

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

Tod Administration Building
Wednesday, December 17, 2008

Pursuant to notice duly given, a regular meeting (the two hundred eighty-fourth) of the Board of Trustees of Youngstown State University convened at 3:00 p.m., on Wednesday, December 17, 2008, in the Board Room in Tod Hall.

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

Also present were: Dr. David C. Sweet, President; Dr. Ikram Khawaja, Provost and Vice President for Academic Affairs; Dr. Cynthia E. Anderson, Vice President for Student Affairs; Mr. Eugene P. Grilli, Vice President for Finance and Administration; Dr. George McCloud, Vice President for University Advancement; Dr. Thomas Maraffa, Special Assistant to the President; Ms. Holly A. Jacobs, University General Counsel and Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 20 persons, including deans, members of the faculty, students, administrators, and members of the news media.

The chairperson called the meeting to order.

ITEM I - PROOF OF NOTICE OF MEETING.

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

ITEM II - DISPOSITION OF MINUTES FOR MEETINGS HELD SEPTEMBER 19, 2008, NOVEMBER 20, 2008 AND DECEMBER 4, 2008.

Prior to the meeting, the secretary had provided draft copies of the minutes of the board's regular meeting held

on September 19, 2008 (#281) and special meetings held November 20, 2008 (#282) and December 4, 2008 (#283) to each trustee, the student trustees and the president. There being no additions, corrections, or revisions thereto, the minutes of the said meetings were approved as provided.

ITEM III - REPORT OF THE PRESIDENT OF THE UNIVERSITY.

Dr. Sweet provided a report of Fall 2008 Highlights, Immediate Challenges and Opportunities, and Long Term Challenges and Opportunities. A copy of the Report to the Youngstown State University Board of Trustees distributed by Dr. Sweet is attached to these minutes.

ITEM IV - REPORTS OF THE COMMITTEES OF THE BOARD.

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

1. Academic and Student Affairs Committee

Dr. Khawaja provided a brief staff report noting that the University's new program initiatives had been well received by the Ohio Board of Regents, that the University's Respiratory Care program had been recognized as a Program of Excellence, and that the YSU Symphonic Wind Ensemble has received national recognition for excellence.

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

Resolution to Approve
The "Institutional Response to the Chancellor's
Strategic Plan for Higher Education 2008-2017:
Building Strong Communities Through Applied
Learning and Research," as well as
Youngstown State University's Revised
Mission, Vision, and Core Values

WHEREAS, the state's *Strategic Plan for Higher Education 2008-2017* calls upon universities in the University System of Ohio to work collaboratively with business, government, and other entities to raise the quality of education, increase educational attainment, and stimulate the economic rebirth of Ohio; and

WHEREAS, the state plan classifies Youngstown State University as an "urban research university," encouraging YSU to "focus on its indispensable role in the economic rebirth of the Mahoning Valley" through "undergraduate and graduate programs that focus on quality and have relevance to economic rebirth"; and

WHEREAS, the University created an Institutional Response Committee, with wide representation, to explore how YSU can support the state plan and embrace the University's evolving role as an urban research university; and

WHEREAS, that committee, in consultation with the rest of the University community, developed a formal response to the state plan and drafted revised statements of mission, vision, and core values;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the attached "Institutional Response to the Chancellor's *Strategic Plan for Higher Education 2008-2017: Building Strong Communities Through Applied Learning and Research*," as well as the revised Mission Statement, Vision Statement, and Core Values.

2. External Relations Committee.

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

Resolution to Accept Development Gifts

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

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

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

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

Resolution to Name Schwebel Café in the
New Williamson College of Business Administration Building

YR 2009-18

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

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

WHEREAS, the Schwebel family has made a \$250,000 gift to the campaign; and

WHEREAS, the Schwebel family has a long history of philanthropic support of YSU and the community at-large; and

WHEREAS, in honor of their generosity to *The Campaign For Youngstown State University*, in 1995, the Schwebel Reception Room in Kilcawley Center is named in the family's honor; and

WHEREAS, in 2003, the Schwebel family contributed \$100,000 to help make the dream of the Andrews Student Recreation and Wellness Center a reality; and

WHEREAS, Mr. Joseph Schwebel remains an active member of the President's Council and the Board of Director's for the YSU Foundation; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University designates the Café in the new Williamson College of Business Administration Building, as the Schwebel Café; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Mr. Joseph Schwebel.

3. Finance and Facilities Committee.

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

Resolution to Modify the
Non-Resident Surcharge for
Undergraduate Students for FY 2010

YR 2009-19

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

WHEREAS, Youngstown State University currently charges non-resident undergraduate students a tuition surcharge of \$112.19 from within the regional service area and \$236.36 per credit for students from outside the regional service area; and

WHEREAS, in an effort to increase undergraduate enrollments at Youngstown State University, the University proposes to reduce the surcharge of non-resident undergraduate students from the Pennsylvania counties of Allegheny, Beaver, Butler, Crawford, Erie, Lawrence, Mercer, and Venango effective Fall Semester 2009; and

WHEREAS, the administration of Youngstown State University will develop a plan to market the proposed surcharge reduction and increase non-resident undergraduate enrollment from these counties to offset the reduction in surcharge revenues;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the modification of the non-resident surcharge for undergraduate students from the Pennsylvania counties of Allegheny, Beaver, Butler, Crawford, Erie, Lawrence, Mercer, and Venango so that these students pay a surcharge of \$8.34 per credit hour.

Resolution to Modify
Budget Transfers Policy

YR 2009-20

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Budget Transfers, policy number 3010.01, of the *University Guidebook*, shown as exhibit c, attached hereto, and does hereby rescind the former corresponding policy number 3010.01. A copy of the policy indicating changes to be made is also attached.

Resolution to Approve
Debt Management Policy

YR 2009-21

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of the Institutional Policy governing Debt Management Policy, policy number 3012.01, of the *University Guidebook*, shown as Exhibit D, attached hereto.

Resolution to Approve
Interfund Transfers

YR 2009-22

WHEREAS, Policy Number 3010.01, Budget Transfers, of the *University Guidebook*, requires Board of Trustees

approval for interfund transfers of \$100,000 or more;
and

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

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

Resolution to Authorize
Purchase of Properties for Campus Improvement

YR 2009-23

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

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

Owner	Address	City Lot No.	Purchase Price	Appraised Value
City of Youngstown	Wood Street	New Lot 2602	\$ 270,000	\$ 295,000
Betty Jean Smith	352 Grant Street	Lot 3272	\$ 22,000	\$ 22,000

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

Resolution to Modify
Investment of the University's
Non-Endowment and Endowment Funds Policy

YR 2009-24

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing investment of the University's Non-Endowment and Endowment funds, policy number 3007.01, of the *University Guidebook*, shown as Exhibit F, attached hereto, and does hereby rescind the former corresponding policy number 3007.01. A copy of the policy indicating changes to be made is also attached.

Resolution to Modify
Asset Allocation and Other Investment Guidelines
Investment of Non-Endowment University Funds

YR 2009-25

WHEREAS, guidelines are being reviewed and reconceptualized on an ongoing basis; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Asset Allocation and other Investment Guidelines, Investment of Non-Endowment University Funds, which are the guidelines for policy number 3007.01, Investment of the University's Non-Endowment and Endowment Funds, of the *University Guidebook*, shown as Exhibit G, attached

hereto, and does hereby rescind the former guidelines. A copy of the guidelines indicating changes to be made is also attached.

Resolution to Adopt
The Tuition Refund Policy

YR 2009-26

WHEREAS, *The Tuition Refund Policy*, effective Summer 2008, provides for a student to withdraw from the University or reduce his or her academic load and receive a refund of the tuition charge, and the nonresident surcharge, where applicable, based on the following for regularly scheduled courses:

Length of Course	100% refund	No reduction of charges
6 weeks or more	thru the 18 th day	19 th day and later
Less than 6 weeks	15% of the course	greater than 15% of the course

WHEREAS, the *The Tuition Refund Policy* has been revised, effective Summer 2009, to include the following schedule:

Length of Course	100% refund	No reduction of charges
6 weeks or more	thru the 14 th day	15 th day and later
Less than 6 weeks	15% of the course	greater than 15% of the course

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby adopt *The Tuition Refund Policy* effective Summer 2009.

Dr. Garg reported that the Investment Subcommittee met on December 2, 2008. The Investment Subcommittee reviewed and recommended to the Finance & Facilities Committee the board's adoption of modifications to the University Policy on investment of the University's non-endowment and endowment funds, on today's agenda. Dr. Garg reported that the transfer of \$10 million to J.P. Morgan and \$5 Million to Vanguard is underway.

Dr. Wang reported that the Audit Subcommittee met on December 4, 2008. Dr. Wang reported that the subcommittee met with Mr. Dennis Obyc of Crowe Horwath, the University's external auditors, who reported an unqualified "clean" audit for FY 2008. The subcommittee met with representatives of the University's internal auditor Packer Thomas and received reports regarding the University Bookstore, the Early Retirement Incentive Program, the Rich Center for Autism and the audit timeline matrix.

4. Internal Affairs Committee.

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

Resolution to Ratify
Faculty/Staff Appointments

YR 2009-27

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 19, 2008, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2008-2009 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 H attached hereto.

Resolution to Approve Supplemental Pay from
Grants and Sponsored Programs for Faculty,
Professional, and Administrative Staff Policy

YR 2009-28

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Supplemental Pay from Grants and Sponsored Programs for Faculty, Professional and Administrative Staff, policy number 7023.03, of the *University Guidebook*, shown as Exhibit I attached hereto.

ITEM V - COMMUNICATIONS AND MEMORIALS

The chairperson recognized the secretary who read aloud the following:

Resolution in Memoriam - R. Thornton Beeghly

YR 2009-29

WHEREAS, in 1918, at the age of six, R. Thornton Beeghly moved with his family from Toledo to Youngstown. After graduating from South High School and Ohio Wesleyan University, Mr. Beeghly embarked on a career that would span eight decades; and

WHEREAS, Mr. Beeghly and his family established the northeast Ohio benchmark for philanthropic support of higher education, providing major capital support to Westminster College, Mount Union College, Ohio University, American University and Youngstown State University, which proudly includes the Beeghly Center for Higher Education and Beeghly Hall, home of the College of Education; and

WHEREAS, in 1983, Youngstown State University recognized Mr. Beeghly's numerous contributions to the Uni-

versity and the Mahoning Valley by conferring the honorary degree of Doctor of Humane Letters; and

WHEREAS, in addition to his support of higher education, Mr. Beeghly was a respected Mahoning Valley industrialist, serving as President of Standard Slag, as well as the boards of StanCorp, the Mahoning National Bank, Bank One, the Youngstown YMCA, the Youngstown Hospital Association, Buechner Hall, the Youngstown Club, the Community Corporation, the Youngstown Chamber of Commerce, The Butler Institute of American Art, the Youngstown Symphony Society and many other organizations; and

WHEREAS, while impressive, Mr. Beeghly's accomplishments do not adequately describe the extent of his contributions to the University and the Mahoning Valley. Mr. Beeghly was an individual who quietly and unassumingly commanded community-wide respect and admiration. Everyone stood straighter when Thornton Beeghly entered the room; and

WHEREAS, the Board of Trustees and the Youngstown State University campus community were, and remain, deeply saddened by the news of Mr. Beeghly's recent death.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University honors the memory of, and expresses its gratitude to, R. Thornton Beeghly for his years of support of higher education, Youngstown State University and the Mahoning Valley.

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University extends its condolences to Mr. Beeghly's family and many friends.

Mr. Meshel moved the adoption of the Resolution as read by the secretary. Mrs. Counts seconded the motion. The trustees voted unanimously in favor of the motion, and the chairperson declared the motion carried in the resolution adopted.

The chairperson extended the board's condolences to Trustee Larry D. DeJane on the recent death of Mr. DeJane's brother.

ITEM VI - UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VII - NEW BUSINESS

Dr. Sweet reported that President Bush had declared Friday, December 26, 2008 a national holiday. Dr. Sweet explained that December 26 had been scheduled as a "floating holiday" under the YSU-ACE agreement. Because of the designation of December 26, 2008 as a national holiday, the YSU-ACE floating holiday will be moved to Friday, January 2, 2009.

Chairperson recognized Mr. Meshel who moved that the Board of Trustees enter executive session to review collective bargaining negotiations with university employees concerning their compensation or other terms and conditions of their employment. Dr. Bitonte Miladore seconded the motion. The chairperson requested the secretary to conduct a roll call vote on the motion, the results of which are as follows (YES being a vote in favor of entering executive session):

Dr. Wang	YES	Mr. Pogue	YES
Ms. Counts	YES	Mr. Schulick	YES
Dr. Bitonte Miladore	YES	Dr. Garg	YES
Mr. Meshel	YES	Mrs. Weimer	YES

The vote being unanimous in favor of the motion, the chairperson declared the motion carried and the board entered executive session in the Manchester Room at 4:05 p.m. Present in executive session were the nine trustees present at today's meeting, Atty. Jacobs, and the secretary to the board. Dr. Garg departed the executive session and the meeting at 4:52 p.m. Dr. Sweet entered the executive session at 4:52 p.m. While in executive session the trustees considered matters pertaining to anonymous correspondence recently received by the trustees pertaining to collective bargaining negotiations with the YSU-ACE bargaining unit. The trustees returned to public session at 4:57 p.m.

