

BOARD OF TRUSTEES



AGENDA

Wednesday, June 12, 2013

Youngstown

STATE UNIVERSITY
BOARD OF TRUSTEES' MEETING

Wednesday, June 12, 2013
3:00 p.m.

Tod Hall
Board Meeting Room

AGENDA

- A. Roll Call
- B. Proof of Notice of Meetings Held December 12, 2012; and March 13, 2013
- C. Disposition of Minutes
- D. Report of the President of the University
- E. Report of the Committees of the Board
 1. Academic Quality and Student Success Committee
 - a. Resolution to Modify Hiring and Selection Process for Full and Part-Time Faculty Policy, 1001.01
 - b. Resolution to Modify Honorary Degrees Policy, 1005.01
 - c. Resolution to Authorize Conferral of Faculty Emeritus Status
 - d. Resolution to Authorize Recommendation of Candidates for Honorary Degrees
 2. Institutional Engagement Committee
 - a. Resolution to Accept Development Gifts
 - b. Resolution to Name the Anderson Student Government Suite in Kilcawley Center
 - c. Resolution to Name the Katherine Glinatsis Kartalis Team Room in Williamson Hall
 - d. Resolution to Name the Cliffe College of Creative Arts and Communication
 3. Finance and Facilities Committee
 - a. Resolution to Approve University Transportation Fee
 - b. Resolution to Approve Changes to Student Tuition, Fees, and Other Charges Effective Fall Term 2013
 - c. Resolution Concerning the Annual Budget, Fiscal Year 2014
 - d. Report of the Audit Subcommittee, John R. Jakubek, Chair
 - e. Report of the Investment Subcommittee, Scott R. Schulick, Chair
 4. University Affairs Committee
 - a. Resolution to Modify Sensitive Information Policy, 4012.01
 - b. Resolution to Modify Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff Policy, 7016.01
 - c. Resolution to Modify Classified Civil Service Employees Policy, 7021.01
 - d. Resolution to Modify Professional/Administrative Staff (Excluding Executive Level and Administrative Officers) Policy, 7021.02
 - e. Resolution to Modify Externally Funded Professional/Administrative Staff Policy, 7021.04
 - f. Resolution to Modify Selection and Evaluation of Executive Level Officers of the University Policy, 9001.01
 - g. Resolution to Modify Selection and Annual Evaluation of Administrative Officers of the University Policy, 9002.01
 - h. Resolution to Rescind Part-Time Professional/Administrative Staff (Exempt) Policy, 7021.03
 - i. Resolution to Rescind Employment of University Staff Policy, 9003.01
 - j. Resolution to Approve Appointments to Professional/Administrative Staff Positions
 - k. Resolution to Approve Appointments to Faculty Positions
 - l. Resolution to Approve Appointments to Intercollegiate Athletics Coaching Positions
 - m. Resolution to Ratify Faculty/Staff Appointments
 - n. Resolution to Authorize Conferral of Emeritus Status

- o. Report of the Collective Bargaining and Negotiations Subcommittee, Scott R. Schulick, Chair
- p. Report of the Intercollegiate Athletics Subcommittee, Delores E. Crawford, Chair

F. Communications and Memorials

G. Unfinished Business

H. New Business

I. Election of Board Officers

J. Committee Appointments 2013-2014

K. Chairperson's Remarks

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

Tentative Meeting Dates: 3 p.m., Wednesday, September 25, 2013

3 p.m., Wednesday, December 18, 2013

3 p.m., Wednesday, March 12, 2014

M. Adjournment

DIVIDER

Academic Quality and Student Success Committee

**RESOLUTION TO MODIFY
HIRING AND SELECTION PROCESS FOR FULL
AND PART-TIME FACULTY POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Hiring and Selection Process for Full and Part-time Faculty, policy number 1001.01 of the *University Guidebook*, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Hiring and Selection Process for Full and Part-time Faculty
Responsible Division/Office:	Academic Affairs
Approving Officer:	Provost & Vice President for Academic Affairs
<i>Revision History:</i>	December 1997; March 2007; March 2011; April 2013; June 2013
Resolution Number(s):	YR 1998-16; YR 2007-27; YR 2011-67; YR 2013- ; YR 2013-
Board Committee:	Academic Quality and Student Success
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures. Personnel actions will become effective upon approval by the Board of Trustees.

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

Parameters:

1. Recruitment to fill faculty positions must be authorized by the Provost/Vice President for Academic Affairs. In accordance with Higher Learning Commission expectations, "faculty members must possess an academic degree at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established." Recruitment activities must conform to the Equal Opportunity and Affirmative Action recruitment and employment procedures (see University Guidebook Policy 2001.02).
2. Faculty are employed as either full-time or part-time status. Part-time faculty supplement the full-time faculty to meet departmental instructional needs and cannot acquire tenure.

3. The official offer of employment for full-time faculty is made by the Provost/Vice President for Academic Affairs upon the recommendation of the college dean, the chairperson of the department, and the Office of Human Resources.
4. The Chief Human Resources Officer will submit a summary of all full time faculty appointments to the Board of Trustees at the next regularly scheduled meeting for approval. Offers of employment for full time faculty shall be contingent upon Board of Trustees' approval; however, faculty may begin employment prior to Board of Trustees' approval.
5. Each full-time faculty member will be assigned a home department, which shall be that department in which the majority of the person's time is budgeted. In cases where the time assignment is evenly distributed, the home department shall be the department where the person holds academic rank.
6. Except for department chairpersons (who are excluded from the bargaining unit), the types of contracts and terms and conditions of employment of full-time faculty are outlined in the *Agreement Between Youngstown State University and the Youngstown State University Chapter of the Ohio Education Association*.
7. Faculty responsibilities of departmental chairpersons are described in the *Department Chair Handbook*.
8. Part-time faculty members are appointed by the appropriate college dean, upon the recommendation of the department chairperson, and subject to review by the Provost/Vice President for Academic Affairs. Such appointments are for one academic term or a portion thereof. For purposes of compliance with the Ohio Revised Code and the State Constitution regarding the hiring and the appointment of employees, including part-time faculty, the Board of Trustees designates the Provost/Vice President for Academic Affairs as the hiring authority for part-time faculty. The Provost/Vice President for Academic Affairs will report to the Board of Trustees on the use of part-time faculty on an annual basis.
9. Part-time faculty may teach up to six workload hours per term, and up to twelve workload hours per academic year. The Provost/Vice President for Academic Affairs may waive this limitation when it is in the best interest of the University.
10. Part-time faculty are paid on the basis of workload hours taught and highest earned degree held. The rate of pay is identified in the annual "Operating Budget and Capital Funds" document approved by the Board of Trustees.
11. Procedures, benefits, and other matters affecting part-time faculty are found in the *Part-time Faculty Manual* available in the Office of the Provost/Vice President for Academic Affairs.

NUMBER

1001.01

PAGE 3 of 3

Cross Reference: This policy incorporates former University Guidebook Policy 1001.02, Part-Time Faculty. For information about faculty with graduate status, see University Guidebook Policy 1002.01; for information about adjunct faculty, see University Guidebook Policy 1009.01.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Hiring and Selection Process for Full and Part-time Faculty
Responsible Division/Office:	Academic Affairs
Approving Officer:	Provost & Vice President for Academic Affairs
<i>Revision History:</i>	December 1997; March 2007; March 2011; April 2013; June 2013
Resolution Number(s):	YR 1998-16; YR 2007-27; YR 2011-67; YR 2013- ; YR 2013-
Board Committee:	Academic Quality and Student Success
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures. Personnel actions will become effective upon approval by the Board of Trustees.

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

Parameters:

1. Recruitment to fill faculty positions must be authorized by the Provost/Vice President for Academic Affairs. In accordance with Higher Learning Commission expectations, "faculty members must possess an academic degree at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established." Recruitment activities must conform to the Equal Opportunity and Affirmative Action recruitment and employment procedures (see University Guidebook Policy 2001.02).
2. Faculty are employed as either full-time or part-time status. Part-time faculty supplement the full-time faculty to meet departmental instructional needs and cannot acquire tenure.

3. The official offer of employment for full-time faculty is made by the Provost/Vice President for Academic Affairs upon the recommendation of the college dean, the chairperson of the department, and the Office of Human Resources.
4. The Chief Human Resources Officer will submit a summary of all ~~filled~~ full time faculty ~~positions~~ appointments to the Board of Trustees at the next regularly scheduled meeting for approval. Offers of employment for full time faculty shall be contingent upon Board of Trustees' approval; however, faculty may begin employment prior to Board of Trustees' approval.
5. Each full-time faculty member will be assigned a home department, which shall be that department in which the majority of the person's time is budgeted. In cases where the time assignment is evenly distributed, the home department shall be the department where the person holds academic rank.
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PAGE 3 of 3

Cross Reference: This policy incorporates former University Guidebook Policy 1001.02, Part-Time Faculty. For information about faculty with graduate status, see University Guidebook Policy 1002.01; for information about adjunct faculty, see University Guidebook Policy 1009.01.

**RESOLUTION TO MODIFY
HONORARY DEGREES POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of an Institutional Policy governing Honorary Degrees, policy number 1005.01 of the *University Guidebook*, shown as Exhibit B attached hereto.

UNIVERSITY GUIDEBOOK

Title of Policy:	Honorary Degrees
Responsible Division:	Academic Affairs
Approving Officer:	Provost/Vice President for Academic Affairs
<i>Revision History:</i>	October 1997; July 2009; June 2011
Resolution Number(s):	YR 1998-22; YR 2010-08; YR 2011-100
Board Committee:	Academic and Student Affairs
EFFECTIVE DATE:	June 17, 2011
Next Review:	2014 (Changed to 2016 per Guidebook Policy 0001.00)

Policy: The Board of Trustees shall grant honorary degrees in recognition of a significant impact on the University; on the community, state, or nation; or on society. Such degrees will be conferred at commencements or at special convocations.

Procedures:

1. Criteria for nomination of individuals to receive an honorary degree are determined by the Provost/Vice President for Academic Affairs.
2. Faculty, staff, Board of Trustees members, and/or anyone associated with the University may submit nominations for honorary-degree candidates to the Academic Events Committee of the Academic Senate or directly to the Provost/Vice President for Academic Affairs. When nominations are made directly to the Provost, the Provost will forward the nominations to the Academic Events Committee if time permits.
3. The Academic Events Committee of the Academic Senate “shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, [and] inaugural ceremonies, and recommend candidates for honorary degrees to the University’s President” [from the Academic Senate Bylaws: Bylaw 6-Section 2(k) found at <http://www.ysu.edu/acad-senate/bylaws.htm>].

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

4. The Executive Cabinet will review the credentials of all the candidates recommended for an honorary degree and will submit a list of no more than twenty (20) candidates for approval by the Academic Quality and Student Success Committee of the Board of Trustees at its March meeting. It is the expectation that candidates for honorary degrees for the next academic year will be selected from this list.
5. The recommendation(s) of the Academic Quality and Student Success Committee will be forwarded to the Board of Trustees for action.

REDLINE VERSION

UNIVERSITY GUIDEBOOK

Title of Policy:	Honorary Degrees
Responsible Division:	Academic Affairs
Approving Officer:	Provost/Vice President for Academic Affairs
<i>Revision History:</i>	October 1997; July 2009; June 2011
Resolution Number(s):	YR 1998-22; YR 2010-08; YR 2011-100
Board Committee:	Academic and Student Affairs
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3. The Academic Events Committee of the Academic Senate “shall be responsible for making recommendations concerning policy governing academic events such as graduation ceremonies, honors convocations, [and] inaugural ceremonies, and recommend candidates for honorary degrees to the University’s President” [from the Academic Senate Bylaws: Bylaw 6-Section 2(k) found at <http://www.ysu.edu/acad-senate/bylaws.htm>].

4. Through a credential review process, which includes review of all recommendations, including those submitted by the Academic Events Committee, the Provost/Vice President for Academic Affairs and the President will identify a list of six to ten candidates for approval by the Academic and Student Affairs Committee of the Board of Trustees at its March meeting. The Executive Cabinet will review the credentials of all the candidates recommended for an honorary degree and will submit a list of no more than twenty (20) candidates for approval by the Academic Quality and Student Success Committee of the Board of Trustees at its March meeting. It is the expectation that candidates for honorary degrees for the next academic year will be selected from this list.
5. The recommendation(s) of the Academic and Student Affairs Academic Quality and Student Success Committee will be forwarded to the Board of Trustees for action.

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

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

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

FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 12, 2013)

NAME	TITLE	YEARS OF SERVICE	STATUS
Louise Aurilio	Professor Nursing	19	Faculty Emeritus
Stephen Ausmann	Professor Dana School of Music	23	Faculty Emeritus
Ivania del Pozo	Professor Foreign Languages and Literatures	30	Faculty Emeritus
Marianne Dove	Professor Counseling, Special Education, and School Psychology	19	Faculty Emeritus
Janice Elias	Chair/Professor Human Ecology	32	Faculty Emeritus
William Fry	Professor Psychology	35	Faculty Emeritus
Michael Gelfand	Professor Dana School of Music	37	Faculty Emeritus
Suzan Harper	Assistant Professor Computer Science and Information Systems	11	Faculty Emeritus
Randy Hoover	Professor Teacher Education	30	Faculty Emeritus
Ram Kasuganti	Chair/Professor Management	36	Faculty Emeritus
Hyun Kim	Professor Mechanical and Industrial Engineering	30	Faculty Emeritus
James Kohut	Associate Professor Marketing	31	Faculty Emeritus
Soon-Sik Lim	Professor Civil/Environmental and Chemical Engineering	31	Faculty Emeritus
Richard McEwing	Professor Educational Foundations, Research, Technology, and Leadership	27	Faculty Emeritus

**Agenda Item E.1.c
Support Material**

**FACULTY
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 12, 2013)

NAME	TITLE	YEARS OF SERVICE	STATUS
Zbigniew Piotrowski	Professor Mathematics and Statistics	29	Faculty Emeritus
James Pusch	Associate Professor Educational Foundations, Research, Technology, and Leadership	25	Faculty Emeritus
John Russo	Professor Management	33	Faculty Emeritus
Jane Shanabarger	Associate Professor Theater and Dance	32	Faculty Emeritus
Janet Williams	Professor Teacher Education	28	Faculty Emeritus

**RESOLUTION TO AUTHORIZE
RECOMMENDATION OF CANDIDATES
FOR HONORARY DEGREES**

WHEREAS, the *Policies of the Board of Trustees* provide for the recommendation of candidates for honorary degrees for the next academic year who are reviewed and recommended by the Academic Events Committee, the Provost/Vice President of Academic Affairs, and the President of the University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize that the selection for honorary degrees in the 2013-2014 academic year be granted from the candidates listed in the roster attached hereto.

Suggestions for Honorary Degree Recipients

Robert Ballard is an oceanographer most noted for his work in underwater archaeology. He is most famous for the discoveries of the wrecks of the RMS *Titanic* in 1985, the battleship *Bismarck* in 1989, and the wreck of the aircraft carrier USS *Yorktown* in 1998. In 2004, Ballard was appointed professor of oceanography, and currently serves as Director of the Institute for Archaeological Oceanography, at the University of Rhode Island's Graduate School of Oceanography.

Richard Celeste served as Ohio's governor from 1983 to 1991. Celeste was born on November 11, 1937, in Cleveland, Ohio. He graduated from Yale University in 1959, and he then studied overseas at Oxford University on a Rhodes Scholarship. Upon returning to the United States, he embarked upon a career in public service, working for the Peace Corps and then as an assistant to the United States Ambassador to India. In 1970, Celeste entered politics, winning election to the Ohio House of Representatives as a member of the Democratic Party. Four years later, Celeste won election as Ohio's lieutenant governor. The current governor was James Rhodes, a Republican. In 1978, Celeste tried to unseat Rhodes in the gubernatorial election, but he lost to the incumbent. Following this defeat, President Jimmy Carter appointed Celeste as director of the Peace Corps, a position that he held from 1979 to 1981. In 1982, Celeste returned to Ohio and ran for the state's governor's seat a second time. Rhodes was not eligible to run due to term limits. Celeste defeated the Republican candidate, Clarence Brown, becoming Ohio's governor. In 1986, Celeste won reelection against James Rhodes, who once again was eligible to run. As governor, Celeste vowed to increase state funding to education, health services, and welfare program. During this period, Ohio ranked near last among the other states in funding for these programs. To accomplish his goal, Celeste and the Democratic-controlled legislature increased the state income tax by ninety percent. A referendum to overturn the tax increase failed, but in 1984, voters returned the Ohio Senate to Republican control. Celeste also opened government positions to African Americans and women in larger numbers than ever before. The governor faced much criticism though, because it appeared that to be appointed to office or to receive business contracts with the state, people and businesses had to be loyal members of or large financial contributors to the Democratic Party. Celeste also dealt with the Home State Savings Bank failure during his first term in office, restoring confidence in Ohio's banking institutions. Celeste was ineligible to seek reelection in 1990 due to term limits. He left politics to establish his own company, Celeste and Sabety Limited, in Columbus, Ohio. In 1997, President Bill Clinton appointed the former governor as the United States Ambassador to India. He remained as ambassador from 1997 to 2001. In 2002, Celeste became president of Colorado College.

Leroy Chiao is an astronaut and former Commander of the International Space Station, who is involved in several education enterprises. He serves as the first Raborn Distinguished Chair Professor at Louisiana State University and is a Director of the Challenger Center. He also serves as the official spokesperson for the Heinlein Prize Trust, and is the leader of its "Have Spacesuit Will Travel" educational program.

Denise DeBartolo York, Owner, San Francisco 49ers. Marie Denise DeBartolo York (born 1951 in Youngstown, Ohio) is the owner of the San Francisco 49ers. [1] She is the daughter of late construction magnate Edward J. DeBartolo Sr. and Marie Patricia Montani DeBartolo.

**Agenda Item E.1.d
Support Material**

DeBartolo grew up in a family famous for real estate development.^[2] She attended Saint Mary's College of Indiana.^[1] After graduation, she joined the family business, The DeBartolo Corporation, and became its executive vice president.^[1] In 1994, following her father's death, she became company chairman.^[1] Since acquiring the firm, she has diversified its assets, buying several retail and restaurant chains. In 1981, The DeBartolo Corporation purchased the National Hockey League's Pittsburgh Penguins.^[1] DeBartolo York was president of the Penguins from 1988–1991, including their 1990–1991 championship season,^[1] and only the 2nd woman to serve as President of a Stanley Cup winning team.^[3] In 1991, the year following the championship, The DeBartolo Corporation sold the Penguins. In 2000, DeBartolo York and her husband John York gained control of the 49ers and other sporting assets from her brother, Edward J. DeBartolo Jr. In 1998, Eddie DeBartolo Jr. was linked to the investigation of former Louisiana governor Edwin Edwards for corruption and tax fraud, and was suspended from active control of the team by the National Football League. She currently resides in the Youngstown suburb of Canfield, Ohio.

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Dr. M. Joycelyn Elders was the first African American female US Surgeon General. As a pediatric endocrinologist and 15th Surgeon General of the United States, Dr. Elders has a deep concern for young people and teaches that education, prevention, and responsibility are the keys to a healthy life. An outspoken advocate on behalf of children, she is an expert on the prevention of child abuse, teen pregnancy, violence, and substance abuse.

Randolph Fleisher, Director of the Youngstown Symphony. An in-demand conductor, Canton native Randall Fleischer is the musical director of the Youngstown Symphony. Fleischer, a 1977 McKinley High School grad, assumed his new position for the orchestra's 2007-08 season. "I'll have the customary duties of a music director," Fleischer says. "I'll conduct the majority of the concerts, help with planning the season, participate in crafting an artistic vision for the orchestra and hopefully see it through some years of growth." A busy man, Fleischer is the conductor of three orchestras — the Flagstaff (Ariz.) Symphony, the Anchorage (Alaska) Symphony and the Hudson Valley (N.Y.) Philharmonic. Fleischer, who lives in Los Angeles, is the son of Frank and Barbara Fleischer of Plain Township.

Juan Gonzalez, staff columnist with "The New York Daily News", has been called one of the country's "100 most influential Hispanics" by "Hispanic Business" magazine. In a career that spans more than two decades, he has covered a wide range of national events, from the 1989 U.S. invasion of Panama to the Los Angeles riot, from environmental pollution in Philadelphia to political troubles in Mexico, Central America and the Caribbean, from Cuban boat people to the O.J. Simpson trial.

Darrell Lynn Grace, D.O. Received her D.O. degree from Michigan State University College of Osteopathic Medicine in 1992. She graduated from Youngstown State University in 1975 with an A.A.S. in Nursing, and B.S.A.S. in Health Sciences in 1987. She completed her internship at Cuyahoga Falls General Hospital, in Cuyahoga Falls, Ohio in 1993. She is board certified in Internal Medicine. She completed two years of her Internal Medicine residency at St. Elizabeth Hospital in Youngstown Ohio, from 1993-1995, and one year of Internal Medicine at the State University of New York at Buffalo, from 1995-1996. In 2002 she completed the Osteopathic Heritage Health Policy Fellowship from the American Osteopathic Association at The Ohio University College of Osteopathic Medicine and the New York Institute of Technology. She was the recipient of the Richard L. Alper award for community service at Michigan State University

College of Osteopathic Medicine upon graduation in 1992. In May 2000, she was presented an award for community service during National Minority Health month, and she was presented with a proclamation and a key to the city of Youngstown, Ohio, from Mayor George McKelvey, for community service. She helped establish Grace Place Medical Service, in association with the Greater Youngstown Coalition of Christians, a clinic for the underserved, uninsured, and the underinsured. In 2003, at the American Osteopathic Associations National Convention in New Orleans, La., she was awarded the Dean's award for meritorious service, by Michigan State University College of Osteopathic Medicine. On October 14, 2004, at the Grand Awards Ceremony in East Lansing, Michigan, she was awarded the Alumni Service Award from Michigan State University Alumni Association. In 2005, she was inducted into the AOA's mentor hall of fame. In February 2007, she worked with Heart to Heart International in a free clinic, providing medical care to Hurricane Katrina victims. Dr. Grace has provided leadership for the National Osteopathic Medical Association and the American Osteopathic Association to deliver community preventive services to underprivileged communities at the site and time of each annual AOA convention. She has given numerous presentations to medical students on health policy and health disparities. Dr. Grace is a member of the American Osteopathic Association, and the American College of Osteopathic Internist. She is the chair for Community Outreach for the National Osteopathic Medical Association, organizing health fairs for the homeless at the national conventions; she also serves as the vice president. She is a member of Pilgrim Baptist Church. She is a physician in private practice. She is a clinical assistant professor at Ohio University College of Osteopathic Medicine. She is married to Charles Grace, and she is the daughter of Robinette Burnette and Alonzo (Teddy) Jackson.

Erin Gruwell is an inspiring educator. Gruwell helped her students overcome adversity and use the power of education to graduate from high school, attend college, and write *The Freedom Writers Diary*. The book was made into the hit film, *Freedom Writers*, starring Hilary Swank. Gruwell now serves as Distinguished Teacher in Residence at California State University, Long Beach in the College of Liberal Arts and Education.

Annabelle Gurwitch is an actress and humorist, best known to television audiences for her many years as the co-host of the cult favorite *Dinner and a Movie* on TBS. She is currently a contributing writer and commentator on "Day to Day" on NPR and a columnist for TheNation.com. Her newest role is host of the reality show *Wasted*, launched by the network Planet Green. The show works with a different household every week as they try to make their homes "green" with the added incentive of earning money based on the success of the household's transition.

Maria Hinojosa is a correspondent for the PBS news program *NOW* and Managing Editor of the radio program, "Latino USA," Hinojosa hosts a new PBS series, *One-on-One*, interviewing some of America's foremost Latino leaders. A prominent voice in the Hispanic community, she brings her wit, warmth, and professional wisdom to the dialogue about celebrating diversity in life, as well as in the workplace.

Chris Hughes co-founded Facebook in 2004. Hughes worked first as the site's spokesperson and later as a product manager specializing in user experience. In 2006, he graduated magna cum laude from Harvard with a degree in History and Literature. In 2007, Hughes left Facebook to work on Barack Obama's presidential campaign as the Director of Online Organizing, where he was charged with developing web technologies to engage and empower supporters. Hughes

oversaw the development of the on-site network My.BarackObama.com along with the campaign's presence on other networks like Facebook and MySpace. The campaign's new media strategy revolutionized the use of the Web as a political tool, helping the candidate raise more than \$500 million by generating more than two million donations of less than \$200 each. In 2010, Hughes founded and became Executive Director of the nonprofit Jumo, an organization with the goal of "connecting people who want to change the world." Hughes is now an Entrepreneur in Residence at General Catalyst Partners, a venture capital firm that invests in entrepreneurs who are building the technology-based companies that will lead innovation and transform industries. He is working closely with young entrepreneurs to help guide them through the steps of building a business. Hughes focuses on identifying new investment opportunities and supporting strategic business development initiatives in the areas of consumer services, Internet and new media, and disruptive technology.

Mae Jemison blasted into orbit aboard the space shuttle Endeavour, September 12, 1992, the world's first woman of color to go into space and the city of Chicago's first astronaut in U.S. history. Jemison attended Stanford University and graduated with a Bachelor of Science degree in Chemical Engineering, and fulfilled the requirements for an A.B. in African and Afro-American studies. She completed her medical doctorate at Cornell University. Jemison was a General Practitioner in Los Angeles with the INA/Ross Loos Medical Group, and then spent 2 ½ years as Area Peace Corps medical officer for Sierra Leone and Liberia in West Africa. Jemison formed The Jemison Group, Inc., a technology design and consulting company. Projects have included consulting on the design and implementation of solar thermal electricity generation systems for developing countries and remote areas and the use of satellite-based telecommunications to facilitate health care delivery in West Africa. As Director of the Jemison Institute for Advancing Technology in Developing Countries and Professor of Environmental Studies at Dartmouth College, Jemison works on sustainable development. The institute is organizing a S.E.E.ing the Future (Science, Engineering and Education) Institute for the National Science Foundation, a project to consider the role of public funding in science and technology research in the future. Jemison also created The Earth We Share*. Jemison also serves as Bayer Corporation's national science literacy advocate. Honors and awards include induction into the National Women's Hall of Fame; selection as one of the People magazines' 1993 "World's 50 Most Beautiful People"; Johnson Publications Black Achievement Trailblazers Award; the Kilby Science Award; National Medical Association Hall of Fame; selection as a Montgomery Fellow, Dartmouth College; and numerous honorary doctorates. She was the host and technical consultant of the "World of Wonder" series on the Discovery channel, appeared in an episode of Star Trek: the Next Generation, and was the subject of the PBS documentary The New Explorers.

