

# BOARD OF TRUSTEES



## AGENDA

**Wednesday, March 11, 2015**

**REVISED**

**BOARD OF TRUSTEES' MEETING**

**Wednesday, March 11, 2015  
3:00 p.m.**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Roll Call
- B. Proof of Notice of Meetings
- 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 Authorize Conferral of Honorary Degree - Eric A. Spiegel
    - b. Resolution to Authorize Conferral of Honorary Degree - Randall Craig Fleischer
    - c. Resolution to Approve Bachelor of Science in Biochemistry Degree
  - 2. Institutional Engagement Committee
    - a. Resolution to Modify Naming of University Facilities, Colleges, and Programs Policy, 3356:04-04 (Previous Policy No. 4004.01)
    - b. Resolution to Modify Affiliated Organizations Policy, 3356:05-03 (Previous Policy No. 5003.00)
    - c. Resolution to Modify Endowment Funds Policy, 3356:05-09 (Previous Policy No. 5009.01)
    - d. Resolution to Rescind YSU Foundation Policy, 5003.01; Fund Raising Policy, 5004.01; and Acceptance of Gifts Policy, 5007.01
    - e. Resolution to Accept Development Gifts
  - 3. Finance and Facilities Committee
    - a. Resolution to Modify Deposit of University Funds Policy, 3356:03-07 (Previous Policy No. 3006.01)
    - b. Resolution to Modify Business-Related and Entertainment Expenses Policy, 3356:03-13 (Previous Policy No. 3011.01)
    - c. Resolution to Modify Surplus Property Policy, 3356:04-02 (Previous Policy No. 4002.01)
    - d. Resolution to Modify University Parking and Transportation Fees Policy, 3356:04-06 (Previous Policy No. 4006.01)
    - e. Resolution to Approve Room Rental Rates for the University Courtyard Apartments, Effective Fall Semester 2015
    - f. Resolution to Approve Summer 2015 Jump Start Enrollment Initiative
    - g. Resolution to Approve Interfund Transfers
    - h. Resolution to Approve Revisions to the Asset Allocation Guidelines
    - i. Resolution to Approve Hartland's Recommendation to Rebalance the Non-Endowment Long-Term Investment Pool
    - j. Report of the Audit Subcommittee, Delores E. Crawford, Chair
    - k. Report of the Investment Subcommittee, James B. Greene, Chair

4. University Affairs Committee
  - a. Resolution to Approve Sexual Misconduct Policy, 3356:02-03.1
  - b. Resolution to Modify Military (Uniformed Service) Leave Policy, 3356:07-12 (Previous Policy No. 7002.08)
  - c. Resolution to Modify Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons Policy, 3356:07-15 (Previous Policy No. 7002.11)
  - d. Resolution to Modify Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff Policy, 3356:07-35 (Previous Policy No. 7016.01)
  - e. Resolution to Approve the Creation and Recruitment of a Dean of the Honors College
  - f. Resolution to Approve the Recruitment of a Dean of the College of Creative Arts and Communication
  - g. Resolution to Approve the Creation and Recruitment of an Associate Vice President for Student Success
  - h. Resolution to Approve the Creation and Recruitment of an Associate Vice President for Student Experience
  
  - j. Resolution to Ratify Personnel Actions
  - k. Report of the Collective Bargaining and Negotiations Subcommittee, Leonard D. Schiavone, Chair
    1. Report of the Intercollegiate Athletics Subcommittee, Harry Meshel, Chair
5. Trusteeship Committee
  - a. Nomination of 2015-2016 Board Officers
- F. Communications and Memorials
  1. Resolution of Appreciation – Dr. Sudershan K. Garg
  2. Resolution of Appreciation – Eric A. Shehadi
- G. Unfinished Business
- H. New Business
- I. Chairperson's Remarks
- J. Dates and Times of Upcoming Regular Meetings of the Board  
Tentative Meeting Dates: 3 p.m., Wednesday, June 17, 2015  
3 p.m., Thursday, September 24, 2015  
3 p.m., Wednesday, December 16, 2015
- K. Adjournment

# **DIVIDER**

## **Academic Quality and Student Success Committee**



**RESOLUTION TO AUTHORIZE  
CONFERRAL OF HONORARY DEGREE**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Business Administration (D.B.A.) degree, honoris causa, upon Eric A. Spiegel, with all the rights and privileges attendant thereto.

## **BIOGRAPHY OF ERIC A. SPIEGEL**

Eric A. Spiegel, President and CEO Siemens Corporation, is responsible for growing the U.S. business in the company's largest market. With \$22 billion in domestic sales, \$6 billion in exports and approximately 60,000 employees in the U.S., Siemens provides solutions for more affordable and efficient healthcare, the growing demands of cities and the nation's infrastructure needs, cleaner sources of energy production, and industrial productivity. Siemens has over 130 manufacturing sites across the U.S. and is represented in all 50 states.

Mr. Spiegel joined Siemens in January 2010 after 25 years of global consulting experience with complex organizations in the oil and gas, power, chemicals, water, industrial and automotive fields. Prior to joining Siemens, Mr. Spiegel was at Booz Allen Hamilton. An expert on the global energy industry, Mr. Spiegel co-authored the 2009 book *Energy Shift: Game-changing Options for Fueling the Future*, which has been translated into Arabic, Spanish, Korean and Japanese.

Mr. Spiegel was raised in Poland, Ohio. Mr. Spiegel holds an MBA from the Tuck School of Business at Dartmouth College where he was an Edward Tuck Scholar and received his A.B. with Honors in Economics from Harvard University. He is the Chairman of Ford's Theatre Society Board in Washington, D.C. and a member of The Board of Overseers at Dartmouth's Tuck School of Business. He is also Vice Chair of the Education and Workforce Committee at the Business Roundtable, a member of the Board of the U.S. Chamber of Commerce and a member of the President's Advanced Manufacturing Partnership Steering Committee.

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



**RESOLUTION TO AUTHORIZE  
CONFERRAL OF HONORARY DEGREE**

**BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Music (Mus.D.) degree, honoris causa, upon Randall Craig Fleischer, with all the rights and privileges attendant thereto.

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

**Agenda Item E.1.b**

## BIOGRAPHY OF RANDALL CRAIG FLEISCHER

RANDALL CRAIG FLEISCHER began his 7th season as Music Director of the Youngstown Symphony Orchestra (YSO). With three Music Director positions, a demanding guest conducting schedule, major awards and a career spanning four continents, Mr. Fleischer is making a substantial impact.

Mr. Fleischer has appeared as a guest conductor with many major orchestras in the United States and internationally including repeat engagements with the Israel Philharmonic, Los Angeles Philharmonic, National Symphony, the symphonies of San Francisco, Houston, Seattle, Utah and San Diego and the Chamber Orchestras of St. Paul and Philadelphia.

Mr. Fleischer is currently Music Director of three symphony orchestras – Hudson Valley Philharmonic, and the symphonies of Anchorage and Youngstown. In June 2007 he made his conducting debut with the Hong Kong Philharmonic Orchestra and appeared at the Český Krumlov International Music Festival numerous times.

Winner of *Newsweek Magazine's* “Parent Choice Award” for his groundbreaking CD ROM of Peter and the Wolf, Mr. Fleischer stands alone as the only American conductor to receive this prestigious award.

Randall Craig Fleischer first came to international attention, when, while serving his first of five years as Assistant, then Associate conductor of the National Symphony Orchestra, he conducted Dvorak's Cello Concerto with Mstislav Rostropovich as soloist during the NSO's 1990 tour of Japan and the U.S.S.R. This was the first time Rostropovich had played the cello in Russia since his forced exile in 1972. In 1992, Fleischer conducted an ensemble of over 70 cellos, including YoYo Ma, and a 190-voice chorus in the Kennedy Awards tribute to Rostropovich and in 1993, Mr. Fleischer conducted a private concert for Pope John-Paul at the Vatican. In 1995, Mr. Fleischer made his debut with New York City Opera conducting *The Magic Flute*.

Active as a composer, Mr. Fleischer is a national leader in the area of symphony rock and world music fusion. In March 2006, Mr. Fleischer premiered his original composition, *Triumph*, which features traditional Navajo ceremonial songs and dances and received a commission to write a Native American fusion work combining indigenous music from Alaska, Hawaii and Massachusetts entitled Echoes that premiered September 2008. Mr. Fleischer's *Rock Fusion* premiered in Youngstown in October 2011 followed by *Rocktopia* in 2012.

A passionate educator, Fleischer has co-authored several instructional pieces for children in collaboration with his wife, Heidi Joyce, which were premiered by the National Symphony Orchestra. Currently their children's programs, *Cool Concerts for Kids*, have been performed with great success across the country.

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



**RESOLUTION TO APPROVE  
BACHELOR OF SCIENCE IN BIOCHEMISTRY DEGREE**

**WHEREAS**, a Bachelor of Science in Biochemistry degree will serve the needs of people in Northeast Ohio and Western Pennsylvania who wish to develop an excellent foundation for careers in bioscience-related research, health care, life science, and forensic science; and

**WHEREAS**, the program will be an excellent foundation for students to pursue graduate programs in research and development in the private sector, in academia, and in health-related fields such as medicine, dentistry, or pharmacy; and

**WHEREAS**, the program will reside in the Department of Chemistry; and

**WHEREAS**, the Department of Chemistry possesses the essential facilities to allow for the addition of said program; and

**WHEREAS**, Youngstown State University has faculty members with the requisite credentials to offer this degree; and

**WHEREAS**, it is the intention of the Department of Chemistry to seek accreditation for the degree through the professional organization ASBMB (American Society for Biochemistry and Molecular Biology); and

**WHEREAS**, the fiscal resources for the administration of this degree currently exist in the College of Science, Technology, Engineering and Mathematics;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University approves the offering of the Bachelor of Science in Biochemistry degree subsequent to the approval of said degree by the Ohio Board of Regents.

**DIVIDER**

**Institutional Engagement  
Committee**

**RESOLUTION TO MODIFY  
NAMING OF UNIVERSITY FACILITIES, COLLEGES, AND  
PROGRAMS POLICY, 3356:04-04  
(PREVIOUS POLICY NUMBER 4004.01)**

**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 Naming of University Facilities, Colleges, and Programs, policy number 3356:04-04 (Previous Policy Number 4004.01) of the *University Guidebook*, shown as **Exhibit A** attached hereto. A copy of the policy indicating changes to be made is also attached.

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

Responsible Division:	Finance and Administration
Responsible Officer:	President
<i>Revision History:</i>	February 1998; September 2009; March 2015
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next review:	2012 (Changed to 2014 Per Guidebook Policy 0001.00)

**(A) Policy Statement.** The Board of Trustees authorizes the naming of University facilities, colleges and programs in recognition of outstanding service to the University, community, or nation, or for significant contributions to the University.

**(B) Purpose.** To establish standards and procedures for the naming of Youngstown State University facilities and academic programs.

**(C) Definitions.**

- (1) Facilities. Buildings, rooms, interior spaces, and other portions within buildings, and all other areas owned, operated or controlled by the University.
- (2) College. The academic divisions of the University.
- (3) Program. Departments, institutes, centers, professorships, specific lecture series, symposiums, and other entities associated with University functions.

**(D) Parameters.**

- (1) Youngstown State University encourages donations or gifts, whether from individuals, groups, organizations, or corporations (hereinafter referred to as a “donor”), which enhance the University’s ability to meet its academic mission and the needs of the University Community.
- (2) Substantial gifts and contributions to the University, the community, or the nation, may be acknowledged by the naming or renaming of University facilities, colleges, or programs where appropriate. The naming acknowledgement may be in the name of the donor, or as a memorial to a donor’s friend[s] or family member[s].

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

- (3) In the event that a facility, college, or program ceases to exist, is substantially altered or replaced, the use of the existing name or the use of a new name will be subject to the approval of the Board of Trustees. In cases where a corporation or organization name is used, the number of years during which the name will be used may be limited, at the discretion of the Board of Trustees.
- (4) A building gifted to the University may be named, where appropriate, for the donor or an individual or group of the donor's choice.
- (5) Naming actions shall not detract from the University's values, mission, or reputation, nor shall any naming create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.
- (6) Pledges for naming should be paid in full within five (5) years of the commitment.
- (7) Information regarding named gift opportunities shall be available through the Office of the President of the University or the Youngstown State University Foundation.

**(E) Procedures.**

- (1) The Presidents of the University and the YSU Foundation shall jointly establish appropriate stipulations, opportunities, and minimum financial parameters applicable to naming opportunities which shall be subject to approval by the University Board of Trustees.
- (2) The President of the University or the President of the YSU Foundation, in consultation with the President of the University, shall bring all naming or renaming actions to the Institutional Engagement Committee of the Board of Trustees.
- (3) The Institutional Engagement Committee shall forward its naming recommendations to the Board of Trustees for action
- (4) Once approved, the University President shall initiate the action of naming or renaming any University facility, college, or program.

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

NUMBER  
**4004.01**

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## ***UNIVERSITY GUIDEBOOK***

### **Title of Policy: Naming of University Facilities, Colleges, and Programs**

Responsible Division: University Advancement

Approving Officer: President

*Revision History:* February 1998; September 2009; March 2015

~~Resolution Number(s): YR 1998-48; YR 2010-11~~

Board Committee: University Affairs~~External Relations~~

**EFFECTIVE DATE:** ~~September 25, 2009~~March 11, 2015

Next review: ~~202012 (Changed to 2014 Per Guidebook Policy 0001.00)~~

**(A) Policy Statement:** The Board of Trustees authorizes the ~~permanent~~ naming of University facilities, ~~colleges and programs~~ in recognition of outstanding service to the University, community, or nation, or for significant contributions to the University. ~~Facility naming includes buildings, rooms and other portions within buildings, and areas and spaces within the defined limits of the campus. Colleges and programs may also be named including centers, departments or specific lecture series or symposiums.~~

**(B) Purpose:** To establish standards and procedures for the naming of Youngstown State University facilities and academic programs.

### **(C) Definitions:**

1. Facilities. Buildings, rooms, interior spaces, and other portions within buildings, and all other areas owned, operated or controlled by the University.

2. College. The academic divisions of the University.

3. Program. Departments, institutes, centers, professorships, specific lecture series, symposiums, and other entities associated with University functions.