ITEM VIII - TIME AND PLACE OF UPCOMING REGULAR MEETINGS

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

3:00 p.m., Friday, March 13, 2009
3:00 p.m., Friday, June 19, 2009

3:00 p.m., Friday, September 25, 2009

ITEM IX - ADJOURNMENT

Upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 5:00 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

Report to the Youngstown State University Board of Trustees

David C. Sweet
December 17, 2008



Overview

- Highlights of Fall 2008
- Immediate Challenges and Opportunities
- Long Term Challenges and Opportunities



Highlights of Fall 2008

- Conclusion of Centennial Celebration
- Enrollment and Diversity
- Capital Campaign



Highlights of Fall 2008

- Groundbreaking for Williamson College of Business Administration Building
- Kresge Foundation Grant
- Research Productivity



Immediate Challenges

- Community College Implementation
 - Academic Program Delivery
 - Legislative Process
 - Governance and Administration



Immediate Challenges

- FY2009 Budget
 - Vacancy Review
 - Division Expenditure Review
 - Delay Bond Financing Decision



Immediate Opportunities

- Strategic Planning
 - Centers of Excellence (June 2009)
 - Affordability and Accountability Reports
 - Higher Learning Commission



Long Term Challenges

- FY 2010 Budget
 - IUC Priorities
 - State Share of Instruction Support
 - Tuition Flexibility
 - Challenge Core Funding
 - Student Grant Funding



Long Term Opportunities

- Reposition YSU
 - Western Pennsylvania Tuition Surcharge Reduction
 - Invest in Centers of Excellence
 - Continue Academic Program Development
 - Implement Campus Master Plan



BOARD OF TRUSTEES' MEETING

**Wednesday, December 17, 2008
3:00 p.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes for Meetings held September 19, 2008; November 20, 2008; and December 4, 2008
- D. Report of the President of the University
- E. Report of the Committees of the Board
 - 1. Academic and Student Affairs Committee
 - a. Staff Report - Ikram Khawaja
 - b. Resolution to Approve the "Institutional Response to the Chancellor's *Strategic Plan for Higher Education 2008-2017: Building Strong Communities Through Applied Learning and Research,*" as well as Youngstown State University's Revised Mission, Vision, and Core Values
 - 2. External Relations Committee
 - a. Resolution to Accept Development Gifts
 - b. Resolution to Name Schwebel Café in the New Williamson College of Business Administration Building
 - 3. Finance and Facilities Committee
 - a. Resolution to Modify the Non-Resident Surcharge for Undergraduate Students for FY 2010
 - b. Resolution to Modify Budget Transfers Policy
 - c. Resolution to Approve Debt Management Policy
 - d. Resolution to Approve Interfund Transfers
 - e. Resolution to Authorize Purchase of Properties for Campus Improvement
 - f. Resolution to Modify Investment of the University's Non-Endowment and Endowment Funds Policy
 - g. Resolution to Modify Asset Allocation and Other Investment Guidelines - Investment of Non-Endowment University Funds
 - h. Resolution to Adopt *The Tuition Refund Policy*
 - i. Report of the Investment Subcommittee, Sudershan K. Garg, Chair
 - j. Report of the Audit Subcommittee, H. S. Wang, Chair
 - 4. Internal Affairs Committee
 - a. Resolution to Ratify Faculty/Staff Appointments
 - b. Resolution to Approve Supplemental Pay from Grants and Sponsored Programs for Faculty, Professional, and Administrative Staff Policy
- F. Communications and Memorials
- G. Unfinished Business
- H. New Business

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

Tentative Meeting Dates: 3 p.m., Friday, March 13, 2009

3 p.m., Friday, June 19, 2009

3 p.m., Friday, September 25, 2009

J. Adjournment

**RESOLUTION IN MEMORIAM
R. THORNTON BEEGHLY**

WHEREAS, in 1918, at the age of six, R. Thornton Beeghly moved with his family from Toledo to Youngstown. After graduating from South High School and Ohio Wesleyan University, Mr. Beeghly embarked on a career that would span eight decades; and

WHEREAS, Mr. Beeghly and his family established the northeast Ohio benchmark for philanthropic support of higher education, providing major capital support to Westminster College, Mount Union College Ohio University, American University and Youngstown State University, which proudly includes the Beeghly Center for Higher Education and Beeghly Hall, home of the College of Education; and

WHEREAS, in 1983, Youngstown State University recognized Mr. Beeghly's numerous contributions to the University and the Mahoning Valley by conferring the honorary degree of Doctor of Humane Letters; and

WHEREAS, in addition to his support of higher education, Mr. Beeghly was a respected Mahoning Valley industrialist, serving as President of Standard Slag, as well as the boards of StanCorp, the Mahoning National Bank, Bank One, the Youngstown YMCA, the Youngstown Hospital Association, Buechner Hall, the Youngstown Club, the Community Corporation, the Youngstown Chamber of Commerce, The Butler Institute of American Art, the Youngstown Symphony Society and many other organizations; and

WHEREAS, while impressive, Mr. Beeghly's accomplishments do not adequately describe the extent of his contributions to the University and the Mahoning Valley. Mr. Beeghly was an individual who quietly and unassumingly commanded community-wide respect and admiration. Everyone stood straighter when Thornton Beeghly entered the room; and

WHEREAS, the Board of Trustees and the Youngstown State University campus community were, and remain, deeply saddened by the news of Mr. Beeghly recent death.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University honors the memory of, and expresses its gratitude to, R. Thornton Beeghly for his years of support of higher education, Youngstown State University and the Mahoning Valley.

BE IT FURTHER RESOLVED, that the Board of Trustees of Youngstown State University extends its condolences to Mr. Beeghly's family and many friends.

**Board of Trustees Meeting
December 17, 2008
YR 2009-**

**RESOLUTION TO APPROVE THE
“INSTITUTIONAL RESPONSE TO THE CHANCELLOR’S *STRATEGIC
PLAN FOR HIGHER EDUCATION 2008-2017: BUILDING STRONG
COMMUNITIES THROUGH APPLIED LEARNING AND RESEARCH,*”
AS WELL AS YOUNGSTOWN STATE UNIVERSITY’S REVISED
MISSION, VISION, AND CORE VALUES**

WHEREAS, the state’s *Strategic Plan for Higher Education 2008-2017* calls upon universities in the University System of Ohio to work collaboratively with business, government, and other entities to raise the quality of education, increase educational attainment, and stimulate the economic rebirth of Ohio; and

WHEREAS, the state plan classifies Youngstown State University as an “urban research university,” encouraging YSU to “focus on its indispensable role in the economic rebirth of the Mahoning Valley” through “undergraduate and graduate programs that focus on quality and have relevance to economic rebirth”; and

WHEREAS, the University created an Institutional Response Committee, with wide representation, to explore how YSU can support the state plan and embrace the University’s evolving role as an urban research university; and

WHEREAS, that committee, in consultation with the rest of the University community, developed a formal response to the state plan and drafted revised statements of mission, vision, and core values;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University approves the attached “Institutional Response to the Chancellor’s *Strategic Plan for Higher Education 2008-2017: Building Strong Communities Through Applied Learning and Research,*” as well as the revised Mission Statement, Vision Statement, and Core Values.

RESOLUTION TO ACCEPT DEVELOPMENT GIFTS

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

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

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

**INSTITUTIONAL RESPONSE TO THE CHANCELLOR'S
STRATEGIC PLAN FOR HIGHER EDUCATION 2008-2017: BUILDING STRONG
COMMUNITIES THROUGH APPLIED LEARNING AND RESEARCH**

As suggested by the Chancellor's Strategic *Plan*, the distinctive mission of Youngstown State University should be to serve as a leader and resource for the economic revitalization of the region, including the Mahoning Valley and the State of Ohio. It may do so in three primary ways:

- ◆ Through projects and programs, including faculty-directed research, that directly support industry (locally and beyond) and generate new businesses and jobs in the local area.
- ◆ By providing high-quality education that will, over time, increase the educational attainment level of the region – a basic requirement for economic growth.
- ◆ By building a vibrant and resilient community that will attract new businesses and residents to the area, while also increasing the region's capacity to address its challenges.

YSU's work in these areas sets a new standard for excellence and visibility, developing a national and international reputation for scholarship and innovation in selected areas of excellence.

Support Industry and Generate New Jobs and Business

Strong programs at YSU contribute directly to industry and the development of new companies and new jobs in the area, such as:

- ◆ An excellent materials analysis facility, combined with a faculty-driven research group that works closely with industry to develop new resources; this research also has the potential to generate new businesses in the state.
- ◆ A burgeoning biotechnology program that couples fundamental research with application in partnership with regional health organizations to promote the well-being of citizens of our area.
- ◆ A Global Entrepreneurship program that has the potential to leverage new international partnerships to promote new businesses in the state and create new economic development models.

In addition, the University also contributes to the regional economy by preparing graduates for existing jobs, developing new businesses, and developing research with useable outcomes:

- ◆ Many of our programs prepare students to work in key industries in the area, including engineering, the health professions, criminal justice, and education, as well as the visual and performing arts.
- ◆ There is a campus-wide commitment that students will have the opportunity to gain hands-on experience through internships, field placements, service learning, community-based research in collaboration with faculty; such experience will enhance students' preparation for, and effectiveness in, the workplace.

**Agenda Item E.1.b.
Exhibit A**

- ◆ A campus-wide commitment to applied research for both undergraduate and graduate students that encourages faculty to pursue scholarship with practical, real-world applications.

Increase Educational Attainment in the Region

One of the key economic challenges facing northeastern Ohio is a relatively low level of educational attainment. YSU is addressing this problem through programs that improve the quality of P-16 education and encourage college attendance and success:

- ◆ Partnerships, workshops, and research involve faculty in all colleges who work closely with local teachers to develop and test strategies for improving the quality of P-12 education; much of this work emphasizes narrowing the achievement gap and strengthening programs in science and math.
- ◆ Several innovative programs encourage college attendance, including the Youngstown Early College, Model UN, MathFest, Students Motivated by the Arts, and the English Festival.
- ◆ Faculty research on understanding learning, as well as programs for students, develop and demonstrate strategies for helping students succeed, such as the Center for Student Progress, the Reading and Studies Skills Center, and the Writing Center.

Build a Vibrant and Resilient Community

Because of the mutually supportive roles of strong economies and strong communities, YSU is working with community organizations in the following ways:

- ◆ Faculty research in STEM disciplines is often conducted in cooperation with local businesses that need technical support in order to grow their businesses, or to respond to new opportunities.
- ◆ The institution participates in regional leadership efforts to develop the Northeastern Ohio economy especially through regional organizations such as Nortech, JumpStart, MAGNET, EMTech, and others. Students can earn internship credit while serving as a source of highly-skilled labor to meet the employment needs of area businesses.
- ◆ Research on the local community is presented in forms and venues that allow experts' insights to shape local and national public policy; much of this work is based in the Center for Applied History, the Center for Urban and Regional Studies, and the Center for Working-Class Studies.
- ◆ Faculty research addresses specific needs and issues in the community, such as autism, non-profit leadership, an aging society, financial literacy, crime, water quality, and preservation of the culture and built environment of the Valley.
- ◆ Performing and fine arts programs provide high-quality cultural enrichment to area residents.
- ◆ Research and service programs in digital archiving, preservation, and access by Maag Library improve community information access.
- ◆ Centers and programs sponsor speakers, seminars, and exhibits that encourage life-long learning and enhance the cultural life of the community.

State and National Implications

YSU's emphasis on economic development and the rebirth of the Mahoning Valley makes it unique among state universities in Ohio, and our efforts can serve as a model for other institutions.

At the same time, several of the projects and centers that contribute to this distinctive mission have also gained national and international recognition. Their visibility increases YSU's profile within the state and beyond, and they are helping to redefine the University's identity, making YSU an institution that is known not only for serving the local community's needs but also for innovative research and program development. For example:

- ◆ The Center for Urban and Regional Studies played a leadership role in developing Youngstown's 2010 program, which is drawing international recognition and new interest in Youngstown.
- ◆ Researchers who collectively form a Materials Science emphasis have been awarded more than \$6 million in external grants, including funds from the U.S. Department of Defense, the U.S. Department of Transportation, and the Ohio Third Frontier Program.
- ◆ A strong cluster of scholars in the mathematical field of Topology and Topological Structures have been exceptionally productive in publications, built inter-institutional collaborations, and been invited to speak at conferences and campuses internationally.
- ◆ An interdisciplinary group of scientists is building new biotechnology knowledge, and is collaborating with area hospitals and NEOUCOM to translate these developments to the benefit of area health care providers.
- ◆ Leaders of the Center for Working-Class Studies are widely credited as the founders of a growing new interdisciplinary academic field; they have also appeared as expert witnesses before Congressional committees, worked with national and state policy groups, and appeared in national and international media.
- ◆ The College of Fine and Performing Arts through the Performing Arts Series provides about 150 events per year that give students and community members access to local, national, and international artists. *Down Beat Magazine* has given awards to both the Jazz Ensemble (2000) and the Symphonic Wind Ensemble (2004) for their outstanding performances. The Symphonic Wind Ensemble has performed at Carnegie Hall.
- ◆ The Rich Center for Autism is a nationally recognized facility for the study and treatment of autism.

YOUNGSTOWN STATE UNIVERSITY

MISSION STATEMENT

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

The University

- Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;

Provides access to a broad range of undergraduate programs;

- Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
- Supports economic development through applied learning and research;

Integrates teaching and learning, scholarship, and civic engagement;

Fosters understanding of diversity, sustainability, and global perspectives; and

Advances the intellectual and cultural life of the city, region, and world.

YOUNGSTOWN STATE UNIVERSITY

VISION STATEMENT

Youngstown State University will become a national model for university-community engagement that enhances teaching and learning, student and faculty research, and community well-being. The University will expand its regionally focused mission to include national and international emphases, while working with other colleges and universities, business and industry, and the K-12 community to stimulate the economic, technological, and cultural rebirth of Ohio.

This Vision will be supported by

- Leading scholars and practitioners using multidisciplinary approaches to address societal challenges;
- Engagement of undergraduate and graduate students in research;
- Strategic development of undergraduate and graduate programs;
- Curricular and co-curricular integration of professional and liberal education, problem-solving, critical thinking, and communication skills;
- An emphasis on applied learning and community engagement; and
- Respect for the deep and rich diversity of the communities we serve.

Youngstown State University Core Values

We—the faculty, staff, administrators, and students of Youngstown State University—hold the following values essential to achieving the University's mission:

Centrality of Students

We are a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility, and leadership.

Excellence and Innovation

We value excellence and innovation inside the classroom and out. Thus, we strive to integrate curricular and cocurricular activities; to offer outstanding academic programs; to foster intellectual inquiry, exploration, and discovery; to transcend traditional boundaries; to apply and perfect knowledge; to encourage creativity; to provide effective tools, technologies, and facilities for learning; and to excel in research and scholarly activity, including the "scholarship of teaching and learning"⁷—an area of research that explores how individuals teach and learn.

Integrity/Human Dignity

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors; believe in the dignity and worth of all people; strive to foster an appreciation of, and respect for, differences among the human race; and celebrate the diversity that enriches the University and the world.

Collegiality and Public Engagement

As scholar-citizens of many extended and interconnected communities, we pledge to work collegially and cooperatively to enrich the cultural environment; establish productive partnerships; provide responsible leadership; address community and workforce needs; foster sustainability; and bring about the greater good of the collective whole—be it the University, the city of Youngstown, the state of Ohio, the region, or beyond.

