,147 one-time dollars

D - Includes \$ 50,000 one-time dollars

REVENUE

STATE APPROPRIATIONS

State Share of Instruction assumes 99% of Guarantee
 \$460,000 increase in Success Challenge not designated

TUITION AND MANDATORY FEES

Forecast assumption is a 6% increase using a 2 year average FTE of 10,241

OTHER FEES AND CHARGES

\$ 850,000 increase is estimated course fee revenue
 (Current budget is \$1.5 million - FY 2003 actual = \$1.8 million)

OTHER OPTIONS

Technology and/or Scholarship tuition surcharge (each 1% increase in tuition = approx. \$647,000)

EXPENDITURES

SALARIES

Faculty - contractual increase (3.5% + \$1,000)
 The \$500,000 reduction in the Faculty Vacancy Pool is a preliminary estimate in a move toward budgeting a portion of the base savings from full-time faculty vacancies to part-time salaries
 Temporary Faculty Salaries - transfer of \$500,000 to part-time salaries from full-time vacancy pool
 Classified Staff and Police increases are estimated at contractual rates; all others estimated at 3%

FRINGES

Budgeted fringes as a percent of total salaries is 32% for preliminary forecast

OPERATING EXPENSES

Increased course fee budget (revenue and expense) by \$ 850,000 (Note: 100% of course fee revenue is distributed to colleges - distribution for FY 2005 should take into account a provision for bad debt); the entire approval process and accountability for course fees needs serious review.

NON-MANDATORY TRANSFERS

Estimated increases to Athletics and Kilcawley Center are \$100,000 and \$30,000 respectively; remainder of increase is the Challenge transfers from the General Fund to the Designated Accounts.

MISCELLANEOUS OTHER

Moved the \$1.4 million Contingency Reserve to Strategic Initiative (total base of \$ 1.9 million)

PRIORITY NEEDS-TBD (\$2,289,550)

Un- or Under-Budgeted Issues	Estimates	
Instructional Costs	\$500,000	
Utilities (Steam)	126,000	FY 2003 Actual was \$836,309
Scholarships for Excellence	100,000	to bring total to FY04 budget
Disability Services	70,000	
Bad Debt	400,000	current base is \$500,000
Student Wage Increase	200,000	
Police	100,000	
Professional Fees/Services	300,000	
Employee Recruitment/Relocation	25,000	
Undesignated	468,550	
	<u>\$2,289,550</u>	

**YOUNGSTOWN STATE UNIVERSITY
Resident Undergraduate Tuition and Fees**

Schedule 2

Fee Description	Proposed FY 2005	FY 2004	Increase (Decrease)	Percentage Change
BULK-RATE TUITION AND MANDATORY FEES				
Instructional Fee (per semester, 12-16 credit hours)	\$2,323.44	\$2,160.00	\$163.44	7.57%
General Fee (per semester, 12-16 credit hours)	504.00	504.00	0.00	0.00%
Technology Fee (per semester, 12-16 credit hours)	60.00	60.00	0.00	0.00%
Full-time tuition and mandatory fees	<u>\$2,887.44</u>	<u>\$2,724.00</u>	<u>\$163.44</u>	<u>6.00%</u>
TUITION AND MANDATORY FEES (outside of bulk-rate)				
Instructional Fee (per credit hour, 1-12 hours)	\$193.62	\$180.00	\$13.62	7.57%
Credits in excess of bulk-rate per semester (per credit)	\$193.62	\$180.00	\$13.62	7.57%
General Fee (per credit hour, 1-12 hours and over 16 hours)	\$42.00	\$42.00	\$0.00	0.00%
Technology Fee (per credit hour)	\$5.00	\$5.00	\$0.00	0.00%
ADDITIONAL UNDERGRADUATE FEES				
Joint engineering program ¹ (per credit hour)	\$225.00	\$225.00	\$0.00	0.00%
FULL-TIME TUITION DISCOUNTS²				
Associate Degree students (per semester)	\$248.00	\$248.00	\$0.00	0.00%

Notes:

¹ Fee for joint engineering program includes all other mandatory fees.

² Funded by Access/Success Challenge dollars and pro-rated for part-time students

YOUNGSTOWN STATE UNIVERSITY
Resident Graduate Tuition and Fees

Schedule 3

Fee Description	Proposed FY 2005	FY 2004	Increase (Decrease)	Percentage Change
BULK-RATE TUITION AND MANDATORY FEES¹				
Instructional Fee (per semester, 12-16 credit hours)	\$3,000.00	\$2,796.00	\$204.00	7.30%
General Fee (per semester, 12-16 credit hours)	504.00	504.00	0.00	0.00%
Technology Fee (per semester, 12-16 credit hours)	60.00	60.00	0.00	0.00%
Tuition and mandatory fees within the bulk rate	\$3,564.00	\$3,360.00	\$204.00	6.07%
TUITION AND MANDATORY FEES (outside of bulk-rate)				
Instructional Fee (per credit hour, 1-12 hrs)	\$250.00	\$233.00	\$17.00	7.30%
Credits in excess of 16 per semester (per credit)	\$250.00	\$233.00	\$17.00	7.30%
General Fee (per credit hour, 1-12 hours and over 16 hours)	\$42.00	\$42.00	\$0.00	0.00%
Technology Fee (per credit hour)	\$5.00	\$5.00	\$0.00	0.00%
ADDITIONAL GRADUATE FEES				
Master of Public Health				
Instructional Fee (per credit hour)	\$368.00	\$368.00	\$0.00	0.00%
General Fee (per credit hour)	n/a	n/a	n/a	n/a
Technology Fee (per credit hour)	\$5.00	\$5.00	\$0.00	0.00%
Graduate Workshops				
In-State Participant (per credit hour)	\$115.00	\$115.00	\$0.00	0.00%
Regional Participant (per credit hour)	\$171.00	\$171.00	\$0.00	0.00%
Non-regional Participant (per credit hour)	\$231.00	\$231.00	\$0.00	0.00%

Notes:

¹ Although the graduate bulk-rate band is 12-16 hours, graduate students are full-time for academic purposes at 9 credit hours and above.

Non-resident Tuition Surcharge

	<u>Proposed FY 2005</u>	<u>FY 2004</u>	<u>Increase (Decrease)</u>	<u>Percentage Change</u>
UNDERGRADUATE				
Regional				
Part-time (per credit, 1-12 credits)	\$103.00	\$97.00	\$6.00	6.2%
Full-time (per semester, within the bulk)	\$1,236.00	\$1,164.00	\$72.00	6.2%
Credits in excess of bulk (per credit)	\$103.00	\$97.00	\$6.00	6.2%
Non-Regional				
Part-time (per credit, 1-12 credits)	\$217.00	\$217.00	\$0.00	0.0%
Full-time (per semester, within the bulk)	\$2,604.00	\$2,604.00	\$0.00	0.0%
Credits in excess of bulk-rate (per credit)	\$217.00	\$217.00	\$0.00	0.0%
GRADUATE^{1,2}				
Regional				
Below the bulk-rate (per credit, 1-12 credits)	\$120.00	\$112.25	\$7.75	6.9%
Within the bulk-rate (per semester)	\$1,440.00	\$1,347.00	\$93.00	6.9%
Credits in excess of bulk-rate (per credit)	\$120.00	\$112.25	\$7.75	6.9%
Non-Regional				
Below the bulk-rate (per credit, 1-12 credits)	\$231.00	\$231.08	(\$0.08)	0.0%
Within the bulk-rate (per semester)	\$2,772.00	\$2,773.00	(\$1.00)	0.0%
Credits in excess of bulk-rate (per credit)	\$231.00	\$231.08	(\$0.08)	0.0%

Note:

¹ Although the graduate bulk-rate band is from 12-16 hours, graduate students are considered full-time for academic purposes at 9 credit hours and above.