Ron Jaworski, YSU alum, former pro football player. Born and raised in the gritty steel town outside of Buffalo, Ron Jaworski was a three-sport standout in high school and had an arm most would admire. Drafted by the St. Louis Cardinals right out of high school, Ron was anxious to play baseball immediately, but his father pushed for college first. After a two-week stint working in a steel mill - a "reality-check" arranged by his father - Ron quickly decided to pursue a college degree and chose to play football at Youngstown State University in Ohio. It was a small school, but Ron went on to have an outstanding career at Youngstown, including an impressive appearance in the Senior Bowl and the Ohio Shrine Bowl games. Impressed with his arm, the Los Angeles Rams selected Jaworski in the second round of the 1973 draft. Jaws quickly outgrew his insecurity and his impressive throwing ability earned him the nickname "the Polish

Rifle." After spending four years with the Rams, the rights to Jaworski were traded to the Philadelphia Eagles in March of 1977. Under head coach Dick Vermeil and behind Ron's ability and enthusiastic field leadership, the Eagles advanced to the NFC playoffs in 1978 and 1979. In 1980, Jaws led the Eagles to a 12-4 record, the NFC Championship and their first-ever berth in a Super Bowl. Ron finished the 1980 season as the #1-rated passer in the NFC. In recognition of his brilliant 1980 season, Ron was selected to the Pro Bowl. Along the way, Ron earned another nickname... "Jaws." His neighbor handed the moniker on him at the time and star guard for the Philadelphia 76ers, Doug Collins. "He didn't come up with Jaws because of that shark movie, though," says Jaworski. "Doug said it was because my mouth was always open, talking." Until he suffered a broken leg and torn ligaments in his left ankle during a game at St. Louis in the 1984 season, Ron led the Eagles to the NFC playoffs four times. Jaws also held the record for most consecutive starts in NFL games (116) until Brett Favre surpassed the mark in 1999. During his 10 years with the Eagles, Ron passed for nearly 27,000 yards, including 175 touchdowns. After becoming a free agent in March of 1987, Ron was signed by the Miami Dolphins. Jaws played for the Dolphins in 1987 and 1988, and in 1989, he signed as a free agent with the Kansas City Chiefs. After sustaining a season-ending knee injury, Ron retired in 1990 with a career total of 28,190 passing yards and 179 touchdowns. In 1991, Jaws founded Ron Jaworski Management, Inc. to oversee the day-to-day operations of his business ventures. Currently four different entities fall under the umbrella of RJM ownership: Valleybrook Golf Club, The Chateau Resort, Edgewood in the Pines and The Showcase Sports Apparel Store. RJM is also responsible for overseeing the business of the Maxwell Football Club of Philadelphia, the Ron Jaworski Annual Celebrity Golf Challenge and the Jaws Youth Fund Fall Golf Classic, which has raised over \$1 million for support of innovative youth programs throughout Camden County and the country. In 2003, along with rock-and-roll icon Jon Bon Jovi, Jaworski became co-owner and President of the Philadelphia Soul, the 18th team to join the Arena Football League. He will continue to work directly with newly-hired Head Coach, Bret Musney on football operations as well as assist the organization on all strategic marketing opportunities. Aside from his business ventures, Jaworski is also a regular on ESPN, NFL Films and Eagles Television Network (Philadelphia) and has become one of the most distinguished NFL analysts on television. Jaworski gives fans a weekly, in-depth insider's view of the NFL through "EA Sports NFL Matchup." Every Sunday and Monday, Ron assists on "NFL Sunday Countdown" and "NFL Monday Night Countdown" with his team-by-team analysis. Jaws has been the recipient of numerous honors including UPI's 1980 "NFL Player of the Year," the Bert Bell Award, the Pinnacle Award and the United Way's Volunteer Leadership Award. Jaworski was inducted into the Polish American Hall of Fame in 1991 and the Greater Buffalo Sports Hall of Fame in 1994. He was also nominated for the Pro Football Hall of Fame in his first year of eligibility and was inducted into the Philadelphia Eagles Honor Roll in 1992. Ron is a dynamic motivational speaker, bringing together the sports world and the business world with his enthusiasm and passion.

Bernie Kosar graduated from the University of Miami in Florida. Bernie had a double major in finance and economics while there and later he earned an MBA. He won a National Championship title with the Hurricanes in 1984 and was drafted by the Browns in 1985. Bernie was the QB for the Browns from 1985-93. Bernie then went to the Dallas Cowboys. In 1993 he gained a Super Bowl ring. From 1994-1996 he played for the Miami Dolphins.

Bo Pelini, the youngest of eight children, grew up in the hard-nosed town of Youngstown, Ohio. Pelini's parents instilled the discipline at a young age that has guided Bo to success both in and

out of athletics. Pelini's passion for athletics began in Youngstown. After a standout prep career at Cardinal Mooney High School, Pelini went on to Ohio State. A hard-hitting safety, Pelini was known for his passionate and relentless play. Teammates recognized his leadership and elected him a team captain as a senior. The tradition of being part of winning programs did not end after Pelini's playing career. His coaching career has featured success at every stop along the way. A Super Bowl ring and a national championship are part of the 40-year-old Pelini's impressive resume. That coaching resume included a one-year stop as defensive coordinator at Nebraska. During the 2003 season, Pelini quickly learned the traditions of Nebraska football and its passionate fan base. In turn, Husker fans recognized the discipline and passion instilled by Pelini in the Blackshirt defense. After four years as the nation's most successful defensive coordinator, Pelini returned to Lincoln last December. Nebraska Athletic Director and former Hall of Fame coach Tom Osborne named Pelini the 28th head coach in Nebraska football history on Dec. 2, 2007. Pelini got his start in coaching in 1991, serving as a graduate assistant coach at Iowa under Hayden Fry. From there he moved into the high school ranks, serving as quarterbacks coach at Cardinal Mooney High School in Youngstown, Ohio in 1993 before taking the leap to the 49ers. A standout free safety at Ohio State from 1987 to 1990, Pelini earned four letters for the Buckeyes. He was coached by Earle Bruce in 1987, and John Cooper his final three seasons. Pelini helped the Buckeyes to a 15-8 record over his final two seasons as a starter, and he was a three-time selection to the academic All-Big Ten team. As a senior co-captain Pelini received the "Bo Rein Award," given annually to the Buckeyes' most inspirational player. After earning his Bachelor's degree in business marketing from Ohio State in 1990, Pelini completed his master's degree in sports administration at Ohio University in 1992. Pelini is a native of Youngstown, Ohio. He and his wife, Mary Pat, also a Youngstown native, have three children, a son, Patrick, and two daughters, Kate, 7 and Caralyn.

Ted Strickland (born August 4, 1941) is an American politician of the Democratic Party. Before his election in to governor in 2006, he served six terms as a member of the United States House of Representatives from Ohio's 6th district. Born in Lucasville, Ohio, Strickland was one of nine children; his father was a steelworker. A 1959 graduate of Northwest High School (McDermott, Ohio), Strickland went on to be the first of his family to attend college. Strickland was awarded a Bachelor of Arts degree from Asbury College (Wilmore, Kentucky) in 1963. In 1966, he received a Master of Arts degree from the University of Kentucky (Lexington, Kentucky). He received another master's degree in 1967 from Asbury Theological Seminary (Wilmore, Kentucky). He received a doctorate in psychology from the University of Kentucky in 1980. He is married to Frances Strickland, an educational psychologist and author of a widely used screening test for kindergarten-age children. Strickland worked as a counseling psychologist at the Southern Ohio Correctional Facility in Lucasville, Ohio; was an administrator at a Methodist children's home; and was a professor of psychology at Shawnee State University (Portsmouth, Ohio). His only known pastoral position within a church was a very brief associate pastoral position at Wesley United Methodist Church located at the corner of Offnere and Gallia Streets, Portsmouth, Ohio (now Cornerstone United Methodist Church). Strickland ran for U.S. representative for Ohio's 6th congressional district in 1976, 1978, and 1980, losing twice to long-time incumbent William H. Harsha and later to Harsha's successor and campaign manager, Bob McEwen.

George Voinovich (born July 15, 1936) is a former senior United States Senator from the State of Ohio, and a member of the Republican Party. Previous to this, he served as the 65th Governor

of Ohio from 1991 to 1998, and as the 54th mayor of Cleveland from 1980 to 1989. Born in Cleveland, Ohio, his father was a Serb from Croatia [1][2] (from Kordun [2]), and he had a Slovenian mother. Voinovich earned a Bachelor of Arts degree in government from Ohio University in 1958 and a law degree from The Ohio State University in 1961. Voinovich is a member of Phi Kappa Tau fraternity. He married his wife, Janet, in 1962. They had four children: George, Betsy, Peter, and Molly, as well as seven grandchildren. Molly, their youngest child, was killed in an auto accident at age 9.

Academic Quality and Student Success Committee
May 2013

DIVIDER

**Institutional Engagement
Committee**

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 her recommendation for action by the Board; and

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

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

**YOUNGSTOWN STATE UNIVERSITY
DEVELOPMENT REPORT
Cash and Pledges
FY2012 YTD
July 1, 2011 – March 31, 2012**

	Cash/Property	Pledges	Total
Unrestricted	\$ 49,345	\$ 1,532	\$ 50,877
Restricted	\$ 3,319,083	\$ 151,545	\$ 3,470,628
Endowment	\$ 466,078	\$ 468	\$ 466,546
Total	<u>\$ 3,834,506*</u>	<u>\$ 153,545</u>	<u>\$ 3,988,051</u>

* Includes payments of \$2,238,481 on pledges from previous years.

These figures do not include \$528,472 in designations to the YSU Foundation, \$277,173 in gifts in-kind, \$25,200 for Alumni Relations and \$156,839 for WYSU.

Pledge write-offs for the period above totaled \$6,236 of prior year pledges.

Total \$3,988,051 minus \$2,238,481 in prior year pledge payments plus \$528,472 in contributions to the YSU Foundation equals grand total of \$2,278,042.

**UNIVERSITY GIFTS
EXECUTIVE SUMMARY
Fiscal Year 2012-2013
July 1, 2012-March 31, 2013**

Gifts Received	Number of Gifts	Amount
University Development	4,661	\$ 4,892,312
Total University Gifts	4,661	\$ 4,892,312
Alumni Relations	634	\$ 38,155
WYSU-FM	1,141	\$ 134,115

**YOUNGSTOWN STATE UNIVERSITY
DEVELOPMENT REPORT
Cash and Pledges
FY2013 YTD
July 1, 2012 – March 31, 2013**

	Cash/Property	Pledges	Total
Unrestricted	\$ 66,690	\$ 1,950	\$ 68,640
Restricted	\$ 2,510,310	\$ 2,150,409**	\$ 4,660,719
Endowment	\$ 94,967	\$ 67,986**	\$ 162,953
Total	<u>\$ 2,671,967*</u>	<u>\$ 2,220,345</u>	<u>\$ 4,892,312</u>

* Includes payments of \$1,395,475 on pledges from previous years.

**Two insurance policies were discovered and booked in their respective categories as of 3-31-2013.

These figures do not include \$3,319,028 in planned gifts, \$946,127 in designations to the YSU Foundation, \$67,327 in gifts in-kind, \$38,155 for Alumni Relations and \$134,115 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$755,662 of prior year pledges.

Total \$4,892,312 minus \$1,395,475 in prior year pledge payments plus \$3,319,028 in planned gifts plus \$946,127 in contributions to the YSU Foundation equals grand total of \$7,761,992.

Fundraising Progress by Capital Project Through March 31, 2013

- **Construction of the Veterans Resource Center**
 - **\$1,000,000 Total Project Budget (\$1M Bond Financed)**
 - **\$269,480 Cash + \$225,920 Pledges = \$495,400 Total Raised**
- **Renovation of Melnick Medical Museum**
 - **\$4.5M Total Project Budget (\$2.5M State Capital Funds Committed)**
 - **\$400,000 Cash Secured**
- **Construction of the Athletic Fields (West of Fifth Avenue)**
 - **\$4,350,000 Project Budget (100% Bond Financed)**
 - **\$500,000 Pledge Secured**

**RESOLUTION TO NAME
THE ANDERSON STUDENT GOVERNMENT SUITE
IN KILCAWLEY CENTER**

WHEREAS, Dr. Cynthia E. Anderson earned a bachelor's degree in business from Youngstown State University (YSU), a master's in business education from Ohio State University in 1976, and an Ed.D. in education administration (higher education) and student personnel services from the University of Akron in 1990, and

WHEREAS, after five years of teaching business education at Westerville South High School, Dr. Cynthia E. Anderson joined the YSU faculty in 1979 as an instructor of business education and technology. She was named assistant professor in 1985, associate professor in 1990, associate professor of marketing and public relations in 1994, and was promoted to professor of marketing and public relations in 2000, a post that she currently retains. She was assistant provost for academic planning from 1993 to 1995 and was named vice president for student affairs in 1995, and

WHEREAS, Dr. Cynthia E. Anderson is the first Mahoning Valley resident, the first YSU graduate, and the first woman to lead the University, and she served in a succession of faculty and administrative positions at the University for 31 years before moving into the president's office in July 2010, and

WHEREAS, Dr. Cynthia E. Anderson's many accomplishments during her tenure as president include the development and implementation of the 2020 Strategic Plan, numerous improvements in academic achievement, business practices, enrollment management, and community engagement; the introduction of three new bachelor's degrees, three new master's degrees, and the University's first Ph.D.; plans to significantly expand distance and online course offerings; successfully administering balanced budgets in the face of unprecedented cuts in state funding; and, the opening of the Watson and Tressel Training Site, construction of a new sports complex, and plans for a new Veterans Resource Center and Melnick Hall renovations, and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to Dr. Cynthia E. Anderson for her significant contribution and unwavering commitment to the students of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University name the student government suite in Kilcawley Hall as the **Anderson Student Government Suite**; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Dr. Cynthia E. Anderson.



**RESOLUTION TO NAME
THE KATHERINE GLINATSIK KARTALIS TEAM ROOM
IN WILLIAMSON HALL**

WHEREAS, Andrew and Katherine (Glinatsis) Kartalis, have committed a \$500,000 gift with \$50,000 designated to name a team room in Williamson Hall and \$450,000 designated to establish an endowed scholarship with the Youngstown State University Foundation; and

WHEREAS, the \$50,000 is available for use at the discretion of the Dean of the Williamson College of Business Administration; and

WHEREAS, Katherine Glinatsis Kartalis is a 1959 business education graduate; and

WHEREAS, after traveling the world, Andrew and Katherine (Glinatsis) Kartalis established themselves in the Cleveland area with their two daughters; and

WHEREAS, Andrew and Katherine (Glinatsis) Kartalis will become members of the President's Council; and

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to Andrew and Katherine (Glinatsis) Kartalis 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 name a team room in Williamson Hall as the **Katherine Glinatsis Kartalis Team Room**; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Katherine Glinatsis Kartalis, '59.

**RESOLUTION TO NAME
THE CLIFFE COLLEGE OF CREATIVE ARTS AND COMMUNICATION**

WHEREAS, E. Wayne Cliffe, Jr. is a former resident of Youngstown, served as a medic in the U.S. Army during World War II, served as an industrial relations professional for Howard Hughes and one of his companies, Hughes Tool Company, had a successful career as a real estate professional and investor in California; and,

WHEREAS, E. Wayne Cliffe, Jr. and his brother, Charles Cliffe, honored their parents by establishing the Dr. Earle and Ida Cliffe Fund with a gift of \$100,000 in 2002 to support the Cliffe Visiting Artist Series program at Youngstown State University; and,

WHEREAS, Dr. Earle Cliffe was a World War I veteran who served under General John J. Pershing and was a physician at St. Elizabeth's Hospital and Ida Cliffe was a registered nurse and community activist; and,

WHEREAS, E. Wayne Cliffe, Jr. has signed an irrevocable gift agreement and produced a copy of his revocable inter vivos trust providing for a gift of \$1,375,000 to Youngstown State University for the following purposes upon Mr. Cliffe's death:

- \$1,000,000 to establish a general endowment fund for the College of Creative Arts and Communication,
- \$150,000 to establish the Dr. Earle and Ida Cliffe Symposium Fund at the Youngstown State University Foundation,
- \$100,000 to be added to the Dr. Earle and Ida Cliffe Fund at the Youngstown State University Foundation established in 2002 which supports visiting artists and other academic programming,
- \$125,000 to fulfill the remaining pledge balance of the gift provided to establish the George Woodman Classroom in the Williamson College of Business; and,

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition to E. Wayne Cliffe, Jr. and the entire Cliffe family for their total contributions of \$1,475,000 and their outstanding commitment to the students of Youngstown State University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University name the College of Creative Arts and Communication as **The Cliffe College of Creative Arts and Communication** contingent upon receipt of the aforementioned gift; and.

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to E. Wayne Cliffe, Jr.

DIVIDER

Finance & Facilities Committee

**RESOLUTION TO APPROVE UNIVERSITY
TRANSPORTATION FEE**

WHEREAS, it has been determined that the university's current parking fee structure is not sufficient to maintain parking facilities and operations; and

WHEREAS, it is fiscally prudent for the university to establish and maintain sufficient reserves for future upgrades and/or replacement of parking facilities; and

WHEREAS, Ohio law provides that Boards of Trustees of state-assisted institutions of higher education shall supplement state subsidies by income from fees, service charges, fines and penalties assessed to students; and

WHEREAS, a majority of students presently purchase an optional parking permit, which the proposed transportation fee would replace and which would result in a cost reduction for students; and

WHEREAS, the proposed transportation fee would provide a predictable and stable funding structure for parking and transportation services;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the establishment of a transportation fee as included in Exhibit D, effective fall semester 2013.

	<u>Fee Per Semester</u>
Mandatory if enrolled in 6 or more credit hours:	
Fall and Spring Semesters	\$115.00
Summer Semester	\$58.00
Optional if enrolled in 5 or fewer credit hours:	
Fall and Spring Semesters	\$115.00
Summer Semester	\$58.00

**RESOLUTION TO APPROVE CHANGES TO
STUDENT TUITION, FEES, AND OTHER CHARGES
EFFECTIVE FALL TERM 2013**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that unless otherwise noted herein, this Resolution shall replace all previously adopted Resolutions pertaining to tuition, fees and/or other charges; and

BE IT ALSO RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the "tuition charge" shall be the sum of the Instructional Fee, General Fee, and the Information Services Fee, and does hereby establish the tuition charge and other fees as included in Exhibit E, to become effective Fall Term 2013 and to remain in effect until changed by the Board of Trustees, except as may be specifically noted otherwise; and

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

1. Fees of noncredit courses, institutes, and workshops offered or coordinated through the Metro College and the University Outreach department;
2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions;
3. Service charges for loans to students;
4. A special fee for programs such as the international student training programs under contract and the "Executive Master of Business Administration" program. It shall be understood that such special fees, if authorized, shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as other University operating budgets; and
5. Fees for credit courses offered by the Metro College under contract to established groups as provided for in Resolution YR 2001-03.

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

Fines which are authorized in this resolution may be assessed against non-students who are authorized to use University services as well as against students; and the rates detailed in this resolution shall replace the rates in any other resolution in conflict, and it shall continue to be the policy of this Board to review and adopt all fees, service charges, and fines annually, usually at the December meeting of the Board, in order that students and others are informed as to rates for the coming year and budgets may be finalized. It is understood that charges, fines, penalties, and assessments to students and non-students will not be waived except as specifically authorized by proper authority. The President or his/her designee shall review and, as appropriate, authorize persons or departments to grant waivers with the specific understanding that no waivers

will be granted that are in violation of Ohio law or the policies of Youngstown State University.

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

<u>Length of Course</u>	<u>100% refund</u>	<u>No refund</u>
6 weeks or more	through 14 th day of term	15 th day of term and later
Less than 6 weeks	15% of course duration	greater than 15% of course duration

**Board of Trustees Meeting
June 12, 2013
YR 2013-**

Agenda Item E.3.b

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

	FY 2013 Actual	FY 2014		
		Proposed	\$ Change	% Change
UNDERGRADUATE (per semester)				
Resident	\$3,855.96	\$3,949.68	\$93.72	2.43%
Non-resident:				
Affordable Tuition Advantage ²	\$3,961.08	\$4,069.68	\$108.60	2.74%
Non-regional	\$6,834.36	\$6,949.68	\$115.32	1.69%
GRADUATE³ (per semester)				
Resident	\$5,128.44	\$5,282.52	\$154.08	3.00%
Non-resident:				
Affordable Tuition Advantage ²	\$5,233.56	\$5,402.52	\$168.96	3.23%
Non-regional	\$5,233.56	\$6,887.64	\$1,654.08	31.61%

NOTES:

1. Rates for specialized programs not included in this presentation.
2. The Affordable Tuition Advantage rate replaces the Western PA Advantage and the Regional rates. The Affordable Tuition Advantage rate is offered to students from the following counties: Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington and Westmoreland counties in Pennsylvania; Chautauqua County in New York; and Brooke, Hancock, Marshall and Ohio counties in West Virginia.
3. Although the graduate bulk-rate band is from 12-16 hours, graduate students are considered full-time for academic purposes at 9 credit hours and above.

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

Schedule 2

Fee Description	FY 2013 Actual	FY 2014		
		Proposed	S Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-16 credit hours)	\$3,105.36	\$3,180.00	\$74.64	2.40%
General Fee (per semester, 12-16 credit hours)	\$636.12	\$655.20	\$19.08	3.00%
Information Services Fee (per semester, 12-16 credit hours)	\$114.48	\$114.48	\$0.00	0.00%
Full-time tuition & mandatory fees	\$3,855.96	\$3,949.68	\$93.72	2.43%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$258.78	\$265.00	\$6.22	2.40%
Credits in excess of bulk-rate per semester (per credit)	\$258.78	\$265.00	\$6.22	2.40%
General Fee (per credit hour, 1-11 hours)	\$53.01	\$54.60	\$1.59	3.00%
General Fee (per credit hour, over 16 hours)	\$48.87	\$50.34	\$1.47	3.00%
Information Services Fee (per credit hour)	\$9.54	\$9.54	\$0.00	0.00%
COLLEGE FEES				
Beeghly College of Education				
Undergrad with Junior Standing and Above (per credit hour)	\$8.00	\$8.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$96.00	\$96.00	\$0.00	0.00%
Bitonte College of Health & Human Services				
Undergrad with Junior Standing and Above (per credit hour)	\$8.25	\$12.50	\$4.25	51.52%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$99.00	\$150.00	\$51.00	51.52%
College of Science, Technology, Engineering & Mathematics				
Undergrad with Junior Standing and Above (per credit hour)	\$21.00	\$21.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$252.00	\$252.00	\$0.00	0.00%
College of Liberal Arts & Social Sciences				
Undergrad with Junior Standing and Above (per credit hour)	\$5.25	\$8.50	\$3.25	61.90%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$63.00	\$102.00	\$39.00	61.90%
College of Fine & Performing Arts				
Undergraduates, per credit hour	\$9.00	\$9.00	\$0.00	0.00%
Undergraduates, bulk rate, 12-16 hours	\$108.00	\$108.00	\$0.00	0.00%
Williamson College of Business Administration				
Undergrad with Junior Standing and Above (per credit hour)	\$12.00	\$16.00	\$4.00	33.33%
Undergrad with Junior Standing and Above (bulk rate, 12-16 hours)	\$144.00	\$192.00	\$48.00	33.33%

YOUNGSTOWN STATE UNIVERSITY
Resident Graduate Tuition & Fees

Schedule 3

Fee Description	FY 2013 Actual	FY 2014		
		Proposed	S Change	% Change
BULK-RATE TUITION & MANDATORY FEES				
Instructional Fee (per semester, 12-16 credit hours)	\$4,377.84	\$4,512.84	\$135.00	3.08%
General Fee (per semester, 12-16 credit hours)	\$636.12	\$655.20	\$19.08	3.00%
Information Services Fee (per semester, 12-16 credit hours)	\$114.48	\$114.48	\$0.00	0.00%
Full-time tuition & mandatory fees	\$5,128.44	\$5,282.52	\$154.08	3.00%
TUITION & MANDATORY FEES (outside bulk-rate)				
Instructional Fee (per credit hour, 1-11 hours)	\$364.82	\$376.07	\$11.25	3.08%
Credits in excess of bulk-rate per semester (per credit)	\$364.82	\$376.07	\$11.25	3.08%
General Fee (per credit hour, 1-11 hours)	\$53.01	\$54.60	\$1.59	3.00%
General Fee (per credit hour, over 16 hours)	\$48.87	\$50.34	\$1.47	3.00%
Information Services Fee (per credit hour)	\$9.54	\$9.54	\$0.00	0.00%
ADDITIONAL GRADUATE FEES				
Master of Public Health ¹ (per credit hour)	\$530.00	\$543.00	\$13.00	2.45%
Master of Fine Arts ¹ (per credit hour)	\$521.00	\$521.00	\$0.00	0.00%
Nurse Anesthetist Program Fee ² (per semester)	\$2,469.00	\$2,642.86	\$173.86	7.04%
Graduate Workshops				
Resident (per credit hour)	\$138.53	\$138.53	\$0.00	0.00%
Non-Resident (per credit hour)	\$147.29	\$148.53	\$1.24	0.84%

1. The MPH and MFA fees are set by consortia of several Ohio public universities of which YSU is a member.
2. Nurse Anesthetist fee is set by the St. Elizabeth Health Center School for Nurse Anesthetists.

**YOUNGSTOWN STATE UNIVERSITY
Non-Resident Tuition Surcharge**

	FY 2013 Actual	FY 2014		
		Proposed	\$ Change	%Change
UNDERGRADUATE				
Affordable Tuition Advantage¹				
Part-time (per credit, 1-11 credits)	\$8.76	\$10.00	\$1.24	14.16%
Full-time (per semester, within bulk)	\$105.12	\$120.00	\$14.88	14.16%
Credits in excess of bulk (per credit)	\$8.76	\$10.00	\$1.24	14.16%
Non-Regional				
Part-time (per credit, 1-11 credits)	\$248.20	\$250.00	\$1.80	0.73%
Full-time (per semester, within bulk)	\$2,978.40	\$3,000.00	\$21.60	0.73%
Credits in excess of bulk (per credit)	\$248.20	\$250.00	\$1.80	0.73%
GRADUATE^{2,3}				
Affordable Tuition Advantage¹				
Below bulk-rate (per credit, 1-11 credits)	\$8.76	\$10.00	\$1.24	14.16%
Within bulk-rate (per semester)	\$105.12	\$120.00	\$14.88	14.16%
Credits in excess of bulk (per credit)	\$8.76	\$10.00	\$1.24	14.16%
Non-Regional				
Below bulk-rate (per credit, 1-11 credits)	\$8.76	\$133.76	\$125.00	N/A
Within bulk-rate (per semester)	\$105.12	\$1,605.12	\$1,500.00	N/A
Credits in excess of bulk (per credit)	\$8.76	\$133.76	\$125.00	N/A

Note:

1. The Affordable Tuition Advantage rate replaces the Western PA Advantage and the Regional rates. The Affordable Tuition Advantage rate is offered to students from the following counties: Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington and Westmoreland counties in Pennsylvania; Chautauqua County in New York; and Brooke, Hancock, Marshall and Ohio counties in West Virginia.