Youngstown STATE — UNIVERSITY

UNIVERSITY GIFTS EXECUTIVE SUMMARY JULY-SEPTEMBER 2008

Gifts Received	Number of Gifts	Amount
Alumni Relations	264	\$14,005.00
University Development	178	\$877,263.35
WYSU-FM	219	\$18,879.00
Total University Gifts	661	\$910,147.35
YSU Foundation	400	\$458,688.81

Agenda Item E.2.a.
Exhibit B

Youngstown UNIVERSITY GIFTS
STATE UNIVERSITY EXECUTIVE SUMMARY
 JULY-SEPTEMBER 2008

	Number of Gifts	Amount
ALUMNI RELATIONS		
Cash-One Year Single & Joint Members	204	\$6,445.00
Cash-Four Year Single & Joint Members	47	4,235.00
Cash-Single & Joint Life Members	13	3,325.00
Total Cash	264	\$14,005.00
Total Alumni Relations	264	\$14,005.00
UNIVERSITY DEVELOPMENT		
Centennial Campaign	20	\$733,819.71
Annual Fund		
\$10,000 - \$49,999	4	41,000.00
\$1,000 - \$9,999	26	85,059.00
\$500 - \$999	12	6,100.24
Below \$500	114	10,586.00
Total Annual Fund Pledged Cash	156	\$142,745.24
Non-Cash	1	98.40
Total Annual Fund	157	\$142,843.64
Underwriting		
Underwriting	1	600.00
Total Underwriting Pledged Cash	1	600.00
Non-Cash	0	0.00
Total Underwriting	1	600.00
Total University Development	178	\$877,263.35
WYSU-FM		
\$500 - \$999	4	2,400.00
Below \$500	215	16,479.00
Total Pledged Cash	219	\$18,879.00
Total WYSU-FM	219	\$18,879.00
TOTAL GIFTS		
Grand Total Gifts	661	\$910,147.35

Youngstown

STATE — UNIVERSITY

ALUMNI RELATIONS CASH CONTRIBUTIONS BY RANK

One Year Single and Joint Members

Charles **Africa**
Cynthia Agee
Susan **Agostinelli**
Samuel **Agresti**
Marsha Ambrozy
Barbara Anderson
John Anderson
Ronald & Gayle Anderson
Rosemary **Angelo**
Thomas Ash
Noreen Axel
David & Kim **Bacchetti**
Eugene Bailey
Carol **Baird**
Richard **Baldwin**
Carl & Sandra Barger
Elizabeth **Basista**
Steven **Beckman**
Susan **Bellej**
Jane Berry
Rosemarie **Bisignani**
Stacy Blasko
Robert Borovitcky
Mary Brosko
Joanna **Brubaker**
Carol Burke
Constance Burke
Michael **Buzulencia**
Betty Campbell
William **Campf**
Henry **Cardillo**
Allison **Carmichael**
Julianne **Carsone**
Laurie **Carusone**
Phillip & Marilyn Chuey
Francis & Roberta Cirelli
Trenell Clay
Sarah Colangelo
Mildred **Cornicelli**
Nada **Crago**
Edward Crepage
Bonnie **Cruickshank**
Theodore **Cubbison**
Thomas & Helen **Dailey**

James **Delahunty**
Verna **DelDuca**
Frank **DeNiro**
John & Susan Desko
Joanne Diana
James **Dicaprio**
Nino **DiIullo**
Gianni **DiNello**
Ray **Dinunzio**
Frank & Mary Kay D'Isa
Rose **DoCampo**
John & Jody **Donchess**
Jeanne Dovich
Raymond Dravesky
Brian Earich
Ayyoub **El-Khour**
John & Linda Evans
Robert & Barbara Ferro
Paul **Filipowicz**
Robert & Rosemarie Filips
Jennifer Fisher
Dolores Fox
Mary Fox
Michael **Foxman**
William **Frolund**
Joan Fuller
Steve & Jane **Furgas**
Paul **Garchar**
Rebecca **Geltz**
Denise **Georgalas**
J. James & Judith Gerlach
Gregory & Martha **Gett**
Colleen **Ghirardi**
Kathryn L. Goerig-Eastlake
Jeff Gorman
Robert Gorse
Joanne Gross
Joseph & Joan Guido
James **Gunyula**
James Guy
Richard **Hanni**
Patricia **Harrison**
Timothy Hart
James Harvey

Shannon Hodge
Mary Hogan
Robert Holinbaugh
Philip **Howren**
James Hughes
David Ingraham
James & Ann Jickess
Peter Joseph
Anthony **Kariotis**
William **Kasiara**
George **Kimbrough**
Pamela **Kirtos**
Elaine **Klenotic**
Robert Korenic
Rita Kravec
Robert Kreshok
Stephen **Krumpak**
James Kuba
Linda **Lamanna**
Ronald & Shelley **Lauttamus**
Veronica Leigh
David & Patricia Leo
Anthony Leone
James & Marilyn Leslie
John D. Lewis
John H. Lewis
John **Lightner**
John & Susan Lisko
William Livosky
Nona **Looby**
Christopher Lucas
Kenneth & Beverly **Lunn**
Bruce **Luntz**
Karen **MacDonald**
Jacqueline **Magargee**
Donald **Mancini**
Gilbert Marquis
John **Massie**
Joseph **Maxin**
Ann **McGeary**
James **McGiffin**
James **McIntee**
Michael & Denise **McKee**
Martha **Menk**
Charles & Monica Merrell
Pamela **Mihalik**
Stephanie Moore
Roger **Moreland**
Zade **Nahhas**
Andrea **Neuman**

Grace **O'Connor**
Paul **O'Connor**
Diane Oliva
David **O'Reilly**
Wayne Pagani
John **Pierson**
Joyce Pogany
Jane Pollack
C. Powell
Wealthie Prince
Daniel **Pushcar**
Richard **Ratliff**
Kathy **Ritzler**
Donald Roberts
Dominic* & Constance Rosselli
Marie Rubino
Ernie & Judith Ruby
Jerry & Elaine Rudich
Nancy **Ruggieri**
Cynthia Ryan
Jessica **Sacco**
Claire Salata
Charles **Sammarone**
Richard Sandy
Russell **Sarkies**
Mary **Sartori**
Nels & Elaine Scheel
Gina Schumer
Howard Seidel
Robert **Senich**
Justin Sharp
Jay & Christine **Shonk**
Peter & Stephanie **Sicafuse**
William Silverstone
Patricia Smith
Richard Sobotka
Niki Stamos
Richard & Rhonda Steigerwald
Thomas & Sandra Stephenson
Richard Sternagel
Mattie Stevens
James & Angela **Stille**
Norman & Anita Stothard
Bruce Stroney
Frances **Stuber**
Florence **Swierz**
Wendy **Szakacs**
Prentis Taylor
Anne Trefethern
Bruce Tropea

Chiu-Ching Tsang
Norma Udell
Victor Ugran
Gregory **VanValien**
James **Walkama**
Daniel **Wargo**
Patricia Weickenand
Herbert Williams

Jessica Williams
Tony Wolfe
Edward Yatsco
Melissa Yatsco
William Young
Florence **Yuhas**
Stella Zone
Walter Zuhosky

Total One Year Single and Joint Members:

\$6,445.00

Four Year Single and Joint Members

Michael Abemethy
William & Rhonda Aley
William **Alli**
Ronald Anderson
Joseph & Betty **Bahmer**
Elizabeth **Bannon**
Teresa **Bartoszek**
William & **Rachilla Basista**
R. & Kelly Benson
Kirk & **Tammy Chmelik**
Margaret Conlan
Susan Connelly
Joy Cushwa
Robert **Dennison**
Lisa Dickson
Joseph & Susan **DiLoreto**
Randyll & Margaret Floyd
David Frank
Anita Gestosani
Harry Hileman
Lashawn Hull
Gerald & Jacqueline Johnson
Margaret **Layshock**
Donald & Sherene Mackos

Vito **Marsco**
James **McGinn**
Jim & **Hilda McKee**
Robert Mollenkopf
Leonard & Ruth Pogacnik
William & Margaret Poole
John Poprik & Judith Hancock
Jacqueline Reese
Jeff Ross
Carmel Sacco
Richard Selby
William & Mary **Sibley**
Donald & Rosemary **Sicafuse**
Mary Helen Smith
Werner Specht
Leonard Stanley
Dan Stevens
Stephen Stewart
Diane Volosin
Clydine Watson-Dickey
Warren Webster
Dennis & Bonita Wingard
Richard Zbell

Total Four Year Single and Joint Members:

\$4,235.00

Single and Joint Life Members

Tiffany Buck
Louise Campbell
Renee Gessner
Daniel Jones
Rachel **Pappa**
Philemon **Rheins**
Sharon **Schroeder**

Lawrence **Shaffer**
Andrea Snyder & Thomas Wakefield
Kevin Stefko
Michael Stefko
Kenneth & Trudy **Turscak**
Jeff Wakefield

Total Single and Joint Life Members:

\$3,325.00

Youngstown

STATE UNIVERSITY

UNIVERSITY DEVELOPMENT PLEGDED CASH CONTRIBUTIONS BY RANK

CENTENNIAL CAMPAIGN

Dr. Martin A. Abraham

Ms. Dorothy W. Bing

Farmers National Bank

Atty. & Mrs. **Alfred** J. Fleming

Dr. & Mrs. Shearle Furnish

Mr. & Mrs. James J. Geller

Eugene P. Grilli

Mr. C. Gilbert James, Jr.

JPMorgan Chase Bank

Dr. Ikram & Susan **Khawaja**

Liberty Steel Products

Dr. Betty Jo Licata & Mr. Jack A. Monda

Mitsubishi Electric

Mrs. Alexander Phillips

Edward W. & Alice R. Powers Trust

Ms. Mary Alilce Schaff

Mr. Scott R. Schulick

John M. & Emily S. Scott Irrevocable Trust

Dr. & Mrs. David C. Sweet

Youngstown Foundation

Total Centennial Campaign Pledged Cash Contributions: \$733,819.71

ANNUAL FUND

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

Dr. **Mohammad** Ali

Cleveland Foundation

Mr. & Mrs. C. Reid **Schmutz**

Ms. Edith **Wacksman**

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

Nathalie & **James Andrews** Foundation

Mr. Thomas A. **Bodnovich**

Ms. Marsha **Burdman**

Mr. Bruce M. **Burge**

Atty. & Mrs. Robert A. Ciotola

Curbstone Coaches, **Inc.**

Dominion East Ohio

Mr. & Mrs. Philip A. Feld

First Place Bank Community Foundation

Good Hope Lutheran Church

Huntington Bank

Dr. Marleen L. **Iannucci**

Innis Maggiore

Drs. Carmen & Lyn Julius

Kennedy Family Foundation

Mr. Lawrence F. **Klonowski**

John & Dorothy Masternick Foundation

Monday Musical Club, **Inc.**

Mr. & Mrs. David J. Moore

Ms. Catherine Mott

National Association of Purchasing
Management

Dr. & Mrs. **Tedrow L. Perkins**

Mr. Richard R. Peterson

Frances & Lillian Schemer Charitable Trust

UAW Local 1112/**BOC Lordstown**

Assembly Company

Mr. & Mrs. James B. White

YSU Circle - \$500-\$999

Mr. & Mrs. Michael J. Alexander

American Association of Physicians

of Indian Descent

Mr. & Mrs. **Carlo** A. Ciccone

Conoco, **Inc.**

Mr. & **Mrs.** Thomas A. Finnerty, Jr.

Dr. & Mrs. Joseph S. Gregori

Mr. & Mrs. John S. Gulas

Dr. Roy A. **Mimna**

Mr. & Mrs. William R. Powell

Mark A. **Welton**

Youngstown Zionist District

Mr. James C. **Zupanic**

YSU Friends - \$1-\$499

Mrs. Vivian N. Abram
AT&T
Mr. & **Mrs.** Andrew **Baringer**
Ms. **Laureen S. Barnhart**
Mrs. M. Joan Beatty
Mr. Richard J. Bednar
Dr. A. **Gary** Bitonte
Mr. & Mrs. Roger W. Blevins
Ms. Debra A. Blystone
Mr. & Mrs. William Bradley
Mr. Paul **Brubaker**
Mr. & Mrs. Richard G. Buckner
Mr. Raymond M. Caciale
Mr. Michael Caldwell
Mr. David D. **Capello**
Mr. & Mrs. Thomas M. Carney
Caterpillar Foundation
Mr. Wendell S. Chapman
Ms. Linda R. Christopher
Heather R. **Chunn**
Ms. **Felicia** M. Ciotola
Ms. Karen S. Clapper
Dr. & Mrs. Gregory A. **Claypool**
Mr. David J. Clovsky
Dr. & Mrs. **Chester** R. Cooper, Jr.
Mr. **Ignazio** N. **Corturillo**
Daimler Chrysler Corporation Fund
Frances C. Daugherty
Mr. **Jeffrey** R. Davenport
Mr. & Mrs. Martin **DeGeorge**
Mr. & Mrs. Neil **DePascal**
Mr. & Mrs. William A. Devon
Mr. Ronald A. Doll
Mr. William J. **Downie**
Mr. Willard G. Duff
Ms. Mary E. **Dzielski**
Farmer's Insurance Group of Companies
Ms. Karen L. Ford
Linda S. Frank
Mr. Martin J. **Franko**
Ms. Carol **Ghazarian**
Graco Ohio Liquid Controls
Ms. Sarah A. Grant
Dr. & Mrs. Morren J. Greenburg
Ms. Judith Gross
Mrs. Veronica L. Hall
Mr. James H. Herschel

Mr. & Mrs. David S. **Hinkle**
Mr. & Mrs. Pei Huang
Mr. Robert **Huggins**
Ms. Joan Iacobacci
Mr. & Mrs. Ronald A. James
Mr. James D. **Jannes**
L. Calvin Jones & Company
Mr. Roy P. Jones
Mr. **Salman** M. **Khalid**
Atty. Hana A. **Kilibarda**
Mr. & Mrs. Paul **Kimpel**
Ms. Anne M. **Kohut**
Ms. Dawn L. **Kramer**
Ms. Kit M. **Kreuzwieser**
Mr. James F. Kuba
Ms. Beth A. **Kushner**
Mr. John M. Lounge
Laura & Paul Lyden
Ms. Jean L. **Malandro**
Mr. Sean P. Malvey
Dr. & Mrs. Scott C. Martin
Mr. Stephen C. **Matasic**
Dr. Dennis J. **McDonagh**
Mr. Terry **McRoberts**
Ms. Georgia Merner-Becker
Merrill Lynch & Co. Foundation, Inc.
Mr. Russell J. **Miklos**
Dr. & Mrs. Brendan P. **Minogue**
Dr. Deborah S. Mower
Ms. Michelle M. **Napolitan**
Northern Trust Company
Dr. & Mrs. Bernard M. **Oakes**
Mr. Thomas J. **O'Neill**
Mr. & Mrs. Robert L. **Paraska**
Mr. & Mrs. Henry J. **Parise**
Mr. & Mrs. Dennis M. Patrick
Ms. Anne C. Pillion
Ms. Joyce A. Pogany
Mr. & Mrs. Albert P. Pompeo
Mr. Christopher L. Prime
Ms. Jennifer S. Prosko
Raytheon Company
Ms. Pamela Reichert-Anderson
Dr. & Mrs. Robert **Ricchiuti**
Mr. Anthony Richardson
Mr. & Mrs. Richard Riley
Mr. & Mrs. Michael M. Roman

Mr. & **Mrs.** Anthony M. Salemo
Mr. & Mrs. **Bernard** Scully
Mr. Joseph F. Segreti
Mr. & Mrs. August J. **Selak**
Mr. & Mrs. Kevin M. Sheehan
Mr. **Farrukh A. Siddiqui**
Smile Wright Family Dental
Mr. & Mrs. Howard **Sniderman**
State Farm Companies Foundation
Mrs. Dorothy Tesner

Mr. John D. Thomas
Mr. Timothy G. Tillery
Mr. Samuel L. Turk, Jr.
Tyco International Matching **Gifts** Program
UPMC Horizon Laboratory
Mr. Lawrence Urban
Mr. Anthony J. Vigliotti
Mr. & Mrs. William J. Wick
Mr. Eric A. Yetter
Youngstown Chapter U N A - USA

Total Cash Contributions:

\$142,745.24

ANNUAL FUND NON-CASH CONTRIBUTIONS

Star Supply	\$98.40	Mugs, Can Wraps, Slap Bracelets, Dog Curtains & Bubble Wrap for SMARTS
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Total Non-Cash Contributions: \$98.40