² Reduced regional and non-regional rates are available for workshop participants

Housing Charges

Fee Description	Proposed FY 2005	FY 2004	Dollar Increase	Percentage Increase
Room and Board (per academic year)	\$6,100	\$5,700	\$400	7.0%
Payable as follows:				
FY 2004-\$200 room reservation fee, \$2850 Fall Semester/\$2650 Spring Semester				
FY 2005-\$200 room reservation fee, \$3050 Fall Semester/\$2850 Spring Semester				
Residence Hall Security Deposit (academic year and/or summer)	\$100	\$100	\$0	0.0%
Single Room Surcharge	\$700	\$600	\$100	16.7%
Weller House Apartments (per Acad. Year-room only)	\$5,000	\$0	\$5,000	n/a
Student Housing During Academic Breaks				
One - three days (no meals, per day)	\$21	\$20	\$1	5.0%
Per week (7 meals/week)	\$165	\$150	\$15	10.0%
Summer 2004 and 2003				
Room and Board (10 meals per week)	\$180	\$150	\$30	20.0%
Apartments (room only, per person, per week)	\$150	\$100	\$50	50.0%
Voluntary Meal Plans per semester (for students not residing on campus)				
Fourteen meals per week (w/\$200 flex spending)	\$875	\$865	\$10	1.2%
Ten meals per week (w/\$225 flex spending)	\$695	\$695	\$0	0.0%
Five meals per week (w/\$150 flex spending)	\$400	\$350	\$50	14.3%

Other Fees, Charges, and Fines

(proposed changes to take effect Fall term 2004)

Fee Description	Proposed FY 2005	FY 2004	Increase (Decrease)	Percent Change
ACT Test Fee	\$32	\$32	\$0	0.0%
Check Replacment Fee	\$25	\$0	\$25	n/a
Child Preschool Laboratory Fee (per semester)	\$150	\$150	\$0	0.0%
Computer-based Placement Re-Test Fee (per test)	\$15	\$0	\$15	n/a
Course Fees (per course)				
level 1	\$35	\$35	\$0	0.0%
level 2	\$50	\$50	\$0	0.0%
level 3	\$65	\$65	\$0	0.0%
level 4 (gross anatomy)	\$187	\$187	\$0	0.0%
Credit by Examination (per credit)	\$20	\$20	\$0	0.0%
Duplicate Diploma Fee	\$40	\$40	\$0	0.0%
Fingerprinting Fee (per occurrence)	\$30	\$30	\$0	0.0%
Graduate Student Application Fee	\$30	\$30	\$0	0.0%
Health & Physical Education Locker & Towel:				
Students registered for HPES course	\$0	\$0	\$0	n/a
Campus Recreation (not enrolled in HPES course)	\$38	\$38	\$0	0.0%
Campus Recreation Lock Replacement	\$6	\$6	\$0	0.0%
Campus Recreation Towel Replacement	\$6	\$6	\$0	0.0%
Inoculation Fees:				
Hepatitis series	\$125	\$125	\$0	0.0%
Measles, mumps, rubella	\$40	\$40	\$0	0.0%
Meningitis	\$75	\$75	\$0	0.0%
Tetanus	\$10	\$10	\$0	0.0%
Installment Fee (per month)	\$10	\$10	\$0	0.0%
International Student Credential Evaluation Fee-Graduate	\$45	\$75	(\$30)	-40%
International Student Cred. Eval. Fee-Undergraduate	\$75	\$75	\$0	0.0%
Intramural Team Fee (per team)	\$10	\$10	\$0	0.0%
Intramural Team Protest Fee (per team)	\$5	\$5	\$0	0.0%
Late Class Add Fee (per course, to be charged for each course added after the published last day to add a class)	\$25	\$25	\$0	0.0%
Late Graduation Application Fee (after 3rd week)	\$35	\$35	\$0	0.0%
Late Payment Fee (rebill)	\$25	\$20	\$5	25.0%
Late Registration Fee	\$50	\$25	\$25	100.0%
Library Fines - Overdue Book (per day)	\$0.10	\$0.10	\$0	0.0%

Other Fees, Charges, and Fines

(proposed changes to take effect Fall term 2004)

Fee Description	Proposed FY 2005	FY 2004	Increase (Decrease)	Percent Change
Library Fines - Overdue Reserve Book (per day)	\$0.55	\$0.55	\$0	0.0%
MAT Test Fee	\$40	\$40	\$0	0.0%
Orientation/Matriculation Fee (per semester)	\$50	\$50	\$0	0.0%
Parking Charges				
Daily/Special Event Parking (per day)	\$4	\$4	\$0	0.0%
Permit (students, per semester, Fall and Spring)	\$68	\$68	\$0	0.0%
Permit (students, Summer term)	\$25	\$25	\$0	0.0%
Permit (employees, per semester)	\$80	\$80	\$0	0.0%
Permit (weekly, per week)	\$10	\$10	\$0	0.0%
Permit (MPH program, per semester)	\$25	\$25	\$0	0.0%
Permit (Contracted Services Employees, per semester, Fall and Spring)	\$68	\$68	\$0	0.0%
Permit (Contracted Services Employees, per semester, Summer term)	\$25	\$25	\$0	0.0%
Parking Violations:				
Class I	\$10	\$10	\$0	0.0%
Class II	\$50	\$50	\$0	0.0%
Peace Officers' Training Academy	\$300	\$300	\$0	0.0%
Performance Music Fee (per credit, plus tuition)	\$75	\$55	\$20	36.4%
Photo I.D. Replacement Charge	\$20	\$20	\$0	0.0%
Proficiency Examination (per course)	\$45	\$45	\$0	0.0%
Quantity Foods Luncheon	\$7.50	\$6.50	\$1	15.4%
Quantity Foods Dinner	\$9	\$8	\$1	12.5%
Reading Tutoring Fee	\$38	\$38	\$0	0.0%
Registration Reinstatement Fee	\$25	\$0	\$25	n/a
Returned Check or Credit Card Fee	\$30	\$30	\$0	0.0%
Rich Autism Center Pre-School Program (per week)	\$125	\$125	\$0	0.0%
Student Locker Rental (per academic year)	\$20	\$20	\$0	0.0%
Thesis Binding	\$25	\$25	\$0	0.0%
Transcript Rush Fee (same day processing, U.S. mail or in-person)	\$10	\$10	\$0	0.0%
Transcript Rush Fee (overnight express)	\$25	\$25	\$0	0.0%
Undergraduate Application (first time applicant)	\$30	\$30	\$0	0.0%

Summary of Bulk-Rate Mandatory Costs to Attend¹
 (See Schedules 2-a, 3-a and 4 for detail)

(Includes increase
for Technology)

	<u>Proposed FY 2005</u>	<u>Actual FY 2004</u>	<u>Increase</u>	<u>Percentage Increase</u>
UNDERGRADUATE				
(per semester)				
Resident	\$2,941.92	\$2,724.00	\$217.92	8.00%
Non-resident:				
Regional	\$4,177.92	\$3,888.00	\$289.92	7.46%
Non-regional	\$5,545.92	\$5,328.00	\$217.92	4.09%
GRADUATE²				
(per semester)				
Resident	\$3,618.48	\$3,360.00	\$258.48	7.69%
Non-resident:				
Regional	\$5,058.48	\$4,707.00	\$351.48	7.47%
Non-regional	\$6,390.48	\$6,133.00	\$257.48	4.20%

Notes:

¹ Rates for specialized programs not included in this presentation.

² Although the graduate bulk-rate band is from 12-16 hours, graduate students are considered full-time for academic purposes at 9 credit hours and above.