**(D) Parameters:**

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

- (1) Youngstown State University encourages named donations or gifts, whether from individuals, groups, organizations, or corporations (hereinafter referred to as “donor”),-which enhance the University’s ability to meet its academic mission and the needs of the University Community.
- ~~(2) Substantial gifts and contributions to the University, the community, or the nation, may be acknowledged by the naming or renaming of University facilities, colleges, or programs where appropriate. The naming acknowledgement may be in the name of the donor, aeknowledging donors or as -memorialia memorializing to a -donor’s friend[s] or family member[s].- These named gift opportunities range from buildings and other facilities to endowments and programs.~~
- (3) In the event that a facility, college, or program ceases to exist, is substantially altered or replaced, the use of the existing name or the use of a new name will be subject to the approval of the Board of Trustees. In cases where a corporation or organization name is used, the number of years during which the name will be used may be limited, at the discretion of the Board of Trustees.
- ~~Any University facility, building, room, area within buildings, and areas within the defined limits of campus may be named for an individual in recognition of outstanding service to the University, community, nation, or for significant contributions to the University.~~
- (4) A building gifted to the University may be named, where appropriate, -for the individual donor or an individual or group of the donor’s choice following discussion with the President.
- ~~(5) Naming actions shall not detract from the University’s values, mission, or reputation, nor shall any naming create a conflict of interest, or the appearance of a conflict of interest, or confer special privileges.~~
- ~~Any University facility, building room, areas within buildings, and areas within the defined limits of campus named in recognition of a significant contribution must be appropriate to the contribution. Information regarding named gift opportunities is available through the Office of University Development.~~
- (6) Pledges for naming should be paid in full within five (5) years of the commitment.
- ~~(7) Named Faculty Chairs, Professorships, scholarship endowments or other program funding are also encouraged.- Information regarding named gift opportunities for scholarship endowments and program support is also shall be available through the Office of the President of the University or the Youngstown State University Foundation. University Development.~~

Policy 3356:04-04 Naming of University Facilities  
(Previous Policy Number 4004.01)

**Procedures:**

1. The Presidents of the University and the YSU Foundation shall jointly establish appropriate stipulations, opportunities, and minimum financial parameters applicable to naming opportunities which shall be subject to approval by the University Board of Trustees.
- ~~2.1. — Donors wishing to make a named gift to the University will be advised of the naming opportunities available and the levels of giving necessary.~~
- ~~2. Pledged gifts recognized with a naming opportunity must have an irrevocable signed commitment form and at least one pledge payment must be received before a naming can be presented to the Board of Trustees.~~
- ~~3. Planned gifts may have stipulations in regard to a naming; however, that naming is recognized only after the gift is realized. Potential funds from planned gifts may not be counted for immediate naming gifts.~~
- ~~4.2. The President of the University or the President of the Youngstown State University Foundation, in consultation with the President of the University, shall bring all naming or renaming actions to the Institutional Engagement Committee of the Board of Trustees. chief development officer shall initiate the action of naming or renaming any University facility.~~
- ~~5. When appropriate, the External Relations Committee of the Board of Trustees, in consultation with the President, will make recommendations.~~
- ~~63. The Institutional Engagement Committee shall forward its naming recommendations of the External Relations Committee will be forwarded to the Board of Trustees for action.~~
- ~~74. Once approved, the University President shall initiate the action of naming or renaming any University facility, college, and program. Named Gift will be added to the Named Gift Register maintained by the Office of University Development.~~



**RESOLUTION TO MODIFY  
AFFILIATED ORGANIZATIONS POLICY, 3356:05-03  
(PREVIOUS POLICY NUMBER 5003.00)**

**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 Affiliated Organizations, policy number 3356:05-03 (Previous Policy Number 5003.00) of the *University Guidebook*, shown as **Exhibit B** attached hereto. A copy of the policy indicating changes to be made is also attached.

Policy 3356:05-03 Affiliated Organizations  
(Previous Policy Number 5003.00)

Responsible Office/Division:	Office of the President
Responsible Officer:	President
Revision History:	March 2010; March 2015
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 11, 2014
Next Review:	2020

**(A) Policy Statement.** The University recognizes the value that affiliated organizations can provide in helping the University to achieve its goals and adopts this policy to ensure that organizations affiliated with the University conduct their operations in accordance with University approved standards and practices.

**(B) Purpose.** To provide standards and practices for the selection, operation, and continued existence of an affiliated organization.

**(C) Scope.** This policy applies to nonprofit corporations and organizations which are affiliated with the University and exist solely for the benefit and support of the University, whether or not they have been created by the University.

**(D) Definition.**

- (1) Affiliated organization. An entity that has a legal existence separate from the University, and which is formed or operated to support or complement the mission of the University, and:
- (a) is controlled or strongly influenced by the University, or
  - (b) receives financial support from the University, or
  - (c) utilizes University resources, name, or identity.

**(E) Parameters.**

- (1) Each affiliate's relationship with the University will be formalized in a memorandum of agreement. The memorandum of agreement will be governed by the following principles:
- (a) The creation and activities of affiliates must promote, sponsor, or complement University operations or mission.
  - (b) Affiliates shall provide for at least one University representative on its governing board.
  - (c) Affiliates must use sound fiscal and accounting procedures.
  - (d) Affiliates must be managed in a manner consistent with their own enabling documents and the University's purpose, mission, and procedures.
  - (e) Affiliates must adhere to high ethical and conflict of interest standards.

Policy 3356:05-03 Affiliated Organizations  
(Previous Policy Number 5003.00)

- (f) The University's relationship with an affiliate is not necessarily intended to be perpetual.
- (2) The Board of Trustees shall be notified of and approve all affiliate agreements.

Policy 3356:05-03 Affiliated Organizations  
(Previous Policy Number 5003.00)

NUMBER  
**5003.00**

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NEW POLICY  
**UNIVERSITY GUIDEBOOK**

**Title of Policy:** ~~\_\_\_\_\_~~ **Affiliated Organizations**

Responsible Office/Division: Office of the President

~~Approving~~ Responsible Officer: President

Revision History: March 2010; March 2015

~~Resolution Number(s): \_\_\_\_\_~~ FY 2010-53

Board Committee: ~~External Relations~~ University Affairs

**EFFECTIVE DATE:** March ~~12~~, 20104

Next Review: ~~2020~~ 13 (~~Changed to 2015 Per Guidebook Policy 0001.00~~)

~~**Policy:** The President of the University shall be responsible for coordination with outside organizations such as the University Housing Corporation, and the Penguin Club.~~

**(A) Policy Statement.** The University recognizes the value that affiliated organizations can provide in helping the University to achieve its goals and adopts this policy to ensure that organizations affiliated with the University conduct their operations in accordance with University approved standards and practices.

**(B) Purpose.** To provide standards and practices for the selection, operation, and continued existence of an affiliated organization.

**(C) Scope.** This policy applies to nonprofit corporations and organizations which are affiliated with the University and exist solely for the benefit and support of the University, whether or not they have been created by the University.

**(D) Definition.:**

~~An a~~ Affiliated ~~entity is an~~ organization. An entity that has a legal existence separate from the University, and which is formed or operated to support or complement the mission of the University, and:

~~➤ was created by the University, or~~

Policy 3356:05-03 Affiliated Organizations

(Previous Policy Number 5003.00)

- (a) is controlled or strongly influenced by the University, or
- (b) receives financial support from the University, or
- (c) utilizes University resources, name, or identity.

NUMBER

**5003.00**

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**(E) Parameters:**

1. Each affiliate's relationship with the University will be formalized in a memorandum of agreement. The memorandum of agreement will be governed by the following principles:

- a) The creation and activities of affiliates must promote, sponsor, or complement University operations or mission.
- b) Affiliates shall provide for at least one University representative on its governing board.
- c) Affiliates must use sound fiscal and accounting procedures.
- d) Affiliates must be managed in a manner consistent with their own enabling documents and the University's purpose, mission, and procedures.
- e) Affiliates must adhere to high ethical and conflict of interest standards.
- f) The University's relationship with an affiliate is not necessarily intended to be perpetual.

~~Separate procedural guidelines will be established for the creation and monitoring of relationships with affiliate organizations.~~ 7. The Board of Trustees shall be notified of and approve will be involved in the establishment and monitoring activities for all affiliate relationships agreements.

**RESOLUTION TO MODIFY  
ENDOWMENT FUNDS POLICY, 3356:05-09  
(PREVIOUS POLICY NUMBER 5009.01)**

**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 Endowment Funds, policy number 3356:05-09 (Previous Policy Number 5009.01) of the *University Guidebook*, shown as **Exhibit C** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356:05-09 Endowment Funds  
(Previous Policy Number 5009.01)

Responsible Office/Division:	Office of the President
Responsible Officer:	President
<i>Revision History:</i>	March 1999; March 2010; March 2015
Board Committee:	Institutional Engagement
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next Review:	2020

**(A) Policy Statement.** In order to assist in the mission of the University, the Board of Trustees authorizes the Youngstown State University Foundation (YSU Foundation) to accept, manage, and invest philanthropic gifts on behalf of the University in accordance with this policy, and all applicable laws and agreements between the University and the YSU Foundation.

**(B) Purpose.** To establish guidelines for the acceptance and management of endowed philanthropic gifts to the University.

**(C) Scope.** This policy applies to all philanthropic endowed gifts made to benefit the University, whether restricted or unrestricted.

**(D) Parameters.**

(1) Those endowments recorded in the financial records of the University up to the date of December 16, 2014, shall be managed and invested pursuant to University Board of Trustees policies.

(2) Donor intent shall be respected and complied with at all times to the extent permissible under applicable tax laws.

**(E) Procedures.**

(1) All philanthropic endowed gifts, whether restricted or unrestricted, for an endowment not recorded in the financial records of the University as of December 16, 2014, shall be deposited with the YSU Foundation to be managed by the Foundation, unless specific donor intent demonstrates that the gift is to be given to the University for a restricted or unrestricted purpose.

3356:05-09 Endowment Funds  
(Previous Policy Number 5009.01)

(2) Additions to any endowment recorded in the financial records of the University as of December 16, 2014, shall be deposited with the University, unless specific donor intent demonstrates that the gift is to be given to the YSU Foundation.

(3) Those philanthropic endowed funds which are under University management and unless otherwise provided by a donor, will operate in accordance with University policy 3356:03-10, *Investment of University's Non-Endowment and Endowment Funds*.



3356:05-09 Endowment Funds  
(Previous Policy Number 5009.01)

**NUMBER**  
**5009.01**

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<b>Title of Policy:</b>	<b>Endowment Funds</b>
Responsible Office/Division:	<del>University Advancement</del> <u>Office of the President</u>
Approving Officer:	President
Revision History:	March 1999; March 2010; <u>March 2015</u>
Resolution Number(s):	<del>YR 1999-52; YR 2010-51</del>
Board Committee:	<del>External Relations</del> <u>Institutional Engagement</u>
<b>EFFECTIVE DATE:</b>	March 11, <u>2015</u> , <del>2010</del>
Next Review:	<del>202013</del> <u>(Changed to 2015 Per Guidebook Policy 0001.00)</u>

**(A) Policy Statement.** ~~In order to assist in the mission of the University, the Board of Trustees authorizes the Youngstown State University Foundation (YSU Foundation) to accept, manage, and invest philanthropic gifts on behalf of the University in accordance with this policy, and all applicable laws and agreements between the University and the YSU Foundation.~~ establishment of Endowment Funds by the President or designee. Such funds are established with the understanding that the principal remains inviolate and only the interest income derived from this principal is utilized.

**(B). Purpose.** To establish guidelines for the acceptance and management of endowed philanthropic gifts to the University.

**(C) Scope.** This policy applies to all philanthropic endowed gifts made to benefit the University, whether restricted or unrestricted.

**(D) Parameters.**

- ~~• Endowment Fund guidelines are approved by the External Relations Committee of the Board of Trustees~~
- ~~• Endowment Funds may be created and payments to such funds may be made at any time.~~
- ~~• The Youngstown State University Foundation serves as investment manager of the University's Endowment Fund portfolio.~~

3356:05-09 Endowment Funds  
(Previous Policy Number 5009.01)

(1) Those endowments recorded in the financial records of the University up to the date of December 16, 2014, shall be managed and invested pursuant to University Board of Trustees policies.

(2) Donor intent shall be respected and complied with at all times to the extent permissible under applicable tax laws.

**(E) Procedures:**

(1) All philanthropic endowed gifts, whether restricted or unrestricted, for an endowment not recorded in the financial records of the University as of December 16, 2014, shall be deposited with the YSU Foundation to be managed by the Foundation, unless specific donor intent demonstrates that the gift is to be given to the University for a restricted or unrestricted purpose.

(2) Additions to any endowment recorded in the financial records of the University as of December 16, 2014, shall be deposited with the University, unless specific donor intent demonstrates that the gift is to be given to the YSU Foundation.

~~1. (3) Those philanthropic endowed funds which are under University management and unless otherwise provided by a donor, all endowment fund assets will operate in accordance with University policy 3356:03-10. *Investment of University's Non-Endowment and Endowment Funds.* a "share value" method. Each named fund is assigned a number of shares in the University Endowment Fund based on the value of the gifts to that named fund.~~

~~2. Investment income is recorded monthly based on each fund's pro rata share to the total endowment shares. Realized and unrealized investment gains and losses are recorded in the corpus whereas interest income is recorded in the corresponding spendable funds. Income held by the manager is distributed upon request of the University as funds are needed. Until distribution, such income is invested in U.S. Treasury Bills, Certificates of Deposit, Repurchase Agreements, or other interest bearing accounts.~~

~~The shares valuation of the pool is determined monthly.~~

~~Note: For acceptance of gifts, including endowment funds, see 5007.01.~~

**RESOLUTION TO RESCIND YSU FOUNDATION POLICY 5003.01,  
FUND RAISING POLICY 5004.01, AND ACCEPTANCE OF GIFTS  
POLICY 5007.01**

**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 rescission of YSU Foundation Policy 5003.01, Fund Raising Policy 5004.01, and Acceptance of Gifts Policy 5007.01, shown as **Exhibits D** attached hereto.

**RESCIND**

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>YSU Foundation</b>
Responsible Division:	University Advancement
Approving Officer:	President
<i>Revision History:</i>	November 1997; September 2009
Resolution Number(s):	YR 1998-27; YR 2010-12
Board Committee:	External Relations
<b>EFFECTIVE DATE:</b>	September 25, 2009
Next Review:	2012 (Changed to 2014 Per Guidebook Policy 0001.00)

**Policy:** The President of the University shall be responsible for coordination with outside organizations such as the Youngstown State University Foundation.

- The Youngstown State University Foundation (YSUF) is a separately chartered charitable organization.
- YSUF was founded to assist the University by providing support for educational, literary, charitable, and scientific activities, projects, and scholarships.
- Requests for such assistance to the President of the YSUF shall be made only by the President, or by an executive officer in consultation with the President.
- The Vice President for University Advancement serves as the primary University contact on regular and routine matters with the YSU Foundation.
- YSUF shall serve as an investment manager for the University. In this capacity, YSUF may encourage and administer a planned giving program on behalf of the University.

**Agenda Item E.2.d**  
**Exhibit D**

**RESCIND**

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Fund Raising</b>
Responsible Division:	University Advancement
Approving Officer:	President
<i>Revision History:</i>	November 1997; September 2009
Resolution Number(s):	YR 1998-27; YR 2010-13
Board Committee:	External Relations
<b>EFFECTIVE DATE:</b>	September 25, 2009
Next Review:	2012 (Changed to 2014 Per Guidebook Policy 0001.00)

**Policy:** Solicitation of gifts made by anyone for the benefit of the University, or any agency thereof, shall require prior approval of the Vice President for University Advancement.