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

3. Reduced regional and non-regional rates are available for workshop participants.

YOUNGSTOWN STATE UNIVERSITY
Distance Education Program Fees
 Previously Approved by the Board of Trustees on March 13, 2013

Fee Description	FY 2014		
	Proposed	\$ Change	% Change
UNDERGRADUATE			
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-16 credit hours)	\$3,180.00	N/A	N/A
Program Fee (per semester, 12-16 credit hours)	\$480.00	N/A	N/A
Information Services Fee (per semester, 12-16 credit hours)	\$114.48	N/A	N/A
Full-time tuition & mandatory fees	\$3,774.48	N/A	N/A
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour, 1-11 hours)	\$265.00	N/A	N/A
Program Fee (per credit hour, 1-11 hours)	\$40.00	N/A	N/A
Information Services Fee (per credit hour)	\$9.54	N/A	N/A
GRADUATE			
BULK-RATE TUITION & MANDATORY FEES			
Instructional Fee (per semester, 12-16 credit hours)	\$4,512.84	N/A	N/A
Program Fee (per semester, 12-16 credit hours)	\$480.00	N/A	N/A
Information Services Fee (per semester, 12-16 credit hours)	\$114.48	N/A	N/A
Full-time tuition & mandatory fees	\$5,107.32	N/A	N/A
TUITION & MANDATORY FEES (outside bulk-rate)			
Instructional Fee (per credit hour, 1-11 hours)	\$376.07	N/A	N/A
Program Fee (per credit hour, 1-11 hours)	\$40.00	N/A	N/A
Information Services Fee (per credit hour)	\$9.54	N/A	N/A
NONRESIDENT SURCHARGE			
Bulk-Rate for Undergraduate and Graduate			
Level 1 (per semester, 12-16 credit hours)	\$3,122.40	N/A	N/A
Level 2 (per semester, 12-16 credit hours)	\$3,194.40	N/A	N/A
Level 3 (per semester, 12-16 credit hours)	\$3,338.40	N/A	N/A
Level 4 (per semester, 12-16 credit hours)	\$3,518.40	N/A	N/A
Level 5 (per semester, 12-16 credit hours)	\$3,698.40	N/A	N/A
NONRESIDENT SURCHARGE			
Outside Bulk-Rate for Undergraduate and Graduate			
Level 1 (per credit hour, 1-11 hours)	\$260.20	N/A	N/A
Level 2 (per credit hour, 1-11 hours)	\$266.20	N/A	N/A
Level 3 (per credit hour, 1-11 hours)	\$278.20	N/A	N/A
Level 4 (per credit hour, 1-11 hours)	\$293.20	N/A	N/A
Level 5 (per credit hour, 1-11 hours)	\$308.20	N/A	N/A

**YOUNGSTOWN STATE UNIVERSITY
Housing Charges**

Fee Description	FY 2013 Actual	FY 2014		
		Proposed	\$ Change	%Change
Room & Board (per academic year)	\$8,150	\$8,475	\$325.00	3.99%
Residence Hall Security Deposit (academic year and/or summer)	\$200	\$200	\$0.00	0.00%
Single Room Surcharge	\$875	\$875	\$0.00	0.00%
Weller House Apartments (per Academic Year-room only)	\$6,650	\$6,890	\$240.00	3.61%
Student Housing During Academic Breaks				
1 - 3 days (no meals, per day)	\$24	\$25	\$1.00	4.17%
Per week (7 meals per week)	\$195	\$200	\$5.00	2.56%
Summer				
Room and Board (10 meals per week)	\$240	\$245	\$5.00	2.08%
Apartments (room only, per person, per week)	\$195	\$200	\$5.00	2.56%

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2013 Actual	FY 2014 Proposed	Change
ACT Test Fee	\$40.00	\$40.00	\$0.00
Applied Music Fee (per credit, plus tuition)	\$75.00	\$75.00	\$0.00
Beeghly College of Education Graduate Regional Delivery Fees:			
Level 1 (per credit hour)	\$10.00	\$10.00	\$0.00
Level 2 (per credit hour)	\$20.00	\$20.00	\$0.00
Level 3 (per credit hour)	\$35.00	\$35.00	\$0.00
Level 4 (per credit hour)	\$60.00	\$60.00	\$0.00
Level 5 (per credit hour)	\$75.00	\$75.00	\$0.00
Level 6 (per credit hour)	\$100.00	\$100.00	\$0.00
Level 7 (per credit hour)	\$125.00	\$125.00	\$0.00
Level 8 (per credit hour)	\$160.00	\$160.00	\$0.00
Bookstore Textbook Rental Fees:			
Late Return Fee	\$35.00	\$35.00	\$0.00
Replacement Fee	Retail price less rental fee paid		\$0.00
Check Replacement Fee	\$25.00	\$25.00	\$0.00
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00
Community Counseling Clinic Client Fees (per client):			
Level 1	\$1.00	\$1.00	\$0.00
Level 2	\$5.00	\$5.00	\$0.00
Level 3	\$10.00	\$10.00	\$0.00
College in High School (per credit hour)	\$49.00	\$49.00	\$0.00
Computer-based Placement Re-Test Fee (per test)	\$20.00	\$20.00	\$0.00
Counseling Prep Comprehensive Exam	\$40.00	\$40.00	\$0.00
Course Fees (per course)			
Lab & Materials Fee Level 1	\$35.00	\$35.00	\$0.00
Lab & Materials Fee Level 2	\$50.00	\$50.00	\$0.00
Lab & Materials Fee Level 3	\$65.00	\$65.00	\$0.00
Lab & Materials Fee Level 4 (gross anatomy)	\$187.00	\$187.00	\$0.00
Lab & Materials Fee Level 7	\$20.00	\$20.00	\$0.00
Lab & Materials Fee Level 8	\$85.00	\$85.00	\$0.00
Lab & Materials Fee Level 9	\$25.00	\$25.00	\$0.00
Lab & Materials Fee Level 10 (nursing clinical)	\$200.00	\$200.00	\$0.00
Lab & Materials Fee Level 11 (Co-Op)	\$350.00	\$350.00	\$0.00
Lab & Materials Fee Level 12	N/A	\$300.00	New
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Credit Card Convenience Fee (student accounts only)	2.75%	2.75%	0.00%
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00
Equipment & Materials Replacement Fee	Market value	Market value	\$0.00
Federal Background Check	\$28.00	\$28.00	\$0.00
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00
Graduate Student Application Fee	\$30.00	\$40.00	\$10.00
Graduation Fee	\$65.00	\$65.00	\$0.00
HPE Equipment Replacement Fee	Market value	Market value	\$0.00
Installment Plan Fee (maximum)	\$45.00	\$45.00	\$0.00
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00
International Student Credential Evaluation Fee-Undergrad.	\$75.00	\$75.00	\$0.00
Late Class Add Fee (per course)	\$50.00	\$50.00	\$0.00

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2013 Actual	FY 2014 Proposed	Change
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00
Late Payment Fee	\$30.00	\$50.00	\$20.00
Late Registration Fee	\$75.00	\$75.00	\$0.00
Library Fines:			
Replacement Processing Fee	\$10.00	\$10.00	\$0.00
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00
Overdue Textbook (\$0.55 per day, maximum fine \$100)	\$0.55	\$0.55	\$0.00
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00
Overdue Reserve Material (per day)	\$0.55	\$0.55	\$0.00
Overdue Closed Reserve Material (per hour)	\$0.55	\$0.55	\$0.00
Library Material Replacement Fee	Market Value	Market Value	\$0.00
OhioLINK Material Replacement Fee	\$110.00	\$110.00	\$0.00
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00
MAT Test Fee	\$75.00	\$75.00	\$0.00
MBA Program Fee (per credit hour)	N/A	\$40.00	New
Parking Permits:			
Students, Fall & Spring Terms, optional if enrolled in 0-5 credits	\$120.00	\$115.00	(\$5.00)
Students, Summer Term, optional if enrolled in 0-5 credits	\$61.00	\$58.00	(\$3.00)
Employees, per semester	\$85.00	\$85.00	\$0.00
Contract employees, per semester, Fall & Spring	\$120.00	\$115.00	(\$5.00)
Contract employees, Summer term	\$61.00	\$58.00	(\$3.00)
Control Card Replacement	\$5.00	\$5.00	\$0.00
Visitors, Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00
Visitors, Weekly/Special Event (per week)	\$20.00	\$20.00	\$0.00
Parking Violations:			
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00
Class II (major violations)	\$100.00	\$100.00	\$0.00
Class III (legal violations)	\$150.00	\$150.00	\$0.00
PC Data Recovery Service Fee	\$100.00	\$100.00	\$0.00
PC Remediation Service Fee	\$75.00	\$75.00	\$0.00
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00
Photo I.D. Replacement Charge	\$25.00	\$25.00	\$0.00
Physical Therapy Doctoral Acceptance Deposit	\$500.00	\$500.00	\$0.00
Processing/Matriculation Fee (per semester)	\$80.00	\$80.00	\$0.00
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
Quantity Foods Luncheon	\$8.50	\$8.50	\$0.00
Quantity Foods Dinner	\$10.00	\$10.00	\$0.00
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00
Student Locker Rental (per year)	\$25.00	\$25.00	\$0.00
Study Abroad Fee:			
Level 1 (YSU faculty-led short-term field study)	\$45.00	\$45.00	\$0.00
Level 2 (College Consortium in International Studies)	\$75.00	\$75.00	\$0.00
Level 3 (YSU direct agreement or exchange program)	\$150.00	\$150.00	\$0.00

YOUNGSTOWN STATE UNIVERSITY
Other Fees, Charges and Fines

Schedule 7

Fee Description	FY 2013 Actual	FY 2014 Proposed	Change
Thesis Binding Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$6.00	\$6.00	\$0.00
Transcript Rush Fee (same-day processing)	\$12.00	\$12.00	\$0.00
Transcript Rush Fee (overnight express)	\$35.00	\$35.00	\$0.00
Transfer Processing/Matriculation Fee	\$25.00	\$25.00	\$0.00
Undergraduate Application Fee (first time applicant)	\$40.00	\$40.00	\$0.00
Youngstown Early College (per credit hour)	\$102.84	\$105.31	\$2.47
Youngstown Early College (full-time bulk rate, 12-16 hours)	\$1,234.08	\$1,263.72	\$29.64

**RESOLUTION CONCERNING THE
ANNUAL BUDGET, FISCAL YEAR 2014**

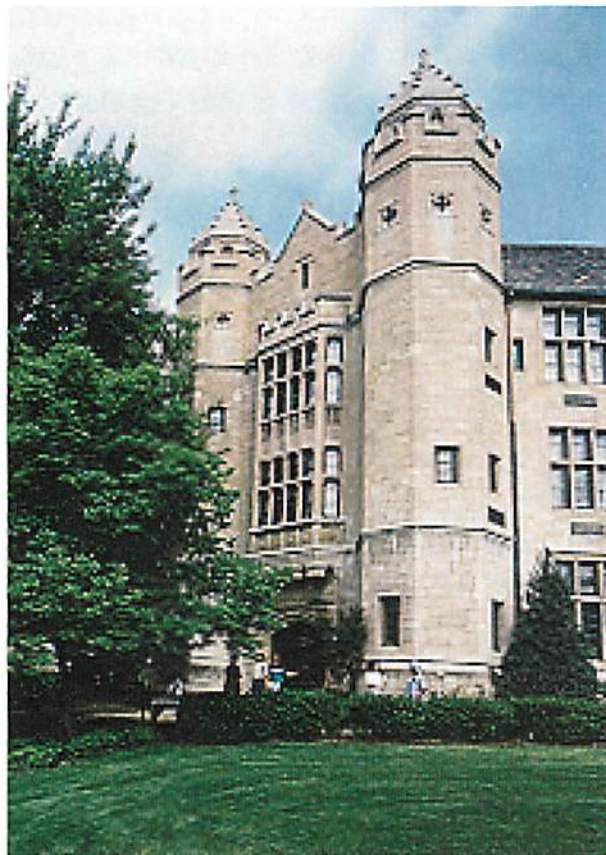
WHEREAS, the proposed Fiscal Year 2014 Annual Budget has been reviewed by the Finance and Facilities Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Youngstown State University Fiscal Year 2014 Annual Operating Budget for General and Auxiliary Funds, shown on Exhibit F, as presented to the Finance and Facilities Committee be approved.

Youngstown

STATE UNIVERSITY

Fiscal Year 2014
Operating Budget
General Fund & Auxiliaries



YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2014 Operating Budget
Table of Contents

	<u>Page</u>
Board of Trustees and Principal Administrators.....	1
Budget Planning Process	
Budget Development Council Recommendations.....	2
Budget Summary	
Table 1: Operating Budget Summary.....	3
Revenue and Expense Assumptions.....	3
Student Enrollment Levels	
Student Recruitment and Retention Efforts.....	4
Chart 1: Fall Term Enrollment History.....	4
General Fund Revenues	
Table 2: General Fund Revenue Summary.....	5
Chart 2: General Fund Revenue by Source.....	5
Table 3: Ohio Public Universities Tuition.....	6
Chart 3: State Funding and Tuition Revenue.....	7
Chart 4: State Funding per FTE Enrollments.....	8
General Fund Expenses	
Table 4: Expenses by Natural Classification.....	9
Personnel Expenses	
Table 5: Eliminated Staff Positions.....	10
Table 6: Salary Adjustments by Employee Category.....	10
Table 7: Fringe Benefit Breakdown.....	11
Table 8: Fringe Benefit Rates by Employee Category.....	11
Table 9: Vacancy Savings by Employee Category.....	12
Table 10: Operating Expenses.....	13
Table 11: Expenses by Division.....	14
Chart 5: Expenses by Division.....	14
Auxiliaries	
Table 12: Auxiliary Budget Summaries.....	15
Other	
Table 13: Miscellaneous Salary Rates.....	16
Rich Center for Autism	
Table 14: Rich Center for Autism Budget.....	17
Appendices (detail)	
A. General Fund Revenue.....	18
B. General Fund Expenses by Natural Classification.....	19-20
C. General Fund Expenses by Division.....	21
D. Auxiliary Detail.....	22-26
E. Scholarship Summary.....	27
F. Budget Development Council Documents.....	28-37

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YOUNGSTOWN STATE UNIVERSITY

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YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2014 Operating Budget

Budget Planning Process

As part of the YSU 2020 Strategic Plan, the YSU Budget Development Council led the FY 2014 budget planning process to implement a new approach to University budgeting that is both transparent and flexible and which aligns budget priorities with strategic priorities. Council membership includes Dr. Charles Howell, Dean of the Beeghly College of Education; Dr. Ray Shaffer, Professor and Chair of the Accounting & Finance Department; Debra LaRocco, Human Resources Benefits Manager; Ken Schindler, Associate Vice President for Information Technology; Marilyn Ward, Budget Officer for Academic Affairs; Elaine Jacobs, Associate Athletic Director; Gary Sexton, WYSU Director; Erin Driscoll, Student Activities Director; and Ana Bobby, Interim Library Co-Director. The Council is also staffed by David Edwards, Senior Budget Analyst; Paul Kobulnicky, Interim Executive Assistant to the Vice President for Finance & Administration; and Neal McNally, Budget Director & Interim Treasurer.

Between January and May 2013, the Budget Development Council focused on establishing new processes that not only promote budget transparency, but also create strong incentives for improved financial management practices. The Council's detailed recommendations appear in Appendix F of this document and are summarized as follows:

- **Recommendation #1**: Decentralize salary budgets, allowing financial managers to retain and reallocate savings resulting from position vacancies. This will improve budgetary flexibility and allow financial managers to redeploy resources to high-priority needs. This will also promote fiscally-aware hiring decisions.
- **Recommendation #2**: Establish new and differential fringe benefit budget rates that more closely reflect the difference in actual fringe benefit costs among various categories of employees. Utilizing fringe benefit rate estimates based on categorical data will lead to more accurate cost projections and ultimately reduce overall personnel expenditures.
- **Recommendation #3**: Allow units to carry-forward positive year-end general fund budget balances for use in subsequent fiscal years. By removing the “use it or lose it” mentality vis-à-vis operating budgets, a carry-forward policy will encourage departments to expend University resources more judiciously. This will also create a mechanism by which financial managers can engage in long-range planning whereby resources can be saved over multiple fiscal years.
- **Recommendation #4**: Immediately begin contingency planning for FY 2014 in the event that enrollment levels fail to meet budgeted targets. This recommendation was delivered to Executive Management in April 2013. It is recommended that each of the University's executive officers engage their direct reports and financial managers in a planning exercise to ensure the alignment of university resources with university priorities. It is further recommended that this exercise include the creation of a detailed plan for how each unit would allocate changes to budgets based on different funding scenarios.

Budget Summary

The Fiscal Year 2014 operating budget of \$177,151,950 is 0.8% less than the FY 2013 operating budget. The general fund budget decreased by \$2.6 million or 1.7% while the auxiliary budgets increased by 4.9%.

Table 1
Operating Budget Summary

	<u>FY 2013</u> <u>Budget</u>	<u>FY 2014</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
<i>General Fund</i>	\$156,300,000	\$153,700,000	-1.7%
<i>Auxiliaries (net of Gen. Fund support)</i>	\$22,350,433	\$23,451,950	4.9%
Total Operating Budget	<u>\$178,650,433</u>	<u>\$177,151,950</u>	<u>-0.8%</u>

Revenue Assumptions:

1. A 1% decline in enrolled students relative to prior year actual enrollment levels.
2. An increase in undergraduate tuition of 2.4%, the maximum increase permitted by pending state budget legislation.
3. An increase in graduate tuition of 3.0%.
4. Generally stable State Share of Instruction operating appropriations, as projected by the Ohio Board of Regents.

Expense Assumptions:

1. Cost of living adjustments of 2% for all personnel, pursuant to existing labor agreements for each bargaining unit, with equal salary adjustments recommended for excluded staff.
2. Continuation of base reductions in operating expenses made in FY 2012 totaling approximately \$3 million.
3. Temporary reductions in personnel expenses totaling \$7.5 million in vacancy savings, made possible by more than 117 vacant faculty and staff positions.
4. A reduction in the fringe benefit rates based on an analysis of actual experience from the prior 12-month period.

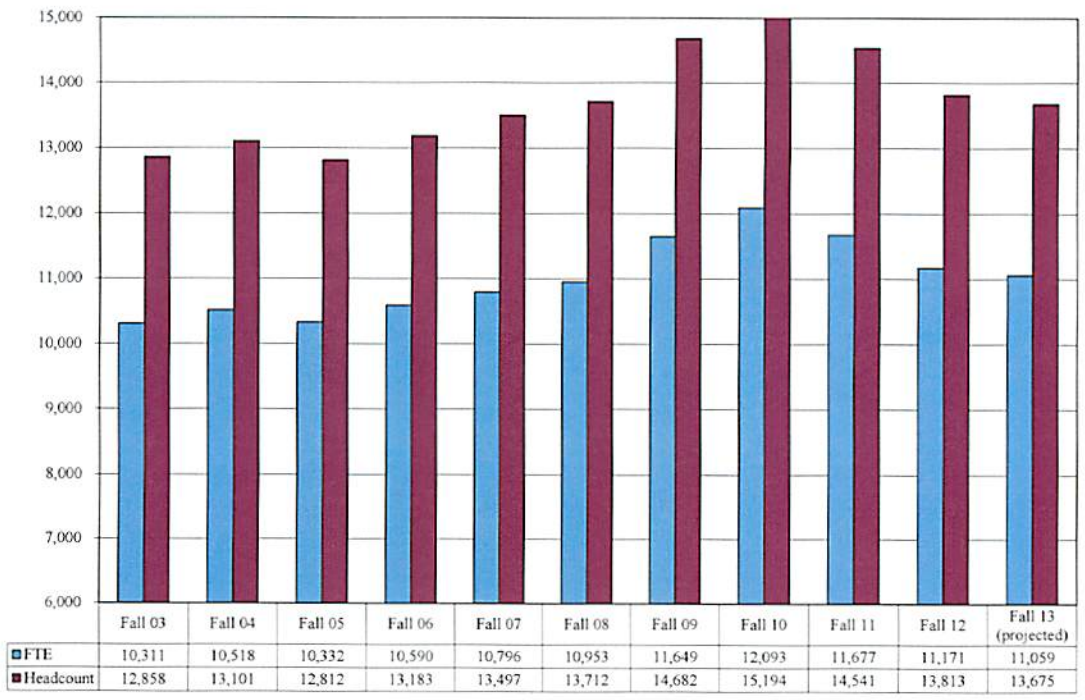
Student Enrollment Levels

For the past two years, YSU’s full-time equivalent (FTE) enrollment levels decreased by an average of 3.9% per year. Over the past year, the University has taken several actions to reverse this trend, including:

- Aggressive marketing and student recruitment efforts.
- The use of new technology, such as Starfish Retention Software, to improve student retention and success.
- Creation of the new Student One Stop office to streamline customer service for students.
- Hosting multiple “Crash Day” events to allow prospective students to visit and explore campus in an interactive setting.
- Hiring of two new Distance Education professionals to expand online programs and course offerings, enabling YSU to meet demands for this emerging and growing market.
- Expanding what was previously the Western Pennsylvania Advantage tuition rate to include the University’s entire regional service area, making YSU affordably attractive to a greater number of nonresident students.
- Consolidating both graduate and undergraduate admissions functions under a single Admissions Office to improve student customer service.
- With increased support from the YSU Foundation, student scholarships and financial aid available in FY 2014 will be \$16 million—a \$2 million increase over the prior year.

While these efforts are expected to positively affect enrollment levels, the FY 2014 budget is conservatively based on a 1% decline in FTE enrollment levels. Chart 1 below depicts YSU’s fall semester enrollment history for the past ten years.

Chart 1: Fall Term Enrollment Trends



General Fund Revenues

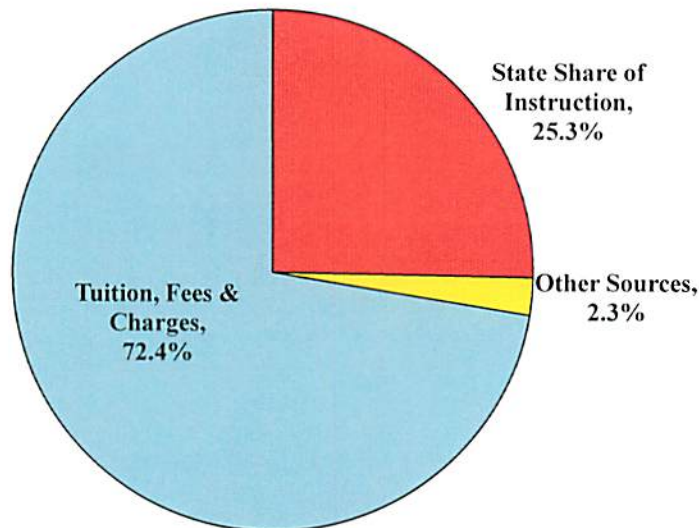
FY 2014 budgeted general fund revenues total \$153.7 million or \$2.6 million less than the prior year's budget. This reduction in revenue is the result of the enrollment decline that the University experienced in FY 2013 combined with an additional 1% decline in budgeted enrollments for FY 2014, as well as a reduction in budgeted investment income. These revenue reductions are partially offset by a 2.4% increase in undergraduate tuition, a 3% increase in graduate tuition, and increases in nonresident surcharges, and certain college and miscellaneous fees.

Table 2 and Chart 2 below provide summaries of general fund revenue; Appendix A provides greater detail.

**Table 2
General Fund Revenue Summary
Fiscal Years 2013 and 2014**

<u>Source</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>Percent Change</u>
<i>Tuition, Fees & Other Student Charges</i>			
Instructional & Mandatory Fees	\$103,937,510	\$101,300,120	-2.5%
Other Tuition, Fees & Student Charges	9,270,531	9,968,520	7.5%
Total Tuition, Fees & Other Charges	\$113,208,041	\$111,268,640	-1.7%
<i>State Appropriations</i>			
State Share of Instruction	\$38,752,093	\$38,889,094	0.4%
Total State Appropriations	\$38,752,093	\$38,889,094	0.4%
<i>Other Sources</i>	\$4,339,866	\$3,542,266	-18.4%
Total General Fund Revenue	\$156,300,000	\$153,700,000	-1.7%

**Chart 2
FY 2014 General Fund Revenue by Source**



Tuition and Fees

YSU’s FY 2014 budgeted revenues are partially based on a 2.4% increase in mandatory tuition and fees for undergraduate students. This is the maximum percentage increase permitted (for undergraduates) by House Bill 59, the state budget legislation for the FY 2014 - FY 2015 biennium.

Because state funding has been unstable and in decline in recent years, tuition revenue is essential if the University is to fulfill its commitments, ensure academic and programmatic quality, and continue to implement components of the YSU 2020 Strategic Plan.

As shown on Table 3 below, even with a 2.4% increase in tuition, YSU is projected to remain among the most affordable state universities in Ohio. The only universities with tuition lower than YSU—Central State and Shawnee State—both receive special state supplemental funding that is purposed to keep these institutions’ tuition rates comparatively low.

**Table 3
Ohio Public Universities Tuition, FY 2014 Projections***

	Tuition, sorted highest to lowest	Tuition Compared to YSU
Miami University	\$13,711	\$5,812
University of Cincinnati	\$10,784	\$2,885
Bowling Green State University	\$10,582	\$2,683
Ohio University	\$10,470	\$2,571
University of Akron	\$10,050	\$2,151
Ohio State University	\$10,037	\$2,138
Kent State University	\$9,860	\$1,961
Statewide Average	\$9,528	\$1,629
Cleveland State University	\$9,502	\$1,603
University of Toledo	\$9,196	\$1,297
Wright State University	\$8,542	\$643
Youngstown State University	\$7,899	\$0
Shawnee State University [†]	\$7,176	(\$723)
Central State University ^{††}	\$6,058	(\$1,841)

*FY 2014 tuition projections are based on a May 2013 survey of IUC campuses and are subject to revision and approval of each institution's board of trustees.

† Shawnee State receives \$2.3 million per year for primarily serving students from Appalachia.