Agenda Item E.3.f.
Exhibit E

YOUNGSTOWN STATE UNIVERSITY

Resident Graduate Tuition and Fees

Schedule 3-a
(Includes increase
for Technology)

Fee Description	Proposed FY 2005	FY 2004	Increase (Decrease)	Percentage Change
BULK-RATE TUITION AND MANDATORY FEES¹				
Instructional Fee (per semester, 12-16 credit hours)	\$3,000.00	\$2,796.00	\$204.00	7.30%
General Fee (per semester, 12-16 credit hours)	504.00	504.00	0.00	0.00%
Technology Fee (per semester, 12-16 credit hours)	114.48	60.00	54.48	90.80%
Tuition and mandatory fees within the bulk rate	\$3,618.48	\$3,360.00	\$258.48	7.69%
TUITION AND MANDATORY FEES (outside of bulk-rate)				
Instructional Fee (per credit hour, 1-12 hrs)	\$250.00	\$233.00	\$17.00	7.30%
Credits in excess of 16 per semester (per credit)	\$250.00	\$233.00	\$17.00	7.30%
General Fee (per credit hour, 1-12 hours and over 16 hours)	\$42.00	\$42.00	\$0.00	0.00%
Technology Fee (per credit hour)	\$9.54	\$5.00	\$4.54	90.80%
ADDITIONAL GRADUATE FEES				
Master of Public Health				
Instructional Fee (per credit hour)	\$368.00	\$368.00	\$0.00	0.00%
General Fee (per credit hour)	n/a	n/a	n/a	n/a
Technology Fee (per credit hour)	\$9.54	\$5.00	\$4.54	90.80%
Graduate Workshops				
In-State Participant (per credit hour)	\$115.00	\$115.00	\$0.00	0.00%
Regional Participant (per credit hour)	\$171.00	\$171.00	\$0.00	0.00%
Non-regional Participant (per credit hour)	\$231.00	\$231.00	\$0.00	0.00%

Notes:

¹ Although the graduate bulk-rate band is 12-16 hours, graduate students are full-time for academic purposes at 9 credit hours and above.



UNIVERSITY GUIDEBOOK

**Subject: Professional Conduct of Faculty, Department Chairpersons,
and Professional/Administrative Employees**

Developed by: David C. Sweet
Title: President
Approved: December 17, 2003

Authorized by: David C. Sweet
Title: President
EFFECTIVE: December 17, 2003

Policy: Faculty, department chairpersons, and professional/administrative employees are expected to demonstrate professional conduct that exhibits the values of honesty, integrity, competence, respect, and responsibility. The parameters and procedures defined herein, serve as the framework for defining, and investigating allegations of, professional misconduct, and the administration of sanctions against those found to have violated this policy.

RESOLUTION NUMBER: YR 2000-63; YR 2004-

This Policy and procedures apply to all full-time and part-time faculty, department chairpersons, and professional/administrative employees with respect to allegations of professional misconduct as defined herein, and supercedes and replaces Board Policy 9006.01 which was effective March 10, 2000. Allegations of professional misconduct related to sponsored programs, use of human subjects in research, use and care of animals in research, scientific misconduct, conflicts of interest and/or commitment in sponsored programs, non-discrimination and equal opportunity, sexual harassment, and computer use shall be reviewed pursuant to procedures provided in Board policies governing these areas. The applicable policies are:

- Board Policy 1013.01—Research, Grants, and Sponsored Programs
- Board Policy 1014.01—Integrity in Research - Use of Human Participants
- Board Policy 1015.01—Integrity in Research - Use and Care of Animals
- Board Policy 1016.01—Scientific Misconduct
- Board Policy 1017.01—Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research
- Board Policy 2002.01—Equal Opportunity Discrimination Complaint Procedures
- Board Policy 2003.01—Sexual Harassment
- Board Policy 4009.01—Use of University Computing Resources

I. PROFESSIONAL MISCONDUCT

A. 'Professional misconduct' for purposes of this Policy means:

- 1) Fabrication, falsification, plagiarism, or other intentional deception in proposing, awarding, administering, conducting, and/or presenting or reporting results of scientific research, administrative or scholarly inquiry, or creative endeavors.
- 2) Recommending or awarding grants, leaves, travel requests, promotions, professional awards or recognitions, or other funds or resources in violation of applicable University policies, agreements, contracts, grants, laws and regulations.
- 3) Use of grants, facilities, equipment, supplies, or other University resources in violation of applicable University policies, agreements, contracts, grants, laws and regulations.
- 4) Selective reporting of favorable results, or intentional omission of conflicting data, as an outcome of research or inquiry.
- 5) Improper use or release of information, ideas, or data in violation of applicable University policies, agreements, contracts, grants, laws and regulations.
- 6) Stealing, destroying, or otherwise taking or using without permission the property of others or products or research produced by others, such as data, equipment, supplies, computer programs, notes or other records, manuscripts, or specimen collections.
- 7) Misrepresentation of one's credentials.

B. No person shall:

- 1) Disregard the procedures contained herein.
- 2) Retaliate against anyone making a good faith allegation of professional misconduct.
- 3) Obstruct the inquiry into or investigation of allegations of professional misconduct.
- 4) Deliberately make false allegations of professional misconduct.

Such actions may also be considered to be professional misconduct and a violation of this Policy and subject to the procedures herein or other disciplinary measures.

- C. Nothing in this section shall be interpreted to include unintentional error, omission, or oversight or to obviate sincere and genuine differences in interpretations or judgments regarding policies, resources, or data.

II. DEFINITIONS

- A. 'Fabrication' means the creation of nonexistent or fictitious data or results.
- B. 'Falsification' means the manipulation or alteration of data for the creation or reporting of false results.
- C. 'Plagiarism' means representing the work of another person, including the person's words, ideas, or methods, as one's own in public or private forums or media.
- 1) Determinations of plagiarism, including allegations involving official meetings of classes, shall include consideration of:
 - a. the purpose and character of the use, including whether such use is of a self-interested nature or is for purposes other than an educational or professional mission;
 - b. the nature of the work, including whether published and copyrighted and whether part of the generally accepted body of knowledge in a field, discipline, or area;
 - c. the amount and substantiality of the portion used in relation to the work as a whole; and
 - d. the effect of the use upon the audience and upon the potential market for or value of the work.
 - 2) In general, use of the work of another person should be accompanied by proper citation or acknowledgment. However, the requirements and specificity of citation or acknowledgment may be determined by the expectations or common practices of the forum, medium, or discipline within which the use occurs. If a generally accepted code of professional ethics for a particular discipline contains additional or different provisions related to plagiarism, then that code shall apply to members of that profession. Accordingly, the fact that the work of another person is not cited or acknowledged shall not, itself, mandate a finding of plagiarism.

- 3) In no case shall a finding of plagiarism apply to written or oral representations that are part of casual conversations, strictly private communications between individuals, or other personal exchanges in which a faculty member, department chairperson, or professional/administrative staff member is not acting as a representative of the University or in his/her professional role.
- D. Nothing in these definitions shall be interpreted to include unintentional error, omission, or oversight or to obviate sincere and genuine differences in interpretations or judgments regarding policies, resources, or data.

III. PROCEDURES

A. Professional Conduct Committee

- 1) A standing Professional Conduct Committee (“Committee”) in the Academic Senate will be responsible for addressing allegations of professional misconduct in accordance with this Policy. The Committee and any subcommittee will receive appropriate legal and secretarial support in connection with their work.
- 2) The Committee shall consist of twelve (12) members. Six (6) members shall be tenured faculty, one (1) from each undergraduate college appointed by the chair of the Academic Senate, and six (6) members shall be professional/administrative employees appointed by the President of the University. At least two (2) tenured faculty members of the Committee shall be regular members of the graduate faculty. Members of the Committee shall serve for staggered three (3) year terms. Initially two (2) faculty members and two (2) non-faculty members shall be appointed for a one (1) year term, two (2) faculty members and two (2) non-faculty members shall be appointed for a two (2) year term, and two (2) faculty members and two (2) non-faculty members shall be appointed for a three (3) year term. The Committee shall elect its own chairperson (“Chairperson”), who shall serve a three- (3) year term as chairperson and member. The Committee shall operate under majority rule, and a quorum shall consist of seven (7) members.

B. Allegation of Professional Misconduct

- 1) A person who believes that a faculty member, department chairperson, or professional/administrative staff member has engaged in professional misconduct as defined by this Policy shall meet with the Chairperson to discuss the issue in strict confidence. This meeting must occur not later than thirty (30) days after the complainant observes or discovers the alleged professional misconduct and in any case not later than three (3) years after the alleged occurrence of the professional misconduct.
- 2) If the Chairperson is uncertain as to whether the alleged professional misconduct is subject to review pursuant to this Policy or another Board policy, the Chairperson shall raise the question with the chair of the Academic Senate. The chair of the Academic Senate, the President of the University, and the Provost/Vice President for Academic Affairs, or their designees, shall confer and determine by a majority vote which policy is appropriately applied to the alleged professional misconduct. In cases where the alleged misconduct involves a sponsored program, the Dean of Graduate Studies and Research shall be consulted prior to the determination.
- 3) The Chairperson shall listen to the concerns of the complainant and advise the complainant as to how to file a formal allegation of professional misconduct and the procedures that must be followed under this Policy once a formal allegation is made. A complainant who wishes to file a formal allegation of professional misconduct must do so not later than fourteen (14) days after the meeting with the Chairperson.
- 4) A formal allegation of professional misconduct is not made unless and until it is received in writing by the Chairperson and may not be made anonymously.