**Parameters:**

- The Division for University Advancement is charged to ensure that the planning and implementation of fund-raising strategies are carried out in an organized and coordinated manner.
- The Vice President for University Advancement and the Chief Development Officer shall meet with the Deans' Development Council and the executive officers on a regular basis to communicate University-wide development strategies and efforts, and to coordinate development efforts.
- The Division of University Advancement with respect to fundraising has a dual purpose: (1) to create an awareness within the private sector of the financial needs of the University; and (2) to implement a coordinated plan for meeting those needs through private support.

**Procedures:**

1. The Office of University Development is responsible, in consultation with the Vice President for University Advancement, for designing, planning, and implementing fund-raising strategies which increase the level of private support to the institution.
2. All requests to undertake fund-raising projects, (including major campaigns), or to solicit contributions from individuals or any other entity must be in writing and must have been reviewed and supported by the chairperson or director of the appropriate department, program or unit and the dean or executive director of the respective department, program or unit prior to submission to the Vice President for University Advancement for appropriate review with the President and Cabinet.
3. Any request involving the planning, construction, or expansion of a facility must first be reviewed by the appropriate dean or executive director and supported by the President.
4. Activities to be coordinated through the Office of University Development include:
  - Fund-raising campaigns through direct mail, telemarketing, "E" Philanthropy and personal solicitation.
  - Establishment of "associates," "friends," "membership," or other program designed to solicit financial support.
  - Special fund-raising efforts appealing to various University constituencies regarding scholarships, memorial funds, fellowships, aid programs, professorships, endowed chairs, etc.
  - Fund-raising for construction, expansion, or renovation of University facilities, regardless of other sources of funding.
  - Request to private sources for the funding of new or existing programs.
  - All other programs to raise funds in the private sector.
5. The Office of University Development is an authorized cash-collection point on campus and is responsible for officially recording and acknowledging receipt of all gifts to the University including cash pledges, securities, trusts, insurance policies, real estate, and other gifts-in-kind.
6. All gifts and donations must be processed through the Office of University Development before being deposited in any University account.

NUMBER

**5004.01**

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7. A complete and accurate record of every donor to the University shall be maintained by the Office of University Development. Donor anonymity shall be protected whenever possible.
8. More detailed information regarding fund raising can be found in “Donor Guide to Giving” available in the Office of University Development.

**RESCIND**

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<b>Acceptance of Gifts</b>
Responsible Division/Office:	University Advancement
Approving Officer:	President
<i>Revision History:</i>	1999; March 2003; June 2010
Resolution Number(s):	YR 1999-22; YR 2003-48; YR 2010-79
Board Committee:	External Relations
<b>EFFECTIVE DATE:</b>	June 11, 2010
Next Review:	2013 (Changed to 2015 Per Guidebook Policy 0001.00)

**Policy:** The Board of Trustees may accept gifts to the University. Whenever securities of any kind are accepted as gifts, the assets will be added to the University's portfolio, and the investment manager, as appointed by the University's Investment Subcommittee, will determine whether retaining or selling these assets is in the University's best interest.

**Parameters:**

- Gifts made to the University may be real or personal property, both tangible and intangible. Gifts usually accepted by the University range from, but are not limited to, real estate and tangible personal property such as books, works of art, antiques, etc. Intangible personal property includes gifts of cash, stock certificates, bonds, and other negotiable instruments.
- Whenever securities of any kind are accepted as gifts, the investment manager will either sell them, retain them for sale at a later date, or retain them indefinitely in the University's portfolio, subject to donor stipulations communicated to the investment manager by the President or the Vice President of Finance & Administration (or equivalent position).



**Procedures:**

1. The President shall compile a list of gifts and terms, if any, to the University with recommendations to be presented at a regularly scheduled meeting of the Board of Trustees.
2. Upon acceptance by the Board, gifts become the property of the University, and their inventory, maintenance, and disposal will comply with existing policies, procedures, and regulations.
3. The President, or designee, shall acknowledge all gifts.

**RESOLUTION TO ACCEPT DEVELOPMENT GIFTS**

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

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

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

**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
Fiscal Year 2014-2015  
July 1, 2014-December 31, 2014**

<b>Gifts Received</b>	<b>Number of Gifts</b>	<b>Amount</b>
University Development	3,067	\$ 3,225,425*
<b>Total University Gifts</b>	<b>3,067</b>	<b>\$ 3,225,425</b>
Alumni Relations	302	\$ 16,305
WYSU-FM	1,225	\$ 148,064
<p>* Included in the amount of gifts received are thirteen parcels of real estate valued at \$58,410 that will be gifted by the Youngstown State University Foundation to YSU. A map identifying the parcels is attached for your reference.</p>		



**YOUNGSTOWN STATE UNIVERSITY  
DEVELOPMENT REPORT  
Cash and Pledges  
FY2015 YTD  
July 1, 2014– December 31, 2014**

	<b>Cash/Property</b>	<b>Pledges</b>	<b>Total</b>
<b>Unrestricted</b>	\$ 321,162	\$ 9,635	\$ 330,797
<b>Restricted</b>	\$ 2,733,490	\$ 8,224	\$ 2,741,714
<b>Endowment</b>	\$ 76,132	\$ 76,782	\$ 152,914
<b>Total</b>	<u>\$ 3,130,784*</u>	<u>\$ 94,641</u>	<u>\$ 3,225,425</u>

\* Includes payments of \$1,141,815 on pledges from previous years.

These figures do not include \$750,000 in planned gifts, \$537,052 in designations to the YSU Foundation, \$122,330 in gifts in-kind, \$16,305 for Alumni Relations and \$148,064 for WYSU.

There weren't any write-offs and adjustments for the period above.

Total \$3,225,425 minus \$1,141,815 in prior year pledge payments plus \$750,000 in planned gifts and \$537,052 in contributions to the YSU Foundation equals a grand total of \$3,370,662.

**UNIVERSITY GIFTS  
EXECUTIVE SUMMARY  
Fiscal Year 2013-2014  
July 1, 2013-December 31, 2013**

<b>Gifts Received</b>	<b>Number of Gifts</b>	<b>Amount</b>
University Development	3,290 \$	3,056,362
<b>Total University Gifts</b>	<b>3,290 \$</b>	<b>3,056,362</b>
Alumni Relations	318 \$	16,445
WYSU-FM	1,105 \$	120,361

**YOUNGSTOWN STATE UNIVERSITY  
DEVELOPMENT REPORT  
Cash and Pledges  
FY2014 YTD  
July 1, 2013 – December 31, 2013**

	<b>Cash/Property</b>	<b>Pledges</b>	<b>Total</b>
<b>Unrestricted</b>	\$ 240,814	\$ 13,386	\$ 254,200
<b>Restricted</b>	\$ 2,528,263	\$ 168,928	\$ 2,697,191
<b>Endowment</b>	\$ 82,654	\$ 22,317	\$ 104,971
<b>Total</b>	<u>\$ 2,851,731*</u>	<u>\$ 204,631</u>	<u>\$ 3,056,362</u>

\* Includes payments of \$2,014,656 on pledges from previous years.

These figures do not include \$869,185 in planned gifts, \$148,000 in assets held by others, \$741,720 in designations to the YSU Foundation, \$73,453 in gifts in-kind, \$16,445 for Alumni Relations and \$120,361 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$2,350 of prior year pledges and \$50 of current year pledges.

Total \$3,056,362 minus \$2,014,656 in prior year pledge payments plus \$869,185 in planned gifts, plus \$148,000 in assets held by others, plus \$741,720 in contributions to the YSU Foundation equals grand total of \$2,800,611.



# **Fundraising Progress by Capital Project**

## **Through December 31, 2014**

- **Construction of the Veterans Resource Center**
  - **\$1,000,000 Total Project Budget (\$1M Bond Financed)**
  - **\$807,902 Cash + \$220,835 Pledges = \$1,028,737 Total Raised**
  
- **Construction of the Athletic Fields (West of Fifth Avenue)**
  - **\$4,350,000 Project Budget (100% Bond Financed)**
  - **\$100,000 Cash + \$400,000 Pledges = \$500,000 Total Raised**



# **DIVIDER**

## **Finance & Facilities Committee**



**RESOLUTION TO MODIFY  
DEPOSIT OF UNIVERSITY FUNDS POLICY, 3356:03-07  
(PREVIOUS POLICY NUMBER 3006.01)**

**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 Deposit of University Funds, policy number 3356:03-07 (Previous Policy Number 3006.01) of the *University Guidebook*, shown as **Exhibit F** attached hereto. A copy of the policy indicating changes to be made is also attached.

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

**Agenda Item E.3.a**

Responsible Division/Office:	Finance and Administration
Responsible Officer:	Vice President for Finance & Administration
<i>Revision History:</i>	Sept 1998; March 2007; June 2010; March 2015
Board Committee:	Finance and Facilities
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next Review:	2020

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

**(B) Purpose.** To establish criteria for the selection and requirements of the University's banking institution.

**(C) Definition.** Local banking institutions include any state or national bank as defined in Section 1101.01 of the *Ohio Revised Code* that has offices in the Youngstown metropolitan area.

**(D) Parameters.**

(1) The official depository will be awarded a five-year contract with options to renew for an additional five years in one year increments, with a competitive selection process conducted every ten years or earlier.

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

## UNIVERSITY GUIDEBOOK

<b>Title of Policy:</b>	<b>Deposit of University Funds</b>
Responsible Division/Office:	Finance and Administration <del>ial Services</del>
<b>Approving Responsible Officer:</b>	Vice President for Finance & Administration
<i>Revision History:</i>	Sept 1998; March 2007; June 2010; <u>March 2015</u>
<b>Resolution Number(s):</b>	<del>YR 1999-3; YR 2007-27; YR 2010-85</del>
Board Committee:	Finance and Facilities
<b>EFFECTIVE DATE:</b>	<u>March 11, 2015</u> <del>June 11, 2010</del>
Next Review:	<u>2020</u> <del>13 (Changed to 2015 per Guidebook Policy 0001.00)</del>

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

**(B) Purpose:** To establish criteria for the selection and requirements of the University's banking institution.

**(C) Definition:** Local banking institutions include any state or national bank as defined in Section 1101.01 of the *Ohio Revised Code* that has offices in the Youngstown metropolitan area.

**(D) Parameters:**

- (1) The official depository will be awarded a five-year contract with options to renew for an additional five years in one year increments, with a competitive selection process conducted every ten years or earlier.
- (2) The Vice President for Finance and Administration or designee will report to the Investment Subcommittee at least quarterly on the status of cash balances; non-endowment and endowment portfolios.

**RESOLUTION TO MODIFY BUSINESS-RELATED AND  
ENTERTAINMENT EXPENSES POLICY, 3356:03-13  
(PREVIOUS POLICY NUMBER 3011.01)**

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

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

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

**WHEREAS**, the Business-Related and Entertainment Expense policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356:01-09, Development and Issuance of University 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 Business-Related and Entertainment Expenses, policy number 3356:03-13 (Previous Policy Number 3011.01) of the *University Guidebook*, shown as **Exhibit G** attached hereto. A copy of the policy indicating changes to be made is also attached.

Policy 3356:03-13 Business-Related and Entertainment Expenses  
(Previous Policy Number 3011.01)

Responsible Division/Office:	Finance and Administration
Responsible Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	December 2004; March 2010; March 2015
Board Committee:	Finance and Facilities
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next Review:	2020

**A) Policy Statement.** The Board of Trustees authorizes the establishment of Business-Related and Entertainment Expense Guidelines for reasonable food, beverage, and incidental costs associated with the conduct of University business.

**(B) Purpose.** To establish the manner and extent to which University funds may be expended for business-related activities, entertainment, and hospitality.

**(C) Scope.** This policy applies to all University employees.

**(D) Procedures.** The University's Business-Related and Entertainment Expense Guidelines may be accessed at the following web-site:

[http://web.yzu.edu/gen/ysu/Forms\\_and\\_Resources\\_m773.html](http://web.yzu.edu/gen/ysu/Forms_and_Resources_m773.html)

***UNIVERSITY GUIDEBOOK***

**~~Title of Policy: Business-Related and Entertainment Expense~~**

Responsible Division/Office: Finance and Administration

~~Approving~~Responsible Officer: Vice President for Finance and Administration

*Revision History:* December 2004; March 2010; March 2015

~~Resolution Number(s):~~ ~~YR 2005-28; YR 2010-57~~

Board Committee: Finance and Facilities

**EFFECTIVE DATE:** March 11, 2015~~0~~

Next Review: 2020~~13~~ (~~Changed to 2015 per Guidebook Policy 0001.00~~)

**(A) Policy Statement:** The Board of Trustees authorizes the establishment of Business-Related and Entertainment Expense Guidelines for reasonable food, beverage, and incidental costs associated with the conduct of University business.

**(B) Purpose:** ~~The Guidelines To~~ establish the manner and extent to which University funds may be expended for business-related activities, entertainment, and hospitality.

**(C) Scope.** This policy applies ~~and apply~~ to all University employees.

**(C) Procedures:** The University's Business-Related and Entertainment Expense Guidelines may be accessed at the following web-site:

[http://web.yzu.edu/gen/ysu/Forms\\_and\\_Resources\\_m773.html](http://web.yzu.edu/gen/ysu/Forms_and_Resources_m773.html)

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**YOUNGSTOWN STATE UNIVERSITY**  
**Business-Related and Entertainment (BRE) Expense Guidelines**  
(Revised 1/28/2015)

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### Introduction

Business-related and entertainment (BRE) expenses (account code 701330) are defined as reasonable food, beverage, and entertainment costs associated with the conduct of business. As a public institution, the University must ensure that all expense decisions are consistent with the University's mission, applicable laws, and ethical practices. **It is the responsibility of Financial Managers to ensure compliance with these guidelines.** All BRE expenses are subject to further review and non-compliance reporting. The University assumes no obligation for any expense incurred without following these guidelines. Employees who fail to follow these guidelines may be subject to personal financial liability and may be required to reimburse the University with personal funds.

These guidelines are intended to provide direction to employees with regard to the manner and extent to which the University may expend funds for the purposes of entertainment and hospitality. They are not intended to address every possible scenario. Exceptions may be granted if a clear benefit to the University is demonstrated. Exceptions should be approved by the Vice President for Finance and Administration, or designee, in advance of the expense. A completed [BRE Exception Form](#) should accompany the document that is reimbursing the employee or paying the expense. Previously granted exceptions will not establish precedents.