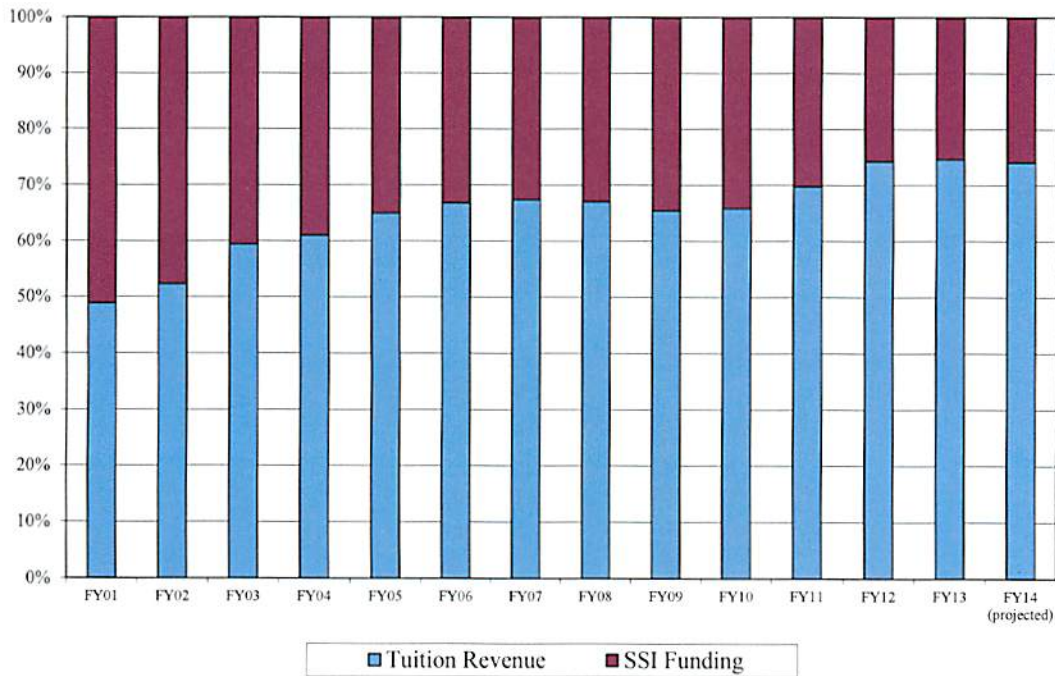
†† Central State receives \$10.9 million per year for primarily serving African American students.

State Operating Appropriations

Based on the most recent estimate provided by the Ohio Board of Regents, State Share of Instruction (SSI) funding for YSU is expected to be stable in FY 2014, with a slight increase projected. The SSI formula itself was revised in House Bill 59 to allocate a greater share of funding to campuses on the basis of student success. Degrees awarded and course completions are now primary drivers of SSI funding. However, the SSI formula continues to factor in discipline costs and enrollment levels. YSU's stable SSI projection is emblematic of the increase in the overall SSI appropriation, which statewide is expected to increase by 2% to roughly \$1.3 billion in FY 2014.

As SSI funding has declined, the University has raised its reliance on tuition and fees as a principal source of revenue. Chart 3 below illustrates this trend. In FY 2001, the relationship between tuition and SSI funding was 50%-50%. Today, however, SSI funding makes up one-quarter of University revenues, while tuition and fee income comprises nearly 75%.

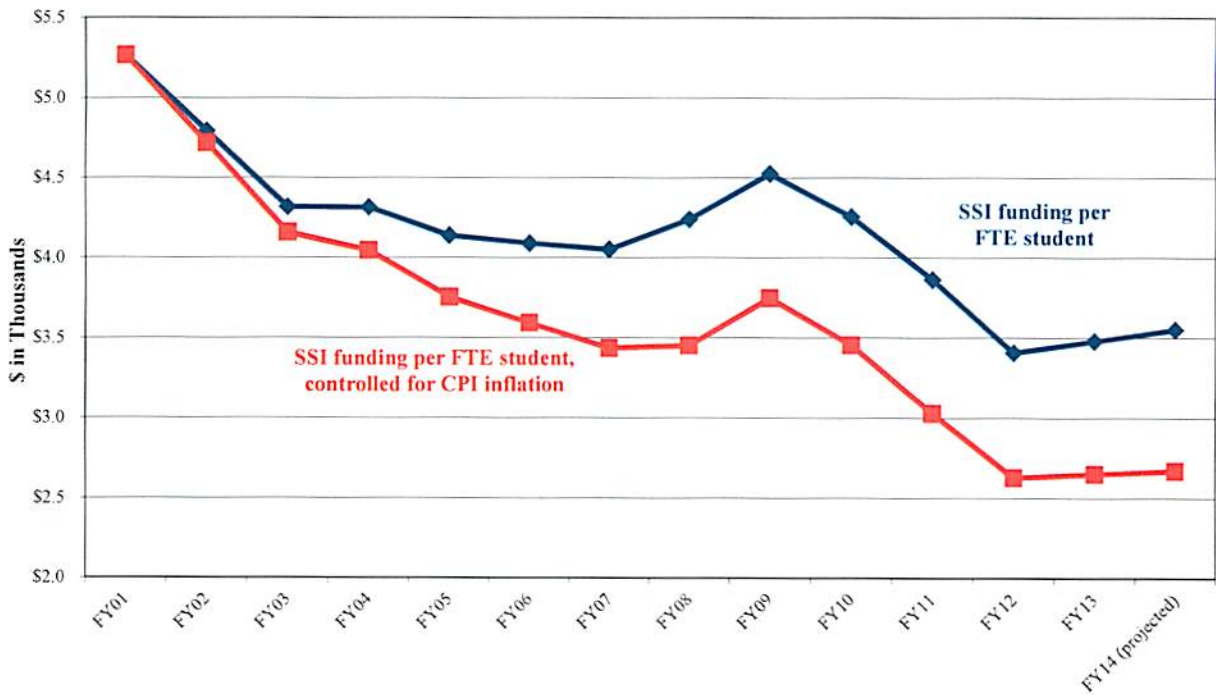
Chart 3
State Funding and Tuition Revenue



State Operating Appropriations (continued)

Even more telling is the decline in SSI funding when compared to the change in enrollment levels over the past several years. As illustrated in Chart 4 below, the University's SSI funding per FTE student has declined by 33% since FY 2001. And when controlled for inflation, the decline in SSI funding is even more precipitous.

Chart 4
State Funding Per FTE Student



General Fund Expenses

General fund expenses are summarized in Table 4 by expense category. Additional detail is provided in appendices B and C, and in the narrative below.

Table 4
General Fund Expenses by Natural Classification
Fiscal Years 2013 and 2014

	<u>FY 2013</u> <u>Budget</u>	<u>FY 2014</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>
<i>Personnel</i>			
Faculty	\$44,413,407	\$44,658,917	0.6%
Staff	35,683,432	35,443,144	-0.7%
Students	3,588,929	3,575,513	-0.4%
Fringe Benefits	28,461,435	26,775,880	-5.9%
Total Personnel	\$112,147,203	\$110,453,454	-1.5%
Position Vacancy Savings	(4,944,684)	(7,495,253)	51.6%
<i>Operating Expenses</i>			
Supplies	\$2,042,420	\$1,999,763	-2.1%
Travel and Related Expenses	1,068,775	1,085,940	1.6%
Information & Communication	1,717,386	1,682,780	-2.0%
Maintenance/Repairs/Utilities	7,427,127	7,802,259	5.1%
Scholarships, Aid & Awards	4,904,678	5,052,276	3.0%
Equipment & Library Acquisitions	1,400,824	1,338,321	-4.5%
Miscellaneous	4,863,943	5,281,053	8.6%
Total Operating Expenses	\$23,425,153	\$24,242,392	3.5%
<i>Other</i>			
Transfers (see Appendix B)	\$23,543,195	\$24,072,300	2.2%
Area Contingency Accounts	2,129,133	2,427,107	14.0%
Total Other	\$25,672,328	\$26,499,407	3.2%
Total General Fund Expenses	\$156,300,000	\$153,700,000	-1.7%

Personnel Expenses

Despite a 2% cost of living adjustment for all permanent employees, personnel costs in FY 2014 are 1.5% lower than in FY 2013. This decrease is due in part to the permanent and strategic elimination of nineteen (19) staff vacancies, creating base budgetary savings of over \$1.1 million. Table 5 below illustrates positions identified for permanent elimination.

**Table 5
Eliminated Staff Positions**

<u>Title</u>	<u>Department</u>	<u>FTE</u>	<u>Base Savings</u>
Administrative Assistant 4	Human Resources	1.00	\$76,877
Benefits Mgmt Rep PT	Human Resources	.50	26,425
Administrative Assistant 2	Procurement Services	1.00	54,817
Air Quality Technician 1	Facilities Maintenance	1.00	48,341
Minicomputer Operations Tech	Facilities Maintenance	1.00	56,783
Environmental Specialist 2	Envir Occup. Health & Safety	1.00	61,612
Delivery Worker 1	Postal Services	1.00	42,038
Secretary 2	Management	1.00	44,640
Director	Maag Library	1.00	80,024
Library Media Tech Asst 1	Maag Library	1.00	44,640
Library Media Tech Asst 2	Maag Library	1.00	44,640
Director One Stop	Registration & Records	1.00	97,413
Student Services Counselor	Registration & Records	1.00	44,640
Administrative Assistant 2	Undergraduate Admissions	1.00	54,817
Coordinator	Computer Services	1.00	82,824
Systems Analyst 3	Computer Services	1.00	87,459
Senior Systems Administrator	Media Services	1.00	72,023
Network Services Technician 2	Media Services	1.00	67,105
Photographic Specialist	Media Services	1.00	47,068
Grand Total			<u>\$1,134,186</u>

Salary Adjustments

The current labor agreements for each of the University's four bargaining units require a 2% wage increase in FY 2014. Also, with the exception of each of the University's four vice presidents whose salaries shall remain unchanged, the FY 2014 budget includes a comparable 2% adjustment for all other excluded professional and administrative staff. These salary adjustments are summarized in Table 6 below.

**Table 6
Salary Adjustments**

<u>Employee Group:</u>	<u>Increase</u>	<u>FY 2014 Cost</u>
Faculty OEA and Chairs	2.0%	\$611,084
Professional & Admin. Excluded	2.0%	266,645
Professional & Admin. APAS Union	2.0%	140,046
ACE / Civil Service Classified	2.0%	298,576
Police FOP	2.0%	27,469
Total		<u>\$1,343,821</u>

Fringe Benefits

Fringe benefits are budgeted as a percentage of wages. To determine the percentage of wages upon which to base the FY 2014 budget, the University's actual benefit cost experience was analyzed for the 12-month period ending March 31, 2013. This analysis confirmed that the changes made to the University's healthcare plan in FY 2011 and FY 2012 have helped stem the growth in overall benefit costs. As a result, the aggregate fringe benefit rate budgeted for FY 2014 is 32% of wages, compared to 34% in FY 2013. This reduction is further justified by the fact that employee healthcare premium contributions will increase from 12% to 15%, effective July 1, 2013. Accordingly, the amount budgeted for fringe benefits in FY 2014 is \$26.8 million, a 5.9% reduction relative to the prior fiscal year.

Table 7 below contains a breakdown of fringe benefit costs as a percentage of total benefit costs, and as a percentage of budgeted wages.

**Table 7
FY 2014 Fringe Benefit Breakdown**

	<u>Retirement</u>	<u>Medicare</u>	<u>Workers Comp.</u>	<u>Net Healthcare</u>	<u>Life Insurance</u>	<u>Unemploy-ment</u>	<u>Parking</u>	<u>Tuition Remission</u>	<u>Total</u>
% of Total	41.2%	3.8%	0.5%	36.9%	1.1%	0.3%	1.9%	14.2%	100%
% of Wages	13.0%	1.2%	0.2%	11.7%	0.3%	0.1%	0.6%	4.5%	32%

Pursuant to the recommendations of the Budget Development Council, the budgeted fringe benefit rates for FY 2014 have been adjusted to reflect the variation among employee groups. Because average wages vary among employee categories, fringe benefit rates also vary. The FY 2014 fringe benefit rates have also been adjusted to differentiate between categories of employees who are eligible and ineligible for certain benefits, namely healthcare coverage. Table 8 below compares the FY 2013 fringe benefit rates to the new FY 2014 rates for selected employee categories.

**Table 8
Fringe Benefit Rates by Employee Category**

	<u>Full-time Faculty</u>	<u>Part-time Faculty</u>	<u>Summer Faculty</u>	<u>Full-time P/A Staff</u>	<u>Part-time P/A Staff</u>	<u>Full-time Classified</u>	<u>Part-time Classified</u>	<u>Occasional Service</u>	<u>Classified Overtime</u>
FY 2013	34%	34%	34%	34%	34%	34%	34%	34%	34%
FY 2014	31%	19%	16%	35%	25%	39%	25%	16%	16%
Change	-3%	-15%	-18%	1%	-9%	5%	-9%	-18%	-18%

Position Vacancy Savings

Both the early retirement incentive program and the faculty separation incentive that were implemented between 2011 and 2012 continue to enable the University to enjoy an extraordinary level of budgetary savings from vacant staff and faculty positions. Combined, staff and faculty vacancies total approximately 117 FTE, allowing for \$7.5 million in temporary vacancy savings to be included in the FY 2014 budget. Both of these incentive plans have allowed the University to position itself strategically, that is, to contain costs and navigate through ongoing fiscal and budgetary uncertainties.

Notwithstanding the fiscal challenges facing the University, some vacant positions are very likely to be filled during FY 2014, namely those deemed to be essential and/or strategic in nature. Nevertheless, available vacancy savings at the time this document was prepared totals over \$8.3 million as depicted in Table 9 below.

**Table 9
Vacancy Savings**

<u>Employee Group:</u>	<u>Budget Value*</u>	<u>Vacant FTE</u>
Faculty OEA and Chairs	\$4,726,500	49.00 **
Professional & Admin. Excluded	1,517,958	20.75
Professional & Admin. APAS Union	740,139	14.71
ACE / Civil Service Classified	1,079,437	28.00
Police FOP	285,969	5.00
	<u>\$8,350,002</u>	<u>117.46</u>

*Budget value includes wages plus budgeted fringe benefits.

**Faculty vacancy FTE determined by dividing dollar value of faculty vacancy reserve by average salary of current faculty.

Operating and Other Expenses

Table 10 below summarizes non-personnel operating expenses. Fluctuations among operating expense categories are largely the result of voluntary budget reallocations between operating accounts, as requested by financial managers. However, the budget for Maintenance, Repairs and Utilities was increased to recognize changes in energy costs, as well as the growth in the University's physical plant. General funds budgeted for scholarships also increased by 3% for tuition inflation and to augment a generous \$1.7 million increase in scholarship support from the YSU Foundation. (See Appendix E for scholarship detail.) *Miscellaneous* includes such costs as general insurance, professional fees and services, banking and collection expenses, and software licenses. The 8.6% increase in this category is largely driven by a \$300,000 increase in the amount budgeted for the University's bad debt expense.

**Table 10
Operating Expenses**

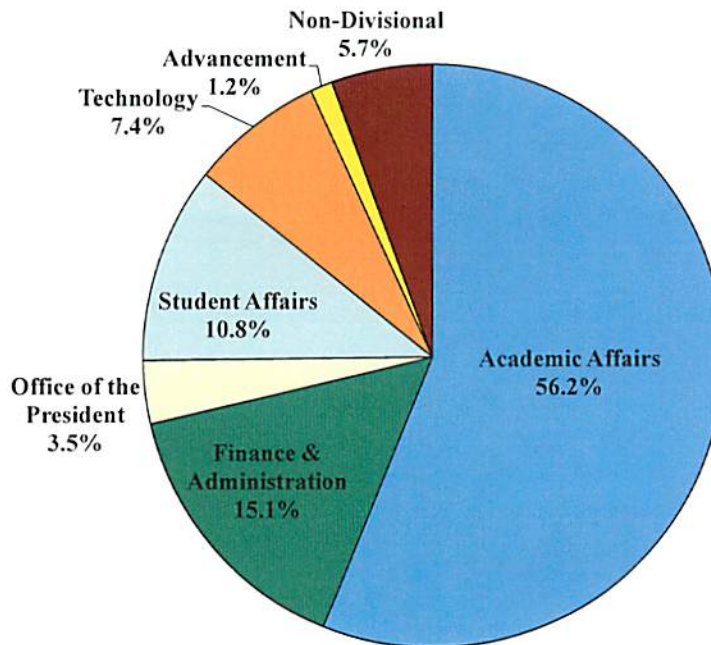
	FY 2013 Budget	FY 2014 Budget	Percent Change
Supplies	\$2,042,420	\$1,999,763	-2.1%
Travel and Related Expenses	1,068,775	1,085,940	1.6%
Information & Communication	1,717,386	1,682,780	-2.0%
Maintenance/Repairs/Utilities	7,427,127	7,802,259	5.1%
Scholarships, Aid & Awards	4,904,678	5,052,276	3.0%
Equipment & Library Acquisitions	1,400,824	1,338,321	-4.5%
Miscellaneous	4,863,943	5,281,053	8.6%
Total Operating Expenses	\$23,425,153	\$24,242,392	3.5%

Table 11 below depicts general fund expenses by division. The year-to-year changes are largely the result of changes in fringe benefit chargeback rates. As recommended by the Budget Development Council, the University will no longer use a uniform 34% of wages rate and instead use different rates for different categories of employees. Consequently, the lower fringe benefit rates for full- and part-time faculty, combined with higher fringe benefit rates for full-time staff, have the effect of reducing overall budget levels for the Academic Affairs Division, while increasing the budget levels in certain other divisions.

Table 11
General Fund Expenses by Division
Fiscal Years 2013 and 2014

Division	FY 2013 Budget	FY 2014 Budget	Percent of Total	Percent Change
Academic Affairs	\$88,486,190	\$86,427,264	56.2%	-2.3%
Finance & Administration	\$22,578,593	\$23,231,911	15.1%	2.9%
Office of the President	\$5,148,468	\$5,356,324	3.5%	4.0%
Student Affairs	\$16,292,582	\$16,648,809	10.8%	2.2%
Technology	\$11,580,662	\$11,401,263	7.4%	-1.5%
Advancement	\$1,826,402	\$1,889,286	1.2%	3.4%
Non-Divisional (see Appendix C)	\$10,387,103	\$8,745,143	5.7%	-15.8%
Total General Fund	\$156,300,000	\$153,700,000	100.0%	-1.7%

Chart 5
FY 2014 General Fund Expenses by Division



Auxiliaries

Auxiliaries are defined as units of the University that are ancillary yet essential and which generate revenue to support operating costs. The FY 2014 budgets for the University's eight auxiliary units total approximately \$36.6 million, which includes \$13.1 million in general fund support and roughly \$23.5 million in earned income. (See Appendix D for auxiliary budget detail.)

The 13% increase in the Athletics budget is largely due to a \$1.39 million or 15% increase in support from the University's general fund budget. This increase is in part due to increased scholarship costs; and also necessary to ensure competitive and NCAA-compliant Division I intercollegiate athletic programs.

The 25.6% increase in Parking Services' FY 2014 budget is attributable to the planned implementation of a new transportation fee. This new fee will be mandatory for students enrolled in 6 or more credit hours per semester and will replace the optional parking permit fee. As depicted in Appendix D on page 24, the transportation fee will provide expanded shuttle services for students and, more importantly, will enable Parking Services to significantly increase its reserve funds annually, in anticipation of the eventual replacement of the Lincoln Avenue parking deck.

The increase in the Labor & Industry Steel Museum budget is attributable to the increase in the Ohio Historical Society's state appropriation. In FY 2014, funding from the Historical Society will increase by \$50,000 to compensate the University for temporary and/or contracted staffing for the Steel Museum, which was previously administered directly by the Historical Society.

Table 12
Auxiliary Budgets
Fiscal Years 2013 and 2014

<u>Auxiliary</u>	<u>FY 2013 Budget</u>	<u>FY 2014 Budget</u>	<u>Percent Change</u>
Intercollegiate Athletics	\$11,958,956	\$13,540,369	13.22%
Housing Services	9,600,710	10,057,160	4.75%
Bookstore	5,800,000	5,500,000	-5.17%
Parking Services	2,913,548	3,660,404	25.63%
Kilcawley Center	2,220,775	2,180,775	-1.80%
Labor & Industry Steel Museum	59,500	110,000	84.87%
Telephone Service-Residence Hall	76,500	76,500	0.00%
Andrews Recreation and Wellness Center	1,491,871	1,466,016	-1.73%
Total Auxiliary Budgets	\$34,121,860	\$36,591,224	7.24%
Less: Support from General Fund	(11,771,427)	(13,139,274)	11.62%
Total Earned Income	\$22,350,433	\$23,451,950	4.93%

Other

Table 13 summarizes miscellaneous salary rates for part-time faculty, graduate assistants, research assistants, and other student employees.

**Table 13
Miscellaneous Salary Rates
Fiscal Year 2013**

Employee Classification	Rate
<i>Part-Time Faculty (per semester hour workload)</i>	
With Baccalaureate	\$ 650
With Masters or J.D.	\$ 800
With Doctorate	\$ 1,050
<i>Doctoral Fellowships (includes remittance of tuition and non-resident surcharge)</i>	\$10,000
<i>Ph.D. Assistantships Stipends (sciences and engineering)</i>	\$23,500-\$30,000
<i>Graduate Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 7,500
<i>Graduate Teaching Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 8,750
<i>Student Employee Hourly Wage Rates*</i>	
Research Assistants	\$8.90
Student Assistants	\$7.85
Student Exception Rates <i>(as approved by the Executive Director of Student Life)</i>	\$7.85 - \$12.25

*Note: Student employee hourly wage rates are subject to revision, pending any applicable cost of living adjustments, as required by Ohio minimum wage law.

Rich Center for Autism

Established in 1995, The Rich Center for Autism is dedicated to excellence in education and to improving the lives of individuals with autism and their families. Pursuant to the 2010 agreement between the Rich Center and YSU, the Rich Center's budget is included here for the approval of the YSU Board of Trustees. The Rich Center remains fully-funded by external funding sources and does not receive direct funding support from the University.

Table 14
Rich Center for Autism

	<u>FY 2013</u> <u>Budget</u>	<u>FY 2014</u> <u>Budget</u>	<u>Percent</u> <u>Change</u>	<u>Dollar</u> <u>Change</u>
Revenues				
Noncredit Tuition	\$1,560,000	\$1,540,000	-1.3%	(\$20,000)
Private Grants/Contracts Foundation	81,498	117,968	44.7%	36,470
Cash Gifts	99,793	103,500	3.7%	3,707
Misc. Income	222,161	121,256	-45.4%	(100,905)
Total Revenues	\$1,963,452	\$1,882,724	-4.1%	(\$80,728)
Expenses				
<i>Personnel</i>				
Full- and Part-time Staff	\$1,270,080	\$1,251,371	-1.5%	(\$18,709)
Temporary Staff	41,100	34,117	-17.0%	(6,983)
Fringe Benefits	436,959	427,546	-2.2%	(9,413)
Total Personnel	\$1,748,139	\$1,713,034	-2.0%	(\$35,105)
<i>Operating Expenses</i>				
Supplies	\$44,374	\$52,900	19.2%	\$8,526
Travel and Related Expenses	14,708	8,240	-44.0%	(6,468)
Information & Communication	13,300	25,350	90.6%	12,050
Facility Rental/Maintenance/Repairs	11,931	5,100	-57.3%	(6,831)
Fees & Services	116,000	66,200	-42.9%	(49,800)
Miscellaneous	15,000	11,900	-20.7%	(3,100)
Total Operating Expenses	\$215,313	\$169,690	-21.2%	(\$45,623)
Total Rich Center Expenses	\$1,963,452	\$1,882,724	-4.1%	(\$80,728)

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APPENDICES

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YOUNGSTOWN STATE UNIVERSITY

General Fund Revenue
FY 2013 and FY 2014

	FY 2013 BUDGET	FY 2014 BUDGET	CHANGE	PERCENT CHANGE	PERCENT of TOTAL
TUITION, FEES & OTHER CHARGES					
MANDATORY FEES					
Instructional Fee	\$84,300,000	\$82,191,894	(\$2,108,106)	-2.5%	53.48%
General Fee	16,600,000	16,267,677	(332,323)	-2.0%	10.58%
Technology Fee	3,037,510	2,840,549	(196,961)	-6.5%	1.85%
Subtotal - Mandatory Fees	\$103,937,510	\$101,300,120	(\$2,637,390)	-2.5%	65.91%
OTHER TUITION & FEES					
Non-resident Tuition Surcharge	\$2,616,292	\$2,884,567	\$268,275	10.3%	1.88%
Laboratory/Materials Fee	2,900,000	2,900,000	0	0.0%	1.89%
College/Program Fees	1,558,000	2,110,000	552,000	35.4%	1.37%
Non-credit Instructional Fees	288,153	266,653	(21,500)	-7.5%	0.17%
Miscellaneous Fees	225,800	243,300	17,500	7.8%	0.16%
Application Fees	295,000	275,000	(20,000)	-6.8%	0.18%
Subtotal - Other Tuition & Fees	\$7,883,245	\$8,679,520	\$796,275	10.1%	5.65%
STUDENT CHARGES					
Fines & Penalty Assessments	\$655,000	\$615,000	(\$40,000)	-6.1%	0.40%
Service Charges	732,286	674,000	(58,286)	-8.0%	0.44%
Subtotal - Student Charges	\$1,387,286	\$1,289,000	(\$98,286)	-7.1%	0.84%
Total - Tuition, Fees & Other Chrgs.	\$113,208,041	\$111,268,640	(\$1,939,401)	-1.7%	72.39%
STATE APPROPRIATIONS					
State Share of Instruction	\$38,752,093	\$38,889,094	\$137,001	0.4%	25.30%
Subtotal - State Appropriations	\$38,752,093	\$38,889,094	\$137,001	0.4%	25.30%
OTHER SOURCES					
Operating Funds Investment Income	\$1,400,000	\$700,000	(\$700,000)	-50.0%	0.46%
Administrative Charge - Bookstore	600,000	500,000	(100,000)	-16.7%	0.33%
Administrative Charge - Other Auxiliaries	839,266	839,266	0	0.0%	0.55%
Alumni Relations	60,500	80,500	20,000	33.1%	0.05%
Sales & Services of Educational Activities	77,100	67,500	(9,600)	-12.5%	0.04%
Private Gifts, Unrestricted	100,000	80,000	(20,000)	-20.0%	0.05%
Other-Miscellaneous	1,263,000	1,275,000	12,000	1.0%	0.83%
Subtotal - Other Sources	\$4,339,866	\$3,542,266	(\$797,600)	-18.4%	2.30%
TOTAL GENERAL FUND REVENUE	\$156,300,000	\$153,700,000	(\$2,600,000)	-1.7%	100.00%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenses by Natural Classification
FY 2013 and FY 2014