C. Inquiry Into Formal Allegation

- 1) Not later than seven (7) days from the receipt of a formal allegation of professional misconduct, the Chairperson shall notify the person against whom the allegation is made. The person against whom a formal allegation is made may be present during any inquiry proceeding along with, at his/her expense, representatives of his/her choice.

- 2) Upon receiving a formal allegation, the Chairperson shall call a meeting of the Committee to inquire as to whether the allegation warrants a formal investigation. In conducting this inquiry, the Committee shall be responsible for gathering information and conducting an initial fact finding to justify its decision regarding the need for a formal investigation. Not later than twenty-eight (28) days from the receipt of a formal allegation of professional misconduct by the Chairperson, the Committee shall determine whether a formal investigation of the allegation is appropriate. At least seven (7) votes in the affirmative shall be required to determine that a formal investigation is appropriate.
- 3) If a formal investigation is determined not to be appropriate, the Chairperson shall within seven (7) days of that determination notify the complainant and the person against whom the formal allegation of professional misconduct was made that the allegation has been rejected. The Chairperson shall make no public announcement regarding such determination, unless he/she deems it necessary to protect the reputation of the person against whom an allegation was made.

D. Investigation of a Formal Allegation

- 1) If the Committee determines that a formal investigation of the allegation is appropriate, the Chairperson shall notify the complainant and the person against whom the allegation of professional misconduct was made within seven (7) days after that determination that a formal investigation of the allegation will be conducted. Not later than fourteen (14) days after the vote of the Committee, and with the advice of the Committee, the Chairperson shall appoint a Case Investigation Subcommittee ("Subcommittee") consisting of five (5) members comprised of tenured faculty, administrators, and/or professional staff with appropriate background and knowledge to conduct a thorough and authoritative evaluation of the evidence and information bearing upon the allegation. At least one (1) member of the Subcommittee shall be a member of the Committee. The Chairperson shall also designate the chairperson of the Subcommittee. The Subcommittee may include tenured faculty, administrators, or professional staff from outside the University in cases where individuals within the University would not have the required expertise or would be subject to an actual or apparent conflict of interest.

- 2) The Subcommittee shall investigate the allegation of professional misconduct and determine whether the allegation is justified. The investigation shall include interviews with the person against whom the allegation has been made, if possible, and an examination of all pertinent evidence and information bearing upon the allegation. A quorum shall be present whenever testimony is given in connection with an investigation. A quorum shall consist of no fewer than three (3) members of the Subcommittee. The Subcommittee shall keep detailed records of its investigation, including transcripts of all testimony.
- 3) The person against whom the allegation is made and his/her representatives shall be provided with all documents, records, statements and any other information and material gathered or used by the Subcommittee. If the investigation includes interviews, testimony, or the appearance of any person before all or part of the Subcommittee, the person against whom the allegation has been made and/or representatives of his/her choice may be present and question any such persons. In addition, they shall have the right to obtain documents, records and information, and to interview witnesses, including the complainant, regarding the allegation. All persons being interviewed, giving testimony, or otherwise making an appearance before all or part of the Subcommittee may have representatives of their choice present to advise them. Any person who chooses to have the aid of representatives shall do so at his/her own expense.
- 4) Not later than sixty (60) days from its appointment, the Subcommittee shall file a report of its investigation with the Committee, except that it may request an extension from the Chairperson for no more than an additional thirty (30) days to complete its work. The report of the Subcommittee shall include all of the information and records gathered in its investigation.

E. Finding of a Substantiated Allegation

- 1) Not later than twenty-one (21) days from receipt of the report of the Subcommittee, the Committee shall vote to determine whether or not the formal allegation of professional misconduct is substantiated by the evidence. At least seven (7) votes in the affirmative shall be required to find that the allegation is substantiated. If the allegation is substantiated, the Committee may also recommend penalties or sanctions, provided at least seven (7) members of the Committee agree on penalties and sanctions.

- 2) Not later than fourteen (14) days after a finding by the Committee that the allegation of professional misconduct is substantiated, the Chairperson shall prepare a Professional Misconduct Report and shall provide copies of this report to the person against whom the finding of professional misconduct was made, his/her immediate administrative superior, the person who made the allegation, the chair of the Academic Senate, the President of the University, the vice president of the division where the person against whom the finding was made works, and the chairperson of the University Board of Trustees. This report shall include the formal allegation, findings of fact, and any recommended penalties or sanctions.

F. Finding of an Unsubstantiated Allegation

If at least seven (7) members of the Committee do not affirmatively vote that the allegation is substantiated, then the allegation will be found to be unsubstantiated, and the Chairperson shall promptly notify the person who was the subject of the allegation, his/her immediate administrative superior, the person who made the allegation, the chair of the Academic Senate, the President of the University, the vice president of the division where the person against whom the allegation was made works, the chairperson of the University Board of Trustees, and others deemed appropriate by the Chairperson, including professional societies.

G. Appeal of a Substantiated Allegation

- 1) Not later than fourteen (14) days after receipt of the Professional Misconduct Report, the person found to have engaged in professional misconduct may file an appeal of the Professional Misconduct Report, as to the formal allegation, application of the Policy, procedures followed, findings of fact, and recommended penalties or sanctions, with the President of the University. If the person found to have engaged in professional misconduct is the President of the University, the appeal shall be filed with the chairperson of the University Board of Trustees.
- 2) The person with whom the appeal is filed shall appoint a committee to review the appeal and make a recommendation. The person with whom the appeal is filed, or any committee he/she appoints in connection with the appeal, may conduct whatever level of review they determine to be appropriate, including interviewing witnesses and reviewing documents. If the recommended penalty or sanction in the Professional Misconduct Report is termination, then a de novo review of the allegation shall be conducted on appeal.

- 3) Not later than thirty (30) days after an appeal is filed, the person with whom the appeal is filed shall issue a decision on the appeal. If the appeal is upheld, the person granting the appeal shall promptly notify all appropriate parties. This notification shall include the rationale for granting the appeal. If the appeal is denied, the person denying the appeal shall promptly notify all appropriate parties, including the immediate administrative superior of the person determined to have engaged in professional misconduct. This notification shall include the rationale for denying the appeal. Alternatively, the person with whom the appeal is filed may modify any part of the Professional Misconduct Report.

H. Administrative Implementation of Sanctions

- 1) Absent an appeal, or if the appeal is denied or a modified Professional Misconduct Report is issued, the immediate administrative superior of the person found to have engaged in professional misconduct may implement, or engage the process to implement, any recommended sanctions of the Professional Misconduct Report, impose his or her own sanctions, or take other action. If the person found to have engaged in professional misconduct is a member of the YSU-OEA bargaining unit, any sanctions imposed must be administered in a manner consistent with the YSU/YSU-OEA Agreement. If the person found to have engaged in professional misconduct is a member of the YSU-APAS bargaining unit, any sanctions imposed must be administered in a manner consistent with the YSU/YSU-APAS Agreement. If the person found to have engaged in professional misconduct is not a member of any bargaining unit, any sanctions imposed must be administered in a manner consistent with applicable University policies.
- 2) Should the immediate administrative superior decline to implement or to engage the process to implement the recommendations of the Professional Misconduct Report or the determination of the person with whom the appeal was filed, he/she shall issue an explanation in writing to the Chairperson, the chair of the Academic Senate, the President of the University, the vice president of the division where the person against whom the finding was made works, and the chairperson of the University Board of Trustees.

I. Records

The Chairperson shall maintain all documentation related to the Committee's actions regarding formal allegations and arrange for the safe storage of all records of the Committee's and Subcommittee's meetings, inquiries, investigations, votes, and recommendations, for a period of three (3) years after a finding on the allegation.