UNDERWRITING

Ohio Lottery **Commission**

Total Underwriting Cash Contributions:

\$600.00

Youngstown

STATE UNIVERSITY

WYSU-FM PLEGDED CASH CONTRIBUTIONS BY RANK

\$500.00 - \$999.99

Mrs. Jo Ann Beh
Mr. Carl G. James

Ms. Cynthia **Klingemier**
YSU Foundation

Below \$500.00

AT & T Foundation
Dr. Mike Abbott & Dr. Kristen K. Park
Dr. Jeannette M. Abi-Nader
Mr. & Mrs. David F. Alter
Mrs. Leigh Altier
Mr. & Mrs. Robert Altier
Atty. & Mrs. C. John **Amstutz**
Atty. **LuWayne Annos**
Dr. & Mrs. Pedro Ballester
Mrs. Ellen W. Banks
Mr. Ben Barnes & Dr. Diane Barnes
Ms. Patricia A. **Baumgarner**
Ms. Dawn Beaver
Dr. & Mrs. Robert J. **Beebe**
Mr. & Mrs. George M. **Bernardich**
Mr. & Mrs. **Richard P. Bonner**
Mr. & Mrs. Edward T. Boren
Ms. Melinda S. **Bowen-Houck**
Ms. Carol F. **Bretz**
Mr. & Mrs. James **Brozik**
Mr. J. Robert Bruya
Mr. & Mrs. Peter J. **Bumbaugh**
Mr. & Mrs. Charles R. Bursey
Dr. & Mrs. **Martin** Cala
Mr. Alex Calder
Ms. **Norma** Jean Carney
Mrs. Kathy **Chaffe-Gaige**
Dr. & Mrs. Harold Chevlen
Mr. & Mrs. Frank A. **Chimento**
Ms. **Fanchon Chronister**
Mrs. **Ann** L. Cliness
Mr. Jay Cohen
Mr. & Mrs. Wendell Cole
Community Foundation of **Mahoning** Valley
Ms. Claudette Cook
Mr. & Mrs. George **Corfias**
Dr. & Dr. Adam E. Costarella
Crago Veterinary Clinic
Dr. Amy G. **Crawford**
Mr. Gabriel Crish

Mr. & Mrs. Richard K. **Cunningham**
Mr. Scott **Davidson**
Mr. & Mrs. Edward **Daytner**
Ms. Mary Jo **DeLucia**
Ms. Catherine **Demas**
Ms. Rebecca **DiCioccio**
Mr. & Mrs. Richard **DiGregorio**
Mr. & Mrs. Dirk Doverspike
Mr. Michael P. Doyle
Mr. & Mrs. Paul Drennen
Ms. Jill **Duffy**
Mr. Samuel K. Edwards
Mrs. Martha A. **Eicher**
Ms. Jeanette S. **Engle**
Mr. & Mrs. Louis R. Epstein
Mr. John L. Eynon
Ms. Nancy J. **Felton**
Mr. William E. Fink
Mr. & Mrs. Philip D. Ford
Mr. & Mrs. Jack Frankenburg
Rev. Susan Frederick-Gray
Mr. & Mrs. Art **Friedman**
Mr. & Mrs. Richard E. Fruit
Dr. & Mrs. Shearle **Furnish**
Mr. Terry Gardlock
Mr. & Mrs. Ted Gavozzi
Mr. Jerome H. Geier
General Electric Matching Foundation
Mr. Joseph A. George
Drs. Alan & Margaret Gittis
Mrs. Rosemary H. Glod
Ms. Marjorie Goldstone
Mr. & Mrs. Bruce P. Gordon
Mr. & Mrs. Joseph P. **Gorman**
Mr. & Mrs. Francis R. Gottron
Mr. & Mrs. Prescott Greene
Dr. & Dr. William **Greenway**
Mr. Eugene Grupp
Mr. Richard J. Gurska
Mr. James Hardy & Ms. Karen A. Fry

Ms. Colleen Harris
Mrs. Roberta J. Heiens
Ms. Margaret B. Helderfer
Mr. & Mrs. Arthur C. **Hewitt**
Dr. & Mrs. James C. Higgins
Mr. & Mrs. Robert C. Hockenberry
Ms. Shirley Hodge
Mr. & Mrs. Dennis Hoover
Ms. Pauline **Hruby**
Dr. & Mrs. **Sadiq S. Husain**
Mr. & Mrs. Warren D. Jensen
Ms. Roberta A. Johnson
Mr. Richard M. Judy, Jr.
Mr. & Mrs. Keith S. Kaiser
Ms. Cathy **Kajut**
Miss Rosemarie A. Kascher
Ms. Dorothy M. Kennedy
Mrs. Shirley Kessler
Ms. Laura **Kiriazis**
Ms. Christine M. **Klika**
Mr. & Mrs. Paul J. **Kobulnicky**
Dr. Kathleen M. Kough
Mr. & Mrs. Ronald F. **Krauss**
Dr. & Mrs. James J. **Krumpak**
Mr. & Mrs. Frank **Krygowski**
Mr. & Mrs. Robert A. **Kubiak**
Mr. & Mrs. John **Kuder**
Dr. & Mrs. Thomas W. **Kunkel**
Mrs. Donna **Kuthy**
Mr. Daniel W. Laginya
Ms. Karen **Lapidus**
Dr. Edward J. **Largent, Jr.**
Ms. Jean F. Lebbey
Mr. & Mrs. James R. Lee, Sr.
Mr. Gordon M. **Leece**
Dr. & Mrs. Milton J. Lenhart
Dr. & Mrs. Keith J. **Lepak**
Mr. & Mrs. Richard Lewis
Mr. Scott Lewis
Mr. Clovis **Linkous**
Mrs. Annette E. **Liston**
Dr. John R. Loch
Mrs. Judith **Lukin**
Mr. John M. **MacIntosh, Jr.**
Ms. Barbara Mandis
Mr. William Manevich
Atty. & Mrs. Charles Y. **Mansell**
Dr. Hank Markowitz
Dr. Agnes **Martinko**
Dr. & Mrs. **Gus Mavrigian**

Dr. Maggie H. **McCloud**
Mr. Robert **McDowell**
Dr. Carol R. Mehler
Mr. & Mrs. Gerald S. Merolla
Mr. & Mrs. Howard D. **Mettee**
Mr. Aaron Miketa
Ms. Lorraine V. **Mikota**
Atty. & Atty. Thomas **Mikulka**
Mr. Ben W. Mischey
Mrs. Martha Mitchell
Mr. & Mrs. Christopher H. Moinet
Mr. John A. **Moretti**
Atty. Michael J. Morley
Mr. & Mrs. William A. Morocco
Mrs. Patricia Morrison
Mr. & **Mrs.** David E. Morway
Atty. & Mrs. Carl M. Moses
Dr. & Mrs. **Allan R. Mosher**
Mrs. Sue A. Motzer
Mr. Donald E. **Mumford**
Dr. Philip C. Munro
Mr. Len Murphy
Rev. Richard Murphy
Mr. Ray **Nakley, Jr.**
Mrs. Karen **O'Malia-Zauderer**
Dr. Monica F. **Ondrusko**
Ms. Anne **Pachos**
Dr. Gabriel F. **Palmer-Fernandez**
Mrs. Ursula **Panasiuk**
Mr. & Mrs. Benjamin Pantalone
Mr. & Mrs. E. Mack Parrott
Ms. Helen D. Pearce
Mr. James R. Petuch
Atty. & Mrs. John L. **Pogue**
Ms. Donna **Polak**
Ms. Catherine W. Powers
Mr. & Mrs. **Jeffrey L. Proch**
Mr. **Kanapathy Ramalingam**
Mr. & Mrs. Thomas A. Ramos
Ms. Connie Raupach
Rev. James E. Ray
Ms. Regina A. Reynolds
Mr. & Mrs. Scott D. Rich
Mr. & Mrs. Gerald E. Rishel
Ms. Jackie A. Robles
Mr. David **Rockyvich**
Mr. & Mrs. Paul **Rohrbaugh, Jr.**
Dr. Robert O. Salcedo
Dr. Mary Lee **Sandusky**
Dr. Patricia Sarro

Mrs. Dorothy **Sarver**
Mr. & Mrs. Daniel **Scudier**
Mr. Thomas **Seckler**
Ms. Nancy L. **Shaffer**
Ms. Carole A. Sharkey
Mr. Terry L. **Sheban**
Mr. Jeff Simon
Mr. Stephen J. **Simunich**
Dr. Melissa T. Smith
Dr. & Mrs. Anthony E. Sobota
Dr. Angela **Spalsbury**
St. Joseph Roman Catholic Church
Stare Farm Matching Foundation
Mr. George Stevens
Mrs. Ethel L. Stiver
Dr. Sharon A. Stringer
Dr. & Mrs. George E. Sutton
Ms. **Ann C. Syring**

Total Cash Contributions

Mr. & Mrs. Perry **Tarantine**
Mr. Rick **Tkach**
Mrs. Klara M. **Trusova**
Mr. Richard **VanPetten**
Mr. Gordon D. Vujevic
Mr. & Mrs. Wendell B. Wagner
Dr. & Mrs. David S. **Waldman**
Mr. & Mrs. R. David **Wardale**
Dr. & Dr. Kurt J. **Wegner**
Dr. & Mrs. Gordon G. Wepfer
Mr. & Mrs. William A. **Whitehouse**
Ms. Clara K. Wick
Mr. Robert G. **Winebold**
Dr. & Mrs. Eric J. **Wingler**
Mr. Larry Wire
Atty. & Mrs. Robert P. Wushinske
Mr. James C. **Zupanic**

\$18,879.00

UNIVERSITY GUIDEBOOK

Subject: Budget Transfers

Responsible Officer: Eugene P. Grilli	Authorized by: David C. Sweet
Title: Vice President for Finance and Administration	Title: President
Approved: December 15,2004 December 17,2008	EFFECTIVE: December 17,2008

Policy: The Board of Trustees will approve a policy for budget transfers between University accounts and funds.

RESOLUTION NUMBER: YR 2005-20; YR 2009-

Purpose: Establish a policy to transfer University funds.

Parameter:

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). From time to time it will be necessary to transfer funds within and outside of the Operating Budget.

Definitions:

- **Auxiliary Funds** – funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises generate revenue from fees that are directly related to the cost of the goods or services. University auxiliaries include the Bookstore, Kilcawley Center, Housing Services, Parking Services, Intercollegiate Athletics, and Andrews Student Wellness and Recreation Center.
- **Budget Transfers** – budget reallocations that do not increase or decrease the overall level of approved expenditures.
- **Designated Funds** – unrestricted funds internally transferred by the Board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.

- **Institution-wide Accounts** – University-wide accounts that are assigned to a unit or department for management that benefit the entire University.
- **Inter-fund Transfers** – budget transfers to and from accounts from different funds.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.
- **Operating Reserve** – the fund functioning as an endowment that is specifically designated as the institution's primary operating reserve to be used as a contingency fund to support emergency budget shortfalls and/or unexpected operating deficits. This reserve also serves as the basis for maintaining long-term investments and positive financial ratios.
- **Signature Authority** – permanent staff member who has been given spending authority for a specific account or accounts.

Procedures:

1. Budget Transfers within Operating Budget Accounts

Any reallocation of funds within the overall operating budget level established by the Board of \$250,000 or more will be reported as an information item at the next Finance and Facilities Committee meeting.

Signature authorities have authority to transfer operating funds within and among all accounts under their **area(s)** of responsibility, with the exception of: (1) from permanent salary and fringe benefit accounts and (2) from Institution-wide Accounts. Transfers to permanent salary accounts for the purpose of creating new positions require the approval of the Vice President for Finance and Administration or his/her designee.

2. Inter-fund Transfers

The following inter-fund transfers of \$25,000 or more, including year-end transfers, will be approved by the respective area division officer and will be reported to the Board, and those of \$100,000 or more will be approved by the Board at its next scheduled meeting:

- A. From an operating budget account to a non-operating budget account.
- B. From a non-operating budget account to an operating budget account.
- C. From one designated fund to another designated fund.
- D. From one restricted or plant fund to another restricted or plant fund.
- E. All other transfers from one type of fund to another.

Inter-fund transfers approved as part of the Operating Budget Approval or Modification process, such as mandatory and non-mandatory transfers, will not be reported further.

3. Operating Reserve Transfers

The University shall maintain an operating reserve fund balance that is a percentage of the original General Fund budget adopted by the Board of Trustees each year.* Transfers into the operating reserve will generally occur as part of the operating budget approval procedures outlined in *University Guidebook* policy number 3009.01. Transfers out of the operating reserve must be approved by the Board of Trustees, regardless of the amount to be transferred.

It is a goal for the University's auxiliary enterprises to also maintain separate operating reserves with a target balance established by the Board of Trustees for each auxiliary's annual operating budget.

*The percentage is determined each year by the Board of Trustees.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Subject: Budget Transfers	
Responsible Officer: John L. Habat Eugene P. Grilli	Authorized by: David C. Sweet
Title: Vice President for Finance and Administration	Title: President
Approved: December 15, 2004 December 17, 2008	EFFECTIVE: December 15, 2004 December 17, 2008
	Review Date: December 15, 2006
Policy: The Board of Trustees will approve a policy for budget transfers between University accounts <u>and funds</u> .	
RESOLUTION NUMBER: YR 2005-20; YR 2009-	

Purpose: Establish a policy to transfer ~~budgeted~~ University funds.

Parameter:

- The Board of Trustees will approve an Operating Budget for each fiscal year prior to the beginning of that fiscal year (July 1). From time to time it will be necessary to transfer funds within and outside of the Operating Budget.

Definitions:

- **Auxiliary Funds** – funding for enterprises that exist to furnish goods or services to students, faculty, or staff, or incidentally to the general public. Auxiliary enterprises ~~charges~~ generate revenue from fees that are directly related to the cost of the goods or services (~~e.g.,~~ University auxiliaries include the Bookstore, Kilcawley Center, Housing Services, Parking) Services, Intercolleniate Athletics, and Andrews Student Wellness and Recreation Center.
- **Budget Transfers** – budget reallocations that do not increase or decrease the overall level of approved expenditures.
- **Designated Funds** – unrestricted funds internally transferred by the Board from an operating budget for a specific purpose and available for expenditure in the current budget year and/or succeeding budget years.
- **General Funds** – current unrestricted funds primarily sourced from student tuition and fees and state of Ohio appropriations and expended for instruction, student services, institutional support, maintenance and operations, financial aid, etc.

- **Institution-wide Accounts** – University-wide accounts that are assigned to a unit or department for management that benefit the entire University.
- **Inter-fund Transfers** – budget transfers to and from accounts from different funds.
- **Operating Budget** – general and auxiliary funds representing the operating activities of the University for a given fiscal year. Excluded from the Operating Budget are Designated Funds, Plant and Capital Funds, Restricted Funds, Endowments and funds functioning as endowments.
- **Operating Reserve** – the fund functioning as an endowment that is specifically designated as the institution's primary operating reserve to be used as a contingency fund to support emergency budget shortfalls and/or unexpected operating deficits. This reserve also serves as the basis for maintaining long-term investments and positive financial ratios.
- **Signature Authority** – permanent staff member who has been given spending authority for a specific account or accounts.