### Limitations

- **IRS Regulations** – Under IRS regulations, certain employee business-related and entertainment expenses MAY be considered taxable income to the employee. The University will not pay or reimburse for amounts that could be considered a taxable benefit to the employee. An employer's reimbursement or payment of these expenses will *not* be considered taxable income to the employee IF:
  - there is a clear business, rather than a personal or social, purpose
  - directly related to the employee's position
  - substantiated with supporting documentation
  - not lavish or extravagant under the circumstances
- **Spouses** – Meal and entertainment expenses of a spouse, partner, or guest of an employee, will not be paid or reimbursed unless the spouse, partner, or guest is an integral part of the event with a clearly demonstrated business purpose, not social purpose. It is considered acceptable for the employee to be accompanied by a spouse, partner or guest for formal weekend and evening events.
- **Alcoholic Beverages** – Alcoholic beverages must not be charged to General or Auxiliary funds.
- **Food Service** – The University has a service contract with Chartwells Dining Services for all catering services above \$100 which are held in campus buildings. This applies to purchases or reimbursements with University funds. Exclusions are Stambaugh Stadium DeBartolo Club, Stambaugh Stadium Loges, and Pollock House. The Executive Director of Student Services may authorize exceptions, in advance of the expense.
- **Catered and Non-Catered Meal Costs** – Meal costs are limited to \$10 for breakfast, \$15 for lunch, and \$30 for dinner. For non-catered meals, this includes tax and tip. Exceptions would be events of a development & fundraising nature or food subsidized by conference fees.
- **Events** – Meal and entertainment costs greater than \$5,000 per event require documented pre-approval from the appropriate area division officer.
- **Gift Cards** – Gift cards are equivalent to cash. For internal control purposes, special instructions exist and pre-approval is required. Please see [Gift Cards - Request for Pre-approval](#).
- **Personal Benefit** – If an employee receives a personal benefit greater than the business benefit received for the University, the employee is required to reimburse the University for the value of that personal benefit.

### Important Notes

- All expenses must be documented using the [BRE Form](#). Documentation requirements can be found on the form.
- All expense documentation must be submitted timely, in order to ensure payment or reimbursement, and compliance with the Ohio Revised Code (payment must be made within 30 days of invoice date). This applies to Chartwells Dining Services invoices.
- Documentation must be sufficient so that a reviewer can clearly identify the benefit to the University.
- Past practice **does not** define or justify current or future practice.
- Entertaining may include the cost of tickets to a performance or event, as well as food and beverages.
- Other incidental costs directly related to an event may be charged to the BRE expense account code 701330, except for rentals, see below.
- For purposes of these guidelines the following are *not* considered BRE expenses:
  - Recruiting Job Candidates – use account code 701325 (See Human Resources [Hiring Procedures](#))
  - Student Recruitment (Athletics) – use account code 701315
  - Rental of Facilities – use account code 701510
  - Rentals Non Facilities – use account code 701941
  - Sponsorship Expense – use account code 701948
  - Awards – use account code 701916



**YOUNGSTOWN STATE UNIVERSITY**  
**Business-Related and Entertainment (BRE) Expense Guidelines**

(Revised 1/28/2015)

**Types of Funds**

- **General and Auxiliary Operating Funds** – funds provided to the University primarily through student tuition and fees, and taxpayer supported State Share of Instruction (11XXXX and 3XXXXX funds).
- **Unrestricted Discretionary Funds** – funds provided to the University through unrestricted gifts (123001 and 123003 funds).
- **Restricted Discretionary Funds** – funds provided to the University through gifts and contributions where restrictions for use may vary. If the donor has established restrictions, in addition to these guidelines, it is the responsibility of the financial manager to ensure that the donor's restrictions are followed (2XXXXX funds).
- **Grant and Contract Funds** – funds provided by federal, state, or local governments or foundations for specific purposes. Restrictions vary on use of these funds, but are typically more restrictive in regard to business-related and entertainment expenses (21XXXX and 22XXXX funds). Financial managers should refer to grant and contract agreements for specific restrictions.
- **Plant Funds** – funds restricted or designated for capital purposes (9XXXXX funds). These funds shall not be used for business-related and entertainment expenses.

**Allowable/Unallowable Expenses by Types of Funds**

Words in *italics* are defined in the Glossary below this table. Pre-approval required

TYPE OF EXPENSE	General and Auxiliary Operating Funds (11xxxx or 3xxxxx)	Unrestricted Discretionary Funds (123001 or 123003)	Restricted Discretionary Funds (2xxxxx)
<b>1. Alcoholic Beverages</b>			
a. <i>University Sponsored Events</i> (Vice President for Finance and Administration pre-approval required. See <a href="#">Guidebook Policy 5011.01</a> )	No	Yes	Yes
b. <i>Entertaining Official Presenters and Official Guests</i>	No	Yes	Yes
c. <i>Development &amp; Fundraising dinners and events (hosting or attending)</i>	No	Yes	Yes
d. <i>Business Meeting Meals</i> (must include at least one external person essential to the business purpose)	No	Yes	Yes
<b>UNALLOWABLE:</b> ▪ All other			
<b>2. Food and Non-Alcoholic Beverages</b>			
a. Sponsored meetings of professional organizations	Yes	Yes	Yes
b. <i>Lectures, Workshops, Conferences, and Retreats</i>	Yes	Yes	Yes
c. Recruitment of students	Yes	Yes	Yes
d. <i>Development &amp; Fundraising dinners and events (hosting or attending)</i>	Yes	Yes	Yes
e. <i>Business Meeting Meals and Refreshments</i> Must either 1. include at least one external person essential to the business purpose, or 2. expand the workday by using employees personal time to assist in business operations, or 3. be held at odd times due to scheduling difficulties of the participants.	Yes	Yes	Yes
f. Beverages for <i>External Constituents</i>	Yes	Yes	Yes
g. Faculty orientation	Yes	Yes	Yes

**YOUNGSTOWN STATE UNIVERSITY**  
**Business-Related and Entertainment (BRE) Expense Guidelines**

(Revised 1/28/2015)

TYPE OF EXPENSE	General and Auxiliary Operating Funds (11xxxx or 3xxxxx)	Unrestricted Discretionary Funds (123001 or 123003)	Restricted Discretionary Funds (2xxxxx)
h. Mandated training extending over break and/or meal times	Yes	Yes	Yes
i. Social gatherings to meet faculty and staff newly hired to the University	No	Yes	Yes
j. <i>University Sponsored Events</i>	Yes	Yes	Yes
k. Entertaining <i>Official Presenters</i> and <i>Official Guests</i> of the University.	Yes	Yes	Yes
l. <i>Student functions</i>	Yes	Yes	Yes
m. Employee retirement – internal event – no <i>External Constituents</i>	No	Yes	No
n. Employee retirement – <i>External Constituents</i>	No	Yes	Yes
o. University-wide employee recognition	Yes	Yes	Yes
p. <i>Community Functions</i>	Yes	Yes	Yes
q. Departmental/Divisional employee recognition, unless unallowable below. ( <i>Area Division Officer</i> pre-approval required)	No	Yes	Yes
<b>UNALLOWABLE:</b> <ul style="list-style-type: none"> <li>▪ Social gatherings to celebrate: <ul style="list-style-type: none"> <li>▪ employee intra-university transfer</li> <li>▪ employee resignation</li> <li>▪ holidays</li> <li>▪ annual holiday breakfast</li> <li>▪ special occasions/personal events</li> </ul> </li> <li>▪ Tailgating for social purposes</li> <li>▪ Employee consumption of snacks or beverages intended for external constituents</li> <li>▪ All other</li> </ul>			
<b>3. Flowers for Decorative Purposes</b>			
a. <i>Development &amp; Fundraising</i> events	Yes	Yes	Yes
b. University-wide employee recognition	Yes	Yes	Yes
c. <i>University Sponsored Events</i>	Yes	Yes	Yes
<b>UNALLOWABLE:</b> <ul style="list-style-type: none"> <li>▪ Celebrations</li> <li>▪ Department/office usage</li> <li>▪ Holidays</li> <li>▪ Special occasions/personal events</li> <li>▪ All other</li> </ul>			
<b>4. Flowers/Gifts for Illness or Bereavement</b>			
a. Due to illness/death of a member of the <i>University Community</i> , or a member of their <i>Immediate Family</i> .	No	Yes	Yes

**YOUNGSTOWN STATE UNIVERSITY**  
**Business-Related and Entertainment (BRE) Expense Guidelines**

(Revised 1/28/2015)

TYPE OF EXPENSE	General and Auxiliary Operating Funds (11xxxx or 3xxxxx)	Unrestricted Discretionary Funds (123001 or 123003)	Restricted Discretionary Funds (2xxxxx)
<b>UNALLOWABLE:</b> <ul style="list-style-type: none"> <li>▪ Due to illness/death outside of <i>Immediate Family</i></li> <li>▪ Donations in lieu of flowers</li> <li>▪ All other</li> </ul>			
<b>5. Greeting Cards</b>			
a. To members of the <i>University Community</i>	Yes	Yes	Yes
<b>UNALLOWABLE:</b> <ul style="list-style-type: none"> <li>▪ All other</li> </ul>			
<b>6. Gifts and Prizes (excluding gift cards)</b>			
a. To donors for appreciation	No	Yes	Yes
b. To donors for appreciation (Purchase restricted to Development Area)	Yes	Yes	Yes
c. To give to graduating students as keepsakes. (Cost < \$25)	No	Yes	Yes
d. To give at <i>University Sponsored Events</i> as prizes or incentives. (IRS guidelines apply: Cost < \$600)	Yes	Yes	Yes
<b>UNALLOWABLE:</b> <ul style="list-style-type: none"> <li>▪ To employees for work related or non-work related occasions</li> <li>▪ To reward students in the classroom</li> <li>▪ All other</li> </ul>			
<b>7. Gift Cards</b>			
a. To give at <i>University Sponsored Events</i> as prizes or incentives. (Controller pre-approval required) (IRS guidelines apply: Cost < \$600)	Yes	Yes	Yes
<b>UNALLOWABLE:</b> <ul style="list-style-type: none"> <li>▪ To employees for work related or non-work related occasions</li> <li>▪ To reward students in the classroom</li> <li>▪ All other</li> </ul>			
<b>8. Decorations</b>			
a. Event decorations in public areas	Yes	Yes	Yes
<b>UNALLOWABLE:</b> <ul style="list-style-type: none"> <li>▪ Department/office usage</li> <li>▪ All other</li> </ul>			

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**YOUNGSTOWN STATE UNIVERSITY**  
**Business-Related and Entertainment (BRE) Expense Guidelines**  
(Revised 1/28/2015)

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**Glossary** (The following definitions apply to the Business-Related and Entertainment (BRE) expense guidelines.)

**Area Division Officers:** Area Division Officers generally includes the President, Provost, and Vice Presidents, and others who have oversight over one or more of the University's divisions, currently defined as Academic Affairs; Collaboration & Communication; Diversity & Multicultural Affairs; Enrollment Planning & Management; Finance & Administration; Legal Affairs & Human Resources; Student Success & Experience.

**Business Meeting Meals and Refreshments:** The primary purpose must be to have a meeting at which University business is conducted; not a social gathering at which food is provided. This includes all types of meetings, such as committees, taskforces, and workgroups. A *Business Meeting Breakfast* is held before or during a normal workday. A *Business Meeting Lunch* is held during the normal workday. A *Business Meeting Dinner* is held after a normal workday.

**Campus Community:** Includes YSU students, YSU employees, and the YSU Board of Trustees.

**Community Friends of the University:** Leaders from the surrounding community who are actively involved with the University.

**Community Functions:** *University Sponsored Events* that are open to the public. Not to be confused with Sponsorship expense (account code 701948), which is defined as monetary support given to another University department or external entity in return for the commercial potential associated with that University department or external entity.

**Conferences:** Groups of external persons meeting for consultations, exchanges of information, or discussions, with formal agendas, (usually associated with fees).

**Development & Fundraising:** The act of developing relationships with existing and potential donors, with the expectation of securing a valuable benefit to the University.

**External Constituents:** Individuals, organizations, and businesses outside of the *Campus Community*, who have an active interest in the University, (includes donors).

**Immediate Family:** Spouses, children, parents, and siblings of the employee.

**Lectures:** Discourses on particular subjects given to audiences by *Official Presenters*.

**Official Guests:** Visitors from other universities, *Community Friends of the University*, or *External Constituents* invited by a department, college, or the University, and supported by the Administration.

**Official Presenters:** Consultants, speakers, or lecturers invited by a department, college, or the University, and supported by the Administration.

**Retreats:** Meetings with specific agendas or purposes that are held away from the normal work environment, generally longer in duration and infrequent in nature.

**Student Functions:** Events that are focused on students. Can be held at the department, college, or University level and are supported by the Administration. The majority of attendees will be students. Includes Athletic team meals.

**University Community:** Includes the *Campus Community*, *Community Friends of the University*, and *External Constituents*.

**University Sponsored Events:** Events that are held at the department, college, or University level, are supported by the Administration, and open to the *Campus Community* or *University Community*.

**Workshops:** Educational seminars or series of meetings emphasizing interactions and exchanges of information among a usually small number of participants, including *External Constituents*.

**RESOLUTION TO MODIFY  
SURPLUS PROPERTY POLICY, 3356:04-02  
(PREVIOUS POLICY NUMBER 4002.01)**

**WHEREAS**, Institutional Policies are 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 Institutional Policy governing Surplus Property, policy number 3356:04-02 (Previous Policy Number 4002.01) of the *University Guidebook*, shown as **Exhibit H** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356:04-02 Surplus Property  
(Previous Policy Number 4002.01)

Responsible Division/Office:	Office of Support Services
Responsible Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	August 1997; June 2010; March 2015
EFFECTIVE DATE:	March 11, 2015
Next review:	2020

**(A) Policy Statement.** Property, such as equipment or furnishings, which is no longer needed may be declared surplus and disposed of in the best interest of the University.

**(B) Purpose.** To establish procedures for the responsible disposal of surplus property.

**(C) Scope.** This policy is applicable to University owned assets.

**(D) Parameters.** Proper repurposing or disposal of University owned assets is permitted in accordance with the following parameters:

(1) The Office of Support Services has the responsibility of controlling surplus University property and facilitating its disposition.

(2) All dispositions must be in conformance with federal, state, and local laws and regulations, including applicable grant and/or contract guidelines.

(3) Only the Office of Support Services is authorized to sell, gift, or dispose of surplus University property, including scrap materials.

**(E) Procedures.**

(1) When it is determined that departmental property is no longer needed, the chairperson/director shall release it to the Office of Support Services by completing the appropriate section of the "Inventory Control" form. (These forms may be obtained from the Office of Support Services.)

(2) Any technology-based component or equipment which is determined to be surplus, such as a Central Processing Unit (CPU) contained within a computer, equipment with magnetic or electronic memory (digital cameras, external hard drives, etc.) and/or equipment with components which can perform electronic data storage (printers, scanners, and copies), shall be turned over to the Information Technology Services division.