J. Conflict of Interest

No person shall serve on the Committee or Subcommittee, in a given case, if such a person is the person against whom an allegation of professional misconduct has been made, or if such person has a personal interest in the outcome of the case. No person shall hear an appeal of a finding of professional misconduct, in a given case, if such person is the person found to have engaged in professional misconduct or if such person has a personal interest in the outcome of the case. If there is a need to appoint a temporary or permanent replacement member of the Committee or Subcommittee, the original appointing person shall appoint the replacement. If the chair of the Academic Senate has a conflict of interest in a given case, the President of the University shall appoint the replacement. If the President of the University has a conflict in a given case, the chairperson of the University Board of Trustees shall appoint the replacement.



REDLINE VERSION
UNIVERSITY GUIDEBOOK

**Subject: Professional Conduct of Faculty, Department Chairpersons,
and Exempt Professional/Administrative Employees**

Developed by: Leslie H. Cochran David C. Sweet
Title: President
Date: March, 2000
Approved: December 17, 2003

Authorized by: Leslie H. Cochran David C. Sweet
Title: President
EFFECTIVE: March 10, 2000 December 17, 2003

Policy: Exempt professional/administrative employees of the University are expected to demonstrate a personal and professional commitment to the values of integrity, competence, respect, and responsibility. The Statement of Ethics, found in the *University Guidebook* (pp. ii - v), serves as a guideline for professional conduct and a framework for professional relationships with one another within the context of continuous professional development. Faculty, department chairpersons, and professional/administrative employees are expected to demonstrate professional conduct that exhibits the values of honesty, integrity, competence, respect, and responsibility. The parameters and procedures defined herein, serve as the framework for defining, and investigating allegations of, professional misconduct, and the administration of sanctions against those found to have violated this policy.

RESOLUTION NUMBER: YR 2000-63; YR 2004-

Note: The following is a restatement of "Youngstown State University Statement of Ethics" as approved by the Academic Senate on June 4, 1997 and accepted by the Board of Trustees on March 13, 1998.

**YOUNGSTOWN STATE UNIVERSITY
STATEMENT OF ETHICS**

Preamble

We, the faculty and administrative members of the Youngstown State University community, strive to create an environment that fosters excellence in teaching, learning, scholarship, university, and public service. The YSU Statement of Ethics is intended to guide faculty and administrators as we work together to fulfill this mission. These core principles describe appropriate relations among members of the University community, the constituencies we serve, and the larger society in which we work.

~~This Statement serves as a guide of conduct through articulating the principles that underlie our behavior. This Statement assists individuals in resolving ethical dilemmas by describing some of the rights, responsibilities, freedoms, and constraints upon our actions. As a community, we recognize the difficulty in discerning the resolution of these dilemmas and their ensuing conflicts. For example, freedom of expression and academic freedom carry with them the responsibility to respect the worth and dignity of each human being. Likewise, the unfettered search for and dissemination of knowledge requires honesty both in its pursuit and communication.~~

~~Moreover, professional autonomy, a hallmark of higher education, is preserved when it is exercised within the context of the principles this Statement supports.~~

~~Although interpretation of the Statement's principles is mediated by personal values, culture, and experiences, the University community affirms the fundamental values of integrity, competence, respect, and responsibility that this Statement articulates. Achieving a community which practices these ideals requires not only the expression of these ideals but also a personal commitment to a lifelong effort to act ethically.~~

Integrity

~~We, the faculty and administrative members of the YSU community, uphold our commitment to cultivate integrity in all areas of University life. In so doing, we (faculty and administrators) adhere to the principle of moral inclusion, i.e., rules of morality, honesty, and fair play are applied to all regardless of age, race, gender, ethnicity, national origin, religion, sexual orientation, disability, language, or socioeconomic status.~~

~~Furthermore, as members of the University community, we become aware of our own moral perspectives as we engage in the process of values clarification. We do so in order to eliminate biases that would hinder the application of the principle of moral inclusion. Members of the University community foster integrity through educational efforts in campus newspapers, seminars, lectures, and other programs.~~

~~There are three key areas in which integrity plays a major role. First, the performance of duties and job responsibilities requires integrity insofar as these encompass the resolution of conflicts of interests among students and employees of the University. Next, interactions within the YSU community require integrity insofar as these interactions encompass the proper use of power. Power is not to be used in an abusive manner. Thirdly, in the distribution of resources within our community, integrity is present insofar as distributions are equitable and fair.~~

Furthermore, a commitment to integrity requires that publication credit accurately reflect the relative and proportional professional contributions of the individuals involved. When major contributions of a professional character are made by several persons to a common project, these are recognized by joint authorship. In valuing integrity, we also recognize a student's authorship of his or her written work, and that a student is usually listed as the principal author of any multiple-authored article that is substantially based on his or her dissertation or thesis.

Competence

We, the faculty and administrative members of the YSU community, uphold our commitment to maintain competence and expertise in our chosen fields. In so doing, we engage in professional activities that will both increase and maintain our awareness of current information and our maintenance of performance standards. Furthermore, we recognize our limitations and seek appropriate guidance and education to broaden them. In recognizing the need to further our competence, we actively pursue excellence in our areas of expertise and their related fields.

Furthermore, we recognize that we are to maintain a level of education, training, and research. In doing so, we further our goals of effective teaching, supervision, and participation in the activities required of us in our individual academic environments.

Finally, we recognize that a commitment to competence requires an obligation to be accountable for our individual actions and judgments. We uphold professional standards of conduct. If our performance or conduct is impaired and our expected duties cannot be fulfilled, then reasonable steps must be taken to prevent harm to those we encounter.

Respect

We, the faculty and administrative members of the YSU community, adhere to a universal, comprehensive respect for persons. Implicit in such respect is a valuing of what it is to be human so as to preserve and encourage the rights of all individuals. Although we possess certain rights, our rights do not exist in a vacuum; they are activated in a web of relationships such that there is a reciprocity between rights and the conditions that make them possible. This reciprocity leaves us necessarily respectful of one another.

Through a respect for persons, we guarantee some basic rights and equal access to these rights as the respective benefits of the many facets of our environment. We all have a right to be heard. Included in this right is the requirement to work towards an environment that not only allows people to be heard but also empowers them to the point of making themselves heard. This includes the duty of not silencing others through discriminatory or prejudicial behavior, as well as the duty of seeking to eradicate that behavior which drowns out the voices that are typically heard less often. We all have a

~~right to be safe. Included in this right is the freedom from exploitative power relationships. Within any community there are power differentials, but when such distinctions are enacted with an underlying respect for persons and their role in the community, destructive effects are minimized. Finally, we all have a right to be valued. Included in this right is the requirement to value others, such that we respect their privacy and confidentiality.~~

~~Inevitable in a framework of rights are the ensuing conflicts that arise within any community when desires are at cross purposes. Yet, when such conflicts arise against the backdrop of a commitment to respect, these conflicts are resolved in such a manner as to allow for a positive and productive future after conflict. As members of the YSU community, we support this future—a future based on mutual respect.~~

Responsibility

~~As educational leaders, faculty and administrative members of our University community must demonstrate responsibility to our students, colleagues, institution, discipline, and community.~~

~~Within the YSU community, we recognize the responsibility to value all students. In order to contribute to the ongoing development of students, we will value their opinions, time, and academic contributions. Within this framework of responsibility, classroom performance will be assessed in ways that are valid, open, fair, and consistent. As members of the YSU community, we recognize the responsibility of demonstrating that we value the dignity of our colleagues in such a way as to preserve their academic, professional, and personal reputation. Members of our community are to work cooperatively with colleagues to foster professional development.~~

~~Members of the institution are to be aware of and value the educational goals, policies, and standards of the institution. Members agree to work for the good of the institution as a whole and will endeavor to abide by stated University policies and regulations that pertain to its well being. Neither outside commitments nor personal gain will be allowed to come into conflict with this responsibility.~~