	FY 2013		FY 2014		CHANGE	PERCENT CHANGE
	BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
PERSONNEL						
Full Service Faculty						
Professor	\$16,888,464	10.8%	\$16,776,214	10.9%	(\$112,250)	-0.7%
Associate Professor	9,235,124	5.9%	9,694,167	6.3%	459,043	5.0%
Assistant Professor	6,931,950	4.4%	6,849,100	4.5%	(82,850)	-1.2%
Instructor	1,472,265	0.9%	1,453,832	0.9%	(18,433)	-1.3%
Subtotal - Full Service Faculty Salaries	\$34,527,803	22.1%	\$34,773,313	22.6%	\$245,510	0.7%
Temporary Faculty						
Summer School	\$3,193,000	2.0%	\$3,193,000	2.1%	\$0	0.0%
Faculty Overload	72,000	0.0%	72,000	0.0%	0	0.0%
Part-Time Faculty	4,583,787	2.9%	4,583,787	3.0%	0	0.0%
Continuing Education Faculty	104,338	0.1%	104,338	0.1%	0	0.0%
Extended Teaching Service	1,932,479	1.2%	1,932,479	1.3%	0	0.0%
Subtotal - Temporary Faculty Salaries	\$9,885,604	6.3%	\$9,885,604	6.4%	\$0	0.0%
Total Faculty Salaries	\$44,413,407	28.4%	\$44,658,917	29.1%	\$245,510	0.6%
Permanent Staff						
Professional/Administrative, Full-Time	\$16,446,763	10.5%	\$16,834,231	11.0%	\$387,468	2.4%
Professional/Administrative, Part-Time	477,753	0.3%	458,476	0.3%	(19,277)	-4.0%
Classified, Full- and Part-Time	18,187,552	11.6%	17,569,018	11.4%	(618,534)	-3.4%
Subtotal - Permanent Staff Salaries	\$35,112,068	22.5%	\$34,861,725	22.7%	(\$250,343)	-0.7%
Temporary Staff						
Classified Temporary/Intermittent	\$331,988	0.2%	\$331,988	0.2%	\$0	0.0%
Classified Overtime	125,143	0.1%	125,143	0.1%	0	0.0%
Supplementary Salaries	96,808	0.1%	102,508	0.1%	5,700	5.9%
Occasional Service Payment	17,425	0.0%	21,780	0.0%	4,355	25.0%
Subtotal - Temporary Staff Salaries	\$571,364	0.4%	\$581,419	0.4%	\$10,055	1.8%
Total Staff Salaries	\$35,683,432	22.8%	\$35,443,144	23.1%	(\$240,288)	-0.7%
Students						
Graduate Assistants	\$1,211,920	0.8%	\$1,211,920	0.8%	\$0	0.0%
Graduate Assistant Interns	30,500	0.0%	30,500	0.0%	0	0.0%
Student Assistants	1,937,259	1.2%	1,923,843	1.3%	(13,416)	-0.7%
Research Assistants	83,265	0.1%	83,265	0.1%	0	0.0%
Task Based Stipends	325,985	0.2%	325,985	0.2%	0	0.0%
Subtotal - Student Salaries	\$3,588,929	2.3%	\$3,575,513	2.3%	(\$13,416)	-0.4%
Total - Faculty, Staff & Student Salaries	\$83,685,768	53.5%	\$83,677,574	54.4%	(\$8,194)	0.0%
Fringe Benefits	\$28,461,435	18.2%	\$26,775,880	17.4%	(\$1,685,555)	-5.9%
TOTAL SALARIES & FRINGE BENEFITS	\$112,147,203	71.8%	\$110,453,454	71.9%	(\$1,693,749)	-1.5%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenses by Natural Classification (continued)
FY 2013 and FY 2014

	FY 2013		FY 2014		CHANGE	PERCENT CHANGE
	BUDGET	PERCENT OF TOTAL	BUDGET	PERCENT OF TOTAL		
OPERATING EXPENSES						
Supplies	\$2,042,420	1.3%	\$1,999,763	1.3%	(\$42,657)	-2.1%
Travel & Related Expenses	1,068,775	0.7%	1,085,940	0.7%	17,165	1.6%
Information & Communication	1,717,386	1.1%	1,682,780	1.1%	(34,606)	-2.0%
Maintenance/Repairs/Utilities	7,427,127	4.8%	7,802,259	5.1%	375,132	5.1%
Library Acquisitions	966,445	0.6%	966,445	0.6%	0	0.0%
Equipment	434,379	0.3%	371,876	0.2%	(62,503)	-14.4%
TOTAL OPERATING	\$13,656,532	8.7%	\$13,909,063	9.0%	\$252,531	1.8%
MISCELLANEOUS						
Student Scholarships, Aid & Awards	\$4,904,678	3.1%	\$5,052,276	3.3%	\$147,598	3.0%
General Insurance	487,359	0.3%	487,359	0.3%	0	0.0%
Professional Fees & Services	1,966,865	1.3%	2,001,462	1.3%	34,597	1.8%
Bad Debt/Collections/Bank Fees	934,459	0.6%	1,230,939	0.8%	296,480	31.7%
Rentals - Non-Facilities	421,559	0.3%	359,559	0.2%	(62,000)	-14.7%
Other	1,053,701	0.7%	1,201,734	0.8%	148,033	14.0%
TOTAL MISCELLANEOUS	\$9,768,621	6.2%	\$10,333,329	6.7%	\$564,708	5.8%
OTHER						
Transfers						
Centers of Excellence	\$425,000	0.3%	\$425,000	0.3%	\$0	0.0%
Intercollegiate Athletics	9,058,167	5.8%	10,451,869	6.8%	1,393,702	15.4%
Athletic Facilities Funds	35,000	0.0%	75,000	0.0%	40,000	114.3%
Laboratory/Materials Fee	2,900,000	1.9%	2,900,000	1.9%	0	0.0%
Beechly College of Education Fee	138,400	0.1%	144,400	0.1%	6,000	4.3%
Bitonte HHS College Fee	284,300	0.2%	465,500	0.3%	181,200	63.7%
Creative Arts & Comm. College Fee	191,350	0.1%	194,750	0.1%	3,400	1.8%
STEM College Fee	551,000	0.4%	598,500	0.4%	47,500	8.6%
CLASS College Fee	90,250	0.1%	152,000	0.1%	61,750	68.4%
WCBA College Fee	191,200	0.1%	350,550	0.2%	159,350	83.3%
MBA Program Fee	0	0.0%	104,000	0.1%	104,000	
Kilcawley Center	1,273,389	0.8%	1,273,389	0.8%	0	0.0%
Debt Services & Debt Service Reserve	1,414,000	0.9%	1,414,000	0.9%	0	0.0%
Andrews Recreation/Wellness Center	1,439,871	0.9%	1,414,016	0.9%	(25,855)	-1.8%
Technology Initiative	3,072,737	2.0%	2,840,549	1.8%	(232,188)	-7.6%
Transfer in from Other Funds	(1,261,557)	-0.8%	(774,577)	-0.5%	486,980	-38.6%
Capital Lease, Energy Conservation Project	1,179,666	0.8%	1,179,666	0.8%	0	0.0%
Transfer to Operating Reserve	1,000,000	0.6%	0	0.0%	(1,000,000)	-100.0%
Faculty Severance Plan	675,000	0.4%	0	0.0%	(675,000)	-100.0%
Other	885,422	0.6%	863,688	0.6%	(21,734)	-2.5%
Subtotal - Transfers	\$23,543,195	15.1%	\$24,072,300	15.7%	\$529,105	2.2%
Miscellaneous Other						
Area Contingency Accounts	\$2,129,133	1.4%	\$2,427,107	1.6%	\$297,974	14.0%
Position Vacancy Savings	(4,944,684)	-3.2%	(7,495,253)	-4.9%	(2,550,569)	51.6%
Subtotal - Miscellaneous Other	(\$2,815,551)	-1.8%	(\$5,068,146)	-3.3%	(\$2,252,595)	80.0%
TOTAL OTHER	\$20,727,644	13.3%	\$19,004,154	12.4%	(\$1,723,490)	-8.3%
TOTAL GENERAL FUND	\$156,300,000	100.0%	\$153,700,000	100.0%	(\$2,600,000)	-1.7%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenses by Division

FY 2013 and FY 2014

DIVISION	FY 2013 BUDGET	FY 2014 BUDGET	CHANGE	PERCENT CHANGE	PERCENT OF TOTAL
ACADEMIC AFFAIRS					
Academic Support and Temporary Faculty	\$18,191,709	\$17,320,904	(\$870,805)	-4.8%	11.3%
Vacancy Reserve (Faculty Searches in Progress)	3,279,958	4,726,500	1,446,542	44.1%	3.1%
College of Liberal Arts & Social Sciences	13,317,514	13,019,911	(297,603)	-2.2%	8.5%
Williamson College of Business Administration	7,075,606	6,819,433	(256,173)	-3.6%	4.4%
Beehly College of Education	6,112,364	5,002,237	(1,110,127)	-18.2%	3.3%
College of Science, Technology, Engineering & Math	16,298,452	16,014,024	(284,428)	-1.7%	10.4%
College Creative Arts & Communications	8,070,164	7,904,503	(165,661)	-2.1%	5.1%
Bitonte College of Health & Human Services	10,313,696	10,543,985	230,289	2.2%	6.9%
School of Graduate Studies & Research	1,826,727	1,750,767	(75,960)	-4.2%	1.1%
Centers of Excellence (transfer)	425,000	425,000	0	0.0%	0.3%
Laboratory/Materials Fee (transfer)	2,900,000	2,900,000	0	0.0%	1.9%
Faculty Severance Plan Costs (transfer)	675,000	0	(675,000)	-100.0%	0.0%
Total - Academic Affairs	\$88,486,190	\$86,427,264	(\$2,058,926)	-2.3%	56.2%
FINANCE & ADMINISTRATION					
Facilities & Maintenance	\$8,018,217	\$8,411,009	\$392,792	4.9%	5.5%
Financial Services & Budget	4,025,730	4,231,671	205,941	5.1%	2.8%
Human Resources	1,534,586	1,491,674	(42,912)	-2.8%	1.0%
Other Administration	714,536	531,746	(182,790)	-25.6%	0.3%
Subtotal - Administration	\$14,293,069	\$14,666,100	\$373,031	2.6%	9.5%
Institution-Wide	8,285,524	8,565,811	280,287	3.4%	5.6%
Total - Finance & Administration	\$22,578,593	\$23,231,911	\$653,318	2.9%	15.1%
OFFICE OF THE PRESIDENT					
Office of the President	\$1,792,926	\$1,755,647	(\$37,279)	-2.1%	1.1%
Institution-Wide	3,355,542	3,600,677	245,135	7.3%	2.3%
Total - Office of the President	\$5,148,468	\$5,356,324	\$207,856	4.0%	3.5%
STUDENT AFFAIRS					
Enrollment Services	\$4,415,019	\$4,645,335	\$230,316	5.2%	3.0%
Student Life	3,394,949	3,424,576	29,627	0.9%	2.2%
Marketing & Communications	1,327,945	1,277,128	(50,817)	-3.8%	0.8%
Other Student Affairs	2,494,730	2,503,233	8,503	0.3%	1.6%
Subtotal - Student Affairs	\$11,632,643	\$11,850,272	\$217,629	1.9%	7.7%
Institution-Wide	4,659,939	4,798,537	138,598	3.0%	3.1%
Total - Student Affairs	\$16,292,582	\$16,648,809	\$356,227	2.2%	10.8%
TECHNOLOGY					
Technology	\$8,507,925	\$8,560,714	\$52,789	0.6%	5.6%
Technology Master Plan Transfer	3,072,737	2,840,549	(232,188)	-7.6%	1.8%
Total - Technology	\$11,580,662	\$11,401,263	(\$179,399)	-1.5%	7.4%
ADVANCEMENT	\$1,826,402	\$1,889,286	\$62,884	3.4%	1.2%
NON-DIVISIONAL					
Vacancy Savings	(\$4,944,684)	(\$7,495,253)	(\$2,550,569)	51.6%	-4.9%
Transfers & Athletics	15,331,787	16,240,396	908,609	5.9%	10.6%
Total - Non-Divisional	\$10,387,103	\$8,745,143	(\$1,641,960)	-15.8%	5.7%
Total General Fund	\$156,300,000	\$153,700,000	(\$2,600,000)	-1.7%	100.0%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2013 and FY 2014

<u>INTERCOLLEGIATE ATHLETICS</u>				
	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Football Tickets	\$405,000	\$405,000	\$0	0.0%
Basketball Tickets	160,000	135,000	(25,000)	-15.6%
Guarantees	560,000	810,000	250,000	44.6%
Program Sales	7,500	6,500	(1,000)	-13.3%
Campus Vending Concessions	100,000	95,000	(5,000)	-5.0%
Concession Commission	30,000	30,000	0	N/A
Royalty Commission	40,000	35,000	(5,000)	-12.5%
NCAA Revenue Sharing	675,000	600,000	(75,000)	-11.1%
Program Ad. Sales/Recognition	160,000	165,000	5,000	3.1%
Radio/Television Income	50,000	50,000	0	0.0%
Pouring Rights & Miscellaneous	83,289	100,000	16,711	20.1%
Football Tailgate	50,000	60,000	10,000	20.0%
Scoreboard Advertising:				
Football	110,000	125,000	15,000	13.6%
Basketball	40,000	42,000	2,000	5.0%
Stadium Loge Rentals	430,000	430,000	0	0.0%
Total Earned Income	<u>\$2,900,789</u>	<u>\$3,088,500</u>	<u>\$187,711</u>	<u>6.5%</u>
GENERAL FUND ALLOCATION				
Scholarship Support	\$4,180,573	\$4,357,660	\$177,087	4.2%
Operating Support	4,877,594	6,094,209	1,216,615	24.9%
Total General Fund Support	<u>\$9,058,167</u>	<u>\$10,451,869</u>	<u>\$1,393,702</u>	<u>15.4%</u>
TOTAL RESOURCES	<u>\$11,958,956</u>	<u>\$13,540,369</u>	<u>\$1,581,413</u>	<u>13.2%</u>
EXPENSES				
Permanent Staff	\$3,766,147	\$3,911,219	\$145,072	3.9%
Temporary Staff	307,881	322,116	14,235	4.6%
Fringe Benefits	1,307,493	1,387,159	79,666	6.1%
Debt Service (transfer)	149,984	153,612	3,628	2.4%
Scholarships	4,180,573	4,357,660	177,087	4.2%
Operating	2,246,878	3,408,603	1,161,725	51.7%
TOTAL EXPENSES	<u>\$11,958,956</u>	<u>\$13,540,369</u>	<u>\$1,581,413</u>	<u>13.2%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2013 and FY 2014

<u>MUSEUM OF LABOR & INDUSTRY (STEEL MUSEUM)</u>				
	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
State Appropriations	\$50,000	\$100,000	\$50,000	100.00%
Miscellaneous Sales and Service	1,000	1,000	0	0.00%
Ticket Sales	7,000	7,500	500	7.14%
Facility Rental	1,500	1,500	0	0.00%
TOTAL RESOURCES	<u>\$59,500</u>	<u>\$110,000</u>	<u>\$50,500</u>	<u>84.87%</u>
EXPENDITURES				
Temporary Staff	\$15,000	\$27,000	\$12,000	80.00%
Fringe Benefits	11,550	13,950	2,400	20.78%
Operating	32,950	69,050	36,100	109.56%
TOTAL EXPENDITURES	<u>\$59,500</u>	<u>\$110,000</u>	<u>\$50,500</u>	<u>84.87%</u>

<u>HOUSING SERVICES</u>				
	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Room Rentals and Board	\$9,284,710	\$9,741,160	\$456,450	4.92%
Meal Plans	160,000	160,000	0	0.00%
Vending Machine Commissions	6,000	6,000	0	0.00%
Rentals-Guests and Special Groups	150,000	150,000	0	0.00%
Total Earned Income	<u>\$9,600,710</u>	<u>\$10,057,160</u>	<u>\$456,450</u>	<u>4.75%</u>
TOTAL RESOURCES	<u>\$9,600,710</u>	<u>\$10,057,160</u>	<u>\$456,450</u>	<u>4.75%</u>
EXPENDITURES				
Permanent Staff	\$561,945	\$575,327	\$13,382	2.38%
Temporary Staff	350,718	355,536	4,818	1.37%
Fringe Benefits	262,946	269,029	6,083	2.31%
Debt Service	2,602,075	2,601,830	(245)	-0.01%
Capital Improvements Transfer	400,000	400,000	0	0.00%
Administrative Charge	450,000	450,000	0	0.00%
Operating	4,973,026	5,405,438	432,412	8.70%
TOTAL EXPENDITURES	<u>\$9,600,710</u>	<u>\$10,057,160</u>	<u>\$456,450</u>	<u>4.75%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2013 and FY 2014

<u>BOOKSTORE</u>				
	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Register Sales	\$5,800,000	\$5,500,000	(\$300,000)	-5.17%
TOTAL RESOURCES	<u>\$5,800,000</u>	<u>\$5,500,000</u>	<u>(\$300,000)</u>	<u>-5.17%</u>
EXPENSES				
Permanent Staff	\$536,341	\$505,206	(\$31,135)	-5.81%
Temporary Staff	220,000	208,000	(12,000)	-5.45%
Fringe Benefits	210,756	207,027	(3,729)	-1.77%
Administrative Charge	600,000	500,000	(100,000)	-16.67%
Operating	4,232,903	4,079,767	(153,136)	-3.62%
TOTAL EXPENSES	<u>\$5,800,000</u>	<u>\$5,500,000</u>	<u>(\$300,000)</u>	<u>-5.17%</u>

<u>PARKING SERVICES</u>				
	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Faculty & Staff Permits	\$505,000	\$505,000	\$0	0.00%
Student Transportation Fee/Permits	2,088,248	2,993,104	904,856	43.33%
Parking Fines	100,000	10,000	(90,000)	-90.00%
Parking Fees-Special Events	100,000	100,000	0	0.00%
Daily Parking Fees	75,000	18,000	(57,000)	-76.00%
Parking Meters	13,000	7,000	(6,000)	-46.15%
Parking Permits-Contracted Service	18,000	20,000	2,000	11.11%
Control Card Replacement	300	300	0	0.00%
Weekly Permits	14,000	7,000	(7,000)	-50.00%
Total Earned Income	<u>\$2,913,548</u>	<u>\$3,660,404</u>	<u>\$746,856</u>	<u>25.63%</u>
TOTAL RESOURCES	<u>\$2,913,548</u>	<u>\$3,660,404</u>	<u>\$746,856</u>	<u>25.63%</u>
EXPENDITURES				
Permanent Staff	\$498,193	\$477,955	(\$20,238)	-4.06%
Temporary Staff	404,400	432,000	27,600	6.82%
Fringe Benefits	230,032	223,937	(6,095)	-2.65%
Administrative Charge	150,000	150,000	0	0.00%
Debt Service	178,941	178,941	0	0.00%
Maintenance	177,000	222,000	45,000	25.42%
Shuttle Service	115,000	363,000	248,000	215.65%
Other Operating	745,200	751,200	6,000	0.81%
Reserve	414,782	861,371	446,589	107.67%
TOTAL EXPENDITURES	<u>\$2,913,548</u>	<u>\$3,660,404</u>	<u>\$746,856</u>	<u>25.63%</u>

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2013 and FY 2014

<u>KILCAWLEY CENTER</u>				
	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Food Services Commissions	\$340,000	\$320,000	(\$20,000)	-5.88%
Candy Counter	64,000	64,000	0	0.00%
Duplication Services	420,000	400,000	(20,000)	-4.76%
Graphic Center	55,000	55,000	0	0.00%
Recreation Room	6,000	6,000	0	0.00%
Room Rental	25,000	25,000	0	0.00%
Vending and Misc. Sales & Service	37,386	37,386	0	0.00%
Total Earned Income	\$947,386	\$907,386	(\$40,000)	-4.22%
OTHER RESOURCES				
General Fund Allocation	\$1,273,389	\$1,273,389	\$0	0.00%
TOTAL RESOURCES	\$2,220,775	\$2,180,775	(\$40,000)	-1.80%
EXPENSES				
Permanent Staff	\$554,760	\$563,300	\$8,540	1.54%
Temporary Staff	215,527	225,527	10,000	4.64%
Fringe Benefits	199,191	213,662	14,471	7.26%
Administrative Charge	126,000	126,000	0	0.00%
Operating	1,125,297	1,052,286	(73,011)	-6.49%
TOTAL EXPENSES	\$2,220,775	\$2,180,775	(\$40,000)	-1.80%

<u>TELEPHONE SERVICE-RESIDENCE HALL</u>				
	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Local Service	\$75,000	\$75,000	\$0	0.00%
Long Distance Service	0	0	0	0.00%
Air Time Lease	1,500	1,500	0	0.00%
TOTAL RESOURCES	\$76,500	\$76,500	\$0	0.00%
EXPENDITURES				
Temporary Staff	\$20,000	\$20,000	\$0	0.00%
Fringe Benefits	5,296	1,000	(4,296)	-81.12%
Administrative Charge	25,666	25,666	0	0.00%
Operating	25,538	29,834	4,296	16.82%
TOTAL EXPENDITURES	\$76,500	\$76,500	\$0	0.00%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail
FY 2013 and FY 2014

<u>ANDREWS RECREATION AND WELLNESS CENTER</u>				
	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>
EARNED INCOME				
Faculty & Staff Memberships	\$26,000	\$26,000	\$0	0.00%
Guest Passes	8,000	8,000	0	0.00%
Program Fees	18,000	18,000	0	0.00%
Total Earned Income	\$52,000	\$52,000	\$0	0.00%
OTHER RESOURCES				
General Fund Allocation	\$1,439,871	\$1,414,016	(\$25,855)	-1.80%
TOTAL RESOURCES	\$1,491,871	\$1,466,016	(\$25,855)	-1.73%
EXPENSES				
Permanent Staff	\$304,121	\$287,459	(\$16,662)	-5.48%
Temporary Staff	421,100	421,100	0	0.00%
Fringe Benefits	155,156	145,963	(9,193)	-5.93%
Administrative Charge	87,600	87,600	0	0.00%
Operating	523,894	523,894	0	0.00%
TOTAL EXPENSES	\$1,491,871	\$1,466,016	(\$25,855)	-1.73%

YOUNGSTOWN STATE UNIVERSITY
Scholarship Summary - FY 2014

	Foundation	University	Total
RESTRICTED PROGRAMS:			
Donor Restricted	\$1,447,955		\$1,447,955
Wolves Club Match		\$13,000	\$13,000
	<u>\$1,447,955</u>	<u>\$13,000</u>	<u>\$1,460,955</u>
SPECIAL TALENT:			
Dana School of Music	\$75,000		\$75,000
Beecher Art & Theater	35,000		35,000
	<u>\$110,000</u>	<u>\$0</u>	<u>\$110,000</u>
SPECIAL PURPOSE:			
Bahamian Scholarships	\$35,000		\$35,000
Minority Internships	1,701		1,701
Nunziato ROTC	55,000		55,000
ROTC Gold Bar	3,500		3,500
	<u>\$95,201</u>	<u>\$0</u>	<u>\$95,201</u>
ATHLETIC:			
Endowed Athletic Scholarships	\$146,625		\$146,625
Intercollegiate Athletic Scholarships		\$4,357,660	\$4,357,660
5th Year Grants		190,000	\$190,000
Cheerleaders		4,000	\$4,000
Student Athletic Opportunity		2,000	\$2,000
	<u>\$146,625</u>	<u>\$4,553,660</u>	<u>\$4,700,285</u>
GRADUATE:			
Graduate Scholarship & Grant-in-Aid	\$350,000	\$171,037	\$521,037
Graduate Stipend		10,000	10,000
	<u>\$350,000</u>	<u>\$181,037</u>	<u>\$531,037</u>
<u>Goal-Based Programs</u>			
NEED-BASED:			
Martin Luther King Awards	\$150,000	\$150,000	\$300,000
PHEAA Match	200,000	200,000	400,000
Housing Grants		250,000	250,000
Youngstown Early College		300,000	300,000
	<u>\$350,000</u>	<u>\$900,000</u>	<u>\$1,250,000</u>
SCHOLARSHIPS FOR EXCELLENCE			
For Academic Excellence:			
University Scholars	\$2,800,000		\$2,800,000
Trustees	800,000		800,000
President's	550,000		550,000
Dean's		\$150,000	150,000
Red & White		1,800,000	1,800,000
	<u>\$4,150,000</u>	<u>\$1,950,000</u>	<u>\$6,100,000</u>
For Retention Efforts:			
Academic Achievement		\$350,000	\$350,000
Merit Retention	\$100,000		100,000
Merit Work Program	110,000		110,000
	<u>\$210,000</u>	<u>\$350,000</u>	<u>\$560,000</u>
For Transfer and Nonresident Students:			
Transfer Scholarships		\$450,000	\$450,000
Provost's Scholarship		52,000	52,000
	<u>\$0</u>	<u>\$502,000</u>	<u>\$502,000</u>
Other Miscellaneous Scholarships	\$0	\$666,500	\$666,500
GRAND TOTAL	<u><u>\$6,859,781</u></u>	<u><u>\$9,116,197</u></u>	<u><u>\$15,975,978</u></u>
Increase over prior year	\$1,701,746	\$315,685	\$2,017,431

APPENDIX F

Budget Development Council Documents

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Budget Development Council
Recommendation #1: Decentralizing Positions at YSU

Transitioning to and Sustaining a Decentralized Model
April 2013

Committee: Debby LaRocco, Ray Shaffer, Elaine Jacobs, Marilyn Ward, Paul Kobulnicky, Neal McNally and Charles Howell

Definitions:

- **Executive Level Officer.** President, Provost or Vice President (also referred to as Divisional Officer or Division Head).
- **Unit Head.** Administrator who reports directly to an Executive Level Officer and has financial responsibility for one or more areas reporting to the unit. This would include deans, executive directors, directors, and associate vice presidents.
- **Unit.** A segment of the university, typically a college or support department, that is administered by a Unit Head.
- **Permanent Staff** is used to identify those employees who work a regular schedule that is not limited to a specific duration. This is to distinguish such employees from temporary, seasonal, intermittent, interim, occasional service and other types of employees who work on an as-needed basis or for a limited duration. The use of the term “permanent employee” does not grant to such employee any job security or protection he or she does not already enjoy under law or through collective bargaining.

General Statement:

Positions are budgeted and salaries and fringe benefits of a filled position are expended, at the lowest level of organization to which the costs are attributable. If a position becomes vacant, the decision on what to do with that position is made as a negotiation between the Executive Level Officer and the relevant Unit Head reporting to the Officer. The Unit is responsible for funding any vacation payouts attributable to a vacated position. The Unit is responsible for funding all recruitment costs to fill a vacant position. Sick Leave payouts will continue to be funded through a central liability account. The balance of the unspent salaries and fringe benefits are available to the Unit for the portion of a fiscal year in which the position is vacant and are fully fungible in that fiscal year.

Initial transition:

- All full-time faculty and permanent staff employee positions that were filled on June 30, 2013 are decentralized.

- All full-time faculty and permanent staff employee positions authorized for recruitment as of June 30, 2013 will be decentralized.

Funds currently budgeted centrally for recruitment and relocation will be apportioned to the Executive level by total decentralized salary dollars for full-time faculty and permanent staff employees.

Decentralization Guidelines by Employee Type:

Classified Staff

These guidelines apply to the internal movement and changes of classified staff and/or filling of classified staff positions.

VACATED POSITIONS:

- Units may utilize net salaries (after vacation payout) of vacancy while the position is vacant at the entry rate of the classification.
- Excess salary in the line beyond the base rate reverts to the Division.