3356:04-02 Surplus Property  
(Previous Policy Number 4002.01)

(3) Technology Services shall either maintain an inventory of the technology based components or equipment for redeployment within the university or prepare the component or equipment as surplus property for transfer to the Office of Support Services. Prior to the transfer as surplus property, the Information Technology division shall process the property and certify it as “cleansed”. Information Technology Services shall be the sole authority for determining and communicating to Office of Support Services the permissible disposition of technology equipment.

(4) Disposable media for data storage that are not solid-state (paper, floppy drives, zip drives, CDs, DVDs and future such media) are not considered technology based equipment or components for the purpose of this policy.

(5) To facilitate the intra-university transfer of surplus property, the Office of Support Services is responsible for maintaining an inventory of such property and periodically notifying the campus community of its availability.

(6) Requests for surplus property are made through the Office of Support Services.

(7) When it is determined to be in the best interest of the University, the Office of Support Services may dispose of such property by: (a) selling by sealed bid, at auction, or at predetermined price; (b) gifting to other educational, governmental, or 501(c)(3) agency; or (c) discarding. Proceeds from sales shall be deposited into the appropriate account.

3356:04-02 Surplus Property  
(Previous Policy Number 4002.01)

<del>NUMBER</del> <b>4002.01</b>
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## ***UNIVERSITY GUIDEBOOK***

<b>Title of Policy:</b>	<del>Surplus Property</del>
Responsible Division/Office:	Office of Support Services
<b>Approving Responsible Officer:</b>	Vice President for Finance and Administration
<i>Revision History:</i>	August 1997; June 2010; <u>March 2015</u>
<b>Resolution Number(s):</b>	<del>YR 1998-16; YR 2010-85</del>
EFFECTIVE DATE:	<u>March 11, 2015</u> <del>June 11, 2010</del>
Next review:	<u>2020</u> <del>13 (Changed to 2015 Per Guidebook Policy)</del>

**A. Policy Statement:** Property, such as equipment or furnishings, which is no longer needed may be declared surplus and disposed of in the best interest of the University.

**B. Purpose:** To establish procedures for the responsible disposal of surplus property.

**C. Scope:** This policy is applicable to University owned assets.

**D. Parameters** ~~This policy permits p~~Proper repurposing or disposal of University owned assets is permitted -in accordance with the following parameters:

- (1) The Office of Support Services has the responsibility of controlling surplus University property and facilitating its disposition.
- (2) All dispositions must be in conformance with federal, state, and local laws and regulations, including applicable grant and/or contract guidelines.
- (3) Only the Office of Support Services is authorized to sell, gift, or dispose of surplus University property, including scrap materials.



NUMBER  
4002.01

PAGE 2 of 2

**(E) Procedures:**

1. (1) When it is determined that departmental property is no longer needed, the chairperson/director shall release it to the Office of Support Services by completing the appropriate section of the "Inventory Control" form. (These forms may be obtained from the Office of Support Services.)
2. ~~(2) The Office of Support Services is responsible to determine if any such property contains, or may contain, technology-based components, such as a Central Processing Unit (CPU) contained within computers, magnetic or electronic memory (digital cameras, external hard drives, etc.), and/or the ability to perform electronic data storage (printers, scanners, and copiers).. Such property must be processed and certified "cleansed" by the Information Technology Services division prior to any repurposing and/or being categorized as surplus property. Information Technology Services shall be the sole authority for determining and communicating to Office of Support Services the permissible disposition of technology equipment. Note that disposable media for data storage that are not solid-state (paper, floppy drives, zip drives, CDs, DVDs and future such media) are not considered equipment for the purpose of this policy.~~ Any technology-based component or equipment which is determined to be surplus, such as a Central Processing Unit (CPU) contained within a computer, equipment with magnetic or electronic memory (digital cameras, external hard drives, etc.) and/or equipment with components which can perform electronic data storage (printers, scanners, and copies), shall be turned over to the Information Technology Services division.
3. Technology Services shall either maintain an inventory of the technology based components or equipment for redeployment within the university or prepare the component or equipment as surplus property for transfer to the Office of Support Services. Prior to the transfer as surplus property, the Information Technology division shall process the property and certify it as "cleansed". Information Technology Services shall be the sole authority for determining and communicating to Office of Support Services the permissible disposition of technology equipment.
4. Disposable media for data storage that are not solid-state (paper, floppy drives, zip drives, CDs, DVDs and future such media) are not considered technology based equipment or components for the purpose of this policy.

3356:04-02 Surplus Property  
(Previous Policy Number 4002.01)

3. ~~(5)~~ To facilitate the intra-university transfer of surplus property, the Office of Support Services is responsible for maintaining an inventory of such property and periodically notifying the campus community of its availability.
4. ~~(6)~~ Requests for surplus property are made through the Office of Support Services.
5. ~~(7)~~ When it is determined to be in the best interest of the University, the Office of Support Services may dispose of such property by: (a) selling by sealed bid, at auction, or at predetermined price; (b) gifting to other educational, governmental, or 501(c)(3) agency; or (c) discarding. Proceeds from sales shall be deposited into the appropriate account.

**RESOLUTION TO MODIFY  
UNIVERSITY PARKING AND TRANSPORTATION  
FEES POLICY, 3356:04-06  
(PREVIOUS POLICY NUMBER 4006.01)**

**WHEREAS**, Institutional Policies are 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 Institutional Policy governing University Parking and Transportation Fees, policy number 3356:04-06 (Previous Policy Number 4006.01) of the *University Guidebook*, shown as **Exhibit I** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356:04-06 University Parking and Transportation Fees  
(Previous Policy Number 4006.01)

Responsible Division/Office:	Facilities Maintenance and Support Services
Responsible Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	June 1998; March 2010; March 2015
Board Committee:	Finance and Facilities
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next review:	2020

**(A) Policy Statement.** The University will fund the provision of parking and related transportation services from a variety of sources and permits the use of these services in accordance with established law and University requirements and regulations.

**(B) Purpose.** To provide guidelines and procedures on the use and management of university parking facilities, fees, and related transportation services.

**(C) Scope.** This policy applies to all individuals operating vehicles on University property and to University parking facilities and related transportation services.

**(D) Parameter.** Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds. Users of parking and related services must comply with the requirements established pursuant to this policy.

**(E) Procedures.**

(1) Valid parking permits are required at all times when parking on the YSU campus.

(2) Student parking permits are available through the transportation fee. Students taking six (6) or more credit hours will be assessed a transportation fee and may order a parking permit at no additional charge. Students taking five (5) or less credit hours may opt into the transportation fee and order a semester parking permit at no additional charge or purchase a daily parking permit as needed.

(3) Collective bargaining contracts may contain specific parking procedures and fee information.

3356:04-06 University Parking and Transportation Fees  
(Previous Policy Number 4006.01)

(4) Businesses or other organizations which lease space on campus or which contract with the University for the provision of services may purchase parking permits for their employees. Employees of such companies may purchase parking permits if their employer does not provide them.

(5) Trustees of the University, Trustees of YSU affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated Visitor's Areas without cost while on business at the University.

(6) Individuals on campus for YSU prearranged recruiting events or visits are permitted to park in designated areas without cost while on campus for the scheduled event or visit.

(7) Visitors to the university will be charged the current approved rate for parking on campus. Departments may purchase a visitor permit for their guest through parking services.

(8) Event parking will be charged the current approved rate for parking on campus. Event sponsors may purchase the parking in advance for their attendees.

(9) The Board of Trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.

(10) Parking services personnel and University police officers are authorized to issue citations to vehicles parking in violation of parking regulations.

(11) Parking fees, fines and regulations may be found in the Parking Services brochure, the University Bulletins, other University publications, and the University web site.

NUMBER  
4006.01

PAGE 1 of 2

## **UNIVERSITY GUIDEBOOK**

**Title of Policy: ~~University Parking and Transportation Fees~~**

Responsible Division/Office: Facilities Maintenance and Support Services  
 Approving Officer: Vice President for Finance and Administration  
 Revision History: June 1998; March 2010; March 2015  
~~Resolution Number(s): YR 1999-19; YR 2010-59~~  
 Board Committee: Finance and Facilities  
**EFFECTIVE DATE:** March 11, 2015~~2, 2010~~  
 Next review: 2020~~12~~ (~~Changed to 2015 Per Guidebook Policy~~  
~~0001.01~~)

**(A) Policy Statement:** The University will fund the provision of parking and related transportation services from a variety of sources and permits the use of these services in accordance with established law and University requirements and regulations.

**(B) Purpose.** To provide guidelines and procedures on the use and management of university parking facilities, fees, and related transportation services.

**(C) Scope.** This policy applies to all individuals operating vehicles on University property and to University parking facilities and related transportation services.

**(D) Parameter.:**

Costs for the provision, construction, and maintenance of parking facilities and related transportation services are funded by income from sources such as fees, parking permits, parking meters, daily and special events parking, fines imposed for violation of parking regulations, and debt secured by bonds. Users of parking and related services must comply with the requirements established pursuant to this policy.

**(E) Procedures.:**

3356:04-06 University Parking and Transportation Fees  
(Previous Policy Number 4006.01)

- ~~1. Businesses or other organizations which lease space on campus or which contract with the University for the provision of services may purchase parking permits for their employees.~~
  - ~~2. Trustees of the University, Trustees of YSU affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated Visitor's Areas without cost while on business at the University.~~
  - ~~3. Parking services personnel and University police officers are authorized to issue citations to vehicles parked in violation of parking regulations.~~
  - ~~4. Collective bargaining contracts may contain specific parking procedures and fee information.~~
  - ~~5. The Board of Trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.~~
1. Parking fees and regulations may be found in the Parking Services brochure, the *University Bulletins*, other University publications, and the University web site.
    - (1) Valid parking permits are required at all times when parking on the YSU campus.
    - (2) Student parking permits are available through the transportation fee. Students taking six (6) or more credit hours will be assessed a transportation fee and may order a parking permit at no additional charge. Students taking five (5) or less credit hours may opt into the transportation fee and order a semester parking permit at no additional charge or purchase a daily parking permit as needed.
    - (3) Collective bargaining contracts may contain specific parking procedures and fee information.
    - (4) Businesses or other organizations which lease space on campus or which contract with the University for the provision of services may purchase parking permits for their employees. Employees of such companies may purchase parking permits if their employer does not provide them.
    - (5) Trustees of the University, Trustees of YSU affiliated organizations, government officials, outside counsel, and officers of other universities are permitted to park in designated Visitor's Areas without cost while on Business at the University.
    - (6) Individuals on campus for YSU prearranged recruiting events or visits are permitted to park in designated areas without cost while on campus for the scheduled event or visit.
    - (7) Visitors to the university will be charged the current approved rate for parking on campus. Departments may purchase a visitor permit for their guest through parking services.

3356:04-06 University Parking and Transportation Fees  
(Previous Policy Number 4006.01)

(8) Event parking will be charged the current approved rate for parking on campus. Event sponsors may purchase the parking in advance for their attendees.

(9) The Board of Trustees approves parking fees and fines, upon the recommendation of the Finance and Facilities Committee.

(10) Parking services personnel and University police officers are authorized to issue citations to vehicles parking in violation of parking regulations.

(11) Parking fees, fines and regulations may be found in the Parking Services brochure, the University Bulletins, other University publications, and the University web site.



**RESOLUTION TO APPROVE ROOM RENTAL RATES  
FOR THE UNIVERSITY COURTYARD APARTMENTS,  
EFFECTIVE FALL SEMESTER 2015**

**WHEREAS**, Ohio law provides that each Board of Trustees of state-assisted institutions of higher education may establish special purpose fees, service charges, and fines and penalties; and

**WHEREAS**, the University Courtyard Apartments were acquired by the University in 2011; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the room rental rates for the University Courtyard Apartments, as shown in **Exhibit J**, effective fall semester 2015.

## University Courtyard Apartments Monthly Room Rental Rates

<u>Unit Type</u>	<u>Proposed FY 2016</u>	<u>Actual FY 2015</u>	<u>Percent Increase</u>	<u>Dollar Increase</u>
1 Bed / 1 Bath	\$780.00	\$757.00	3.0%	\$23.00
2 Bed / 2 Bath	\$660.00	\$639.00	3.3%	\$21.00
4 Bed / 2 Bath	\$570.00	\$551.00	3.4%	\$19.00

## Additional Requested Information Supporting Resolution on Courtyard Rate Increase

The case for the increase is:

### 1. FY 2015 Rates are comparatively low:

Courtyard rates are and will continue to be comparatively very low.

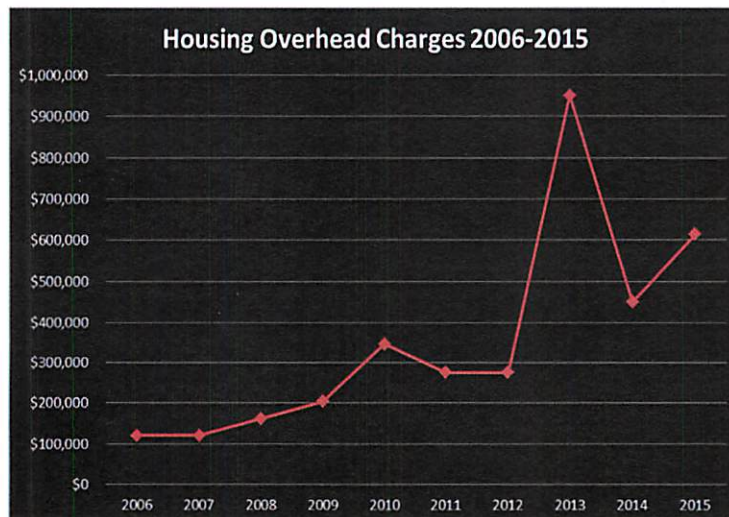
<b>University Courtyard</b>	<b>\$6,840/yr. 4 person</b>
Flats at Wick	\$7,613/yr. 4 person
Erie Terminal	\$8,112/yr. 3 person
Kent St. Engleman Apts.	\$9,320/yr. 4 person (2014 rate)
Cleve. St. Euclid Commons	\$9,654/3/4 yr. 4 person (2014 rate)
Akron U. Exchange St.	\$9,866/yr. 4 person (2014 rate)

### 2. Protection of Investment

Students are increasingly particular about the level of comfort and amenities in their housing environment. The University needs to generate sufficient income to ensure that the University Courtyard is attractive to students until 2034 when the debt on the facilities is paid. See attached Bond Debt Service Schedule, Repairs and Improvements 10-year Projection, Housing Services Plant Reserve 2011-2015 History, and the University Courtyard original proforma indicating assumption of 3% increase throughout life of project.

### 3. University Dependence on Repurposing Auxiliary Incomes

The University has increasingly needed to repurpose revenues from auxiliary budgets to balance the overall University budget. Housing budgets have been especially impacted. Every \$100,000 that is transferred from Housing to the General Fund costs each student resident \$80. Our rates have not been able to keep pace with the increasing University reliance on room fees to help mitigate our overall budget situation.