~~Members of the YSU community shall maintain a high regard for and a continued involvement in the discipline in which they are involved. This requires gaining and maintaining a high level of valid knowledge that ensures that professional expertise is accurate, current, representative, appropriate, and without personal bias. Furthermore, we will take steps to understand alternative ways of presenting knowledge and skills. Finally, we shall take steps to foster an environment that develops these practices.~~

~~As members of the YSU community, we will represent the University to the community for the mutual enrichment of both. We recognize that we have the responsibility to share knowledge and skills and to provide important leadership and enlightenment to the communities in which we live. This responsibility will manifest itself in terms of community and public service, often reflecting, but not limited to, our areas of expertise.~~

Conclusion

~~We, the faculty and administrative members of the YSU community, make this commitment to the values of integrity, competence, respect, and responsibility. In so doing, we recognize this is a fundamental, though not an exhaustive, list of ethical principles that can serve as a framework for our relationships to one another within the context of continuous moral development.~~

Procedures:

- ~~1. Any person who believes that an exempt professional/administrative employee is engaging in conduct outside the above guidelines has a personal responsibility to privately discuss those concerns with the individual in a confidential manner to the extent possible.~~
- ~~2. If those concerns are not resolved, it should be brought to the attention of the immediate supervisor of the exempt employee. If the conduct is related to sexual harassment, the procedures identified in 2003.01 Sexual Harassment will be utilized.~~
- ~~3. The supervisor will review the matter, and may discuss it as appropriate, with other administrators (Equal Opportunity, Human Resources, University Counsel, etc.).~~
- ~~4. The supervisor will discuss the matter with the exempt professional/administrative employee and arrive at a resolution.~~
- ~~5. If the proposed resolution is not acceptable to the exempt professional/administrative employee, that employee may request that the matter be forwarded to the Provost or appropriate Vice President for review and final disposition of the matter. Upon completion, the supervisor will inform the originator of the concern that the matter has been appropriately addressed.~~
- ~~6. If the Provost or Vice President is the affected party, the President will serve as the final review person.~~
- ~~7. Reviews under this policy should be conducted with appropriate discretion in keeping with the Statement of Ethical Principles.~~

~~8. An individual who purposefully makes false accusations under this policy will be subject to sanctions.~~

This Policy and procedures apply to all full-time and part-time faculty, department chairpersons, and professional/administrative employees with respect to allegations of professional misconduct as defined herein, and supercedes and replaces Board Policy 9006.01 which was effective March 10, 2000. Allegations of professional misconduct related to sponsored programs, use of human subjects in research, use and care of animals in research, scientific misconduct, conflicts of interest and/or commitment in sponsored programs, non-discrimination and equal opportunity, sexual harassment, and computer use shall be reviewed pursuant to procedures provided in Board policies governing these areas. The applicable policies are:

Board Policy 1013.01—Research, Grants, and Sponsored Programs

Board Policy 1014.01—Integrity in Research - Use of Human Participants

Board Policy 1015.01—Integrity in Research - Use and Care of Animals

Board Policy 1016.01—Scientific Misconduct

Board Policy 1017.01—Objectivity in Research - Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research

Board Policy 2002.01—Equal Opportunity Discrimination Complaint Procedures

Board Policy 2003.01—Sexual Harassment

Board Policy 4009.01—Use of University Computing Resources

I. PROFESSIONAL MISCONDUCT

A. 'Professional misconduct' for purposes of this Policy means:

- 1) Fabrication, falsification, plagiarism, or other intentional deception in proposing, awarding, administering, conducting, and/or presenting or reporting results of scientific research, administrative or scholarly inquiry, or creative endeavors.
- 2) Recommending or awarding grants, leaves, travel requests, promotions, professional awards or recognitions, or other funds or resources in violation of applicable University policies, agreements, contracts, grants, laws and regulations.
- 3) Use of grants, facilities, equipment, supplies, or other University resources in violation of applicable University policies, agreements, contracts, grants, laws and regulations.

- 4) Selective reporting of favorable results, or intentional omission of conflicting data, as an outcome of research or inquiry.
- 5) Improper use or release of information, ideas, or data in violation of applicable University policies, agreements, contracts, grants, laws and regulations.
- 6) Stealing, destroying, or otherwise taking or using without permission the property of others or products or research produced by others, such as data, equipment, supplies, computer programs, notes or other records, manuscripts, or specimen collections.
- 7) Misrepresentation of one's credentials.

B. No person shall:

- 1) Disregard the procedures contained herein.
- 2) Retaliate against anyone making a good faith allegation of professional misconduct.
- 3) Obstruct the inquiry into or investigation of allegations of professional misconduct.
- 4) Deliberately make false allegations of professional misconduct.

Such actions may also be considered to be professional misconduct and a violation of this Policy and subject to the procedures herein or other disciplinary measures.

C. Nothing in this section shall be interpreted to include unintentional error, omission, or oversight or to obviate sincere and genuine differences in interpretations or judgments regarding policies, resources, or data.

II. DEFINITIONS

- A. 'Fabrication' means the creation of nonexistent or fictitious data or results.
- B. 'Falsification' means the manipulation or alteration of data for the creation or reporting of false results.

C. 'Plagiarism' means representing the work of another person, including the person's words, ideas, or methods, as one's own in public or private forums or media.

- 1) Determinations of plagiarism, including allegations involving official meetings of classes, shall include consideration of:
 - a. the purpose and character of the use, including whether such use is of a self-interested nature or is for purposes other than an educational or professional mission;
 - b. the nature of the work, including whether published and copyrighted and whether part of the generally accepted body of knowledge in a field, discipline, or area;
 - c. the amount and substantiality of the portion used in relation to the work as a whole; and
 - d. the effect of the use upon the audience and upon the potential market for or value of the work.
- 2) In general, use of the work of another person should be accompanied by proper citation or acknowledgment. However, the requirements and specificity of citation or acknowledgment may be determined by the expectations or common practices of the forum, medium, or discipline within which the use occurs. If a generally accepted code of professional ethics for a particular discipline contains additional or different provisions related to plagiarism, then that code shall apply to members of that profession. Accordingly, the fact that the work of another person is not cited or acknowledged shall not, itself, mandate a finding of plagiarism.
- 3) In no case shall a finding of plagiarism apply to written or oral representations that are part of casual conversations, strictly private communications between individuals, or other personal exchanges in which a faculty member, department chairperson, or professional/administrative staff member is not acting as a representative of the University or in his/her professional role.

D. Nothing in these definitions shall be interpreted to include unintentional error, omission, or oversight or to obviate sincere and genuine differences in interpretations or judgments regarding policies, resources, or data.

III. PROCEDURES

A. Professional Conduct Committee

- 1) A standing Professional Conduct Committee ("Committee") in the Academic Senate will be responsible for addressing allegations of professional misconduct in accordance with this Policy. The Committee and any subcommittee will receive appropriate legal and secretarial support in connection with their work.
- 2) The Committee shall consist of twelve (12) members. Six (6) members shall be tenured faculty, one (1) from each undergraduate college appointed by the chair of the Academic Senate, and six (6) members shall be professional/administrative employees appointed by the President of the University. At least two (2) tenured faculty members of the Committee shall be regular members of the graduate faculty. Members of the Committee shall serve for staggered three (3) year terms. Initially two (2) faculty members and two (2) non-faculty members shall be appointed for a one (1) year term, two (2) faculty members and two (2) non-faculty members shall be appointed for a two (2) year term, and two (2) faculty members and two (2) non-faculty members shall be appointed for a three (3) year term. The Committee shall elect its own chairperson ("Chairperson"), who shall serve a three- (3) year term as chairperson and member. The Committee shall operate under majority rule, and a quorum shall consist of seven (7) members.

B. Allegation of Professional Misconduct

- 1) A person who believes that a faculty member, department chairperson, or professional/administrative staff member has engaged in professional misconduct as defined by this Policy shall meet with the Chairperson to discuss the issue in strict confidence. This meeting must occur not later than thirty (30) days after the complainant observes or discovers the alleged professional misconduct and in any case not later than three (3) years after the alleged occurrence of the professional misconduct.