Procedures:

1. Budget Transfers within Operating Budget Accounts

~~The President has authority to transfer portions of the Operating Budget within the overall budget level established by the Board.~~ Any such reallocation of funds within the overall operating budget level established by the Board of \$250,000 or more will be reported as an information item at the next Finance and Facilities Committee meeting.

Signature authorities have authority to transfer operating funds within and among all accounts under their area(s) of responsibility, with the exception of: (1) from permanent salary and fringe benefit accounts lines and (2) from Institution-wide Accounts. Transfers to permanent salary accounts lines for the purpose of creating new positions require the approval of the Vice President for Finance and Administration or his/her designee.

2. Inter-fund Transfers

The following inter-fund transfers of \$25,000 or more, including year-end transfers, will be approved by the respective area division officer and will be reported to the Board, and those of \$100,000 or more will be approved by the Board at its next scheduled meeting:

- A. From an operating budget account to a non-operating budget account.
- B. From a non-operating budget account to an operating budget account.
- C. From one designated fund to another designated fund.
- D. From one restricted or plant fund to another restricted or plant fund.
- E. All other transfers from one type of fund to another.

Inter-fund transfers approved as part of the Operating Budget Approval or Modification process, such as mandatory and non-mandatory transfers, will not be reported further.

3. Operating Reserve Transfers

The University shall maintain an operating reserve fund balance that is a percentage of the original General Fund budget adopted by the Board of Trustees each year.* Transfers into the operating reserve will generally occur as part of the operating budget approval procedures outlined in *University Guidebook* policy number 3009.01. Transfers out of the operating reserve must be approved by the Board of Trustees, regardless of the amount to be transferred.

It is a goal for the University's auxiliary enterprises to also maintain separate operating reserves with a target balance established by the Board of Trustees for each auxiliary's annual operating budget.

*The percentage is determined each year by the Board of Trustees.

UNIVERSITY GUIDEBOOK

Subject: Debt Management

Developed By: Eugene P. Grilli	Authorized by: David C. Sweet
Title: Vice President for Finance and Administration	Title: President
Approved: December 17, 2008	EFFECTIVE: December 17, 2008

Policy: The assumption of debt is governed by Ohio Revised Code Sections 3345.12, 3345.07, 3345.64 and 3345.66 and is subject to Board approval.
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RESOLUTION NUMBER: YR: 2009-

Purpose: The amount of debt incurred impacts the financial health of the University and its credit rating. The purpose of this policy is to steer the development of Debt Guidelines that ensure an appropriate mix of finding sources for the University's capital and strategic plans. Debt is a valuable source of capital project financing and its use should be limited to projects that relate to the mission and strategic objectives of the University.

Definition: Debt financing includes long-term, short-term, fixed-rate, and variable-rate debt, and any instruments that have the effect of committing the University to future payments for current capital or operating needs. Debt includes capital leases, on- and off-balance sheet financing, as well as any legal derivative instruments.

Parameters:

- Debt Guidelines shall address the following objectives:
 1. Outline a process for identifying and prioritizing capital projects considered eligible for debt financing and assuring that debt-financed projects have a feasible plan of repayment. Projects that relate to the core mission or have associated revenues will generally be given higher priority for debt financing.
 2. Define the quantitative tests that will be used to evaluate the University's overall financial health and present and future debt capacity.
 3. Define project specific quantitative tests, as appropriate, which will be used to determine the financial feasibility of an individual project.
 4. Manage the University's debt to maintain an acceptable credit rating. The University, consistent with the capital objectives, will limit its overall debt to a level that will maintain an acceptable credit rating with bond rating agencies.
 5. Establish guidelines to limit the risk of the total debt portfolio. The University will manage debt on a portfolio basis to diversify exposure, and will use an

appropriate mix of fixed and variable rate debt to achieve the lowest cost of capital while limiting exposure to market interest rate shifts.

6. Establish guidelines to manage variable rate interest exposure.
 7. Assign responsibilities for the implementation and management of the University's Debt Management Policy.
- Cash funding is recommended under the following circumstances:
 - to finance purchases of assets whose lives are shorter than five years;
 - to finance recurring maintenance expenditures; and
 - when market conditions are unstable or present difficulties in achieving acceptable interest rates.
 - Short-term bond anticipation notes (with final maturities of five years or less) may be issued to finance projects or portions of projects and are appropriate under the following conditions:
 - as a source of permanent financing for projects with useful lives of less than five years;
 - as a temporary funding source prior to and in anticipation of the completion of a bond sale; or
 - when the immediate need for financing is \$5 million or less.
 - In addition to separately developed Debt Guidelines, the following parameters are established for long-term debt:
 - To minimize overall interest rate risk, the amount of variable rate financing shall not exceed 20-25% of the University's outstanding debt, on and off balance sheet.
 - The long-term debt structure shall mirror the expected useful life of the project.
 - The addition of long-term debt is not acceptable if Senate Bill 6 composite ratio is below 2.5.
 - It is the objective of the University to maintain no less than a single "A" category underlying rating for all debt at the time of issue.
 - Refinancing may be considered when net present value savings percentage is equal to or greater than 3%. Refinancings that do not produce the minimum 3% net present value savings will be considered when there are substantial benefits to the University, including eliminating restrictive bond covenants.
 - Reporting Requirements – Management will prepare an annual report assessing the University's current debt structure and the status of proposed future financing plans.
 - Exceptions to this policy require written justification and Board approval.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Second Quarter 2009

FROM	TO	AMOUNT	REASON
General Fund	ERIP OPERS Fund (Designated Fund)	\$519,551	Transfer FY 2009 first quarter, one-time ERIP vacancy savings.

Agenda Item E.3.d.
Exhibit E

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

Responsible Officer:	Eugene P. Grilli	Authorized by:	David C. Sweet
Title:	Vice President for Finance and Administration	Title:	President
Approved:	September 11, 1998	EFFECTIVE:	December 17,2008
Revised:	December 15,2004		
Revised:	June 23,2006		
Revised:	December 17,2008		

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

RESOLUTION NUMBER: YR 1999-04; YR 2005-23; YR 2006-47; YR 2007-27; YR 2009-

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

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

**Agenda Item E.3.f.
Exhibit F**

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

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

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

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

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

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

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

- defining the responsibilities of University staff, its investment managers, and its investment consultant;
- stating in writing the University's attitudes, expectations, and goals for the investment of the Assets;

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

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

Parameters:

Investment assets are to be held by a reputable custodian / trust company. Investment assets are to be held in safe-keeping, in the name of the University. Evaluation, selection and monitoring of the University's custodian, will include, but not be limited, to the following factors:

- Size and scalability of the underlying financial institution
- Delivery of competitive safe-keeping and trust services as measured by attributes such as systems functionality, statement delivery, client service, audit controls and reporting capabilities.
- Safe-keeping and trust service pricing and fees

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

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

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

Evaluation, selection and monitoring of the University's individual investment managers, will include, but not be limited, to the following factors:

- Each investment manager should have clearly stated investment objectives.
- The performance (return) and volatility (risk) of each investment manager should be evaluated over time, evaluating performance in light of how closely the investment manager has adhered to its stated investment objectives.
- The depth and experience of the portfolio manager(s) should be evaluated (both with respect to the current investment portfolio he or she manages and any funds previously managed).
- The depth and financial stability of the relevant investment fund company should be considered.
- The fees and expenses charged with respect to such investment management services should be considered

A written "Investment Guideline Statement" or prospectus clearly outlining objectives and responsibilities will be in place with each investment manager. For the non-endowment funds, the managers shall have discretion to invest assets in cash reserves as they deem appropriate but will be expected under normal circumstances to be fully invested in their assigned asset class. A manager's performance will be evaluated against their fully invested passive benchmark and against similar portfolio results. Passive benchmarks will be used for comparative purposes which most closely approximate the investment mandate's duration, credit quality, security composition, capitalization, style, asset class, etc.

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

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

Procedures:

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

Spending Policy

The Board has established a spending policy for certain of the funds. This policy reflects the tradeoffs between short-term liquidity and long-term capital appreciation needs, as described in the "Purpose" and "Parameters" sections above.

Non Endowment Assets: Non-endowment assets are comprised of operating and non-operating funds, and include cash, cash equivalents and investment assets.

Operating funds, comprised of cash, cash equivalents, and certain investment assets, make up the University's General Funds. The use of cash, cash equivalents, and investment assets in these General Funds is not subject to any Board-approved spending policy as the University's annual operating budget establishes parameters for the use of these funds.

The University's remaining non-endowed investment assets are primarily in reserve or project-related funds. Spending within these funds is subject to University Guidebook Policy 3010.01 - Budget Transfers, project-specific spending plans, and various other University operating and financial policies and procedures. Utilization of non-operating investment assets to offset investment income shortfalls or operating deficits shall require Board approval.

Income earned on non-endowed investment assets is primarily used to support University operations, thus it is the policy of the Board not to limit annual distributions of realized investment income. The annual operating budget establishes parameters for the use of this income, and the disposition of total annual net operating inflows over outflows requires Board approval. Unrealized investment income from non-endowment assets shall always be non-spendable.

University Assets Managed by YSUF: Although the YSU Foundation usually only serves as manager for endowments owned by YSU, on occasion certain other YSU funds are also managed by YSUF, generally related to specific capital fundraising projects of a more long-term nature. For endowed funds, it is the policy of the Board to limit annual distributions to no greater than accumulated income earned. Any distribution greater than this would require written justification and Board of Trustees' approval. For all other managed funds, distributions are project specific, thus are limited only to the extent needed to sustain appropriate cash flow for the expenditure cycle of the corresponding project.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

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

Responsible Officer: Elaine C. Beatty Eugene P. Grilli	Authorized by: David C. Sweet
Title: Director Vice President for Finance and Administration Investments and Accounts Payable	Title: President
Approved: September 11, 1998	EFFECTIVE: December 17, 2008
Revised: December 15, 2004	Review Date: December 2007
Revised: June 23, 2006	
Revised: December 17, 2008	

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

RESOLUTION NUMBER: YR 1999-04; YR 2005-23; YR 2006-47; YR 2007-27; YR 2009-

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

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

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

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

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

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

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

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

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

- defining the responsibilities of University staff, its investment managers, and its investment consultant;
- stating in writing the University's attitudes, expectations, and goals for the investment of the Assets;

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

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

Parameters:

Investment assets are to be held by a reputable custodian / trust company. Investment assets are to be held in safe-keeping, in the name of the University. Evaluation, selection and monitoring of the University's custodian, will include, but not be limited, to the following factors:

- Size and scalability of the underlying financial institution
- Delivery of competitive safe-keeping and trust services as measured by attributes such as systems functionality, statement delivery, client service, audit controls and reporting capabilities.
- Safe-keeping and trust service pricing and fees

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

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

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

~~Selection and retention of investment managers will be based upon each manager's demonstrated ability to provide superior returns over extended time periods compared to similar portfolios, and also upon investment philosophy, organizational stability, and~~
Evaluation, selection and monitoring of the University's individual investment managers, will include, but not be limited, to the following factors:

- Each investment manager should have clearly stated investment objectives.
- The performance (return) and volatility (risk) of each investment manager should be evaluated over time, evaluating performance in light of how closely the investment manager has adhered to its stated investment objectives.
- The depth and experience of the portfolio manager(s) should be evaluated (both with respect to the current investment portfolio he or she manages and any funds previously managed).
- The depth and financial stability of the relevant investment fund company should be considered.
- The fees and expenses charged with respect to such investment management services should be considered

A written "Investment Guideline Statement" or prospectus clearly outlining objectives and responsibilities will be in place with each investment manager. For the non-endowment funds, the managers shall have discretion to invest assets in cash reserves as they deem appropriate but will be expected under normal circumstances to be fully invested in their assigned asset class. A manager's performance will be evaluated against their fully invested passive benchmark and against similar portfolio results. Passive benchmarks will be used for comparative purposes which most closely approximate the investment mandate's duration, credit quality, security composition, capitalization, style, asset class, etc.

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

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

Procedures:

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

Spending Policy

The Board has established a spending policy for certain of the funds. This policy reflects the tradeoffs between short-term liquidity and long-term capital appreciation needs, as described in the "Purpose" and "Parameters" sections above.

Non Endowment Assets: Non-endowment assets are comprised of operating, and non-operating funds, and include cash, cash equivalents and investment assets.

Operating funds, comprised of cash, cash equivalents, and certain investment assets, make up the University's General Funds. The use of cash, cash equivalents, and investment assets in these General Funds is not subject to any Board-approved spending policy as the University's annual operating budget establishes parameters for the use of these funds.

The University's remaining non-endowed investment assets are primarily in reserve or project-related funds. Spending within these funds is subject to University Guidebook Policy 3010.01 - Budget Transfers, project-specific spending plans, and various other University operating and financial policies and procedures. Utilization of non-operating investment assets to offset investment income shortfalls or operating deficits shall require Board approval.

Income earned on non-endowed investment assets is primarily used to support University operations, thus it is the policy of the Board not to limit annual distributions of realized investment income. The annual operating budget establishes parameters for the use of this income, and the disposition of total annual net operating inflows over outflows requires Board approval. Unrealized investment income from non-endowment assets shall always be non-spendable.

University Assets Managed by YSUF: Although the YSU Foundation usually only serves as manager for endowments owned by YSU, on occasion certain other YSU funds are also managed by YSUF, generally related to specific capital fundraising projects of a more long-term nature. For endowed funds, it is the policy of the Board to limit annual distributions to no greater than accumulated income earned. Any distribution greater than this would require written justification and Board of Trustees' approval. For all other managed funds, distributions are project specific, thus are limited only to the extent needed to sustain appropriate cash flow for the expenditure cycle of the corresponding project.

YOUNGSTOWN STATE UNIVERSITY
Asset Allocation and Other Investment Guidelines
Investment of Non-Endowment University Funds

ASSET ALLOCATION GUIDELINES

The Assets of the University are to be allocated between short-term assets and long-term assets. The Asset Allocation section of the Policy is specifically intended to address short-term assets and long-term assets as distinct asset pools of the University's balance sheet assets. The University's endowment assets managed by the YSUF are primarily invested in equities in accordance with the YSUF investment policy, a copy of which is attached to the contract entered into between the University and the YSUF.

Short-term assets are assets required for working capital, liquidity purposes, and other short-term needs. It is understood that assets classified as short-term are to be maintained in cash and cash equivalents in order to meet the daily liquidity needs of the University. As shown in the table below, cash and cash equivalents are classified as short-term assets.

The long-term assets are investments with a time horizon in excess of one year. It is assumed that financial needs of the University ranging from one to five years will be maintained in fixed income investments. It is further assumed that any equity investments will have a time horizon greater than five years. As shown in the table below, short-term and intermediate-term fixed income and equity are classified as long-term assets.