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BOND DEBT SERVICE

Youngstown State University  
General Receipts Bonds, Series 2011  
\* Acquisition of UHC Project \*  
\*\* Final Schedules \*\*

Dated Date 07/20/2011  
Delivery Date 07/20/2011

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2012	-	-	775,960.08	775,960.08
06/30/2013	525,000	2.000%	854,275.00	1,379,275.00
06/30/2014	535,000	3.000%	841,000.00	1,376,000.00
06/30/2015	555,000	3.000%	824,650.00	1,379,650.00
06/30/2016	575,000	4.000%	804,825.00	1,379,825.00
06/30/2017	595,000	4.000%	781,425.00	1,376,425.00
06/30/2018	625,000	5.000%	753,900.00	1,378,900.00
06/30/2019	655,000	5.000%	721,900.00	1,376,900.00
06/30/2020	690,000	5.000%	688,275.00	1,378,275.00
06/30/2021	720,000	3.500%	658,425.00	1,378,425.00
06/30/2022	750,000	**	629,887.50	1,379,887.50
06/30/2023	780,000	4.000%	598,350.00	1,378,350.00
06/30/2024	815,000	5.000%	562,375.00	1,377,375.00
06/30/2025	855,000	5.000%	520,625.00	1,375,625.00
06/30/2026	900,000	5.000%	476,750.00	1,376,750.00
06/30/2027	950,000	5.000%	430,500.00	1,380,500.00
06/30/2028	995,000	5.000%	381,875.00	1,376,875.00
06/30/2029	1,045,000	5.000%	330,875.00	1,375,875.00
06/30/2030	1,100,000	5.000%	277,250.00	1,377,250.00
06/30/2031	1,155,000	5.000%	220,875.00	1,375,875.00
06/30/2032	1,215,000	5.000%	161,625.00	1,376,625.00
06/30/2033	1,280,000	5.000%	99,250.00	1,379,250.00
06/30/2034	1,345,000	5.000%	33,625.00	1,378,625.00
	18,660,000		12,428,497.58	31,088,497.58

## University Courtyard - Repairs and Improvements 10-year projection

<u>Description</u>	<u>Estimated Total Cost</u>	<u>Estimated Fiscal Years</u>	<u>Comment</u>
Entry/exit doors to the building	\$ 53,000	FY15	Replace 13 doors with heavy grade steel, new locks and new hardware.
Landscape upgrades	\$ 9,000	FY15	Removal/ replacement of trees/shrubs, Install annual flower beds and spring cleanup.
Drainage improvements	\$ 40,000	FY15	Will include gutter/downspout changes repairs on the buildings.
Plumbing repairs/replacement	\$ 10,000	FY15	Replacement of toilets, hot water tanks, expansion tanks, backflow preventer (5)
HVAC units	\$ 15,000	FY15	Replacement entire unit and compressor. Ongoing annual replacement as needed
Concrete sidewalk repair or replacement	\$ 25,000	FY15	Settlement and spaulding of concrete causing trip hazards.
Parking Lot and Basketball court	\$ 6,000	FY15	Sealcoat and restripe all parking lots and make minor repairs (complete every 3 years).
Sprinkler pipe vandalism and water damage	\$ 72,000	FY15	Resident damaged property due to vandalism. University is seeking Court order restitution
Unit alarm and panic button system	\$ 10,000	FY16	Upgrade system to allow YSU PD to directly monitor system of 408 panic buttons.
Stairwells (6) resurface	\$ 55,000	FY16	Resurface original concrete steps and landings with rubberized flooring.
Paint exterior of buildings	\$ 60,000	FY16	Paint exterior trim and replace rotted trim as needed on both buildings.
Community Signage	\$ 10,000	FY16	Upgrade of community signage due to deterioration.
HVAC units	\$ 15,000	FY16	Replacement entire unit and compressor. Ongoing annual replacement as needed
Light Poles in parking lot and security Lighting	\$ 55,000	FY16	Phase 1: replace 50% light poles and exterior lighting LED conversion for energy savings.
Generator for both buildings	\$ 125,000	FY16	Install back up generator for both buildings
Lightning/surge protection	\$ 68,000	FY16	Install protection to protect the buildings from lighting and potential electrical surge.
Light Poles in parking lot	\$ 55,000	FY17	Phase 2: replace 50% light poles and exterior lighting LED conversion for energy savings.
Main fire alarm panel with batteries	\$ 30,000	FY17	Upgrade the fire alarm panel in each building to maintain proper function.
Install exterior stairs for building 100	\$ 150,000	FY17	Install exterior stairs on the south & north ends of building 100.
Office equipment	\$ 12,000	FY17	Replacement of four office computers, printers and copier/fax/scan
Office Furnishings	\$ 10,000	FY17	Replacement upgrade of desk, chairs, credenza and file cabinets for three offices.
Computer labs	\$ 12,000	FY17	Replace 8 computers, 2 printers in the two computer labs and furniture.
Apartment carpet replacement	\$ 52,000	FY17	Replace 25% of apartment carpet flooring.
CCTV Security camera Hardware and software upgrade	\$ 55,000	FY18	Replace and upgrade current camera system to IP Cameras and software.
Appliance replacement	\$ 70,000	FY18	Phase1: Upgrade apartment kitchen appliances (stove, microwave, garbage disposals, etc)
Cabinetry replacement	\$ 145,000	FY18	Phase 1: Replace cabinets, counter tops and floors with appliance upgrade 43 units
Flooring and fixture replacement bathrooms	\$ 175,000	FY18	Phase 1: Replace tile floor and fixtures 84 bathrooms
Apartment carpet replacement	\$ 55,000	FY18	Replace 25% of apartment carpet flooring.
Appliance replacement	\$ 70,000	FY19	Phase2: Upgrade apartment kitchen appliances (stove,microwave,garbage disposals,etc)
Cabinetry replacement	\$ 145,000	FY19	Phase 2: Replace cabinets, counter tops and floors with appliance upgrade. 43 units
Flooring and Fixture replacement bathrooms	\$ 175,000	FY19	Phase 2: Replace tile floor and fixtures 84 bathrooms
Fitness and Activity Center upgrade	\$ 10,000	FY19	Upgrade fitness equipment with new equipment.
Apartment carpet replacement	\$ 55,000	FY19	Replace 25% of apartment carpet flooring.
Appliance replacement	\$ 70,000	FY20	Phase3: Upgrade apartment kitchen appliances (stove,microwave,garbage disposals,etc)
Cabinetry replacement	\$ 145,000	FY20	Phase 3: Replace cabinets, counter tops and floors with appliance upgrade. 43 units
Flooring replacement bathrooms	\$ 175,000	FY20	Phase 3: Replace tile floor and fixtures 84 bathrooms
Apartment carpet replacement	\$ 55,000	FY20	Replace 25% of apartment carpet flooring.
Flooring - common areas	\$ 130,000	FY21	Bldg. 100: Resurface hallway floors and replace carpet in amenity areas.
Unit entrance access swipe entry hardware and software.	\$ 135,000	FY21	Upgrade unit swipe door lock technology and software.
Computer labs	\$ 90,000	FY22	Replace 8 computers, 2 printers in the two computer labs.
Flooring - common areas	\$ 80,000	FY22	Bldg200: Resurface hallway floors and replace carpet in amenity areas.
Furniture inside the units	\$ 250,000	FY22	Phase 1: Upgrade couch, chair, bar stools, bed, dresser, desk, desk chairs, end tables
Furniture inside the units	\$ 250,000	FY23	Phase 2: Upgrade couch, chair, bar stools, bed, dresser, desk, desk chairs, end tables
Window replacement	\$ 275,000	FY23	Replacement of 546 windows
Roof replacement	\$ 175,000	FY24	Bldg. 100: Full replacement (original from 2003).
Fitness and Activity Center upgrade	\$ 18,000	FY25	Upgrade fitness equipment with new equipment and activity center furniture.
Roof replacement	\$ 275,000	FY 25	Bldg. 200 : Full replacement (original from 2003).
<b>Total of projected improvements</b>	<b>\$ 4,027,000</b>		



YOUNGSTOWN STATE UNIVERSITY  
Housing Services Plant Reserve Fund  
FY 2011 - FY 2015 Transfer Activity  
Through January 27, 2015

FUND DESCRIPTION	AMOUNT	REASON
Balance @ 6/30/10	\$ 950,143	
Lyden House Room Refurbish	71,746	Transfer to close out residual in project fund
Residence Hall Improvements	1,665	Transfer to close out residual in project fund
StarRez Housing Mgmt Software	(75,000)	Transfer to purchase StarRez Systems housing management software package
Kilcawley House Renov - PH1	(400,000)	Transfer to fund phase one of three phase project to renovate Kilcawley House
Kilcawley Center Renovations Fund	(250,000)	Transfer to provide additional funding for Kilcawley Center Project
Housing Services	549,425	Transfer year end excess
Summer 2010 Residence Hall Improv	19,305	Transfer to close out residual in project fund
Balance @ 6/30/11	\$ 867,283	
Kilcawley Center Renovations Fund	250,000	Transfer funds back to source fund due to postponement of Kilcawley Project
Housing Services	400,000	Board approved transfer as part of FY 2012 Operating Budget
Kilcawley House Renov - PH2	(600,000)	Transfer to fund phase two of three phase project to renovate Kilcawley House
Housing Services	846,046	Transfer year end excess
Housing Services	220,131	Transfer year end excess
Kilcawley House Renov - PH1	49	Transfer to close out residual in project fund
Bank Fund - Cash Depository	768,141	Payment from University Housing Corporation relating to University's purchase of University Courtyard apartments
Balance @ 6/30/12	\$ 2,751,651	
Housing Services	400,000	Board approved transfer as part of FY 2013 Operating Budget
Kilcawley House Renov - PH3	(700,000)	Transfer to fund third and final phase of Kilcawley House renovation project
StarRez Housing Mgmt Software	4,223	Transfer to close out residual in project fund
Kilcawley House Renov - PH2	38,539	Transfer to close out residual in project fund
Housing Services	312,239	Transfer portion of year end excess
Balance @ 6/30/13	\$ 2,806,652	
Housing Services	400,000	Board approved transfer as part of FY 2014 Operating Budget
Cafaro House HVAC	(175,000)	Transfer for Cafaro House HVAC replacement
Wick & Weller House HVAC	(60,000)	Transfer for Wick & Weller House HVAC replacement
Wick & Weller House HVAC	(1,280)	Transfer of additional funds for Wick & Weller House HVAC replacement
Cafaro House HVAC	(25,000)	Transfer of additional funds for Cafaro House HVAC replacement
Housing Services	133,852	Transfer portion of year end excess
Balance @ 6/30/14	\$ 3,079,223	
Housing Services	400,000	Board approved transfer as part of FY 2015 Operating Budget
Housing Services	(400,000)	Reverse transfer approved as part of the FY 2015 Operating Budget due to decreased occupancy in University Housing
General Fund Operating Carryforward	(100,000)	Transfer to cover FY 2015 General Fund deficit
Balance @ 1/27/15	\$ 2,979,223	

\$19,550,000

UNIVERSITY HOUSING CORPORATION AT YOUNGSTOWN STATE  
 Variable Rate Student Housing Revenue Bonds, Series 2001  
 (University Courtyards Project) - BASIC CASE  
 ProForma Financial Operating Statement

Assumptions:		Management Fee:	3.00%
Revenue Growth:	3.00%	Total Units	125
Expense Growth:	3.00%	Reserve per Unit:	\$500
Vacancy Rate:	7.00%	# Months Rev. 1st FY:	7
		# Months Exp. 1st FY:	7