FILLING VACANCIES

- Employment requisition may be initiated by unit head and must be approved by the appropriate Executive Officer.
- The salary at which the position is filled will be funded entirely by the Division, even if the position is filled above the minimum salary.

LATERAL TRANSFERS (“into” unit vs. “from” unit)

- “Into” unit gets salary budget from the “from” unit’s budget.
- Any mandated increases resulting from the transfer will be paid by Division.
- “Into” unit’s old salary budget goes to the “from” unit; any excess beyond entry rate goes to the “from” Division.

CLASSIFICATION CHANGES:

Upgrades

- Human Resources will continue to require that the appropriate Executive Level Officer approve all changes in job or employee classifications.
- All approved reclassifications that result in a salary increase shall be funded by the Division in which the reclassification occurs.

Planned downgrade in classification and/or FTE reduction after vacancy:

- Salary budget reverts to the new base rate.
- Unit retains the difference between old base rate and new base rate.
- Difference between the old base rate and the old salary line goes to the Division.

Professional Staff

These guidelines apply to the vacancy and hiring of professional and administrative staff positions, including both APAS and excluded staff positions.

VACATED POSITIONS:

- Units retain net salaries (after vacation payout) of vacancy while the position is vacant at a salary determined by the Unit Head and approved by the Executive Level Officer.
- Excess salary in the line beyond the above rate reverts to the Division.

PAY INCREASE/ JOB, PAY GRADE and TITLE CHANGES:

- Human Resources will continue to require that the appropriate Executive Level Officer approve changes in employee salaries resulting from job audits or any type of review.
- All such salary increases shall be funded by the Division in which the salary increase occurs.

FILLING VACANCIES

- Employment requisitions may be initiated by the Unit Head and approved by the appropriate Executive Officer.
- The salary at which the position is filled must be funded entirely by the Division, even if the position is filled above the minimum salary.

Full time Faculty

These guidelines apply to full time faculty including tenure track, term, temporary and other contracts.

Following decentralization, colleges will be responsible for instructional costs including Part time, Extended Teaching Service, Overload, and Teaching Assistants (Summer school TBD).

VACATED POSITIONS

- Colleges keep net salaries (after vacation payout) of vacancy while the position is vacant at the minimum salary at the rank of the vacated position.
- Excess salary in the line beyond the minimum reverts to the Provost.

FILLING VACANCIES

- Employment requisition may be initiated by the department or college and must be approved by the Provost.
- Salary is funded by the College or Provost.
- If requisition is approved at higher salary, funding must be clearly identified on the requisition.

PROMOTIONS

- Faculty promotions are paid by the College or Division.

Clarification of Staff and Faculty included in Decentralization

General Fund (111000 only)

Permanent Staff

Permanent staff is identified by the following Banner account codes:

- PA Full Time (603100)
- PA Part time (603200)
- Classified Full Time (603300)
- Classified Part Time (603400)

Other staff types

The following staff categories are considered temporary and are included in the operating component of budgets. Currently, salary is decentralized and available for use of the unit. Corresponding fringe benefit budgets will now also become available to the unit. As is currently the practice, salaries added to these accounts are the responsibility of the unit including corresponding fringes.

- Classified Temp Intermittent (604110)
- Classified Overtime (604210)
- Supplementary Pay (604310)
- Occasional Service Payment (604410)
- Student Wages (605410)
- Task Based Stipends (605510)
- Research Assistants (605430)

Full Time Faculty (includes Tenure Track, Temporary and Other)

Full time faculty who are continuing and all full time faculty positions which have requisitions approved to fill will be included in the decentralization.

- Professor (601100)
- Associate Professor (601200)
- Assistant Professor (601300)
- Instructor (601400)
- Post Doc (601500)

Full Time Faculty (Term)

Term faculty members are on annual contracts and must be reviewed annually for renewal. Therefore, they are considered vacant at the end of each fiscal year.

- Assistant Professor (601300)
- Instructor (601400)

Part Time Faculty (602300)

Part time faculty budgets will be allocated on a formula driven basis initially. Once the allocation is made, the responsibility and management of salaries and fringes is decentralized.

Extended Teaching Service (602500)

ETS instruction will be allocated on a formula basis initially. Management of the salary and fringe becomes the responsibility of the unit. When a retirement occurs, the ETS allocation will be adjusted based on the retirement and the future year hiring decision.

Faculty Overload (602200)

Faculty Overload will be allocated on a formula basis initially. Management of the salary and fringe becomes the responsibility of the unit.

Graduate and Teaching Assistants (605100)

Graduate Assistants will be allocated to the units based on the current allocation as agreed by Deans. Salaries and fringes become the responsibility and management of the unit.

Graduate Assistant Interns (605300)

Graduate Assistant Interns' salaries and fringes are the responsibility of the unit. Applications may be made to the School of Graduate Studies for reimbursement of the tuition component (72% currently) of the fringe benefits. Unused portions of budgeted salaries and fringes will be available to the unit.

Summer School (602100)

To be determined

OTHER FUNDS

All positions, full and part time, permanent and temporary are currently the responsibility of the Unit and will remain decentralized.

- College Fees, Lab and Materials Funds (115000 and 116000)
- Designated Funds (12XXXX)
- Restricted Funds (2XXXXX)
- Auxiliary Funds (3XXXXX)

YSU Budget Development Council
Recommendation #2: Establish Differential Fringe Benefit Rates
May 9, 2013

The Budget Development Council recommends that the University establish budgeted fringe benefit rates based on four guiding principles:

1. Fringe benefit rates should reflect actual costs for different types of employees. In order to differentiate between anticipated actual costs among employee groups, fringe benefit rates should vary by employee category.
2. The fringe benefit rates should enable financial managers to be highly cognizant of anticipated actual benefit costs, thereby facilitating fiscally prudent hiring decisions. Expected outcomes include greater utilization of temporary and/or part-time employees in lieu of full-time employees, and, therefore, a reduction in the University's overall personnel costs.
3. Fringe benefit rates should be based on actual cost experiences with adjustments for future variables, both known and unknown.
4. Overall, fringe benefits should be budgeted conservatively to safeguard against unexpected spikes in actual costs. Conservatively budgeted fringe benefit rates will also enable the University to continue to build its health care reserves.

Following these principals, the Budget Development Council reviewed a comprehensive hindsight analysis of actual fringe benefit costs prepared by the YSU Controller's Office. This analysis covered the 12-month period ending March 31, 2013, and analyzed actual fringe costs as a percentage of actual payroll expenses for each employee category. The methodology for establishing the fringe benefit rates for FY 2014 is as follows:

- a. Start with actual fringe benefit costs for most recent 12-month period, disaggregated by employee category.
- b. Adjust gross hospitalization costs for anticipated inflation as recommended by healthcare consultant (Note: Findley Davies recommended budget-neutral, no inflation for FY 2014).
- c. Adjust net hospitalization costs for anticipated changes in employee cost sharing (Note: adjustment made to reflect change in employee premium share which will increase from 12% to 15% effective July 1, 2013).
- d. Adjust other external costs based on anticipated changes, such as changes in employer contributions to state retirement systems (Note: no such adjustments made).
- e. Adjust tuition remission costs to reflect planned increase in tuition.
- f. Do not adjust payroll expenses for contractual pay raises. This results in conservatively budgeted fringe benefit rates.
- g. Divide adjusted benefit costs by unadjusted payroll expenses to produce adjusted rates for each category of employee, as well as an aggregate adjusted rate.
- h. Set the budgeted rates for each employee category to produce a new aggregate rate that is equal to (or greater than) the adjusted aggregate rate calculated after making above adjustments.

As a result of this exercise, the Budget Development Council recommends ten (10) different fringe rates as shown in the attached table. The Council further recommends that this review and analysis occur annually, and that the budgeted fringe benefit rates are adjusted as needed.

YSU Fringe Benefit Chargeback Rates - FY 2014 Budget Planning
FINAL - 5/9/13

ACCOUNT CODE	EMPLOYEE CLASSIFICATION	FY 2013 Projected Rates Adjusted	FY 2014 Budgeted Fringe Rates
601100	Professor	29%	31%
601200	Associate Professor	29%	31%
601300	Assistant Professor	29%	31%
601400	Instructor	29%	31%
601500	Post Doctoral	29%	31%
602100	Summer School	15%	16%
602200	Faculty Overload	15%	16%
602300	Part Time Faculty	18%	19%
602400	Continuing Education Faculty	16%	16%
602500	Extended Teaching Service	16%	16%
603100	Professional & Admin. Full Time	34%	35%
603200	Professional & Admin. Part Time (≥ .75 FTE)	24%	35%
603250	Professional & Admin. Part Time (< .75 FTE)	N/A	25%
603300	Classified Full Time	38%	39%
603400	Classified Part Time (≥ .50 FTE)	21%	39%
603450	Classified Part Time (< .50 FTE)	N/A	25%
604110	Classified Temp Intermittent	19%	20%
604210	Classified-Overtime (see note below)	0.2%	16%
604310	Supplementary Salaries	14%	16%
604410	Occasional Service Payment	16%	16%
605100	Graduate Assistants	91%	89%
605300	Graduate Assistant Interns	91%	89%
605410	Student Wages	5%	5%
605430	Research Assistants	5%	5%
605510	Task Based Stipends	4%	5%
605600	Ph.D. Assistantships	91%	38%
Aggregate		31.6%	32%

Notes and assumptions:

1. Rates are based on a hindsight analysis of actual fringe benefit experience for the 12-month period ending 3/31/13. Expenses analyzed include STRS and OPERS retirement contributions, workers compensation insurance, healthcare coverage, employee parking, tuition remission, Medicare, life insurance, and other miscellaneous categories.
2. The FY 2013 rates have been adjusted to reflect the following variables:
 - a. Gross hospitalization costs assumed to be budget-neutral per healthcare consultant Findley-Davies.
 - b. Employee healthcare premium cost-share increase of 3 percentage points, effective 7/1/13.
 - c. 2.5% tuition remission cost increase based on 2.4% undergrad tuition increase and 3% graduate tuition increase.
 - d. Anticipated actual for classified overtime is understated due to data limitations; FY 2014 rate intended to reflect OPERS/LEERS.
 - e. Ph.D. Assistantship fringe costs are commingled with grad assistants; the FY 2014 budgeted rate is intended to reflect differential stipend.
 - f. One-time negative adjustment of \$1MM for compensated absence accrual backed out; without this adjustment, aggregate rate would be deflated to 30.5%.
3. The FY 2014 budgeted rates are adjusted to produce an aggregate fringe rate that is equal to (or greater than) the projected adjusted rate for the preceding fiscal year.
4. New part-time staff account codes (603250 and 603450) established for FY 2014 to differentiate between employees eligible and ineligible for healthcare, pursuant to new rules for the federal Affordable Care Act.

BUDGET DEVELOPMENT COUNCIL

Recommendation #3: Budget Carry-Forward Recommendations Fund 111000

Committee: Ana Bobby, Katrena Davidson, Erin Driscoll, Paul Kobulnicky, Neal McNally, Ken Schindler, and Gary Sexton.

The council recommends allowing the carry-forward of positive year-end budget balances for use in subsequent fiscal years and that this becomes effective with the closing of the 2014 fiscal year.

The council believes that a general fund carry-forward policy achieves the following objectives:

Promote improved financial stewardship. By removing the “use it or lose it” mentality vis-à-vis operating budgets, a carry-forward policy will encourage departments to expend university resources more judiciously.

Create a mechanism by which financial managers can engage in longer-term planning whereby resources can be saved over multiple fiscal years. This will allow departments to build resources in anticipation of larger one-time expenditures.

The following are recommended as operational guidelines:

- 1. Disposition of Unexpended Funds**
 - 1.1. Unspent and unencumbered balances (net available) in general funds (fund 111000) are carried forward into the following fiscal year.
- 2. Deficits**
 - 2.1. Only positive general fund balances will be carried forward.
 - 2.2. Any and all budget deficits should be reconciled and closed at the divisional level.
- 3. Carry-Forward Amount**
 - 3.1. The carry-forward should be the amount of the department’s unspent budget balance.
- 4. Budgetary Controls**
 - 4.1. General fund dollars carried forward will be transferred to a new designated fund to prevent commingling of current year funds with prior year funds.
 - 4.2. Transfers that enable the carrying-forward of general fund dollars will be subject to the approval of the Board of Trustees as part of the University’s normal year-end closing procedures.

4.3. The fiscal year-end external audit may result in an adjustment of a department's final carry-forward amount.

5. Availability of Funds

5.1. Funds will be available after the conclusion of the year-end closing process, which typically culminates with the September meeting of the Board of Trustees.

6. Responsibilities and Distribution

6.1. Carry-forward amounts will be calculated and verified by the University Budget Planning Office and the Controller's Office.

6.2. The carry-forward of prior year general fund balances for colleges and academic departments will be done at the college/dean level.

6.3. The carry-forward of prior year general fund balances for support and administrative units will be done at the divisional level.

6.4. Deans and area division officers have discretion on how to distribute carry-forward funds to units under their purview.

6.5. The Budget Planning Office will develop carry-forward reports at the college and divisional levels, while financial managers can access the information for their departments in Banner.

7. Disclaimer

7.1. The University retains the right to adjust carry-forward amounts as may be needed to ensure the overall financial health of the institution.

MEMORANDUM

To: Dr. Cynthia Anderson, President
Mr. Scott Evans, Vice President for University Advancement
Mr. Jack Fahey, Vice President for Student Affairs
Mr. Gene Grilli, Vice President for Finance & Administration
Dr. Ikram Khawaja, Provost & Vice President for Academic Affairs

From: YSU Budget Development Council

Date: April 15, 2013

Subject: Budget Planning Recommendations to Executive Cabinet

As part of its ongoing work, the Budget Development Council expects to soon make recommendations intended to empower financial managers and create an environment fostering improved fiscal stewardship. These recommendations will include decentralizing salary budgets, permitting the carry-forward of positive year-end fund balances, and modifying the fringe benefit chargeback rates to more accurately reflect actual costs for various employee categories.

Additionally, the Council has been working to implement a new approach to university budgeting that is transparent and flexible and which aligns budget priorities with strategic priorities—key elements of the YSU 2020 Strategic Plan. In order to achieve this, the Council strongly recommends that the Executive Cabinet begin engaging direct reports and financial managers in a planning exercise to ensure the alignment of university resources with university priorities. It is recommended that this exercise focus on the general fund budget and consider the following aspects:

1. The development of narratives for how your budgets support the mission of the University and the 2020 strategic plan; and
2. The creation of a detailed plan for how your units would allocate changes to budgets based on different funding scenarios, both positive and negative.

The Council believes that this exercise is essential to support our strategic directions, ensure fiscal sustainability, and demonstrate our long-term commitment to the success of the University. Thank you for your consideration of this recommendation.

DIVIDER

**University Affairs
Committee**

**RESOLUTION TO MODIFY
SENSITIVE INFORMATION POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Sensitive Information, policy number 4012.01 of the *University Guidebook*, shown as Exhibit G attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Sensitive Information
Responsible Division/Office:	Information Technology Services
Approving Officer:	Associate Vice President and Chief Technology Officer
<i>Revision History:</i>	March 2009; June 2013
Resolution Number(s):	YR 2009-40; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next Review:	2018

Policy: The University creates and maintains sensitive information as part of normal operations. Proper handling of sensitive information is every employee's responsibility. Sensitive information must be properly safeguarded at all times.

Purpose: This Sensitive Information policy helps establish what constitutes sensitive information – i.e., information that should not be disclosed within or beyond YSU without proper authorization and safeguards – and how such information should be protected.

Scope: Sensitive information is information that YSU and its employees have a legal, regulatory, and/or business interest obligation to protect. This policy addresses safeguards for handling traditional sensitive information, such as paper documents and verbal communications, and also addresses safeguards for electronic information. Due to the convenience of storing and transporting information electronically, instances and risk of sensitive data exposure increase. Disclosure of sensitive information, even unintentionally, could result in personal, financial and/or legal damage to individuals or the organization.

Definitions:

For the purposes of this policy, information has three main classifications:

1. Personal Information = HIGHLY SENSITIVE information that the University is required to protect, often due to governing laws including FERPA, GLBA, HIPAA, and PCI DSS.* Compromise of personal information has specific negative consequences and requires that the University take specific actions. This category encompasses information not freely available that can be associated with a particular individual including:

- a. Social Security Number
 - b. Credit Card Numbers
 - c. Driver's License Number
 - d. Date and Place of Birth
2. Confidential Information = SENSITIVE information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded such as:
- a. Trade Secrets
 - b. Employee Benefit Information
 - c. Student Information (Non-directory)
 - d. Account Passwords/PINS
 - e. Digitized Signatures
 - f. Encryption Keys
 - g. Medical Records
3. YSU Public Information = information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the General Counsel's Office in response to a public records request.

Guiding Principles:

- All YSU employees and agents who have access to sensitive information have a role in securing it.
- Sensitive information transcends the medium on which it is stored or communicated. More specifically, sensitive information is sensitive regardless of whether it is verbal, on paper, electronic or any other format.

Requirements:

- Sensitive information must be physically secure when not attended.
- Sensitive information stored or transmitted electronically must be encrypted.
- Sensitive information cannot be shared with unknown individuals claiming YSU association who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- Communication of sensitive information by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- Physical removal of sensitive information from the YSU campus by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.

- Storage of YSU related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- All YSU employees are required to attend sensitive information training.

Procedures:

1. TAKE STOCK – assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU related information access.
2. SCALE DOWN – keep only the information that is needed to perform your job responsibilities and as identified by the YSU Records Retention procedure. The need to store and/or communicate sensitive information requires written approval using the *Highly Sensitive Information Storage Request* form.
3. LOCK IT – protect sensitive information in your care through actions including the following:
 - a. Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks. Secure computers and other data storage devices with locks).
 - b. Encrypt the information when it is stored electronically.
 - c. Use only secured methods for transmitting sensitive information (note: email, internet, web and wireless transmissions are not secure for sensitive information by default but steps can and must be taken to secure these methods of delivery).
 - d. Verify requester's identity and validity of requests for sensitive information communications.
4. PITCH IT – properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically “wiping” files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
5. PLAN AHEAD – take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell phones and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the Office of the General Counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at Step 1 (Take Stock) as part of continuous quality improvement planning.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Sensitive Information
Responsible Division/Office:	Information Technology Services
Approving Officer:	Associate Vice President and Chief Technology Officer
<i>Revision History:</i>	March 2009;
Resolution Number(s):	YR 2009-40; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	
Next Review:	2012 (Changed to 2014 per Guidebook Policy 0001.00)

Policy: The University creates and maintains sensitive information as part of normal operations. Proper handling of sensitive information is every employee's responsibility. Sensitive information must be properly safeguarded at all times.

Purpose: This Sensitive Information policy helps establish what constitutes sensitive information – i.e., information that should not be disclosed within or beyond YSU without proper authorization and safeguards – and how such information should be protected.

Scope: Sensitive information is information that YSU and its employees have a legal, regulatory, and/or business interest obligation to protect. This policy addresses safeguards for handling traditional sensitive information, such as paper documents and verbal communications, and also addresses safeguards for electronic information. Due to the convenience of storing and transporting information electronically, instances and risk of sensitive data exposure increase. Disclosure of sensitive information, even unintentionally, could result in personal, financial and/or legal damage to individuals or the organization.

Definitions:

For the purposes of this policy, information has three main classifications:

1. Personal Information = HIGHLY SENSITIVE information that the University is required to protect, often due to governing laws including FERPA, GLBA, HIPAA, and PCI DSS.* Compromise of personal information has specific negative consequences and requires that the University take specific actions. This category encompasses information not freely available that can be associated with a particular individual including:

- a. Social Security Number
 - b. Credit Card Numbers
 - c. Driver's License Number
 - d. **Date and Place of Birth**
2. Confidential Information = SENSITIVE information having different degrees of sensitivity but still requiring that confidentiality must be maintained. Included is information that must be very closely safeguarded such as:
- a. Trade Secrets
 - b. Employee Benefit Information
 - c. Student Information (Non-directory)
 - d. Account Passwords/PINS
 - e. Digitized Signatures
 - f. Encryption Keys
 - g. Medical Records
3. YSU Public Information = information that has been specifically declared and approved as public by YSU. It includes information such as student directory information to the extent permitted under FERPA or records approved as public by the General Counsel's Office in response to a public records request.

Guiding Principles:

- All YSU employees and agents who have access to sensitive information have a role in securing it.
- Sensitive information transcends the medium on which it is stored or communicated. More specifically, sensitive information is sensitive regardless of whether it is verbal, on paper, electronic or any other format.

Requirements:

- Sensitive information must be physically secure when not attended.
- Sensitive information stored or transmitted electronically must be encrypted.
- Sensitive information cannot be shared with unknown individuals claiming YSU association who self-identify or reference known YSU individuals to establish their identity unless those references are checked.
- Communication of sensitive information by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- Physical removal of sensitive information from the YSU campus by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.

- Storage of YSU related sensitive information on personally owned electronic devices by an employee requires proper procedural safeguards and the written pre-approval of the department supervisor/Chair and division officer/Dean.
- All YSU employees are required to attend sensitive information training.

Procedures:

1. TAKE STOCK – assess information in all formats to identify sensitive information. This is a responsibility of all employees having YSU related information access.
2. SCALE DOWN – keep only the information that is needed to perform your job responsibilities and as identified by the YSU Records Retention procedure. The need to store and/or communicate sensitive information requires written approval using the *Highly Sensitive Information Storage Request* form.
3. LOCK IT – protect sensitive information in your care through actions including the following:
 - a. Physically secure the information (e.g., lock physical spaces such as offices, cabinets, desks. Secure computers and other data storage devices with locks).
 - b. Encrypt the information when it is stored electronically.
 - c. Use only secured methods for transmitting sensitive information (note: email, internet, web and wireless transmissions are not secure for sensitive information by default but steps can and must be taken to secure these methods of delivery).
 - d. Verify requester's identity and validity of requests for sensitive information communications.
4. PITCH IT – properly dispose of information not needed to perform job duties. Proper disposal techniques include shredding or electronically “wiping” files. Note that deleting files electronically and/or reformatting drives are not proper disposal techniques.
5. PLAN AHEAD – take positive measures to ensure proper response to potential sensitive information incidents. For example, know and document who has been granted access to what sensitive information. Have appropriate software installed on computers, cell phones and other devices. Identify appropriate notification paths to pursue if sensitive information is compromised (including the Office of the General Counsel if personal information is compromised). Use change in responsibilities and resources as an opportunity to begin again at Step 1 (Take Stock) as part of continuous quality improvement planning.

**RESOLUTION TO MODIFY
MULTIPLE YEAR CONTRACTS FOR EXECUTIVE LEVEL OFFICERS,
ADMINISTRATIVE OFFICERS, AND OTHER DESIGNATED
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff, policy number 7016.01 of the *University Guidebook*, shown as Exhibit H attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy: Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: June 1999; December 2009; April 2013; June 2013

Resolution Number(s): YR 1999-110; YR 2010-37; YR 2013- ; YR 2013-

Board Committee: University Affairs

EFFECTIVE DATE: June 12, 2013

Next Review: 2018

Policy: The University may issue multiple year contracts, not to exceed three years in length, to executive level officers, administrative officers, and designated professional/administrative staff, with the approval of the Board of Trustees. Following performance evaluation and review, such contracts may be renewed.

Definitions

A. Executive level officers of the University (see University Guidebook Policy 9001.01) include:

- Provost/Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Finance and Administration
- Vice President for University Advancement
- University General Counsel
- Other positions, designated by the President, with the approval of the Board of Trustees

B. Administrative officers of the University (see University Guidebook Policy 9002.01) include:

Deans:

- College of Fine and Performing Arts
- College of Liberal Arts and Social Sciences
- College of Business Administration
- College of Health and Human Services
- College of Science, Technology, Engineering and Math
- College of Education
- School of Graduate Studies and Research

Associate Vice President:

- Information Technology
- Budget, Planning and Analysis/Treasurer
- Enrollment Management

Executive Directors:

- Student Life
- Student Services
- Facilities
- Human Resources
- Athletics
- Marketing and Communications
- Library Services
- Public Services Institute

Directors:

- Equal Opportunity and Policy Compliance, and

Other positions designated by the President with the approval of the Board of Trustees.

C. Designated professional/administrative staff include:

- Associate Provost positions
- Assistant Provost positions
- Executive Associate to the President
- Government Relations Representative
- Other positions designated by the President with the approval of the Board of Trustees

Parameters:

- Executive level officers, administrative officers and selected designated professional/administrative staff receive employment contracts not to exceed three years. Such contracts are renewable at least a year prior to the ending of the contract. The President of the University and athletic coaches may also receive multiple year contracts in accordance with University Guidebook Policies 9008.01 and 7016.02.
- Executive level and administrative officers are evaluated annually (University Guidebook Policies 9001.01 and 9002.01). Other designated professional/administrative staff are annually involved in an administrative review process.
- The President shall present to the Board of Trustees other appointment plans for specific individuals when it is in the best interest of the University.
- The President shall annually provide a list of all employees receiving a renewal notification and/or a subsequent multiple year contract.

Procedures

1. The length of the contract offered to executive level officers, administrative officers, and other designated professional/administrative staff is determined during the recruitment and selection process.
2. The process of selection and evaluation of the University President is described in University Guidebook Policy 9008.01.
3. The process of selection and evaluation of executive level officers is described in University Guidebook Policy 9001.01.
4. The process of selection and annual evaluation process for administrative officers is described in University Guidebook Policy 9002.01.
5. The process of selecting other professional/administrative staff is described in University Guidebook Policy 2001.02.
6. Coaches in intercollegiate athletics are covered by University Guidebook Policy 7016.02.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: June 1999; December 2009; April 2013; June 2013

Resolution Number(s): YR 1999-110; YR 2010-37; YR 2013- ; YR 2013-

Board Committee: University Affairs

EFFECTIVE DATE: June 12, 2013

Next Review: 2018

Policy: The University may issue multiple year contracts, not to exceed three years in length, to executive level officers, administrative officers, and designated professional/administrative staff, with the approval of the Board of Trustees. Following performance evaluation and review, such contracts may be renewed.

Definitions

A. Executive level officers of the University (see University Guidebook Policy 9001.01) include:

- Provost/Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for Finance and Administration
- Vice President for University Advancement
- University General Counsel
- Other positions, designated by the President, with the approval of the Board of Trustees

B. Administrative officers of the University (see University Guidebook Policy 9002.01) include:

Deans:

- College of Fine and Performing Arts
- College of Liberal Arts and Social Sciences
- College of Business Administration
- College of Health and Human Services
- College of Science, Technology, Engineering and Math
- College of Education
- School of Graduate Studies and Research

Associate Vice President:

- Information Technology
- Budget, Planning and Analysis/Treasurer
- **Enrollment Management**

Executive Directors:

- Student Life
- Student Services
- Facilities
- Human Resources
- Athletics
- Marketing and Communications
- Library Services
- Public Services Institute

Directors:

- Equal Opportunity and Policy Compliance, and

Other positions designated by the President with the approval of the Board of Trustees.