Based on the investment objectives and risk tolerances stated in these guidelines, the following asset allocation strategy is considered appropriate for the University's investment Assets:

<u>Asset Class</u>	<u>Strategic Target</u>	<u>Tactical Range</u>
Cash and Cash Equivalents	30%	20% - 40%
Short-Term Fixed Income	30%	20% - 40%
Intermediate-Term Fixed Income	35%	30% - 40%
Total Fixed Income	95%	
Domestic Equity	5%	0% - 10%
(4) International Equity	0%	0 - 5%
Total Equity	5%	

The Sub-committee will be responsible for setting and monitoring the University's asset allocation strategy and making necessary reallocations as they are warranted. Therefore, all investment managers will be expected to remain fully invested and manage their portfolio to out-perform the appropriate benchmark.

Agenda Item E.3.g.
Exhibit G

According to the University's Policy, the cash and cash equivalents component of the non-endowment funds is allocated to the short-term portion of the asset allocation guidelines. Adequate balance will be invested in cash and cash equivalents in order to provide the University with liquidity to meet its operational needs. The cash component should normally represent 30% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, cash levels in excess of 40% or below 20% will result in rebalancing the cash component of the fund to its target level. The Sub-committee will review the cash allocation on a quarterly basis.

Short-term fixed income should normally represent 30% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 40% or below 20% will result in rebalancing the short-term fixed income component of the fund to its fixed income target level. The Sub-committee will review the short-term fixed income allocation on a quarterly basis.

Intermediate-term fixed income should normally represent 35% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 40% or below 30% will result in rebalancing the intermediate-term fixed income component of the fund to its fixed income target level. The Sub-committee will review the intermediate-term fixed income allocation on a quarterly basis.

The equity component may represent up to 10% of the total market value of the long-term investment Assets, excluding the endowment assets managed for the University by the YSUF. Although the actual percentage of equities will vary with market conditions, equity levels in excess of 10% will result in rebalancing the equity component of the fund to its equity target level. The Sub-committee will review the equity allocation on a quarterly basis.

CASH AND CASH EQUIVALENTS GUIDELINES

Such investments should be prudently diversified and would include:

- any instrument issued by, guaranteed by, or insured by the U.S. Government, agencies, or other full faith instruments;
- commercial paper issued by domestic corporations which is rated both "P-1" and "A-1" by Moody's and Standard & Poor's, respectively;
- certificates of deposit, bankers acceptances, or other such irrevocable primary obligations from a list of approved banks provided by the managers; and
- commingled, short-term cash reserve funds managed generally in accordance with the principles set forth above.

FIXED INCOME GUIDELINES

The objective of the fixed-income portion of the Assets shall be both to provide a secure, above-average stream of income (i.e., income in excess of U.S. Treasury Bill rates) and to provide a relatively stable market value base. The following directions are intended to apply to all fixed-income investment managers:

- Fixed-income investments may include U.S. and Non-U.S. issues of Government and Agency obligations, marketable corporate bonds, mortgage or asset-backed bonds, and preferred stocks with sinking funds as deemed prudent by the investment managers.
- Fixed income investments are to be prudently diversified by security type, with an emphasis toward avoiding concentrated positions in any one fixed income sector or security type.
- Fixed-income portfolio maturity, as measured by portfolio duration, should be in the range of 80% to 120% of the applicable benchmark.
- Fixed-income investments shall be rated "BAA" (investment grade) or better by Moody's and BBB (investment grade) or better by Standard & Poor's with emphasis toward "A" or better issues. Regarding below investment grade holdings, YSU will target the use of investment managers that, as a part of their investment process, strategy and risk controls, do not initially purchase bonds that are below investment grade. However, it is understood that, from time to time, individual bonds or holdings may fall below investment grade. It is expected that investment managers will handle these instances consistent with their stated investment process, strategy and risk controls. Therefore, it is accepted that from time to time, a nominal amount of the non-endowment assets may be held in a below investment grade bond.
- No more than 5% of the fixed income investments, at market, shall be invested in securities of any one issuer, except Government and Agency obligations, without the Sub-committee's prior approval.
- Cash equivalent investments (maturities less than one year) are permitted, up to 10% of the total market value of the account, when the managers' investment policies discourage longer-term commitments. However, the Sub-committee must be consulted in the event that the manager chooses to increase its cash equivalent position beyond 10% of the assets under its supervision.
- Investment assets allocated to fixed income investment management firms and institutions shall be properly diversified so as to avoid over concentration with any one investment manager or institution.

EQUITY GUIDELINES

Generally, all University balance sheet equity investments made by the University will be via broad-market based equity index funds. In order to gain full market exposure (large-cap, mid-cap, small-cap), the index fund will be managed in a style which replicates the Russell 3000 Index. University balance sheet assets invested in international equities will be via broad market based international equity indexed funds such as an index fund that replicates the MSCI EAFE index.

RESPONSIBILITIES OF THE INVESTMENT MANAGERS FOR SEPARATELY MANAGED ACCOUNTS

The guidelines below are applicable to all investment managers that manage money for the University on a separate account basis, including the YSUF. However, any mutual or commingled fund retained by the University will not be expected to adhere to these responsibilities.

Adherence to Policy Guidelines

The Assets are to be managed in accordance with the Policy guidelines herein or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this Policy document must be authorized by the Sub-committee and will be communicated through the University's Vice President for Finance and Administration or the investment consultant.

Discretionary Authority

The investment managers are expected to exercise complete investment discretion within the boundaries of the restrictions outlined in these guidelines. Such discretion includes decisions to buy, hold, or sell equity or fixed-income securities (including cash equivalents) in amounts and proportions reflective of each manager's current investment strategy.

Communication

The Sub-committee encourages, and the investment managers are responsible for, frequent and open communication with the Sub-committee and the investment consultant on all significant matters pertaining to the investment of the Assets. These communications would generally be addressed to the University's Vice President for Finance and Administration or investment consultant. In this manner, the Sub-committee expects to be advised of any major changes in investment outlook, investment strategy, asset allocation, portfolio structure, market value of the Assets, and other substantive matters affecting the Assets. The Sub-committee also expects to be informed of any significant changes in ownership, organizational structure, financial condition, and/or senior personnel staffing of the investment management organizations.

All investment managers will be required to meet with the University's Investment Sub-committee at least on an annual basis, or at the discretion of the Sub-committee.

The Sub-committee recognizes that the Policy requires periodic re-examination and, perhaps, revision if it is to continue to serve as a working document to encourage effective investment management. Whenever an investment manager believes that the Policy should be altered, it is the responsibility of the manager to initiate written communication with the Sub-committee.

Reporting

The Sub-committee expects each investment manager to forward, on a timely basis, quarterly reports containing portfolio activity, valuations at market, and quarterly strategy updates.

Compliance and Diversification Measures

As fiduciaries, the investment managers are expected to diversify the portfolio to minimize the risk of large losses. The managers are expected to invest the Assets with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with such aims. Furthermore, the investment managers are expected to acknowledge in writing their intentions to comply with the Policy as it currently exists or as modified by the Sub-committee from time to time.

RESPONSIBILITIES OF THE INVESTMENT CONSULTANT

The investment consultant is responsible for providing information and analysis to assist the University with the following:

- reviewing asset allocation and investment strategy on an annual basis to determine if the current strategy meets the cash flow needs of the University and is maximizing the long-term total return of the Assets;
- reviewing all separately managed accounts to ensure that each investment manager is adhering to the issued Policy guidelines;
- communicating with all investment management organizations on a quarterly basis to determine portfolio composition and to ascertain information concerning organizational change. (Each portfolio is to be reviewed for style drift through portfolio holdings and returns-based style analysis. Additionally, each portfolio is to be reviewed for prohibited investments on an ongoing basis);
- providing a quarterly performance evaluation report and assessment of the University's Assets;

- monitoring the equity holdings of the total portfolio to determine if any one holding represents a percentage weighting that exceeds 10% of the total portfolio and alerting the Sub-committee when the portfolio violates this Policy, except with regard to University endowment funds managed by the YSUF;
- reviewing asset allocation on a quarterly basis to determine if the current levels are consistent with the asset allocation guidelines stated in this document;
- monitoring the performance of each investment manager retained by the University to determine if the investment product is out-performing the appropriate benchmark over a rolling 3-year time period; and
- monitoring the performance of the total portfolio of the University Assets to determine if the collective investment strategy is out-performing the appropriate benchmarks over a rolling 3-year time period.

EVALUATION AND REVIEW

The objective of the evaluation and review process is to monitor the progress of the Assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Sub-committee and their consultants. Particular attention will be directed toward:

- determining whether the total funds are achieving their stated objectives;
- determining whether the investment managers are performing satisfactorily in relation to both the objectives set forth in this Policy, as a primary consideration, and to other investment organizations managing similar pools of capital and the recognized market indices;
- determining whether the investment managers are adhering to the guidelines set forth herein;
- the relative total portfolio return and volatility versus established benchmarks and peers;
- any issue involving the management of the investment assets;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- reviewing benchmarks at least annually to determine appropriateness;

- determining whether the investment managers are adhering to their stated philosophy and style; and
- determining whether the overall policies and objectives continue to be appropriate, reasonable, and achievable.

REVIEW OF INVESTMENT RESULTS

On a regular basis, but not less than once annually, the Sub-committee will review actual progress of the funds versus the investment environment. The regular review will include:

- absolute market and total portfolio returns;
- relative total portfolio return and volatility versus established benchmarks and peers;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- adherence to guidelines;
- individual manager performance versus established benchmarks and peers;
- the continuing appropriateness of this Policy; and
- any issue involving the management of the funds' assets.

The performance of each individual investment manager will be reviewed on a quarterly basis with appropriate benchmarks as agreed upon from time to time by the Investment Sub-committee. In addition, each separate account investment manager will make a presentation to the Investment Sub-committee at least once a year on a rotational basis.

REDLINE VERSION

YOUNGSTOWN STATE UNIVERSITY
Asset Allocation and Other Investment Guidelines
Investment of Non-Endowment University Funds

ASSET ALLOCATION GUIDELINES

The Assets of the University are to be allocated between short-term assets and long-term assets. The Asset Allocation section of the Policy is specifically intended to address short-term assets and long-term assets as distinct asset pools of the University's balance sheet assets. The University's endowment assets managed by the YSUF are primarily invested in equities in accordance with the YSUF investment policy, a copy of which is attached to the contract entered into between the University and the YSUF.

Short-term assets are assets required for working capital, liquidity purposes, and other short-term needs. It is understood that assets classified as short-term are to be maintained in cash and cash equivalents in order to meet the daily liquidity needs of the University. As shown in the table below, cash and cash equivalents are classified as short-term assets.

The long-term assets are investments with a time horizon in excess of one year. It is assumed that financial needs of the University ranging from one to five years will be maintained in fixed income investments. It is further assumed that any equity investments will have a time horizon greater than five years. As shown in the table below, short-term and intermediate-term fixed income and equity are classified as long-term assets.

Based on the investment objectives and risk tolerances stated in these guidelines, the following asset allocation strategy is considered appropriate for the University's investment Assets:

<u>Asset Class</u>	<u>Strategic Target</u>	<u>Tactical Range</u>
Cash and Cash Equivalents	30%	20% - 40%
Short-Term Fixed Income	30%	20% - 40%
Intermediate-Term Fixed Income	35%	30% - 40%
Total Fixed Income	<u>95%</u>	
Domestic Equity and International Equity	5%	0% - 10%
<u>(4) International Equity</u>	<u>0%</u>	<u>0 - 5%</u>
<u>Total Equity</u>	<u>5%</u>	

The Subcommittee will be responsible for setting and monitoring the University's asset allocation strategy and making necessary reallocations as they are warranted. Therefore, all investment managers will be expected to remain fully invested and manage their portfolio to out-perform the appropriate benchmark.

According to the University's Policy, the cash and cash equivalents component of the non-endowment funds is allocated to the short-term portion of the asset allocation guidelines. Adequate balance will be invested in cash and cash equivalents in order to provide the University with liquidity to meet its operational needs. The cash component should normally represent 30% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, cash levels in excess of 40% or below 20% will result in rebalancing the cash component of the fund to its target level. The Subcommittee will review the cash allocation on a quarterly basis.

Short-term fixed income should normally represent 30% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 40% or below 20% will result in rebalancing the short-term fixed income component of the fund to its fixed income target level. The Subcommittee will review the short-term fixed income allocation on a quarterly basis.

Intermediate-term fixed income should normally represent 35% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 40% or below 30% will result in rebalancing the intermediate-term fixed income component of the fund to its fixed income target level. The Subcommittee will review the intermediate-term fixed income allocation on a quarterly basis.

The equity component may represent up to 10% of the total market value of the long-term investment Assets, excluding the endowment assets managed for the University by the YSUF. Although the actual percentage of equities will vary with market conditions, equity levels in excess of 10% will result in rebalancing the equity component of the fund to its equity target level. The Subcommittee will review the equity allocation on a quarterly basis.

CASH AND CASH EQUIVALENTS GUIDELINES

Such investments should be prudently diversified and would include:

- any instrument issued by, guaranteed by, or insured by the U.S. Government, agencies, or other full faith instruments;
- commercial paper issued by domestic corporations which is rated both "P-1" and "A-1" by Moody's and Standard & Poor's, respectively;
- certificates of deposit, bankers acceptances, or other such irrevocable primary obligations from a list of approved banks provided by the managers; and
- commingled, short-term cash reserve funds managed generally in accordance with the principles set forth above.

FIXED INCOME GUIDELINES

The objective of the fixed-income portion of the Assets shall be both to provide a secure, above-average stream of income (i.e., income in excess of U.S. Treasury Bill rates) and to provide a relatively stable market value base. The following directions are intended to apply to all fixed-income investment managers:

- Fixed-income investments may include U.S. and Non-U.S. issues of Government and Agency obligations, marketable corporate bonds, mortgage or asset-backed bonds, and preferred stocks with sinking funds as deemed prudent by the investment managers.
- Fixed income investments are to be prudently diversified by security type, with an emphasis toward avoiding concentrated positions in any one fixed income sector or security type.
- Fixed-income portfolio maturity, as measured by portfolio duration, should be in the range of 80% to 120% of the applicable benchmark.
- Fixed-income investments shall be ~~made primarily in those~~ rated "BAA" (investment grade) or better by Moody's and BBB (investment grade) or better by Standard & Poor's with emphasis toward "A" or better issues. Regarding below investment grade holdings, YSU will target the use of investment managers that, as a part of their investment process, strategy and risk controls, do not initially purchase bonds that are below investment grade. However, it is understood that, from time to time, individual bonds or holdings may fall below investment grade. It is expected that investment managers will handle these instances consistent with their stated investment process, strategy and risk controls. Therefore, it is accepted that from time to time, a nominal amount of the non-endowment assets may be held in a below investment grade bond.
- No more than 5% of the fixed income investments, at market, shall be invested in securities of any one issuer, except Government and Agency obligations, without the Subcommittee's prior approval.
- Cash equivalent investments (maturities less than one year) are permitted, up to 10% of the total market value of the account, when the managers' investment policies discourage longer-term commitments. However, the Subcommittee must be consulted in the event that the manager chooses to increase its cash equivalent position beyond 10% of the assets under its supervision.
- Investment assets allocated to fixed income investment management firms and institutions shall be properly diversified so as to avoid over concentration with any one investment manager or institution.