	Per Unit 2003	FY Ending June 30										
		2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
<b>REVENUES</b>												
Residential Rental Income	\$ 17,518	\$0	\$2,189,760	\$2,255,453	\$2,323,116	\$2,392,810	\$2,464,594	\$2,538,532	\$2,614,688	\$2,693,129	\$2,773,922	\$2,857,140
Less Vacancy	(1,226)	-	(153,283)	(157,882)	(162,618)	(167,497)	(172,522)	(177,697)	(183,028)	(188,519)	(194,175)	(200,000)
Net Rental Income	16,292	-	2,036,477	2,097,571	2,160,498	2,225,313	2,292,073	2,360,835	2,431,660	2,504,610	2,579,748	2,657,140
Other Income	485	-	60,620	62,439	64,312	66,241	68,228	70,275	72,383	74,555	76,792	79,095
Reinvestment Income	589	42,920	73,577	73,577	73,577	73,577	73,577	73,577	73,577	73,577	73,577	73,577
Subsequent Equity Pay-Ins	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 17,365</b>	<b>\$ 42,920</b>	<b>\$ 2,170,674</b>	<b>\$ 2,233,587</b>	<b>\$ 2,298,387</b>	<b>\$ 2,365,131</b>	<b>\$ 2,433,878</b>	<b>\$ 2,504,687</b>	<b>\$ 2,577,620</b>	<b>\$ 2,652,742</b>	<b>\$ 2,730,116</b>	<b>\$ 2,809,813</b>
<b>OPERATING EXPENSES</b>												
Payroll / Benefits	\$ 1,420	\$ -	\$ 177,509	\$ 182,834	\$ 188,319	\$ 193,969	\$ 199,788	\$ 205,782	\$ 211,955	\$ 218,314	\$ 224,863	\$ 231,609
Utilities	2,671	-	333,934	343,952	354,271	364,899	375,846	387,121	398,735	410,697	423,018	435,708
Repairs & Maintenance	161	-	20,144	20,748	21,371	22,012	22,672	23,352	24,053	24,775	25,518	26,283
Insurance	240	-	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	39,143
Contract Services	579	-	72,400	74,572	76,809	79,113	81,487	83,931	86,449	89,043	91,714	94,466
Marketing	255	-	31,912	32,869	33,855	34,871	35,917	36,995	38,105	39,248	40,425	41,638
Administration	255	-	31,863	32,819	33,803	34,817	35,862	36,938	38,046	39,187	40,363	41,574
Mgmt. Fee (based upon net rental inc.)	489	-	61,094	62,927	64,815	66,759	68,762	70,825	72,950	75,138	77,392	79,714
<b>Total Operating Expenses</b>	<b>\$ 5,582</b>	<b>\$ -</b>	<b>\$ 758,856</b>	<b>\$ 781,622</b>	<b>\$ 805,070</b>	<b>\$ 829,222</b>	<b>\$ 854,099</b>	<b>\$ 879,722</b>	<b>\$ 906,114</b>	<b>\$ 933,297</b>	<b>\$ 961,296</b>	<b>\$ 990,135</b>
<b>NOI</b>		<b>\$ 42,920</b>	<b>\$ 1,411,818</b>	<b>\$ 1,451,965</b>	<b>\$ 1,493,317</b>	<b>\$ 1,535,909</b>	<b>\$ 1,579,779</b>	<b>\$ 1,624,965</b>	<b>\$ 1,671,506</b>	<b>\$ 1,719,444</b>	<b>\$ 1,768,820</b>	<b>\$ 1,819,678</b>
<b>NET BONDED DEBT SERVICE EXPENSE</b>												
Principal		\$0	\$0	\$125,000	\$175,000	\$200,000	\$250,000	\$275,000	\$335,000	\$375,000	\$450,000	\$505,000
Interest		439,875	879,750	876,938	870,188	861,750	851,625	839,813	826,088	810,113	791,550	770,063
Enhancement		185,725	185,725	184,538	182,875	180,975	178,600	175,988	172,805	169,243	164,968	160,170
Less Capitalized Interest		(638,965)	(439,875)	-	-	-	-	-	-	-	-	-
Less Accrued Interest		-	-	-	-	-	-	-	-	-	-	-
<b>Total Debt Service Expense</b>		<b>\$0</b>	<b>\$638,965</b>	<b>\$1,186,475</b>	<b>\$1,228,063</b>	<b>\$1,242,725</b>	<b>\$1,280,225</b>	<b>\$1,290,800</b>	<b>\$1,333,893</b>	<b>\$1,354,355</b>	<b>\$1,406,518</b>	<b>\$1,435,233</b>
<b>Net Cash Flow</b>		<b>\$ 42,920</b>	<b>\$ 772,853</b>	<b>\$ 265,490</b>	<b>\$ 265,254</b>	<b>\$ 293,184</b>	<b>\$ 299,554</b>	<b>\$ 334,165</b>	<b>\$ 337,614</b>	<b>\$ 365,089</b>	<b>\$ 362,303</b>	<b>\$ 384,445</b>
<b>Debt Service Coverage Before Expenses</b>		<b>- NA -</b>	<b>2.2095</b>	<b>1.2238</b>	<b>1.2160</b>	<b>1.2359</b>	<b>1.2340</b>	<b>1.2589</b>	<b>1.2531</b>	<b>1.2696</b>	<b>1.2576</b>	<b>1.2679</b>
<b>CASHFLOW EXPENSES</b>												
Rating Fee	\$ 7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Trustee Fee	\$ 5,865	5,865	5,865	5,828	5,775	5,715	5,640	5,558	5,457	5,345	5,210	5,058
<b>Debt Service Coverage After Expenses</b>		<b>- NA -</b>	<b>2.1643</b>	<b>1.2102</b>	<b>1.2030</b>	<b>1.2229</b>	<b>1.2214</b>	<b>1.2463</b>	<b>1.2410</b>	<b>1.2576</b>	<b>1.2463</b>	<b>1.2569</b>
<b>Surplus Cashflow</b>		<b>\$ 42,920</b>	<b>\$ 772,853</b>	<b>\$ 252,162</b>	<b>\$ 251,979</b>	<b>\$ 279,969</b>	<b>\$ 286,414</b>	<b>\$ 321,107</b>	<b>\$ 324,657</b>	<b>\$ 352,245</b>	<b>\$ 349,593</b>	<b>\$ 371,887</b>
Reserve & Replacement Fund	\$ -	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)	\$ (62,500)
Operating Reserve	429,428	-	(429,428)	-	-	-	-	-	-	-	-	-
Deferred Management Fees	\$ -	\$ (61,094)	\$ (62,927)	\$ (64,815)	\$ (66,759)	\$ (68,762)	\$ (70,825)	\$ (72,950)	\$ (75,138)	\$ (77,392)	\$ (79,714)	
<b>Surplus Cashflow after all Subordinate Obligations</b>		<b>\$ 42,920</b>	<b>\$ 219,830</b>	<b>\$ 126,735</b>	<b>\$ 124,664</b>	<b>\$ 150,709</b>	<b>\$ 155,162</b>	<b>\$ 187,782</b>	<b>\$ 189,207</b>	<b>\$ 214,607</b>	<b>\$ 209,701</b>	<b>\$ 229,673</b>

Prepared by: First Union National Bank

**RESOLUTION TO APPROVE SUMMER 2015  
JUMP START ENROLLMENT INITIATIVE**

**WHEREAS**, section 363.230 of House Bill 59 of the 130<sup>th</sup> General Assembly requires any waiver of fees for a student or class of students not otherwise permitted by law at a state-assisted institution of higher education be approved by the Ohio Board of Regents; and

**WHEREAS**, the Ohio Board of Regents' established process for approving waivers requires that the Board of Trustees also approve proposals to waive fees; and

**WHEREAS**, Youngstown State University wishes to increase admitted student yield rate, enrollment, retention and four year graduation rates; and

**WHEREAS**, an ongoing effort to reduce student/parent debt by providing a flat \$500 rate for one 3-credit course or \$1,000 for two 3-credit courses (includes tuition and fees) for Residents and Non-Residents; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the formation of the Jump Start Summer Enrollment Initiative for newly admitted freshman students providing a flat \$500 rate for one 3-credit course or \$1,000 for two 3-credit courses (includes tuition and fees) for Residents and Non-Residents, as recommended by the President and Interim Provost of Youngstown State University.



**RESOLUTION TO APPROVE  
INTERFUND TRANSFERS**

**WHEREAS**, Policy Number 3356:03-11.1 (Previous Policy Number 3010.01), Budget Transfers, of the *University Guidebook*, requires Board of Trustees approval for interfund transfers of \$100,000 or more for operating purposes or for any purpose other than a specific capital improvement project, for capital improvements or construction projects of \$500,000 or more and for transfers out of operating reserves regardless of amount;

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

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



**YOUNGSTOWN STATE UNIVERSITY**  
**Interfund Transfers Requiring Board Approval**  
**Transfers Outside of the Operating Budget**  
**Requested Transfers for Third Quarter 2015**

<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>REASON</b>
WYSU-FM Facilities - Gift Fund (Restricted Plant Fund)	Melnick Hall Project (Restricted Plant Fund)	\$436,000	Transfer to fund a portion of the Melnick Hall renovations project related to WYSU-FM. Total estimated cost of project related to WYSU-FM is \$558,000.
WYSU-FM Membership Account (Restricted Fund)	Melnick Hall Project (Restricted Plant Fund)	\$122,000	Transfer to fund remaining portion of the \$558,000 estimated cost of Melnick Hall renovations project related to WYSU-FM.

transfer reports 12-31-14 Action FY15  
Prepared By Controller's Office

**RESOLUTION TO APPROVE  
REVISIONS TO THE ASSET ALLOCATION GUIDELINES**

**WHEREAS**, the Investment Subcommittee of the Board of Trustees of Youngstown State University is responsible for developing sound and consistent asset allocation guidelines and setting forth an investment structure for managing the University's assets pursuant to *University Guidebook* policy 3356:03-10 (Previous Policy Number 3007.01); and

**WHEREAS**, the Investment Subcommittee has consulted with the University's investment advisors and recommends revisions to the Asset Allocation Guidelines.

**NOW, THEREFORE, BE IT RESOLVED**, that the Investment Subcommittee of the Board of Trustees of Youngstown State University does hereby approve the changes to the Asset Allocation Guidelines, shown as **Exhibit L** attached here to.

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

ASSET ALLOCATION GUIDELINES

The Assets of the University are to be allocated between short-term assets and long-term assets. The Asset Allocation section of the Policy is specifically intended to address short-term assets and long-term assets as two distinct asset pools of the University's balance sheet assets.

The objectives that the University has established in conjunction with a comprehensive review of the current and projected financial requirements are as follows:

1. The strict adherence to the Ohio Revised Code and the authority granted under Ohio Revised Code §3345.05. Specifically:
  - a. ORC 3345.05 (C)(1): A minimum of 25% of the average amount of the University's investment portfolio over the course of the previous fiscal year must be invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
  - b. ORC 3345.05 (C)(2): Eligible funds above those that meet the conditions described in ORC 3345.05 (C)(1) may be pooled with other institutional funds and invested in accordance with section 1715.52 of the Revised Code.

The Operating and Short-Term Pool will be comprised of cash and short-term assets required for working capital, liquidity purposes, and other short-term needs. It is understood that assets classified as short-term are to be maintained primarily in cash and cash equivalents, and may also invest partially in short term fixed income (guidelines defined within), in order to meet the daily liquidity needs of the University. The asset allocation guidelines of the Operating and Short-Term Pool are outlined in the table below.

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

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

ASSET ALLOCATION GUIDELINES

The Assets of the University are to be allocated between short-term assets and long-term assets. The Asset Allocation section of the Policy is specifically intended to address short-term assets and long-term assets as two distinct asset pools of the University's balance sheet assets.

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  - a. ORC 3345.05 (C)(1): A minimum of 25% of the average amount of the University's investment portfolio over the course of the previous fiscal year must be invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
  - b. ORC 3345.05 (C)(2): Eligible funds above those that meet the conditions described in ORC 3345.05 (C)(1) may be pooled with other institutional funds and invested in accordance with section 1715.52 of the Revised Code.

The Operating and Short-Term Pool will be comprised of cash and short-term assets required for working capital, liquidity purposes, and other short-term needs. It is understood that assets classified as short-term are to be maintained primarily in cash and cash equivalents, and may also invest partially in short term fixed income (guidelines defined within), in order to meet the daily liquidity needs of the University. The asset allocation guidelines of the Operating and Short-Term Pool are outlined in the table below.

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

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

<b>Operating &amp; Short Term Pool</b>		<b>Allocation</b>	
<b>Asset Class/Investment Strategy</b>	<b>Pool Target</b>	<b>Pool Range</b>	<b>Total Range</b>
<b>Total Cash/Operating Assets</b>	n/a	60-100%	
<b>Total Short-Term Fixed Income</b>	n.a	0-40%	
			<b>25-50%</b>
<b>Long Term/Reserves Pool</b>			
<b>Total Domestic Equity</b>	27%	20-35%	
<b>Total International Equity</b>	8%	0-15%	
<b>Total Equity</b>	35%	25-45%	
<b>Total Alternatives</b>	10%	0-20%	
<b>Total Short-Term Fixed Income</b>	35%	25-45%	
<b>Total Intermediate-Term Fixed Income</b>	20%	10-30%	
<b>Cash</b>	0%	0-5%	
	<b>100%</b>		<b>50-75%</b>

According to the University's Policy, the operating and short term funds of the non-endowment funds are allocated to the Operating and Short-Term Pool of the asset allocation guidelines. Adequate balance of 60 to 100% of the pool will be invested in cash and cash equivalents in order to provide the University with liquidity to meet its operational needs. The Pool may also invest 0-40% in 1-3 year average maturity U.S. Government fixed income investments. The Operating and Short Term Pool should represent no less than 25% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, levels in excess of 50% or below 25% will result in rebalancing the Investments to target levels. The Subcommittee will review the pool level allocations on a quarterly basis.

According to the University's Policy, funds with a longer time horizon are allocated to the Long-Term / Reserves Pool. This Pool will be comprised of short-term fixed income, intermediate-term fixed income, alternative investments, and equity.

Short-term fixed income should normally represent 35% of the total market value of the Pool. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 45% or below 25% will result in rebalancing the short-term fixed income component of the pool to its target level. The Subcommittee will review the short-term fixed income allocation on a quarterly basis.

Intermediate-term fixed income should normally represent 20% of the total market value of the pool. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of 30% or below 10% will result in rebalancing the intermediate-term fixed income component of the pool to its fixed income target level. The Subcommittee will review the intermediate-term fixed income allocation on a quarterly basis.

The equity component should normally represent 35% of the total market value of the long-term pool. Although the actual percentage of equities will vary with market conditions, equity levels in excess of 45% or below 25% will result in rebalancing the equity component of the fund to its equity target level. The Subcommittee will review the equity allocation on a quarterly basis.

The alternative investments component should normally represent 10% of the total market value of the long-term pool. Although the actual percentage will vary with market conditions, levels in excess of 20% will result in rebalancing the alternatives component of the fund to its target level. The Subcommittee will review the alternative allocation on a quarterly basis.

Depending upon market conditions, the percentage allocation to each asset class may fluctuate within the above policy ranges. Such strategic allocations should be reviewed and approved by the Investment Subcommittee on an ongoing basis. In the event that the allocation to a certain investment Pool and asset class falls above or below the above established ranges, the Consultant should make a recommendation to the Investment Subcommittee to rebalance the portfolio.

Investment objectives and guidelines will be established for each separate account investment manager. Mutual funds are not subject to the Guidelines set forth below. As it relates to the selection and retention decisions regarding mutual funds, the stated Guidelines should be used as references.

#### CASH AND CASH EQUIVALENTS GUIDELINES

Such investments should be prudently diversified and would include:

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

#### FIXED INCOME GUIDELINES

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

- Within the Operating and Short Term Pool, non-cash investments are limited to U.S. government only fixed income securities with a 1 to 3 year average maturity and duration +/- 20% of the stated benchmark.
- Fixed-income investments may include U.S. and Non-U.S. issues of Government and Agency obligations, marketable corporate bonds, mortgage or asset-backed bonds, and preferred stocks with sinking funds as deemed prudent by the investment managers.
- Fixed income investments are to be prudently diversified by security type, with an emphasis toward avoiding concentrated positions in any one fixed income sector or security type.
- Fixed-income portfolio maturity, as measured by portfolio duration, should be in the range of 80% to 120% of the applicable benchmark.
- Fixed-income investments shall be rated “BAA” (investment grade) or better by Moody’s and BBB (investment grade) or better by Standard & Poor’s with emphasis toward “A” or better issues. Regarding below investment grade holdings, YSU will target the use of investment managers that, as a part of their investment process, strategy and risk controls, do not initially purchase bonds that are below investment grade. However, it is understood that, from time to time, individual bonds or holdings may fall below investment grade. It is expected that investment managers will handle these instances consistent with their stated investment process, strategy and risk controls. Therefore, it is accepted that from time to time, a nominal amount of the non-endowment assets may be held in a below investment grade bond.
- No more than 5% of the fixed income investments, at market, shall be invested in securities of any one issuer, except Government and Agency obligations, without the Subcommittee's prior approval.
- Cash equivalent investments (maturities less than one year) are permitted, up to 10% of the total market value of the account, when the managers' investment policies discourage longer-term commitments. However, the Subcommittee must be consulted in the event that the manager chooses to increase its cash equivalent position beyond 10% of the assets under its supervision.
- Investment assets allocated to fixed income investment management firms and institutions shall be properly diversified so as to avoid over concentration with any one investment manager or institution.