C. Designated professional/administrative staff (~~see University Guidebook Policy 9003.01~~) include:

- Associate Provost positions
- Assistant Provost positions
- ~~Associate Dean positions~~
- ~~Assistant Dean positions~~
- Executive Associate to the President
- Government Relations Representative
- Other positions designated by the President with the approval of the Board of Trustees

Parameters:

- Executive level officers, administrative officers and selected designated professional/administrative staff receive employment contracts not to exceed three years. Such contracts are renewable at least a year prior to the ending of the contract. The President of the University and athletic coaches may also receive multiple year contracts in accordance with University Guidebook Policies 9008.01 and 7016.02.
- Executive level and administrative officers are evaluated annually (University Guidebook Policies 9001.01 and 9002.01). Other designated professional/administrative staff are annually involved in an administrative review process.
- The President shall present to the Board of Trustees other appointment plans for specific individuals when it is in the best interest of the University.
- The President shall annually provide a list of all employees receiving a renewal notification and/or a subsequent multiple year contract.

Procedures

1. The length of the contract offered to executive level officers, administrative officers, and other designated professional/administrative staff is determined during the recruitment and selection process.
2. The process of selection and evaluation of the University President is described in University Guidebook Policy 9008.01.
3. The process of selection and evaluation of executive level officers is described in University Guidebook Policy 9001.01.
4. The process of selection and annual evaluation process for administrative officers is described in University Guidebook Policy 9002.01.
5. The process of selecting other professional/administrative staff is described in University Guidebook Policy 2001.02.
6. Coaches in intercollegiate athletics are covered by University Guidebook Policy 7016.02.

**RESOLUTION TO MODIFY
CLASSIFIED CIVIL SERVICE EMPLOYEES POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Classified Civil Service Employees, policy number 7021.01 of the *University Guidebook*, shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Classified Civil Service Employees
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	February 1999; August 2009; December 2012; April 2013; June 2013
Resolution Number(s):	YR 1999-113; YR 2010-23; YR 2013-27; YR 2013- ; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: All Classified Civil Service employees shall be hired in accordance with Ohio Revised Code 124 and the Ohio Administrative Code.

Parameters:

- Under Chapter 124 of the Ohio Revised Code, certain employees of Youngstown State University are appointed under the State classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the Vice President for Finance and Administration to the Chief Human Resources Officer. The Chief Human Resources Officer serves as the designated appointing authority.

Procedures:

1. Recruitment to fill classified positions must be authorized by the Chief Human Resources Officer. Recruitment activities must conform to the Affirmative Action procedures (University Guidebook Policy 2001.02).

3. Classified staff are employed in full-time or permanent part-time capacities.
4. The executive divisional officers authorize the filling of positions in the divisions.
5. The Chief Human Resources Officer extends the official offer of employment upon the recommendation of the department chairperson or unit director with the concurrence of the executive divisional officer.
6. Types of appointments and terms and conditions of employment of classified civil service staff, not exempt from collective bargaining, are outlined in the *Agreement between the University and the Youngstown State University Chapter of the Association of Classified Employees* or the *Agreement between Youngstown State University and the Fraternal Order of Police, Ohio Labor Council, Inc.*

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Classified Civil Service Employees
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	February 1999; August 2009; December 2012; April 2013; June 2013
Resolution Number(s):	YR 1999-113; YR 2010-23; YR 2013-27; YR 2013- ; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: All Classified Civil Service employees shall be hired in accordance with Ohio Revised Code 124 and the Ohio Administrative Code.

Parameters:

- Under Chapter 124 of the Ohio Revised Code, certain employees of Youngstown State University are appointed under the State classified civil service system.
- The responsibility for administration of the civil service law and regulations as they relate to University employees in the classified civil service system shall be assigned by the Board of Trustees through the President and the Vice President for Finance and Administration to the Chief Human Resources Officer. **The Chief Human Resources Officer serves as the designated appointing authority.**

Procedures:

1. Recruitment to fill classified positions must be authorized by the Chief Human Resources Officer. Recruitment activities must conform to the Affirmative Action procedures (University Guidebook Policy 2001.02).

2. Classified staff are employed in full-time or permanent part-time capacities.
3. The executive divisional officers authorize the filling of positions in the divisions.
4. The Chief Human Resources Officer extends the official offer of employment upon the recommendation of the department chairperson or unit director with the concurrence of the executive divisional officer.
5. Types of appointments and terms and conditions of employment of classified civil service staff, not exempt from collective bargaining, are outlined in the *Agreement between the University and the Youngstown State University Chapter of the Association of Classified Employees* or the *Agreement between Youngstown State University and the Fraternal Order of Police, Ohio Labor Council, Inc.*

**RESOLUTION TO MODIFY
PROFESSIONAL/ADMINISTRATIVE STAFF
(EXCLUDING EXECUTIVE LEVEL AND
ADMINISTRATIVE OFFICERS) POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Professional/Administrative Staff, policy number 7021.02 of the *University Guidebook*, to be retitled as Professional/Administrative Staff (Excluding Executive Level and Administrative Officers), shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy: Professional/Administrative Staff (Excluding Executive Level and Administrative Officers)

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: March 1999; December 2009; April 2013; June 2013

Resolution Number(s): YR 1999-114; YR 2010-37; YR 2013- ; YR 2013-

Board Committee: University Affairs

EFFECTIVE DATE: June 12, 2013

Next Review: 2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures. Personnel actions will become effective upon approval by the Board of Trustees.

The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members.

Purpose: These procedures are designed to assure that qualified individuals are appointed as professional/administrative staff members.

Parameters:

- Professional/administrative staff (including part-time and externally funded) perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations.
- This policy does not include employees covered in University Guidebook Policies 9001.01 (Selection and Evaluation of Executive Level Officers of the University) and 9002.01 (Selection and Annual Evaluation of Administrative Officers of the University).

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer (University Guidebook Policy 9001.01).
2. The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the President, for his/her approval.
3. Filling of authorized positions must utilize recruitment activities that conform to the Affirmative Action procedures (University Guidebook Policy 2001.02) and procedures for the selection of Administrative Officers (University Guidebook Policy 9002.01).
4. Professional/administrative staff members are employed in full-time or part-time status. Part-time professional/administrative staff are employed on an FTE basis assuming a forty-hour work week. Eligibility for University benefits is determined by the individual's FTE status.
5. The appropriate divisional executive officer will review the proposed offer of employment with the Chief Human Resources Officer prior to the offer to the successful candidate.
6. The offer of employment is extended by the Office of Human Resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.
7. The Office of Human Resources prepares the initial offer of employment and any subsequent renewal contracts.
8. The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions shall be contingent upon Board of Trustees' approval; however, professional/administrative staff may begin employment prior to Board of Trustees' approval.
9. Terms and conditions of employment for professional/administrative staff are outlined in the *YSU/YSU/APAS Agreement*, except for staff exempted from collective bargaining (e.g., coaches [University Guidebook Policy 7017.01], externally funded staff [University Guidebook Policy 7021.04], managerial staff, or appointments of less than .27 FTE).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy: Professional/Administrative Staff (Excluding Executive Level and Administrative Officers)

Responsible Division/Office: Human Resources

Approving Officer: Vice President for Finance and Administration

Revision History: March 1999; December 2009; April 2013; June 2013

Resolution Number(s): YR 1999-114; YR 2010-37; YR 2013- ; YR 2013-

Board Committee: University Affairs

EFFECTIVE DATE: June 12, 2013

Next Review: 2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures. Personnel actions will become effective upon approval by the Board of Trustees.

The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members.

Purpose: These procedures are designed to assure that qualified individuals are appointed as professional/administrative staff members.

Parameters:

- Professional/administrative staff (including part-time and externally funded) perform non-teaching duties of a professional, administrative, or research nature and are not covered by existing Ohio Civil Service position classifications and regulations.
- This policy does not include employees covered in University Guidebook Policies 9001.01 (Selection and Evaluation of Executive Level Officers of the University) and 9002.01 (Selection and Annual Evaluation of Administrative Officers of the University).

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor will review the need for the position and forward a recommendation to the Dean or Executive Director. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer (University Guidebook Policy 9001.01).
2. The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate. If appropriate, the recommendation is forwarded to the President, for his/her approval.
3. Filling of authorized positions must utilize recruitment activities that conform to the Affirmative Action procedures (University Guidebook Policy 2001.02) and procedures for the selection of Administrative Officers (University Guidebook Policy 9002.01).
4. Professional/administrative staff members are employed in full-time or part-time status (~~University Guidebook Policy 7021.03~~). ~~Part-time professional/administrative staff are employed on an FTE basis assuming a forty-hour work week. Eligibility for University benefits is determined by the individual's FTE status.~~
5. The appropriate divisional executive officer will review the proposed offer of employment with the Chief Human Resources Officer prior to the offer to the successful candidate.
6. The offer of employment is extended by the Office of Human Resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.
7. The Office of Human Resources prepares the initial offer of employment and any subsequent renewal contracts.
8. The Chief Human Resources Officer will prepare and submit a summary of all ~~personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations), and transfers~~ to the University Affairs Committee for recommendation for approval by the Board of Trustees ~~at the Committee's next meeting. Upon approval, employment will commence.~~ The personnel actions shall be contingent upon Board of Trustees' approval; however, professional/administrative staff may begin employment prior to Board of Trustees' approval.

NUMBER

7021.02

PAGE 3 of 3

9. Terms and conditions of employment for professional/administrative staff are outlined in the *YSU/YSU/APAS Agreement*, except for staff exempted from collective bargaining (e.g., coaches [University Guidebook Policy 7017.01], externally funded staff [University Guidebook Policy 7021.04], managerial staff, or appointments of less than .27 FTE).

**RESOLUTION TO MODIFY
EXTERNALLY FUNDED PROFESSIONAL/ADMINISTRATIVE
STAFF POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Externally Funded Professional/Administrative Staff, policy number 7021.04 of the *University Guidebook*, shown as Exhibit K attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Externally Funded Professional/Administrative Staff
Responsible Office/Division:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; Sept. 2001; October 2010; April 2013; June 2013
Resolution Number(s):	YR 1999-116; YR 2002-15; YR 2011-24; YR 2013- ; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures. Personnel actions will become effective upon approval by the Board of Trustees.

The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members.

Parameters:

- The University employs persons whose positions are externally funded through research grants, endowments, and other non-University sources. These positions are identified as full- or part-time professional/administrative staff and are typically temporary in nature.
- These employees are not placed in a University salary plan (University Guidebook Policy 7020.01), but are eligible for benefits of the professional/administrative staff, including fringe benefits (University Guidebook Policies 7015.01, .02, .03, .04, .06, .07, and .08), vacation leave (University Guidebook Policy 7002.05), sick leave (University Guidebook Policy 7002.09), and Distinguished Service Awards (University Guidebook Policy 7014.01), as determined by the FTE unless otherwise noted herein.

- Externally funded full-time professional/administrative staff who are awarded a Distinguished Service Award (University Guidebook Policy 7014.01) will be eligible for a stipend of \$2,000. The distribution of this award will be contingent on the funding source. Recipients will receive either a cash stipend in the full amount, or a \$1,000 stipend and \$1,000 added to the base salary in the following contract year.
- For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other professional/administrative staff.
- Instructional Specialist(s) employed at The Rich Center for Autism are not eligible to accrue vacation leave.
- Each full-time employee in an Instructional Specialist position may convert two (2) sick leave days per contract year to personal days. Each part-time employee may also convert one (1) sick leave day per year.

Procedures:

1. Recruitment to fill externally funded professional/administrative positions must be authorized by the appropriate divisional executive officer. Recruitment activities must conform to the Affirmative Action procedures (University Guidebook Policy 2001.02).
2. The offer of employment is extended by the Office of Human Resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.
3. The Office of Human Resources prepares the official offer of employment.
4. Externally funded professional/administrative staff are exempted from collective bargaining.
5. Part-time externally funded professional/administrative staff are employed on an FTE basis assuming a forty-hour work week.
6. Externally funded professional/administrative staff are informed at the time of appointment or reappointment that their employment is dependent upon external funding, and if such funding ceases, employment is terminated upon a two-week notice.
7. Externally funded professional/administrative staff members who earn and accrue vacation leave should use it during the contract period in which it is earned. Authorization to carry

forward unused vacation leave into the next fiscal year requires written approvals of the department head and the Chief Human Resources Officer by June 30 of each year. Unused vacation shall not be converted to a cash payment if the availability of funds ceases, the appointment is not renewed, the employee resigns, or the employee is terminated for cause.

8. The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions shall be contingent upon Board of Trustees' approval; however, externally funded professional/administrative staff may begin employment prior to Board of Trustees' approval.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Externally Funded Professional/Administrative Staff
Responsible Office/Division:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; Sept. 2001; October 2010; April 2013; June 2013
Resolution Number(s):	YR 1999-116; YR 2002-15; YR 2011-24; YR 2013- ; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures. Personnel actions will become effective upon approval by the Board of Trustees.

The University employs staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/ administrative staff members.

Parameters:

- The University employs persons whose positions are externally funded through research grants, endowments, and other non-University sources. These positions are identified as full- or part-time professional/administrative staff and are typically temporary in nature.
- These employees are not placed in a University salary plan (University Guidebook Policy 7020.01), but are eligible for benefits of the professional/administrative staff, including fringe benefits (University Guidebook Policies 7015.01, .02, .03, .04, .06, .07, and .08), vacation leave (University Guidebook Policy 7002.05), sick leave (University Guidebook Policy 7002.09), and Distinguished Service Awards (University Guidebook Policy 7014.01), as determined by the FTE unless otherwise noted herein.

- Externally funded full-time professional/administrative staff who are awarded a Distinguished Service Award (University Guidebook Policy 7014.01) will be eligible for a stipend of \$2,000. The distribution of this award will be contingent on the funding source. Recipients will receive either a cash stipend in the full amount, or a \$1,000 stipend and \$1,000 added to the base salary in the following contract year.
- For the purposes of annual performance evaluation and disciplinary action, if necessary, these employees are subject to the processes in place for other professional/administrative staff.
- Instructional Specialist(s) employed at The Rich Center for Autism are not eligible to accrue vacation leave.
- Each full-time employee in an Instructional Specialist position may convert two (2) sick leave days per contract year to personal days. Each part-time employee may also convert one (1) sick leave day per year.

Procedures:

1. Recruitment to fill externally funded professional/administrative positions must be authorized by the appropriate divisional executive officer. Recruitment activities must conform to the Affirmative Action procedures (University Guidebook Policy 2001.02).
2. The offer of employment is extended by the Office of Human Resources in collaboration with the appropriate divisional executive officer upon the recommendation of the dean or executive director and the person responsible for the employing unit.
3. The Office of Human Resources prepares the official offer of employment.
4. Externally funded professional/administrative staff are exempted from collective bargaining.
5. Part-time externally funded professional/administrative staff are employed on an FTE basis assuming a forty-hour work week.
6. Externally funded professional/administrative staff are informed at the time of appointment or reappointment that their employment is dependent upon external funding, and if such funding ceases, employment is terminated upon a two-week notice.
7. Externally funded professional/administrative staff members who earn and accrue vacation leave should use it during the contract period in which it is earned. Authorization to carry

forward unused vacation leave into the next fiscal year requires written approvals of the department head and the Chief Human Resources Officer by June 30 of each year. Unused vacation shall not be converted to a cash payment if the availability of funds ceases, the appointment is not renewed, the employee resigns, or the employee is terminated for cause.

8. The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions shall be contingent upon Board of Trustees' approval; however, externally funded professional/administrative staff may begin employment prior to Board of Trustees' approval.

**RESOLUTION TO MODIFY
SELECTION AND EVALUATION OF EXECUTIVE LEVEL
OFFICERS OF THE UNIVERSITY POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection and Evaluation of Executive Level Officers of the University, policy number 9001.01 of the *University Guidebook*, shown as Exhibit L attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Evaluation of Executive Level Officers of the University
Responsible Division/ Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 2001; Sept. 2003; Feb. 2009; March 2013; April 2013; June 2013
Resolution Number(s):	YR 1998-33; YR 2001-51; YR 2004-16; YR 2009-30; YR 2013- ; YR 2013- ; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: The Divisional Executive Officers of the University are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration and the Vice President for University Advancement. The President is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the Office of the President. In the selection and evaluation of divisional executive officers and General Counsel of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community – students, faculty, and staff – have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of divisional executive officers and General Counsel of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles:

- A position announcement, including the required and preferred qualifications, will be developed and brought to the Board of Trustees for review and approval, prior to initiating the search.
- Advertising to fill divisional executive officer positions and the General Counsel position of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.

**Agenda Item E.4.f
Exhibit L**

- An individual selected to serve as a divisional executive officer or General Counsel will be identified from an applicant pool obtained as a result of a national search process. A national search firm shall be utilized in a search for a divisional executive officer or General Counsel, unless expressly waived by the Board of Trustees. (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing divisional executive officers and the General Counsel.
- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation may involve merit salary considerations as part of the year-end sessions.

Executive Officers of the University maintain overall leadership for a particular division or unit. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the President's Cabinet. In addition, the President may designate other administrative officers to serve as members of the Cabinet. Executive Officers of the University include:

- Provost/Vice President for Academic Affairs
 - Vice President for Student Affairs
 - Vice President for Finance and Administration
 - Vice President for University Advancement
 - University General Counsel
 - Others positions, designated by the President, with the approval of the Board of Trustees
- The Provost/Vice President for Academic Affairs is the chief academic officer of the University. As the President's first delegate, the Provost/Vice President for Academic Affairs has primary responsibility for the overall administration of the academic programs of the University. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
 - The Vice President for Student Affairs is the chief student personnel officer for the University and, in this capacity, provides leadership for the Division of Student Affairs and its major units, including Enrollment Services, Student Life, and Student Services. A comprehensive list of duties and responsibilities is contained in the current job description for the position.

- The Vice President for Finance and Administration is the chief fiscal and administrative officer of the University and provides leadership for the Division of Finance and Administration, recommends fiscal policy to the President for consideration by the Board of Trustees, and is responsible for implementation of these policies. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The Vice President for University Advancement provides leadership for the Division of University Advancement, University fund-raising, and alumni relations. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The University General Counsel is the chief legal officer of the University. The General Counsel is appointed jointly by the Ohio Attorney General and the President, with approval of the Board of Trustees. The General Counsel serves as University legal counsel and serves as liaison between the Office of the President and the Office of the Ohio Attorney General including outside counsel. A comprehensive list of duties and responsibilities is contained in the current job description for the position.

Procedures for the Selection of an Executive Level Officer:

The procedures that follow provide an overall structure for executive level officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new executive level officer, the President will appoint a Search Advisory Committee.
2. This Committee shall include representatives of the affected University Division, a member of the Board of Trustees as designated by the Chair, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of each of the Divisions of the University, students, appropriate community representatives, and others identified by the President.
6. The President will also host a meeting with each of the final candidates and members of the Board of Trustees.

7. The President, in consultation with the Board of Trustees, will identify the candidate to be extended the offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Office of Human Resources and Labor Relations and the Office of Equal Opportunity and Policy Compliance for review and recommendation. The request initiated by the President, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the University Affairs Committee of the Board of Trustees, which shall recommend the final action to be taken on the request by the Board of Trustees.
9. The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions will become effective upon approval by the Board of Trustees.

Procedures for the Evaluation of an Executive Level Officer:

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the executive level officer and the President.
3. The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing, usually at the start of the fiscal/academic year.
4. Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the executive level officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations will be discussed. The Board of Trustees considers it important to have the evaluation of executive level officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The President shall consult with the Board of Trustees during the evaluation process as to the

performance of executive level officers and will inform the Board of Trustees about the results of his/her evaluation of each executive level officer.

6. When considering salary adjustments for executive level officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and approval prior to implementing said adjustment(s).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Evaluation of Executive Level Officers of the University
Responsible Division/ Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 2001; Sept. 2003; Feb. 2009; March 2013; April 2013; June 2013
Resolution Number(s):	YR 1998-33; YR 2001-51; YR 2004-16; YR 2009-30; YR 2013- ; YR 2013- ; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: The Divisional Executive Officers of the University are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration and the Vice President for University Advancement. **The President is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the Office of the President.** In the selection and evaluation of divisional executive officers and General Counsel of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community – students, faculty, and staff – have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of divisional executive officers and General Counsel of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles:

- A position announcement, including the required and preferred qualifications, will be developed and brought to the Board of Trustees for review and approval, prior to initiating the search.
- Advertising to fill divisional executive officer positions and the General Counsel position of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.

- An individual selected to serve as a divisional executive officer or General Counsel will be identified from an applicant pool obtained as a result of a national search process. A national search firm shall be utilized in a search for a divisional executive officer or General Counsel, unless expressly waived by the Board of Trustees. (Filling these positions on an interim basis may be done without initiating a formal process.)
- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing divisional executive officers and the General Counsel.
- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation may involve merit salary considerations as part of the year-end sessions.

Executive Officers of the University ~~are the Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Finance and Administration, Vice President for University Advancement, and the University General Counsel, and such other positions as may from time to time be, with approval of the Board of Trustees, identified as executive level officers. As executive officers, each~~ maintains overall leadership for a particular division or unit. As University officials, each has the responsibility to represent the University and provide leadership in the specified areas of responsibility. The executive officers serve as primary advisors and the members of the President's Cabinet. In addition, the President may designate other administrative officers to serve as members of the Cabinet. **Executive Officers of the University include:**

- **Provost/Vice President for Academic Affairs**
 - **Vice President for Student Affairs**
 - **Vice President for Finance and Administration**
 - **Vice President for University Advancement**
 - **University General Counsel**
 - **Others positions, designated by the President, with the approval of the Board of Trustees**
- The Provost/Vice President for Academic Affairs is the chief academic officer of the University. As the President's first delegate, the Provost/Vice President for Academic Affairs has primary responsibility for the overall administration of the academic programs of the University. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
 - The Vice President for Student Affairs is the chief student personnel officer for the University and, in this capacity, provides leadership for the Division of Student Affairs and its major units, including Enrollment Services, Student Life, and Student Services. A

comprehensive list of duties and responsibilities is contained in the current job description for the position.

- The Vice President for Finance and Administration is the chief fiscal and administrative officer of the University and provides leadership for the Division of Finance and Administration, recommends fiscal policy to the President for consideration by the Board of Trustees, and is responsible for implementation of these policies. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The Vice President for University Advancement provides leadership for the Division of University Advancement, University fund-raising, and alumni relations. A comprehensive list of duties and responsibilities is contained in the current job description for the position.
- The University General Counsel is the chief legal officer of the University. The General Counsel is appointed jointly by the Ohio Attorney General and the President, with approval of the Board of Trustees. The General Counsel serves as University legal counsel and serves as liaison between the Office of the President and the Office of the Ohio Attorney General including outside counsel. A comprehensive list of duties and responsibilities is contained in the current job description for the position.

Procedures for the Selection of an Executive Level Officer:

The procedures that follow provide an overall structure for executive level officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new executive level officer, the President will appoint a Search Advisory Committee.
2. This Committee shall include representatives of the affected University Division, a member of the Board of Trustees as designated by the Chair, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those that meet the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of each of the Divisions of the University, students, appropriate community representatives, and others identified by the President.

6. The President will also host a meeting with each of the final candidates and members of the Board of Trustees.
7. The President, in consultation with the Board of Trustees, will identify the candidate to be extended the offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Office of Human Resources and Labor Relations and the Office of Equal Opportunity and Policy Compliance for review and recommendation. The request initiated by the President, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the University Affairs Committee of the Board of Trustees, which shall recommend the final action to be taken on the request by the Board of Trustees.
9. The Chief Human Resources Officer will prepare and submit a summary of all **personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments, and separations), and transfers** to the University Affairs Committee for recommendation for approval by the Board of Trustees **at the Committee's next meeting. Upon approval, employment will commence. The personnel actions will become effective upon approval by the Board of Trustees.**

Procedures for the Evaluation of an Executive Level Officer:

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the executive level officer and the President.
3. The initial phase of the process will be devoted to dialog whereby mutually accepted annual objectives are identified and finalized in writing, usually at the start of the fiscal/academic year.
4. Through the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the executive level officer and the president, the degree to which these objectives have been met will be determined and preliminary salary adjustment considerations will be discussed. The Board of Trustees

considers it important to have the evaluation of executive level officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates. The President shall consult with the Board of Trustees during the evaluation process as to the performance of executive level officers and will inform the Board of Trustees about the results of his/her evaluation of each executive level officer.

6. When considering salary adjustments for executive level officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and approval prior to implementing said adjustment(s).

**RESOLUTION TO MODIFY
SELECTION AND ANNUAL EVALUATION OF ADMINISTRATIVE
OFFICERS OF THE UNIVERSITY POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection and Annual Evaluation of Administrative Officers of the University, policy number 9002.01 of the *University Guidebook*, shown as Exhibit M attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Annual Evaluation of Administrative Officers of the University
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	Feb. 1998; Feb. 2009; March 2013; April 2013; June 2013
Resolution Number(s)	YR 1998-33; YR 2009-31; YR 2013- ; YR 2013- ; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 12, 2013
Next Review:	2018

Policy: In the selection and annual evaluation of administrative officers of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community -- students, faculty, and staff -- have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of the administrative officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles:

- A position announcement, including the required and preferred qualifications, will be developed and brought to the Board of Trustees for review and approval, prior to initiating the search.
- Advertising to fill administrative officer positions of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the President, a search firm may be utilized. (Filling these positions on an interim basis may be done without initiating a formal process.)

**Agenda Item E.4.g
Exhibit M**

- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.
- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation process may involve merit salary considerations as part of the year-end session.

Administrative Officers of the University maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the Executive and Administrative Staff Council. Each Dean has responsibility for one of the Colleges or the School of Graduate Studies and Research and reports directly to the Provost/Vice President for Academic Affairs. Associate Vice Presidents and executive directors are responsible for a major administrative unit including the Office of Information and Technology, Intercollegiate Athletics or within the Division of Finance and Administration, Division of University Advancement, Division of Student Affairs, and each report directly to an executive level officer or designee appointed by the President. Administrative officers of the University include:

- College Deans
- Dean of the School of Graduate Studies and Research
- Associate Vice Presidents
- Executive Directors
- Director of Equal Opportunity and Policy Compliance
- Others Designated by the President

Procedures for the Selection of Administrative Officers:

The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new administrative officer, the appropriate executive level officer (University Guidebook Policy 9001.01) or designee appointed by the President will appoint a Search Advisory Committee.
2. This Committee will include representatives of the affected University division, and may include other members of the University community and other external members as appropriate.