EQUITY GUIDELINES

Generally, all University balance sheet equity investments made by the University will be via broad-market based equity index funds. In order to gain full market exposure (large-cap, mid-cap, small-cap), the index fund will be managed in a style which replicates the Russell 3000 Index. University balance sheet assets invested in international equities will be via broad market based international equity indexed funds such as an index fund that replicates the MSCI EAFE index.

RESPONSIBILITIES OF THE INVESTMENT MANAGERS FOR SEPARATELY MANAGED ACCOUNTS

The guidelines below are applicable to all investment managers that manage money for the University on a separate account basis, including the YSUF. However, any mutual or commingled fund retained by the University will not be expected to adhere to these responsibilities.

Adherence to Policy Guidelines

The Assets are to be managed in accordance with the Policy guidelines herein or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this Policy document must be authorized by the Subcommittee and will be communicated through the University's Vice President for Finance and Administration or the investment consultant.

Discretionary Authority

The investment managers are expected to exercise complete investment discretion within the boundaries of the restrictions outlined in these guidelines. Such discretion includes decisions to buy, hold, or sell equity or fixed-income securities (including cash equivalents) in amounts and proportions reflective of each manager's current investment strategy.

Communication

The Subcommittee encourages, and the investment managers are responsible for, frequent and open communication with the Subcommittee and the investment consultant on all significant matters pertaining to the investment of the Assets. These communications would generally be addressed to the University's Vice President for Finance and Administration or investment consultant. In this manner, the Subcommittee expects to be advised of any major changes in investment outlook, investment strategy, asset allocation, portfolio structure, market value of the Assets, and other substantive matters affecting the Assets. The Subcommittee also expects to be informed of any significant changes in ownership, organizational structure, financial condition, and/or senior personnel staffing of the investment management organizations.

All investment managers will be required to meet with the University's Investment Subcommittee at least on an annual basis, or at the discretion of the Subcommittee.

The Subcommittee recognizes that the Policy requires periodic re-examination and, perhaps, revision if it is to continue to serve as a working document to encourage effective investment management. Whenever an investment manager believes that the Policy should be altered, it is the responsibility of the manager to initiate written communication with the Subcommittee.

Reporting

The Subcommittee expects each investment manager to forward, on a timely basis, quarterly reports containing portfolio activity, valuations at market, and quarterly strategy updates.

Compliance with Prudence and Diversification Measures

As fiduciaries, the investment managers are expected to diversify the portfolio to minimize the risk of large losses. The managers are expected to invest the Assets with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with such aims. Furthermore, the investment managers are expected to acknowledge in writing their intentions to comply with the Policy as it currently exists or as modified by the Subcommittee from time to time.

RESPONSIBILITIES OF THE INVESTMENT CONSULTANT

The investment consultant is responsible for providing information and analysis to assist the University with the following:

- reviewing asset allocation and investment strategy on an annual basis to determine if the current strategy meets the cash flow needs of the University and is maximizing the long-term total return of the Assets;
- reviewing all separately managed accounts to ensure that each investment manager is adhering to the issued Policy guidelines;
- communicating with all investment management organizations on a quarterly basis to determine portfolio composition and to ascertain information concerning organizational change. (Each portfolio is to be reviewed for style drift through portfolio holdings and returns-based style analysis. Additionally, each portfolio is to be reviewed for prohibited investments on an ongoing basis);
- providing a quarterly performance evaluation report and assessment of the University's Assets;

- monitoring the equity holdings of the total portfolio to determine if any one holding represents a percentage weighting that exceeds 10% of the total portfolio and alerting the Subcommittee when the portfolio violates this Policy, except with regard to University endowment funds managed by the YSUF;
- reviewing asset allocation on a quarterly basis to determine if the current levels are consistent with the asset allocation guidelines stated in this document;
- monitoring the performance of each investment manager retained by the University to determine if the investment product is out-performing the appropriate benchmark over a rolling 3-year time period; and
- monitoring the performance of the total portfolio of the University Assets to determine if the collective investment strategy is out-performing the appropriate benchmarks over a rolling 3-year time period.

EVALUATION AND REVIEW

The objective of the evaluation and review process is to monitor the progress of the Assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Subcommittee and their consultants. Particular attention will be directed toward:

- determining whether the total funds are achieving their stated objectives;
- determining whether the investment managers are performing satisfactorily in relation to both the objectives set forth in this Policy, as a primary consideration, and to other investment organizations managing similar pools of capital and the recognized market indices;
- determining whether the investment managers are adhering to the guidelines set forth herein;
- the relative total portfolio return and volatility versus established benchmarks and peers;
- any issue involving the management of the investment assets;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- reviewing benchmarks at least annually to determine appropriateness;

- determining whether the investment managers are adhering to their stated philosophy and style; and
- determining whether the overall policies and objectives continue to be appropriate, reasonable, and achievable.

REVIEW OF INVESTMENT RESULTS

On a regular basis, but not less than once annually, the Subcommittee will review actual progress of the funds versus the investment environment. The regular review will include:

- absolute market and total portfolio returns;
- relative total portfolio return and volatility versus established benchmarks and peers;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- adherence to guidelines;
- individual manager performance versus established benchmarks and peers;
- the continuing appropriateness of this Policy; and
- any issue involving the management of the funds' assets.

The performance of each individual investment manager will be reviewed on a quarterly basis with appropriate benchmarks as agreed upon from time to time by the Investment Subcommittee. In addition, each separate account investment manager will make a presentation to the Investment Subcommittee at least once a year on a rotational basis.

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1,2008 - SEPTEMBER 30,2008**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT <i>(Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATES	SALARY/ FTE BASE SALARY	COMMENTS
July 2008							
Dr. Ganesaratnam Balendiran	MIA	Replacement \$60,529	Associate Professor	Chemistry	7/1/2008	\$60,529	
August 2008							
Mr. Christopher Barzak	M/C	Replacement \$37,184	Instructor	English	8/18/2008	\$37,184	
Mr. Patrick Bateman	M/C	Replacement \$92,000	Assistant Professor	Management	8/18/2008	\$92,000	
Ms. Diana Burkhart	F/C	Replacement \$49,248	Assistant Professor	Foreign Languages	8/18/2008	\$49,248	
Dr. Michael Butcher	M/C	Replacement \$53,000	Assistant Professor	Biological Sciences	8/18/2008	\$53,000	
Dr. Janice Chebra	F/C	Replacement \$49,248	Assistant Professor	Human Ecology	8/18/2008	\$49,248	
Ms. Joy Christiansen-Erb	F/C	Replacement \$50,000	Assistant Professor	Art	8/18/2008	\$50,000	
Ms. Leah Gongola	F/C	Replacement \$52,000	Assistant Professor	Counseling and Special Education	8/18/2008	\$52,000	
Mr. Daryl Gross	M/C	Replacement \$40,000	Instructor	School of Technology	8/18/2008	\$40,000	
Mr. William Hrinko	M/C	Replacement \$54,000	Instructor	School of Technology	8/18/2008	\$54,000	
Dr. Bruce Keillor	M/C	Replacement \$97,000	Associate Professor	Marketing	8/18/2008	\$97,000	
Dr. Sungsoo Kim	M/A	Replacement \$50,000	Assistant Professor	Human Ecology	8/18/2008	\$50,000	
Dr. Min Li	F/A	Replacement \$52,000	Assistant Professor	Sociology and Anthropology	8/18/2008	\$52,000	

**YOUNGSTOWN STATE UNIVERSITY
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FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATES	SALARY/ FTE BASE SALARY	COMMENTS
Dr. Clovis Linkous	M/C	Replacement \$80,000	Professor	Chemistry	811812008	\$80,000	
Dr. Xiangjia Min	F/A	Replacement \$53,500	Assistant Professor	Biological Sciences	811812008	\$53,500	
Dr. Barbara O'Connor	F/C	Replacement \$49,248	Assistant Professor	Teacher Education	811812008	\$49,248	
Dr. Yogendra Panta	M/C	Replacement \$56,304	Assistant Professor	Mechanical and Industrial Engineering	811812008	\$60,000	
Ms. Karin Petruska	F/C	Replacement \$107,500	Assistant Professor	Accounting and Finance	811812008	\$107,500	
Mr. Thomas Pittman	M/C	Replacement \$37,184	Instructor	English	811812008	\$37,184	
Mr. David Politzer	M/C	Replacement \$49,248	Assistant Professor	Art	811812008	\$49,248	
Dr. Keisha Robinson	F/B	Replacement \$50,000	Assistant Professor	Health Professions	811812008	\$50,000	
Mr. Kurt Roscoe	M/C	Replacement \$55,000	Assistant Professor	Art	811812008	\$55,000	
Mr. Guy Shebat	M/C	Replacement \$37,184	Instructor	English	8/1812008	\$37,184	
Dr. William Sterner	M/C	Replacement \$49,248	Assistant Professor	Counseling and Special Education	8/1812008	\$49,248	
Dr. Blake Stevens	M/C	Replacement \$49,248	Assistant Professor	Dana School of Music	8/1812008	\$49,248	
Ms. Donna Walsh	F/C	Replacement \$39,000	Instructor	Marketing	811812008	\$39,000	
Ms. Mary Yacovone	F/C	Replacement \$50,000	Assistant Professor	Health Professions	811812008	\$50,000	
Dr. Xiaolou Yang	MIA	Replacement \$104,000	Assistant Professor	Accounting and Finance	8/1812008	\$104,000	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
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FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATES	SALARY1 FTE BASE SALARY	COMMENTS
REHIRES:							
Mr. James Benedict	M/C	Replacement \$62,100	Instructor	Physical Therapy	8/18/2008	\$62,100	
Mr. Randall Benner	M/C	Replacement \$51,213	Instructor	Health Professions	8/18/2008	\$51,213	
Ms. Lori Carlson	F/C	Replacement \$47,242	Instructor	Mathematics and Statistics	8/18/2008	\$47,242	
Mr. Daniel Coyne	M/C	Replacement \$53,900	Instructor	School of Technology	8/18/2008	\$53,900	
Ms. Cynthia Daniels	F/B	Replacement \$44,096	Instructor	Nursing	8/18/2008	\$44,096	
Ms. Christine Dennison	F/C	Replacement \$42,950	Instructor	Marketing	8/18/2008	\$42,950	
Mr. Patrick Gaughan	M/C	Replacement \$85,000	Instructor	Management	8/18/2008	\$85,000	
Mr. John George	M/C	Replacement \$55,000	Assistant Professor	School of Technology	8/18/2008	\$55,000	
Dr. Jolien Helsel	F/C	Replacement \$50,017	Assistant Professor	Economics	8/18/2008	\$50,017	
Dr. Melva Huebert	F/C	Replacement \$50,389	Assistant Professor	Dana School of Music	8/18/2008	\$50,389	
Mr. Edmund Ickert	M/C	Replacement \$49,239	Instructor	Computer Science and Information Systems	8/18/2008	\$49,239	
Ms. Jaietta Jackson	F/B	Replacement \$39,252	Instructor	Communication	8/18/2008	\$39,252	
Ms. Madalyn Janosik	F/C	Replacement \$59,709	Instructor	Nursing	8/18/2008	\$59,709	
Ms. Jill McCullough	F/C	Replacement \$42,625	Instructor	Accounting and Finance	8/18/2008	\$42,625	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
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FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT APPOINTMENT DATES	SALARY/ FTE BASE SALARY	COMMENTS
Ms. Renee McManus	F/C	Replacement \$51,612	Instructor	Nursing	8/18/2008	\$51,612	
Ms. Dorian Mermer	F/C	Replacement \$39,252	Instructor	Communication	8/18/2008	\$39,252	
Ms. Kathleen Mumaw	F/C	Replacement \$42,553	Instructor	Accounting and Finance	8/18/2008	\$42,553	
Ms. Cathy Parrot	F/C	Replacement \$79,790	Assistant Professor	Physical Therapy	8/18/2008	\$79,790	
Mr. Jack Reichert	M/C	Replacement \$43,035	Instructor	Biological Sciences	8/18/2008	\$43,035	
Ms. Sueann Rendano	F/C	Replacement \$46,716	Instructor	Nursing	8/18/2008	\$46,716	
Mr. Mark Roberts	M/C	Replacement \$45,157	Instructor	Computer Science and Information Systems	8/18/2008	\$45,157	
Ms. Molly Roche	F/C	Replacement \$46,716	Instructor	Nursing	8/18/2008	\$46,716	
Mr. Paul Rohrbaugh	M/C	Replacement \$40,913	Instructor	Educ. Found., Res., Tech., and Ldrshp.	8/18/2008	\$40,913	
Ms. Cynthia Shields	F/C	Replacement \$51,612	Instructor	Nursing	8/18/2008	\$51,612	
Ms. Mary Shortreed	F/C	Replacement \$42,625	Instructor	Nursing	8/18/2008	\$42,625	
Mr. Frank Sole	M/C	Replacement \$39,547	Instructor	Management	8/18/2008	\$39,547	
Ms. Kathryn Tester	F/C	Replacement \$50,389	Assistant Professor	Human Performance and Exercise Science	8/18/2008	\$50,389	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1,2008 - SEPTEMBER 30,2008**

FACULTY APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATES	SALARY1 FTE BASE SALARY	COMMENTS
Ms. Bonnie Thompson	F/C	Replacement \$42,625	Instructor	Nursing	8/18/2008	\$42,625	
Ms. Cynthia Vigliotti	F/C	Replacement \$38,343	Instructor	English	8/18/2008	\$38,343	
Mr. Michael Villano	M/C	Replacement \$42,625	Instructor	Accounting and Finance	8/18/2008	\$42,625	
Mr. Robert Wardle	M/C	Replacement \$37,966	Instructor	Criminal Justice and Forensic Sciences	8/18/2008	\$37,966	
Ms. Amy Weaver	F/C	Replacement \$44,096	Instructor	Nursing	8/18/2008	\$44,096	
Ms. Karla Wyant	F/C	Replacement \$39,550	Instructor	Social Work	8/18/2008	\$39,550	
Mr. Mark Zetts	M/C	Replacement \$50,562	Instructor	Human Ecology	8/18/2008	\$50,562	
Mr. Larry Zielke	M/C	Replacement \$48,743	Instructor	Management	8/18/2008	\$48,743	
September 2008							
Ms. Carol Staten	F/C	Replacement \$35,277	Instructor	Counseling and Special Education	9/1/2008	\$37,184	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1, 2008 - SEPTEMBER 30, 2008**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT <i>(Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATES	SALARY1 FTE BASE SALARY	COMMENTS
July 2008							
Ms. Erin Bishop	F/C	New	Continuum of Care Coordinator	Center for Human Services	7/1/2008	\$20,350/.55 FTE \$37,000	Externally Funded
Ms. Gail Brumbury	F/B	Replacement	Coordinator of International Admissions & Immigration	Center for International Studies	7/1/2008	\$38,000	
Mr. Ernie Claderon	M/H	Replacement	Housing Coord.	Housing & Res. Life	7/1/2008	\$26,402	
Ms. Christy Cameron	F/C	New/Temporary	Coord. for Occupancy & Recruitment	Housing & Res. Life	7/1/2008	\$10,696	3 month appt.
Mr. Brain Campbell	M/C	Replacement	Head Coach, Softball	Intercollegiate Athletics	7/9/2008	\$43,000	
Ms. Tiffany Patterson	F/C	Replacement	Asst. Softball Coach	Intercollegiate Athletics	7/9/2008	\$30,745	
Ms. Emilie Lape	F/C	Replacement	BSMD/Health Prof.	Academic Advisor	7/16/2008	\$30,632	
Ms. Kimberly Johnson	F/C	Replacement	Instructional Specialist 1	Rich Center for Autism	7/21/2008	\$17,160	
August 2008							
Ms. Ricki Adams	F/C	Replacement	Instructional Specialist 1	Rich Center for Autism	8/27/2008	\$17,160	
Ms. Melissa Allen	F/C	Replacement	Instructional Specialist 1	Rich Center for Autism	8/27/2008	\$17,160	
Mr. Thomas Anthony	M/C	Replacement	Asst. Football Coach	Intercollegiate Athletics	8/1/2008	\$23,660	
Ms. Meredith Berger	F/C	Replacement	Asst. Coach, Women's Basketball	Intercollegiate Athletics	8/18/2008	\$35,000	
Mr. Joseph Bowers	M/C	Replacement	Instructional Specialist 1	Rich Center for Autism	8/18/2008	\$17,160	
Ms. Karen Clayton	F/C	Replacement	Coordinator of Disability Services	Center for Student Progress	8/18/2008	\$32,941	
Ms. Maria Dastolfo	F/C	Replacement	Reference Librarian	Maag Library	8/18/2008	\$35,310	