- 2) If the Chairperson is uncertain as to whether the alleged professional misconduct is subject to review pursuant to this Policy or another Board policy, the Chairperson shall raise the question with the chair of the Academic Senate. The chair of the Academic Senate, the President of the University, and the Provost/Vice President for Academic Affairs, or their designees, shall confer and determine by a majority vote which policy is appropriately applied to the alleged professional misconduct. In cases where the alleged misconduct involves a sponsored program, the Dean of Graduate Studies and Research shall be consulted prior to the determination.
- 3) The Chairperson shall listen to the concerns of the complainant and advise the complainant as to how to file a formal allegation of professional misconduct and the procedures that must be followed under this Policy once a formal allegation is made. A complainant who wishes to file a formal allegation of professional misconduct must do so not later than fourteen (14) days after the meeting with the Chairperson.
- 4) A formal allegation of professional misconduct is not made unless and until it is received in writing by the Chairperson and may not be made anonymously.

C. Inquiry Into Formal Allegation

- 1) Not later than seven (7) days from the receipt of a formal allegation of professional misconduct, the Chairperson shall notify the person against whom the allegation is made. The person against whom a formal allegation is made may be present during any inquiry proceeding along with, at his/her expense, representatives of his/her choice.
- 2) Upon receiving a formal allegation, the Chairperson shall call a meeting of the Committee to inquire as to whether the allegation warrants a formal investigation. In conducting this inquiry, the Committee shall be responsible for gathering information and conducting an initial fact finding to justify its decision regarding the need for a formal investigation. Not later than twenty-eight (28) days from the receipt of a formal allegation of professional misconduct by the Chairperson, the Committee shall determine whether a formal investigation of the allegation is appropriate. At least seven (7) votes in the affirmative shall be required to determine that a formal investigation is appropriate.

- 3) If a formal investigation is determined not to be appropriate, the Chairperson shall within seven (7) days of that determination notify the complainant and the person against whom the formal allegation of professional misconduct was made that the allegation has been rejected. The Chairperson shall make no public announcement regarding such determination, unless he/she deems it necessary to protect the reputation of the person against whom an allegation was made.

D. Investigation of a Formal Allegation

- 1) If the Committee determines that a formal investigation of the allegation is appropriate, the Chairperson shall notify the complainant and the person against whom the allegation of professional misconduct was made within seven (7) days after that determination that a formal investigation of the allegation will be conducted. Not later than fourteen (14) days after the vote of the Committee, and with the advice of the Committee, the Chairperson shall appoint a Case Investigation Subcommittee ("Subcommittee") consisting of five (5) members comprised of tenured faculty, administrators, and/or professional staff with appropriate background and knowledge to conduct a thorough and authoritative evaluation of the evidence and information bearing upon the allegation. At least one (1) member of the Subcommittee shall be a member of the Committee. The Chairperson shall also designate the chairperson of the Subcommittee. The Subcommittee may include tenured faculty administrators, or professional staff from outside the University in cases where individuals within the University would not have the required expertise or would be subject to an actual or apparent conflict of interest.

- 2) The Subcommittee shall investigate the allegation of professional misconduct and determine whether the allegation is justified. The investigation shall include interviews with the person against whom the allegation has been made, if possible, and an examination of all pertinent evidence and information bearing upon the allegation. A quorum shall be present whenever testimony is given in connection with an investigation. A quorum shall consist of no fewer than three (3) members of the Subcommittee. The Subcommittee shall keep detailed records of its investigation, including transcripts of all testimony.

- 3) The person against whom the allegation is made and his/her representatives shall be provided with all documents, records, statements and any other information and material gathered or used by the Subcommittee. If the investigation includes interviews, testimony, or the appearance of any person before all or part of the Subcommittee, the person against whom the allegation has been made and/or representatives of his/her choice may be present and question any such persons. In addition, they shall have the right to obtain documents, records and information, and to interview witnesses, including the complainant, regarding the allegation. All persons being interviewed, giving testimony, or otherwise making an appearance before all or part of the Subcommittee may have representatives of their choice present to advise them. Any person who chooses to have the aid of representatives shall do so at his/her own expense.
- 4) Not later than sixty (60) days from its appointment, the Subcommittee shall file a report of its investigation with the Committee, except that it may request an extension from the Chairperson for no more than an additional thirty (30) days to complete its work. The report of the Subcommittee shall include all of the information and records gathered in its investigation.

E. Finding of a Substantiated Allegation

- 1) Not later than twenty-one (21) days from receipt of the report of the Subcommittee, the Committee shall vote to determine whether or not the formal allegation of professional misconduct is substantiated by the evidence. At least seven (7) votes in the affirmative shall be required to find that the allegation is substantiated. If the allegation is substantiated, the Committee may also recommend penalties or sanctions, provided at least seven (7) members of the Committee agree on penalties and sanctions.
- 2) Not later than fourteen (14) days after a finding by the Committee that the allegation of professional misconduct is substantiated, the Chairperson shall prepare a Professional Misconduct Report and shall provide copies of this report to the person against whom the finding of professional misconduct was made, his/her immediate administrative superior, the person who made the allegation, the chair of the Academic Senate, the President of the University, the vice president of the division where the person against whom the finding was made works, and the chairperson of the University Board of Trustees. This report shall include the formal allegation, findings of fact, and any recommended penalties or sanctions.

F. Finding of an Unsubstantiated Allegation

If at least seven (7) members of the Committee do not affirmatively vote that the allegation is substantiated, then the allegation will be found to be unsubstantiated, and the Chairperson shall promptly notify the person who was the subject of the allegation, his/her immediate administrative superior, the person who made the allegation, the chair of the Academic Senate, the President of the University, the vice president of the division where the person against whom the allegation was made works, the chairperson of the University Board of Trustees, and others deemed appropriate by the Chairperson, including professional societies.

G. Appeal of a Substantiated Allegation

1) Not later than fourteen (14) days after receipt of the Professional Misconduct Report, the person found to have engaged in professional misconduct may file an appeal of the Professional Misconduct Report, as to the formal allegation, application of the Policy, procedures followed, findings of fact, and recommended penalties or sanctions, with the President of the University. If the person found to have engaged in professional misconduct is the President of the University, the appeal shall be filed with the chairperson of the University Board of Trustees.

2) The person with whom the appeal is filed shall appoint a committee to review the appeal and make a recommendation. The person with whom the appeal is filed, or any committee he/she appoints in connection with the appeal, may conduct whatever level of review they determine to be appropriate, including interviewing witnesses and reviewing documents. If the recommended penalty or sanction in the Professional Misconduct Report is termination, then a de novo review of the allegation shall be conducted on appeal.

3) Not later than thirty (30) days after an appeal is filed, the person with whom the appeal is filed shall issue a decision on the appeal. If the appeal is upheld, the person granting the appeal shall promptly notify all appropriate parties. This notification shall include the rationale for granting the appeal. If the appeal is denied, the person denying the appeal shall promptly notify all appropriate parties, including the immediate administrative superior of the person determined to have engaged in professional misconduct. This notification shall include the rationale for denying the appeal. Alternatively, the person with whom the appeal is filed may modify any part of the Professional Misconduct Report.

H. Administrative Implementation of Sanctions

- 1) Absent an appeal, or if the appeal is denied or a modified Professional Misconduct Report is issued, the immediate administrative superior of the person found to have engaged in professional misconduct may implement, or engage the process to implement, any recommended sanctions of the Professional Misconduct Report, impose his or her own sanctions, or take other action. If the person found to have engaged in professional misconduct is a member of the YSU-OEA bargaining unit, any sanctions imposed must be administered in a manner consistent with the YSU/YSU-OEA Agreement. If the person found to have engaged in professional misconduct is a member of the YSU-APAS bargaining unit, any sanctions imposed must be administered in a manner consistent with the YSU/YSU-APAS Agreement. If the person found to have engaged in professional misconduct is not a member of any bargaining unit, any sanctions imposed must be administered in a manner consistent with applicable University policies.
- 2) Should the immediate administrative superior decline to implement or to engage the process to implement the recommendations of the Professional Misconduct Report or the determination of the person with whom the appeal was filed, he/she shall issue an explanation in writing to the Chairperson, the chair of the Academic Senate, the President of the University, the vice president of the division where the person against whom the finding was made works, and the chairperson of the University Board of Trustees.