3. This Committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of the affected University division, other members of the University community, including the Board of Trustees and others identified by the appropriate executive level officer or designee appointed by the President.
6. Upon the conclusion of the interview process, the Search Advisory Committee will submit to the appropriate executive level officer or designee appointed by the President an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
7. The appropriate executive level officer or designee appointed by the President, in consultation with the President, will review the list of recommended candidates to identify the person to be extended an offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Office of Human Resources and Labor Relations and the Office of Equal Opportunity and Policy Compliance for review and recommendation. A request initiated by a hiring department, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the President, who shall take final action on the request and report the recommendations and action taken to the University Affairs Committee of the Board of Trustees at or before its next meeting.
9. The Chief Human Resources Officer will prepare and submit a summary of all personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments and separations) to the University Affairs Committee for recommendation for approval by the Board of Trustees. The personnel actions will become effective upon approval by the Board of Trustees.

Procedures for the Evaluation of Administrative Officers:

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.

2. The process will be initiated with one-on-one session(s) between the Dean and the Provost/Vice President for Academic Affairs or the Executive Director and the executive level officer.
3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing; usually at the start of the fiscal/academic year.
4. Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Dean and the Provost/Vice President for Academic Affairs or the Executive Director and the executive level officer, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations are discussed. The Board of Trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates.
6. All administrative officers' merit considerations are reviewed by the executive level officers in a group setting to ensure consistent application from an institutional perspective.
7. When considering salary adjustments for administrative officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and comment prior to implementing said adjustment(s).

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Selection and Annual Evaluation of Administrative Officers of the University
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	Feb. 1998; Feb. 2009; March 2013; April 2013; June 2013
Resolution Number(s)	YR 1998-33; YR 2009-31; YR 2013- ; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: In the selection and annual evaluation of administrative officers of the University, the Board of Trustees is committed to the principle of collegiality where, as appropriate, members of the University community -- students, faculty, and staff -- have opportunity to participate in the decision-making processes of the University. The Board of Trustees acknowledges the need for the establishment of processes for the selection and regular evaluation of the administrative officers of the University. The Board also affirms the principle of merit-based rewards that are directly associated with positive evaluation of these officers.

Principles:

- A position announcement, including the required and preferred qualifications, will be developed and brought to the Board of Trustees for review and approval, prior to initiating the search.
- Advertising to fill administrative officer positions of the University will be done in a manner that will create a diverse pool of candidates of racial, ethnic and social backgrounds reflecting a wide diversity of values, ideas, and beliefs.
- An individual selected to serve as administrative officer will be identified from an applicant pool obtained as a result of a national search process. With the approval of or when deemed necessary by the President, a search firm may be utilized. (Filling these positions on an interim basis may be done without initiating a formal process.)

- In recognition of the principles of collegiality, advisory committees will be utilized during the process of searching, screening, and interviewing administrative officers.
- Evaluation involves an employee and supervisor in a yearly process of mutually identifying measurable objectives, regular review of progress toward their achievement, and year-end determination of whether or not the objectives were met.
- The evaluation process may involve merit salary considerations as part of the year-end session.

Administrative Officers of the University ~~include the College Deans, Dean of the School of Graduate Studies and Research, the Associate Vice Presidents, the Executive Directors, the Director of Equal Opportunity and Policy Compliance, and others as designated by the President. As administrative officers, these individuals~~ maintain management responsibilities for a specific segment of the campus. They also serve as an integral part of the University's leadership team that is responsible for the overall direction of the institution. Each serves as primary advisor on the various divisional advisory committees and as members of the Executive and Administrative Staff Council. Each Dean has responsibility for one of the Colleges or the School of Graduate Studies and Research and reports directly to the Provost/Vice President for Academic Affairs. ~~Associate Vice Presidents and An~~ executive directors ~~is are~~ responsible for a major administrative unit including the Office of Information and Technology, Intercollegiate Athletics or within the Division of Finance and Administration, Division of University Advancement, Division of Student Affairs, and each report directly to an executive level officer or designee appointed by the President. Administrative officers of the University include:

- College Deans
- Dean of the School of Graduate Studies and Research
- Associate Vice Presidents
- Executive Directors
- Director of Equal Opportunity and Policy Compliance
- Others Designated by the President

Procedures for the Selection of Administrative Officers:

The procedures that follow provide an overall structure for administrative officer selection. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. When there is a need to identify a new administrative officer, the appropriate executive level officer (University Guidebook Policy 9001.01) or designee appointed by the President will appoint a Search Advisory Committee.

2. This Committee will include representatives of the affected University division, and may include other members of the University community and other external members as appropriate.
3. This Committee will review all of the applications received, identify those meeting the pre-established qualifications, complete an initial check of references of the qualified candidates, and recommend a short list of candidates to be interviewed.
4. This Committee will be involved in the process of interviewing all of the candidates visiting the campus.
5. The on-campus interview process may include a broad representation of the affected University division, other members of the University community, including the Board of Trustees and others identified by the appropriate executive level officer or designee appointed by the President.
6. Upon the conclusion of the interview process, the Search Advisory Committee will submit to the appropriate executive level officer or designee appointed by the President an unranked list of three to five candidates, with an assessment of each, that are recommended to fill the vacant position.
7. The appropriate executive level officer or designee appointed by the President, in consultation with the President, will review the list of recommended candidates to identify the person to be extended an offer.
8. Exceptions to the above selection requirements may be granted in special circumstances where departure offers demonstrable benefits for the University. A request for such an exception must be submitted in writing to the Office of Human Resources and Labor Relations and the Office of Equal Opportunity and Policy Compliance for review and recommendation. A request initiated by a hiring department, together with the recommendations of Human Resources and Equal Opportunity, will be submitted to the President, who shall take final action on the request and report the recommendations and action taken to the University Affairs Committee of the Board of Trustees at or before its next meeting.
9. The Chief Human Resources Officer will prepare and submit a summary of all **personnel actions (i.e., appointments, promotions, reclassifications, transfers, demotions, salary adjustments and separations), and transfers** to the University Affairs Committee for recommendation for approval by the Board of Trustees **at the Committee's next meeting. Upon approval, employment will commence. The personnel actions will become effective upon approval by the Board of Trustees.**

Procedures for the Evaluation of Administrative Officers:

The procedures that follow provide an overall structure for evaluation. It is recognized that these procedures may need to be adjusted to accommodate a particular situation.

1. The evaluation process is conducted on an annual basis.
2. The process will be initiated with one-on-one session(s) between the Dean and the Provost/Vice President for Academic Affairs or the Executive Director and the executive level officer.
3. This initial phase of the process is devoted to dialog whereby mutually acceptable annual objectives are identified and finalized in writing; usually at the start of the fiscal/academic year.
4. Throughout the course of the year, one-on-one sessions will be initiated by either party to review the progress being made toward the achievement of the objectives. Adjustments can be made to the objectives during these sessions.
5. At year's end, during a one-on-one session between the Dean and the Provost/Vice President for Academic Affairs or the Executive Director and the executive level officer, the degree to which these objectives have been met is determined and preliminary salary adjustment considerations are discussed. The Board of Trustees considers it important to have the evaluation of administrative officers include the perspective of their constituents and subordinates. Therefore, an important component of the overall evaluation will be input from a sample of constituents and subordinates.
6. All administrative officers' merit considerations are reviewed by the executive level officers in a group setting to ensure consistent application from an institutional perspective.
7. When considering salary adjustments for administrative officers, the President shall submit proposed adjustments to the University Affairs Committee for its review and comment prior to implementing said adjustment(s).

**RESOLUTION TO RESCIND
PART-TIME PROFESSIONAL/ADMINISTRATIVE
STAFF (EXEMPT) POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the Institutional Policy governing Part-time Professional/Administrative Staff (Exempt), policy number 7021.03 of the *University Guidebook*, shown as Exhibit N, attached hereto.

RESCIND
UNIVERSITY GUIDEBOOK

Title of Policy:	Part-time Professional/Administrative Staff (Exempt)
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	March 1999; December 2010; April 2013
Resolution Number(s):	YR 1999-115; YR 2011-59; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	April 16, 2013
Next Review:	2018

Policy: It is the policy of the University to ensure the employment of staff members with experience, degrees, and other credentials appropriate to their responsibilities. Hiring managers are charged with the responsibility of assuring that qualified individuals are appointed as professional/administrative staff members.

Parameters:

1. Part-time professional/administrative staff perform non-teaching duties of a professional, administrative, or research nature, are not in the classified civil service, and are not covered by existing Ohio Civil Service position classifications and regulations.
2. An appointment as a part-time professional/administrative staff member is for a specified period of time.
3. Part-time professional/administrative staff are employed on an FTE basis assuming a forty-hour work week.
4. Eligibility for University benefits is determined by the individual's FTE status.

**RESOLUTION TO RESCIND
EMPLOYMENT OF UNIVERSITY STAFF POLICY**

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind the Institutional Policy governing Employment of University Staff, policy number 9003.01 of the *University Guidebook*, shown as Exhibit O, attached hereto.

RESCIND
UNIVERSITY GUIDEBOOK

Title of Policy:	Employment of University Staff
Responsible Division/Office:	Human Resources
Approving Officer:	President
<i>Revision History:</i>	March 1999; June 2001; March 2010; April 2013
Resolution Number(s):	YR 1999-67; YR 2001-52; YR 2010-63; YR 2013-
Board Committee:	University Affairs
EFFECTIVE DATE:	April 26, 2013
Next Review:	2018

Policy: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the appropriate divisional executive officer who is responsible for making personnel decisions within the described University procedures.

Parameters:

- The divisional executive officers (University Guidebook Policy 9001.01) maintain overall responsibility for divisional employment decisions. These actions are taken within the framework of the various employment agreements, applicable federal and state laws, and University procedures.
- For purposes of this policy, the President is considered to be the divisional executive officer for those work units that have a direct reporting relationship and for the staff assigned to work in the Office of the President.
- For purposes of compliance with the Civil Service laws and regulations covering classified civil service employees, the Chief Human Resources Officer serves as the designated appointing authority as established in University Guidebook Policy 7021.01, Classified Civil Service Employees.

Agenda Item E.4.i
Exhibit O

- The Chief Human Resources Officer has overall responsibility for managing University personnel matters and serves as a staff resource to the executive level officers in these matters.
- The Office of Human Resources is responsible for the administration of all employment procedures including:
 - administering, in cooperation with the Office of Equal Opportunity and Policy Compliance, the process of posting available positions and appointment procedures;
 - providing an orientation program for all new employees;
 - maintaining personnel files for all current and former employees;
 - overseeing labor relations, including the interpretation of bargaining agreements;
 - clarifying the applicability of the professional/administrative and classified staff salary schedules; and
 - interpreting and assuring uniform compliance with all current federal and state personnel laws, rules, and regulations.

Procedures:

1. When a staff vacancy occurs, the appropriate supervisor or manager will review the need for the position and forward a recommendation to the Dean or Executive Director.
2. The recommendation received by the Dean or Executive Director will be reviewed. After review, the Dean or Executive Director will submit a recommendation to fill, modify, or eliminate the position to the appropriate divisional executive officer.
3. The appropriate divisional executive officer will review the recommendation and determine whether further consideration is appropriate.
 - The Provost will determine the filling of faculty positions in accordance with University Guidebook Policy 1001.01.

- The appropriate divisional executive officer will determine the filling of staff positions.
4. Once a position has been authorized, the appropriate divisional executive officer, the Chief Human Resources Officer and the Director of Equal Opportunity and Policy Compliance will ensure it is filled in compliance with all applicable state laws and regulations, collective bargaining agreements, and procedures outlined in the Equal Opportunity and Affirmative Action Recruitment and Employment policy (see University Guidebook Policy [2001.02](#)).
 5. Once the selection process is complete, the appropriate divisional executive officer will forward the recommendation to fill the position to the Chief Human Resources Officer for processing.
 6. The Chief Human Resources Officer will prepare and submit a summary of all appointments, separations, and transfers to the University Affairs Committee for recommendation for approval by the Board of Trustees at the Committee's next meeting. Upon approval, employment will commence.

**RESOLUTION TO APPROVE
APPOINTMENTS TO PROFESSIONAL/ADMINISTRATIVE
STAFF POSITIONS**

WHEREAS, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such professional/administrative staff as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the April 1 through 16, 2013; and April 26 through May 14, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2012-2013 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 approve the appointments as listed in Exhibit P attached hereto.

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Appointment Recommendations prior to 4/1/2013 - 04/16/2013							
Mr. Joseph Bleehash (offer made prior to 4/16/2013)	C/M	New	Staff Architect	Facilities	5/6/2013	\$58,500 1.0	
Mr. David Hinkle	C/M	Replacement \$56,086	Athletic Business Manager	Intercollegiate Athletics	4/8/2013	\$52,571 1.0	
Appointment Recommendations 4/26/13 - 5/10/2013							
Dr. Sylvia Imler (offer made prior to 4/16/2013)	B/F	New	Interim Director, Diversity & Multicultural Affairs	Office of the President	5/16/2013	\$84,313 1.0	
Dr. Salvatore Sanders	C/M	New	Associate Dean of Graduate Studies	Graduate Studies	7/1/2013	\$104,000 1.0	

PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
None.							

TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
None.							

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE
PERSONNEL ACTIONS**

DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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None.

RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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None.

SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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None.

SEPARATIONS

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED	COMMENTS
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Retirements

None.

Resignations

None.

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.

U = Unidentified

**RESOLUTION TO APPROVE
APPOINTMENTS TO FACULTY POSITIONS**

WHEREAS, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such faculty as are necessary to effectively carry out the operation of the University; and

WHEREAS, new appointments have been made subsequent to the April 1 through 16, 2013; and April 26 through May 14, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2012-2013 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 approve the appointments as listed in Exhibit Q attached hereto.

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/ FTE	COMMENTS
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**Appointment Recommendations
4/1/2013 - 4/16/2013**

Dr. Snjezana Balaz	C/F	Replacement \$102,921	Assistant Professor	Physics & Astronomy	8/14/2013	\$62,000 1.0	
Ms. Amy Flick	C/F	New	Instructor	English	8/14/2013	\$38,689 1.0	
Dr. Stacey Graber	C/F	Replacement \$102,383	Assistant Professor	English	8/14/2013	\$53,000 1.0	
Dr. Max Grubb	C/M	Replacement \$60,529	Assistant Professor	Communication	8/14/2013	\$51,238 1.0	
Dr. Michael Jerryson	C/M	Replacement \$98,693	Assistant Professor	Philosophy & Religious Studies	8/14/2013	\$53,738 1.0	
Ms. Ellen Jones	C/F	Replacement \$79,207	Assistant Professor	Theater & Dance	8/14/2013	\$54,500 1.0	
Mr. Alton Merrell	B/M	New	Assistant Professor	Dana School of Music	8/14/2013	\$51,238 1.0	
Dr. Michael Raulin	C/M	Replacement \$99,349	Assistant Professor	Psychology	8/14/2013	\$52,263 1.0	
Ms. Erin Rehel	C/F	Replacement \$91,163	Assistant Professor	Sociology	8/14/2013	\$56,000 1.0	

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

Ms. Amanda Roby	C/F	New	Assistant Professor	Health Professions	8/14/2013	\$53,000 1.0	
Dr. Jeremy Schwartz	C/M	Replacement \$124,899	Assistant Professor	Accounting and Finance	8/14/2013	\$117,000 1.0	
Mr. Doori Song	A/M	Replacement \$109,522	Assistant Professor	Marketing	8/14/2013	\$100,000 1.0	
Mr. Robert Thompson	C/M	Replacement \$53,000	Assistant Professor	Art	8/14/2013	\$53,000 1.0	
Mr. Emre Ulusoy	C/M	Replacement \$87,897	Assistant Professor	Marketing	8/14/2013	\$100,000 1.0	
Ms. Amy Yurko	C/F	Replacement \$120,914	Assistant Professor	Accounting and Finance	8/14/2013	\$122,000 1.0	
Appointment Recommendations 4/26/13 - 5/10/2013							
Mr. Dave Davis	C/M	Replacement \$75,674	Instructor	English	1/6/2014	\$24,062 1.0	
Dr. Christopher Mattheus	C/M	Replacement \$51,238	Assistant Professor	Geological and Enviromental Sciences	8/14/2013	\$58,000 1.0	
Dr. Bobby Ojose	U/M	Replacement \$90,506	Assistant Professor	Teacher Education	8/14/2013	\$54,000 1.0	Change in salary from 4/26/2013
Ms. Donna Walsh	C/F	Rehire	Instructor	Marketing	8/14/2014	\$42,614 1.0	
Ms. Laura J. McCaskey	C/F	Rehire	Instructor	Marketing	8/14/2013	\$41,172 1.0	
Mr. Patrick Gaughan	C/M	Rehire	Instructor	Management	8/14/2013	\$79,607 1.0	

YOUNGSTOWN STATE UNIVERSITY

FACULTY

PERSONNEL ACTIONS

Dr. Lenford C. Sutton	B/M	Replacement \$95,243	Chair / Professor	Educational Foundations, Research, Technology and Leadership	7/1/2013	\$80,000 1.0
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**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

PROMOTIONS FOR BOARD OF TRUSTEE APPROVAL

NAME		SALARY INCREASE	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
Brian Bonhomme		\$5,100	Professor	History	8/14/2013		
Cheryl Bosley		\$5,100	Professor	Nursing	8/14/2013		
Thomas P. Diggins		\$5,100	Professor	Biological Sciences	8/14/2013		
Timothy Francisco		\$5,100	Professor	English	8/14/2013		
David Morgan		\$5,100	Professor	Dana School of Music	8/14/2013		
Tom N. Oder		\$5,100	Professor	Physics and Astronomy	8/14/2013		
Kimberly A. Serroka		\$5,100	Professor	Nursing	8/14/2013		
David Simonelli		\$5,100	Professor	History	8/14/2013		
Mark D. Womble		\$5,100	Professor	Biological Sciences	8/14/2013		
Christopher Barzak		\$3,600	Associate Professor	English	8/14/2013		
Patrick J. Bateman		\$3,600	Associate Professor	Management	8/14/2013		
Julie Blaskewicz Boron		\$3,600	Associate Professor	Psychology	8/14/2013		
Dragana Crnjak		\$3,600	Associate Professor	Art	8/14/2013		
Rebecca M. L. Curnalia		\$3,600	Associate Professor	Communication	8/14/2013		
Leah Christine Gongola		\$3,600	Associate Professor	Counseling, Special Education and School Psychology	8/14/2013		
Guohong (Helen) Han		\$3,600	Associate Professor	Management	8/14/2013		

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

Alyssa Lenhoff	\$3,600	Associate Professor	English	8/14/2013
Suzanne M. Leson	\$3,600	Associate Professor	Human Ecology	8/14/2013
Xiangjia Min	\$3,600	Associate Professor	Biological Sciences	8/14/2013
Karin A. Petruska	\$3,600	Associate Professor	Accounting & Finance	8/14/2013
Ian James Renne	\$3,600	Associate Professor	Biological Sciences	8/14/2013
Keisha T. Robinson	\$3,600	Associate Professor	Health Professions	8/14/2013
Jeffrey Tyus	\$3,600	Associate Professor	Communication	8/14/2013
Patricia B. Wagner	\$3,600	Associate Professor	Criminal Justice and Forensic Sciences	8/14/2013
Thomas P. Wakefield	\$3,600	Associate Professor	Mathematics and Statisti	8/14/2013
Mary Yacovone	\$3,600	Associate Professor	Health Professions	8/14/2013
Xiaolou Yang	\$3,600	Associate Professor	Accounting & Finance	8/14/2013

TRANSFERS FOR BOARD OF TRUSTEE APPROVAL

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
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None.

**YOUNGSTOWN STATE UNIVERSITY
FACULTY
PERSONNEL ACTIONS**

SEPARATIONS

**RESOLUTION TO APPROVE
APPOINTMENTS TO INTERCOLLEGIATE
ATHLETICS COACHING POSITIONS**

WHEREAS, the *Policies of the Board of Trustees* require the Board of Trustees to approve the appointment of such coaches as are necessary to effectively carry out the operation of the Department of Athletics; and

WHEREAS, new appointments have been made subsequent to the April 1 through 16, 2013; and April 26 through May 14, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2012-2013 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 approve the appointments as listed in Exhibit R attached hereto.

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (Coaches)
PERSONNEL ACTIONS**

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Appointment Recommendations prior to 4/1/2013 - 04/16/2013							
Mr. John Barnes	C/M	Replacement \$97,850	Head Coach, Women's Basketball	Intercollegiate Athletics	4/11/2013	\$110,000 1.0	
Appointment Recommendations 4/26/13 - 5/10/2013							
Mr John Nicolais	C/M	Replacement \$43,375	Assistant Coach, Women's Basketball	Intercollegiate Athletics	5/13/2013	\$49,000 1.0	plus \$350 per month car allowance

PROMOTIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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None.

TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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None.

DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9)

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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None.

**YOUNGSTOWN STATE UNIVERSITY
PROFESSIONAL/ADMINISTRATIVE (Coaches)
PERSONNEL ACTIONS**

RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS

None.

SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS

None.

SEPARATIONS							
NAME		CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS

Retirements

None.

Resignations

None.

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.

U = Unidentified

**RESOLUTION TO RATIFY
FACULTY/STAFF APPOINTMENTS**

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

WHEREAS, new appointments have been made subsequent to the March 13, 2013, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2012-2013 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 S attached hereto.

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2013 - MARCH 31, 2013**

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

January 2013

Mr. Burton Speakman	M/C	Replacement \$75,674	Instructor	English	1/7/2013	\$18,253 1.0	\$57,421 decrease
Dr. Michael Raulin	M/C	Replacement \$68,668	Assistant Professor	Psychology	1/7/2013	\$24,174 1.0	\$44,494 decrease
Ms. Nicole Strollo	F/C	New	Instructor	Nursing	1/7/2013	\$21,230 1.0	\$21,230 increase

February 2013

None.

March 2013

None.

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS

January 2013

Mr. Justin Bettura	M/C	Replacement \$68,272	Senior Systems Administrator	Media and Academic Computing	1/22/2013	\$57,500 1.0	\$10,772 decrease
Ms. Crystal Little	F/C	Replacement \$58,759	Associate Director of Residence Life	Housing and Residence Life	1/16/2013	\$54,000 1.0	\$4,759 decrease

February 2013

Mr. James Bryant	M/C	Replacement \$53,325	Assistant Coach, Football	Athletics	2/18/2013	\$65,000 1.0	\$11,675 increase
Mr. Vaughn Myers	M/C	Replacement \$44,338	Operations Manager	Kilcawley Center	2/18/2013	\$36,975 1.0	\$7,363 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2013 - MARCH 31, 2013**

PROFESSIONAL/ADMINISTRATIVE APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. William Swann	M/C	New	Technical Support/ Instructional Designer	Distance Education	2/1/2013	\$55,000 1.0	\$55,000 increase
March 2013							
Mr. Kurt Bethard	M/C	Replacement \$50,000	Assistant Football Coach	Athletics	3/1/2013	\$45,000	\$5,000 decrease
Mr. Eric Gallon	M/B	Replacement \$35,000	Assistant Football Coach	Athletics	3/1/2013	\$26,000	\$9,000 decrease
Mr. Mark Mangino	M/C	Replacement \$75,426	Assistant Football Coach	Athletics	3/1/2013	\$65,183	\$10,243 decrease
CLASSIFIED APPOINTMENTS FOR INFORMATION ONLY							
NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
January 2013							
Mr. Scott Schippert	M/C	Replacement \$52,748	Plumber 2	Facilities	1/13/2013	\$39,187 1.0	\$13,561 decrease
Ms. Lora Graneto	F/C	New	Secretary	English	1/14/2013	\$32,115 .5	\$32,115 increase
February 2013							
Ms. Jill Mogg	F/C	Replacement \$49,878	Administrative Assistant I	Physics & Astronomy	2/24/2013	\$45,614 1.0	\$4,264 decrease
March 2013							
Mr. Michael Matasy	M/C	New	Maintenance Repair Worker 2	Facilities	3/11/2013	\$30,264 1.0	\$30,264 increase
Mr. Thomas White	M/C	Replacement \$33,571	Maintenance Repair Worker 2	Facilities	3/11/2013	\$30,264 1.0	\$3,307 decrease
Mr. Timm Needs	M/C	Replacement \$40,768	Maintenance Repair Worker 2	Facilities	3/18/2013	\$30,264 1.0	\$10,504 decrease

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2013 - MARCH 31, 2013**

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
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RETIREMENTS:

Dr. Peter Kasvinsky	M/C	P/A	Associate Provost for Research and Dean of the School of Graduate Studies	Graduate Studies	1/31/2013	\$154,610	
Ms. Judith Gaines	F/C	P/A	Executive Director of Student Life	Student Life	3/31/2013	\$111,275	

SEPARATIONS:

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Mr. Robert Boldon	M/C	P/A	Head Women's Basketball Coach	Athletics	3/31/2013	\$97,850	
Mr. William Brophy	M/C	P/A	Technology Coordinator Basic Communication Course	Communications	1/11/2013	\$11,396	
Mr. Frank Buffano	M/C	P/A	Assistant Football Coach	Athletics	1/4/2013	\$53,325	
Ms. Karen Clayton	F/C	P/A	Senior Coordinator, Disability Services, CSP	Center for Student Progress	3/6/2013	\$40,451	
Mr. Andre Coleman	M/B	P/A	Assistant Coach, Football	Athletics	2/28/2013	\$35,000	
Ms. Rhonda Gottschalk	F/C	P/A	Assistant Coach, Soccer	Athletics	3/10/2013	\$17,745	
Ms. Tavares Jackson	M/B	P/A	Assistant Coach, Women's Basketball	Athletics	3/31/2013	\$43,375	
Ms. Elias Matsakis	M/C	P/A	Assistant Coach, Football	Athletics	2/28/2013	\$75,426	
Mr. Matthew Morrone	M/C	P/A	Assistant Director of Athletics	Athletics	1/15/2013	\$56,086	
Ms. Susan Shaw	F/C	P/A	Manager, HRIS	Human Resources	1/4/2013	\$80,000	

**YOUNGSTOWN STATE UNIVERSITY
PERSONNEL ACTIONS
JANUARY 1, 2013 - MARCH 31, 2013**

SEPARATIONS:							
NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION BUDGETED SALARY	COMMENTS
Ms. Katie Schrader	F/C	P/A	Assistant Coach, Women's Basketball	Athletics	3/31/2013	\$42,875	

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.

HI = 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.

**RESOLUTION TO AUTHORIZE
CONFERRAL OF EMERITUS STATUS**

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

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

**ADMINISTRATIVE STAFF
RECEIVING EMERITUS STATUS**

(Board of Trustees Meeting, June 12, 2013)

NAME	TITLE	YEARS OF SERVICE	STATUS
Cynthia Anderson	President	33	President Emeritus
Jeanette Engle	Assistant Director Marketing and Communications	25	Administrator Emeritus
Judith Gaines	Executive Director Student Life	18	Administrator Emeritus
Peter Kasvinsky	Associate Provost/Dean Graduate Studies and Research	19	Administrator Emeritus
James Olive	Coordinator Veterans Affairs	19	Administrator Emeritus