**YOUNGSTOWN STATE UNIVERSITY
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PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT <i>(Including Vacant Position Budgeted Salary)</i>	TITLE	DEPARTMENT	CONTRACT1 APPOINTMENT DATES	SALARY1 FTE BASE SALARY	COMMENTS
Ms. Taree Glenn-Avery	F/B	Replacement	Coordinator, Upward Bound	Upward Bound	8/4/2008	\$29,500	
Mr. Thomas Lipari	M/C	Replacement	Assistant Coach, Baseball	Intercollegiate Athletics	8/1/2008	\$29,120	
Ms. Ashley Martino	F/C	Replacement	Instructional Specialist I	Rich Center for Autism	8/19/2008	\$17,160	
Mr. Jason Pacanowski	M/C	New	Basketball Coach, Quality Control	Intercollegiate Athletics	8/1/2008	\$32,000	
Mr. Mark Spencer	M/C	Replacement	Assistant Coach, Football	Intercollegiate Athletics	8/1/2008	\$23,660	
Ms. Becky Varian	F/C	Replacement	Coordinator	Center for Student Progress	8/18/2008	\$29,958	
September 2008							
Mr. Jonathan Bentley	M/B	Replacement	Program Manager	Associate Degree, Tech. Prep.	9/2/2008	\$29,034	
Ms. Shelly Dwyer	F/C	Replacement	Content Analyst	Mathematics	9/3/2008	\$14,250 .5 FTE	Externally Funded
Ms. Gina Rango	F/C	Replacement	Assistant Coach, Softball	Intercollegiate Athletics	9/16/2008	\$11,831	
Mr. Mark Van Tilburg	M/C	Replacement	Executive Director	Marketing and Communications	9/1/2008	\$88,000	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JULY 1,2008 - SEPTEMBER 30,2008**

CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACT APPOINTMENT DATES	SALARY FTE BASE SALARY	COMMENTS
July 2008							
Ms. Elaine Sewell	F/B	Replacement \$13.31	Library Media Technical Assistant 2	Maag Library	07/28/08	\$27,685	
Mr. Timothy Styraneec	M/C	Replacement \$15.49	Chemical Storekeeper 2	Chemistry	07/14/08	\$32,219	
Mr. Michael Cretella	M/C	Replacement \$26.29	University Law Enf. Super.	University Police	07/06/08	\$54,638	Promotion
Ms. Cheryl Cucchiara	F/C	Replacement \$14.32	Student Services Counselor	Undergraduate Admissions	07/14/08	\$29,786	Promotion
Ms. Catherine Fiorini	F/C	Replacement \$15.45	Data Entry Operator 1	Undergraduate Admissions	07/21/08	\$32,136	Promotion
Mr. Ron Granger	M/C	Replacement \$23.83	Administrative Assistant 3	Payroll	07/03/08	\$49,566	Reassignment
Ms. Janet Jordan	F/C	Replacement \$18.17	Administrative Assistant 1	Procurement Services	07/31/08	\$37,794	Promotion
Mr. Shawn Varso	M/C	Replacement \$24.20	Police Officer 2	University Police	07/06/08	\$50,536	Promotion
Ms. Laurie Wittkugle	F/C	Replacement \$14.65	Administrative Assistant 1	WYSU-FM	07/14/08	\$30,472	Promotion
August 2008							
Mr. Nicholas Durse	M/C	Replacement \$16.74	Maintenance Worker 2	Facilities	08/13/08	\$34,112	Lateral Transfer
Ms. Ann Fiest	F/C	Replacement \$16.88	Human Resource Analyst 1	Human Resources	08/31/08	\$35,110	Reclassification
Mr. Dennis Godoy	M/H	Replacement \$24.20	Police Officer 2	University Police	08/18/08	\$50,336	Promotion

**YOUNGSTOWN STATE UNIVERSITY
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CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Including Vacant Position Budgeted Salary)	TITLE	DEPARTMENT	CONTRACTI APPOINTMENT DATES	SALARY/ FTE BASE SALARY	COMMENTS
September 2008							
Ms. Courtney Robison	F/C	New Hire \$18.03	Administrative Assistant 2	YSU Ctr. for Trans. & Material Engineering	09/22/08	\$37,492	Externally Funded
Mr. Wayne Anderson	M/C	Replacement \$13.51	Mail Center Messenger	Postal Services	09/15/08	\$28,101	Re-Appointment
Ms. Sylvia Hudson	F/C	Replacement \$22.80	Administrative Assistant 1	STEM	09/29/08	\$47,424	Reassignment
Ms. LeAnn Lampley-Laster	F/B	Replacement \$15.29	Accountant 2	General Accounting	06/09/08	\$32,219	Reassignment
SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
RETIREMENTS:							
Ms. Alicia Mylott	F/C	CCS	Account Clerk 2	University Police	7/25/2008	\$38,000	Disability Retirement
SEPARATIONS:							
Mr. Raymond Antonelli	M/C	P/A	Assistant Coach, Men's Baseball	Intercollegiate Athletics	7/13/2008	\$29,120	Resignation
Ms. Angela Gerthung	F/C	P/A	Coordinator of External Testing	Comprehensive Testing Center	7/31/2008	\$27,491	Resignation
Ms. Erica Rovnak	F/C	P/A	Instructional Specialist	Rich Center for Autism	7/31/2008	\$18,293	Resignation
Mr. Michael Hurley	M/C	P/A	Multimedia Librarian	Maag Library	8/1/2008	\$36,050	Resignation
Dr. Mollie Venglar		Faculty	Associate Professor	Physical Therapy	8/7/2008	\$70,171	Resignation
Ms. Ann Marie Bott	F/C	P/A	Project Manager	Associate Degree Tech. Prep.	8/7/2008	\$32,000	Resignation
Dr. Ryan Allen	M/C	Faculty	Assistant Professor	Counseling & Special Education	8/8/2008	\$56,148	Resignation

**YOUNGSTOWN STATE UNIVERSITY
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SEPARATIONS							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Dr. Jennifer Jordan	F/C	Faculty	Assistant Professor	Counseling & Special Education	8/8/2008	\$62,240	Resignation
Dr. Einar Ingvarsson	M/C	Faculty	Assistant Professor	Psychology	8/11/2008	\$56,066	Resignation
Dr. Frank Ingram	M/C	Faculty	Assistant Professor	Mathematics	8/14/2008	\$53,944	/Resignation
Mr. Shawn Coin	M/C	CCS	Audio Visual Specialist	Athletics	8/19/2008	\$32,947	Death
Mr. Keith Page	M/B	CCS	Mail Clerk	Support Services	8/26/2008	\$35,048	Termination
Ms. Julianne Scheel	F/C	P/A	Lead Instructional Specialist	Rich Center for Autism	8/27/2008	\$24,507	Resignation
Mr. Michael Cervone	M/C	P/A	Broadcast Producer	WYSU-FM	9/5/2008	\$39,857	Resignation
Atty. Elaine Greaves	F/B	Faculty	Assistant Professor	Criminal Justice	9/14/2008	\$60,995	Resignation
*Race abbreviation codes:							
A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.							
B = Black (not of Hispanic origin), origins in any of the black racial groups.							
C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.							
H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.							
N = American Indian or Alaskan Native, origins in any of the original peoples of North America.							

UNIVERSITY GUIDEBOOK

Subject: Supplemental Pay from Grants and Sponsored Programs for Faculty, Professional, and Administrative Staff

Developed by: Peter J. Kasvinsky Title: Associate Provost for Research and Dean School of Graduate Studies and Research	Authorized by: Ikram Khawaja Title: Provost and Vice President for Academic Affairs Authorized by: Eugene Grilli Title: Vice President for Finance and Administration
Approved: December 17, 2008	EFFECTIVE: January 1, 2009

Policy: Assignment of duties associated with externally-funded grants and contracts are intended to enable the University and its employees to participate in scholarly, creative activities. 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 2009-

Background: This policy compliments the following Board Policies:

- # 7023.01 - Supplementary Pay for Staff
- # 7023.02 - Payment to Employees Serving as University Consultants

Definition: Supplementary payment compensation is defined here for faculty and for professional/administrative staff. For classified civil service staff, this issue is dealt with under a separate Board policy and follows the guidelines of the Fair Labor Standards Act.

Parameters: Assignment of duties associated with externally-funded grants and contracts is intended to enable the University and its employees to participate in scholarly, creative activities. The Sponsors of grant awards impose guidelines and compliance requirements which are designed to serve their stakeholders and/or taxpayer public interests. All supplemental payment requests from external sponsors (through the Office of Grants and Sponsored Programs) must be pre-approved prior to the inception of the activities for which compensation is sought. The parameters and criteria defining the salary rate structure are determined by University policy, including Trustee policies and collective bargaining agreements, as well as Federal compliance regulations.

I. Payment to Faculty:

- **YSU-OEA Agreement, Article 24.1 (Faculty Development and Research) External Funding:** Faculty members who receive grants for research and other activities which subsidize a portion of the faculty member's salary shall receive a workload reallocation (i.e., re-assigned teaching time) providing such specific arrangements were approved by the provost prior to the submission of the grant proposal.

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

- **Excerpt from Federal regulation OMB A-21.** Supplemental pay compensation must be reasonable. The U.S. Office of Management and Budget Circular A-21 – "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions" reads:

"The pay level for salary rates for periods during and outside the Academic Year: Under current regulations, faculty compensation on sponsored program appointments may never exceed the institutionally-established base salary, excluding incidental work, for regular employees serving on sponsored programs." (Please note that this phrase should be interpreted to read as: "except for" Incidental Work.)

YSU accepts the federal **Definition of Incidental Work** as "any work in excess of normal for the individual, for which supplemental compensation is paid by the institution under institutional policy." To be consistent with the faculty Collective Bargaining Agreement (CBA) between YSU and YSU-OEA, compensation for "incidental work" is at the equivalent rate as "Overload Pay" (as currently described in Article 4.7 of the CBA, for the 2008 - 2011 contract year). "**Overload**" refers to those activities beyond the standard 24 workload hours during an academic year that are normally assigned. Based on CBA language, for overload, 12 workload hours are equivalent to the normal workload of a full-time faculty member normally employed for 40 hours/week.

- **Faculty salary rate structure (for federal and state grants):**
 - During the academic year, external grant funds will be used to provide workload reallocation (or reassigned time). On rare occasion, a faculty member is permitted to receive supplementary pay, for project activities that do not overlap with regular workload assignments or other grant related activities with appropriate documentation. Additional compensation can only be provided for those activities defined as "incidental work", as described above and shall be paid at a rate consistent with standard overload pay. "**Overload**" refers to those activities beyond the standard 24 workload hours during an academic year that are normally assigned. Therefore, for supplemental compensation during an academic year, activities beyond the standard 24 workload hours are permitted at a rate established as the dollar amount per workload hour (as described in the current YSU/YSU-OEA CBA).
 - During summer months, YSU faculty are typically only paid for teaching duties, as there is no reassigned time for research. Dependent upon the guidelines of the federal grant sponsors, faculty may receive up to 3 months of salary (not counting summer vacation). These payments are to be paid at a rate dependent upon the individual's pro-rated base salary; this rate structure may not exceed the University-established base salary (according to OMB Circular A-21). The YSU/YSU-OEA CBA specifies a maximum of 9 teaching hours to be full-time for summer. For payment purposes in the summer, 9 workload hours is considered full-time; with the 9 hours being a combination of teaching hours plus research hours (hence, 3 credit hours is the equivalent of 1 month in the summer). Any

additional compensation is based on the overload rate described above, for grant project activities with appropriate documentation.

- **Payments from private sources including businesses:** There are no upper salary rate limits on payments received from the private business sector. However, the payments may not be at a rate less than that charged to federal grants and contracts. During the academic year, these sponsor funds will first be used to cover re-assigned teaching time. As a guide, additional compensation during the academic year or summer will use a *minimum* of the pro-rated annual salary or the overload rate (described above). The Sponsored Program Agreement with a company must be pre-approved and finalized through the Associate Provost for Research. Specific duties involving this compensation cannot be the same or overlap with those of an existing, concurrent external grant project.
- The "Academic Affairs Policy for Supplemental Pay for Research Active Faculty" is incorporated by reference and available at the School of Graduate Studies and Research. (append)

II. Payment to Professional/Administrative Staff:

- Under most circumstances, these individuals may not be eligible for any supplemental pay, since these employees have 12-month full-time appointments or "salaried" positions. Administrative staff cannot request supplemental pay compensation for any function that is part of their job description and duties. Therefore, they are not eligible for additional compensation for externally-funded activities, except when those activities may be classified as incidental work and are unrelated to their current duties.
- In rare circumstances, when supplemental compensation may be paid, the rate of pay will be based on a pro-rated or the equivalent hourly basis. Compensation is permitted and shall be based, up to a maximum of 20% of the earned annual salary. The specific duties and timeline, on the externally-funded grant or contract must be detailed clearly and pre-approved.
- **Department Chairs:**
 - (i) Department Chairs (having 12-month appointments) may wish to undertake grant-funded work that can generate supplemental pay during the summer terms. Chairs are permitted to receive 3 workload hours of salary at their respective faculty rate, or in combination, the sponsor funds can be used to buy out the reassigned teaching duties.
 - (ii) During the academic year, funds from external sponsors may be used to supplant the teaching obligations (as reassigned time) of the Chairs. Chairs may receive supplemental pay for incidental work for project activities during evenings and on weekends, with appropriate documentation.

Procedures:

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