I. Records

The Chairperson shall maintain all documentation related to the Committee's actions regarding formal allegations and arrange for the safe storage of all records of the Committee's and Subcommittee's meetings, inquiries, investigations, votes, and recommendations, for a period of three (3) years after a finding on the allegation.

J. Conflict of Interest

No person shall serve on the Committee or Subcommittee, in a given case, if such a person is the person against whom an allegation of professional misconduct has been made, or if such person has a personal interest in the outcome of the case. No person shall hear an appeal of a finding of professional misconduct, in a given case, if such person is the person found to have engaged in professional misconduct or if such person has a personal interest in the outcome of the case. If there is a need to appoint a temporary or permanent replacement member of the Committee or Subcommittee, the original appointing person shall appoint the replacement. If the chair of the Academic Senate has a conflict of interest in a given case, the President of the University shall appoint the replacement. If the President of the University has a conflict in a given case, the chairperson of the University Board of Trustees shall appoint the replacement.



UNIVERSITY GUIDEBOOK

Subject: Supplementary Pay

Developed by: John Habat
Title: Vice President for Administration
Revised: December 17, 2003

Authorized by: John Habat
Title: Vice President for Administration
EFFECTIVE: December 17, 2003

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 1999-65; YR 2004-

Definition: For the purpose of supplementary pay, an employee is defined as any faculty, professional/administrative staff, or classified civil service staff.

Parameters:

- Assignments of additional duties for supplementary pay are intended to enable the University to generally deal with short-term staffing problems involving unusual circumstances, unanticipated situations, or occasions when normal staffing practices will not suffice. Such assignments will generally not be approved as a routine matter or on a continuing basis.
- Supplementary payments to an employee during any fiscal year may not exceed the lesser of either 20 percent as calculated on a full-time salary basis or \$10,000. However, contractual or grant agreements governing externally funded activities and/or which provide special incentives to perform activities beyond an employee's normal scope of work may supersede this monetary limitation.

Procedures:

1. A department/unit supervisor or division executive officer encountering short-term staffing problems that cannot be met through normal staffing practices may explore the possibility of assigning additional duties to an employee.
2. Requests to make supplementary payments must be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer.

Agenda Item E.4.b.**Exhibit G**

3. The division executive officer may authorize assignments of additional duties for supplementary pay. It is expected that the necessary funds will be provided from within the division affected.
4. Faculty members should refer to their collective bargaining agreement.
5. The Department of Human Resources will develop necessary administrative procedures and forms to process and manage supplementary pay.



REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: Supplemental Supplementary Pay for Staff

Developed by: Jean R. Wainio John Habat	Authorized by: G. L. Mears John Habat
Title: Interim Executive Director Vice President Human Resources for Administration	Title: Executive Vice President Vice President for Administration
Date: January, 1999	EFFECTIVE: March 12, 1999 December 17, 2003
Revised: December 17, 2003	

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 199-65; ~~YR 2004-~~

Definition: For the purposes of supplemental supplementary pay, a ~~staff member~~ an ~~employee~~ is defined as any ~~full-time employee who is not a member of the faculty bargaining unit~~ faculty, professional/administrative staff, or classified civil service staff.

Parameters:

- Assignments of additional duties for supplemental supplementary compensation pay are intended to enable the University to generally deal with short-term staffing problems involving unusual circumstances, unanticipated situations, or occasions when normal staffing practices will not suffice. Such assignments will generally not be approved as a routine matter or on a continuing basis.
- Supplemental Supplementary payments to an employee during any fiscal year may not exceed the lesser of either 20% percent as calculated on a full-time salary of base salary basis or ~~\$9,000~~ \$10,000. However, contractual or grant agreements governing externally funded activities and/or which provide special incentives to perform activities beyond an employee's normal scope of work may supersede this monetary limitation.

Procedures:

1. A department or unit supervisor or ~~division executive officer~~ encountering short-term staffing problems that cannot be met through normal staffing practices may explore the possibility of assigning additional duties to a ~~staff member~~ an employee.

- ~~2. If the staff member agrees to assume the additional duties, the supervisor will prepare a written justification, which is forwarded to the appropriate Dean or Executive Director for review.~~
- ~~2. Requests to make supplementary payments must be approved prior to any work being assigned or undertaken. Exceptions may be granted for emergency situations documented by the department supervisor and affirmed by the division executive officer.~~
- ~~3. After reviewing the request, the Dean or Executive Director may forward the request to the Provost or appropriate Vice President for approval.~~
4. 3. The Provost or appropriate Vice President ~~division executive officer~~ may authorize assignments of additional duties for ~~supplemental compensation~~ ~~supplementary pay~~. It is expected that the necessary funds will be provided from within the division affected.
- ~~5. 4. Faculty members should refer to their collective bargaining agreement.~~
- ~~5. The Department of Human Resources will develop necessary administrative procedures and forms to process and manage supplementary pay.~~

~~NOTE: Replaces significant portion of YR 1993 8 Article III, Section 9.1 (Supplemental Payment to Employees for Teaching & Consulting) and Appendix I, "University Policies on Supplementary Payment to Employees for Teaching and Consulting. Also see 1012.01 Teaching by Staff.~~

**YOUNSTOWN STATE UNIVERSITY
REQUEST FOR SUPPLEMENTARY PAYMENT TO EMPLOYEE**

INSTRUCTIONS: This form is utilized to request and process payment for supplementary service performed by University employees. Refer to University Guidebook, Section 7023.01 for policy, parameters, and procedures.

SECTION A (To Be Completed by the Signature Authority of the Department Originating Request for Supplementary Payment)

(Employee Name) (Employee's Current Department) (Social Security Number)

Description of Duties To Be Performed: *(Attach Separate Sheet if Needed)*

Employee Type:	Full-Time	Part-Time
Classified Civil Service	<input type="checkbox"/>	<input type="checkbox"/>
Professional/Administrative	<input type="checkbox"/>	<input type="checkbox"/>
Faculty	<input type="checkbox"/>	<input type="checkbox"/>
Requesting Department Recommended Compensation: \$ _____ <i>(Full-Time Faculty Only)</i>		

Date(s) and Times Duties Will Be Performed: _____

(Signature of Person Submitting Request) (Requesting Department) (Date) (Phone Extension)

SECTION B (Short-Term Staffing Assignment Review)

By Human Resources:
(For Classified Civil Service, Professional/Administrative Staff, and Part-time Faculty)

- Recommend
Compensation: \$ _____
(For Internally-Funded Positions Only)
- NOT** Recommended; Return to Requester.

(Signature of Human Resources Staff) (Date)

By Faculty Supplementary Pay Committee:
(For Full-Time Faculty Only)

- Recommended
- NOT** Recommended; Return to Requester.

(Signature of Committee Chair) (Date)

SECTION C (Requesting Department Verification)

For Internal/Designated Funded Positions:

Funding Available: Yes No
\$ _____ -1910
(Account #)

(Requesting Department)

(Signature Authority for Account Being Charged) (Date)

For External/Restricted Funded Positions:

Funding Available: Yes No
\$ _____ -1910
(Account #)

(Signature of Grant Principal Investigator) (Date)

(Grants/Approved Research Office)

(General Accounting Funding Verification) (Date)
Return to Requesting Department

SECTION D (Employee Acceptance)

Accepted Yes No

(Employee Signature) (Date)

SECTION E (Payroll Documentation)

Payroll Account # _____ /Job Code 09301
Pay Periods **Pay Dates** **Pay Types**
Start - End

- Bi-Weekly _____ - _____ K, R
- Semi-Monthly _____ - _____ E
- Monthly _____ - _____ F, G, H

(Entered By) (Date)

SECTION F (Official Personnel File)

(Date Filed) (HR Initials)

Mission Statement

The mission of the Department of Intercollegiate Athletics at Youngstown State University is to offer broad-based programs, which accommodate the needs and interests of the students. The Intercollegiate Athletics Department is committed to:

1. Welfare of student-athletes
2. Academic integrity
3. Sportsmanship and ethical integrity by student-athletes, staff, and boosters
4. Fiscal integrity
5. Diversity of student-athletes and staff
6. Gender equity
7. Community outreach