### EQUITY GUIDELINES

The objective of the equity portion of the Assets shall be to provide for potential growth of principal with a long term time horizon. The use of both passively managed equity index strategies and actively managed separate accounts and comingle funds is permitted. The following acceptable sub asset classes will serve as a guideline for equity investments:



- A. Large Cap Domestic - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ) and readily marketable with market capitalization generally exceeding \$5 billion. Non-marketable securities may not be purchased or held without prior approval from the Subcommittee. As used herein, “generally exceeding \$5 billion” means that greater than 67% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$5 billion.
- B. Small/Mid Cap Domestic - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ) and readily marketable with market capitalization generally exceeding \$500 million. Non-marketable securities may not be purchased or held without prior approval from the Subcommittee. As used herein, “generally exceeding \$500 million” means that greater than 67% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$500 million.
- C. International - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ, FTSE, NIKKEI, DAX) and readily marketable with market capitalization generally exceeding \$1 billion. Non-marketable securities may not be purchased or held without prior approval from the Subcommittee. As used herein, “generally exceeding \$1 billion” means that greater than 50% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$1 billion.

#### EQUITY DIVERSIFICATION

Each investment manager should diversify the portfolio in an attempt to minimize the impact of substantial losses in any specific industry or issue. Therefore, each equity account:

- May not invest more than approximately 5% of the account valued at cost in a given issuer
- May not invest more than approximately 10% of the account valued at market in a given issuer
- Large Cap, Mid Cap and Small Cap Domestic - Shall be broadly diversified by industry or sector groups and not represent over concentration relative to the mandate’s relevant benchmark. Additionally, domestic equity managers shall limit international-domiciled securities to 10% of their portfolio value, absent Subcommittee approval.
- International - Shall be broadly diversified by county, industry or sector groups and not represent over concentration relative to the mandate’s relevant benchmark; and limit emerging market exposure to 25% of total international exposure.

## ALTERNATIVE INVESTMENT GUIDELINES

Alternative investments are investments that are not included in the traditional assets of cash, equities, and fixed income. Alternative investments include categories such as hedge funds, private equity, real estate, commodities, tactical asset allocation strategies, etc.

The objective of the alternative investments shall be to promote diversification and provide risk-limiting characteristics with the goal of long-term return potential and lower overall portfolio volatility.

With the assistance of its investment consultant, it is the responsibility of the Subcommittee to conduct acceptable levels of due diligence on any investment categorized as an alternative investment. The due diligence process will include obtaining proper education on the risks and rewards of the alternative asset class, as well as the underlying risks and characteristics of the alternative investment vehicle. This due diligence process must be properly documented and retained.

Investments in real estate, real assets, commodities, tactical asset allocation, equity long/shorts, and absolute return strategies are permissible to the extent that they are established within the asset allocation guidelines and are investments as part of the underlying investment strategy of a well-diversified, highly liquid mutual fund, whose shares are publicly traded on major U.S. exchanges.

Other alternative investment asset classes including but not limited to hedge funds and private strategies, such as private equity, venture capital and levered buyouts, are not permitted at this time.

## PROHIBITED INVESTMENTS

The following categories of securities and strategies are not considered appropriate at the present time:

- Private Placements
- Unregistered or Restricted Stock
- Margin Trading/Short Sales
- Commodities, Commodity Contracts, Precious Metals, or Gems (excluding liquid mutual funds)
- Real Estate Property (excluding REITs)
- Guaranteed Insurance Contracts
- Securities Lending; pledging or hypothecating securities

## VOTING OF PROXIES AND TRADE EXECUTION

The investment manager shall vote proxies for separately managed accounts on behalf of the University. The Investment Subcommittee will vote all mutual fund proxies.

The Subcommittee expects the purchase and sale of its securities to be made in a manner designed to receive the combination of best price and execution.

### RESPONSIBILITIES OF THE INVESTMENT MANAGERS FOR SEPARATELY MANAGED ACCOUNTS

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

#### Adherence to Policy Guidelines

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

#### Discretionary Authority

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

#### Communication

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

All investment managers will be required to meet with the University's Investment Subcommittee at the discretion of the Subcommittee.

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

#### Reporting

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

Compliance with Prudency and Diversification Measures

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

RESPONSIBILITIES OF THE INVESTMENT CONSULTANT

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

- reviewing asset allocation and investment strategy on an annual basis to determine if the current strategy meets the cash flow needs of the University and is maximizing the long-term total return of the Assets;
- reviewing all separately managed accounts to ensure that each investment manager is adhering to the issued Policy guidelines;
- communicating with all investment management organizations on a quarterly basis to determine portfolio composition and to ascertain information concerning organizational change. (Each portfolio is to be reviewed for style drift through portfolio holdings and returns-based style analysis. Additionally, each portfolio is to be reviewed for prohibited investments on an ongoing basis);
- providing a quarterly performance evaluation report and assessment of the University's Assets;
- monitoring the equity holdings of the total portfolio to determine if any one holding represents a percentage weighting that exceeds 10% of the total portfolio and alerting the Subcommittee when the portfolio violates this Policy;
- reviewing asset allocation on a quarterly basis to determine if the current levels are consistent with the asset allocation guidelines stated in this document;
- monitoring the performance of each investment manager retained by the University to determine if the investment product is out-performing the appropriate benchmark over rolling 3 and 5-year time periods; and
- monitoring the performance of the total portfolio to determine if the collective investment strategy is outperforming the appropriate benchmarks over rolling 3 and 5-year time periods.

## EVALUATION AND REVIEW

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

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

## REVIEW OF INVESTMENT RESULTS

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

- absolute market and total portfolio returns;
- relative total portfolio return and volatility versus established benchmarks and peers;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- adherence to guidelines;

- individual manager performance versus established benchmarks and peers;
- the continuing appropriateness of this Policy; and
- any issue involving the management of the funds' assets.

The performance of each individual investment manager will be reviewed on a quarterly basis with appropriate benchmarks as agreed upon from time to time by the Investment Subcommittee.

Total Fund, Pool level, and asset class returns will be measured as follows:

Total Fund: Weighted average benchmark based on the asset allocation targets identified with these guidelines using the below referenced market indices.

Pool level: Weighted average benchmark based on the asset allocation targets identified with these guidelines using the below referenced market indices.

<u>Asset Class</u>	<u>Benchmark</u>
<b>Operating / Short Term Pool</b>	
Cash	91 Day T-Bill
Short Term Fixed Income	Barclay's Capital 1-3 Year Government Index
<b>Long Term / Reserves Pool</b>	
Domestic Equity	Russell 3000 Index
International Equity	MSCI EAFE Index
Intermediate Fixed Income	Barclay's Capital Intermediate Govt. / Credit Index
Short Term Fixed Income	Barclay's Capital 1-5 Year Govt. / Credit Index and Merrill Lynch 1-3 Year Govt./ Credit Index
Alternative Investments	CPI + 3% HFRI Fund-of-Funds Index HFRI Equity Hedge Index FTSE NAREIT Developed Index

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

ASSET ALLOCATION GUIDELINES

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

The objectives that the University has established in conjunction with a comprehensive review of the current and projected financial requirements are as follows:

1. The strict adherence to the Ohio Revised Code and the authority granted under Ohio Revised Code §3345.05. Specifically:
  - a. ORC 3345.05 (C)(1): A minimum of 25% of the average amount of the University's investment portfolio over the course of the previous fiscal year must be invested in securities of the United States government or of its agencies or instrumentalities, the treasurer of state's pooled investment program, obligations of this state or any political subdivision of this state, certificates of deposit of any national bank located in this state, written repurchase agreements with any eligible Ohio financial institution that is a member of the federal reserve system or federal home loan bank, money market funds, or bankers acceptances maturing in two hundred seventy days or less which are eligible for purchase by the federal reserve system, as a reserve.
  - b. ORC 3345.05 (C)(2): Eligible funds above those that meet the conditions described in ORC 3345.05 (C)(1) may be pooled with other institutional funds and invested in accordance with section 1715.52 of the Revised Code.

The Operating and Short-Term Pool will be comprised of cash and short-term assets required for working capital, liquidity purposes, and other short-term needs. It is understood that assets classified as short-term are to be maintained primarily in cash and cash equivalents, and may also invest partially in short term fixed income (guidelines defined within), in order to meet the daily liquidity needs of the University. The asset allocation guidelines of the Operating and Short-Term Pool are outlined in the table below.

The Long-Term / Reserves Pool are investments with a time horizon in excess of one year. It is assumed that financial needs of the University ranging from one to five years will be maintained in fixed income investments. It is further assumed that any equity or

alternative investments will have a time horizon greater than five years. As shown in the table below, short-term and intermediate-term fixed income, alternative investments, and equity are classified as long-term assets.

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

<u>Operating &amp; Short Term Pool</u>	<u>Allocation</u>		
<u>Asset Class/Investment Strategy</u>	<u>Pool Target</u>	<u>Pool Range</u>	<u>Total Range</u>
<u>Total Cash/Operating Assets</u>	<u>n/a</u>	<u>60-100%</u>	
<u>Total Short-Term Fixed Income</u>	<u>n.a</u>	<u>0-40%</u>	
			<u>25-50%</u>
<u>Long Term/Reserves Pool</u>			
<u>Total Domestic Equity</u>	<u>27%</u>	<u>20-35%</u>	
<u>Total International Equity</u>	<u>8%</u>	<u>0-15%</u>	
<u>Total Equity</u>	<u>35%</u>	<u>25-45%</u>	
<u>Total Alternatives</u>	<u>10%</u>	<u>0-20%</u>	
<u>Total Short-Term Fixed Income</u>	<u>35%</u>	<u>25-45%</u>	
<u>Total Intermediate-Term Fixed Income</u>	<u>20%</u>	<u>10-30%</u>	
<u>Cash</u>	<u>0%</u>	<u>0-5%</u>	
	<u>100%</u>		<u>50-75%</u>



<u>Operating &amp; Short Term Pool</u>			
Asset Class/Investment Strategy	pool target	Allocation	
		pool range	total range
Operating Assets	n/a	60-100%	
Short Term Assets	n/a	0-40%	
		100%	25 - 50%
<u>Long Term/Reserves Pool</u>			
Asset Class/Investment Strategy	pool target	Allocation	
		pool range	% - total
Total Domestic Equity	27%	0 - 35%	
Total International Equity	8%	0 - 15%	
Total Equity	35%	0-45%	
Total ST Fixed Income	40%	35-55%	
Total Int. Fixed Income	25%	20 - 40%	
Cash	0%	0 - 5%	
	100%	100%	50 - 75%

According to the University's Policy, the operating and short term funds of the non-endowment funds are allocated to the Operating and Short-Term Pool of the asset allocation guidelines. Adequate balance of 60 to 100% of the pool will be invested in cash and cash equivalents in order to provide the University with liquidity to meet its operational needs. The Pool may also invest 0-40% in 1-3 year average maturity U.S. Government fixed income investments. The Operating and Short Term Pool should represent no less than 25% of the total market value of the Investments. Although the actual percentage will fluctuate with market conditions, levels in excess of 50% or below 25% will result in rebalancing the Investments to target levels. The Subcommittee will review the pool level allocations on a quarterly basis.

According to the University's Policy, funds with a longer time horizon are allocated to the Long-Term / Reserves Pool. This Pool will be comprised of short-term fixed income, intermediate-term fixed income, [alternative investments](#), and equity.

Short-term fixed income should normally represent ~~35~~40% of the total market value of the Pool. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of ~~45~~55% or below ~~25~~35% will result in rebalancing

the short-term fixed income component of the pool to its target level. The Subcommittee will review the short-term fixed income allocation on a quarterly basis.

Intermediate-term fixed income should normally represent ~~20~~5% of the total market value of the pool. Although the actual percentage will fluctuate with market conditions, short-term fixed income levels in excess of ~~30~~40% or below ~~12~~0% will result in rebalancing the intermediate-term fixed income component of the pool to its fixed income target level. The Subcommittee will review the intermediate-term fixed income allocation on a quarterly basis.

The equity component should normally represent 35% of the total market value of the long-term pool, ~~excluding the endowment assets managed for the University by the YSUF~~. Although the actual percentage of equities will vary with market conditions, equity levels in excess of 45% or below 25% will result in rebalancing the equity component of the fund to its equity target level. The Subcommittee will review the equity allocation on a quarterly basis.

The alternative investments component should normally represent 10% of the total market value of the long-term pool. Although the actual percentage will vary with market conditions, levels in excess of 20% will result in rebalancing the alternatives component of the fund to its target level. The Subcommittee will review the alternative allocation on a quarterly basis.

Depending upon market conditions, the percentage allocation to each asset class may fluctuate within the above policy ranges. Such strategic allocations should be reviewed and approved by the Investment Subcommittee on an ongoing basis. In the event that the allocation to a certain investment Pool and asset class falls above or below the above established ranges, the Consultant should make a recommendation to the Investment Subcommittee to rebalance the portfolio.

Investment objectives and guidelines will be established for each separate account investment manager. Mutual funds are not subject to the Guidelines set forth below. As it relates to the selection and retention decisions regarding mutual funds, the stated Guidelines should be used as references.

#### CASH AND CASH EQUIVALENTS GUIDELINES

Such investments should be prudently diversified and would include:

- any instrument issued by, guaranteed by, or insured by the U.S. Government, agencies, or other full faith instruments;
- commercial paper issued by domestic corporations which is rated both "P-1" and "A-1" by Moody's and Standard & Poor's, respectively;
- certificates of deposit, bankers acceptances, or other such irrevocable primary obligations from a list of approved banks provided by the managers; and

- commingled, short-term cash reserve funds managed generally in accordance with the principles set forth above.

### FIXED INCOME GUIDELINES

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

- Within the Operating and Short Term Pool, non-cash investments are limited to U.S. government only fixed income securities with a 1 to 3 year average maturity and duration +/- 20% of the stated benchmark.
- Fixed-income investments may include U.S. and Non-U.S. issues of Government and Agency obligations, marketable corporate bonds, mortgage or asset-backed bonds, and preferred stocks with sinking funds as deemed prudent by the investment managers.
- Fixed income investments are to be prudently diversified by security type, with an emphasis toward avoiding concentrated positions in any one fixed income sector or security type.
- Fixed-income portfolio maturity, as measured by portfolio duration, should be in the range of 80% to 120% of the applicable benchmark.
- Fixed-income investments shall be rated “BAA” (investment grade) or better by Moody’s and BBB (investment grade) or better by Standard & Poor’s with emphasis toward “A” or better issues. Regarding below investment grade holdings, YSU will target the use of investment managers that, as a part of their investment process, strategy and risk controls, do not initially purchase bonds that are below investment grade. However, it is understood that, from time to time, individual bonds or holdings may fall below investment grade. It is expected that investment managers will handle these instances consistent with their stated investment process, strategy and risk controls. Therefore, it is accepted that from time to time, a nominal amount of the non-endowment assets may be held in a below investment grade bond.
- No more than 5% of the fixed income investments, at market, shall be invested in securities of any one issuer, except Government and Agency obligations, without the Subcommittee’s prior approval.
- Cash equivalent investments (maturities less than one year) are permitted, up to 10% of the total market value of the account, when the managers’ investment policies discourage longer-term commitments. However, the Subcommittee must be consulted in the event that the manager chooses to increase its cash equivalent position beyond 10% of the assets under its supervision.

- Investment assets allocated to fixed income investment management firms and institutions shall be properly diversified so as to avoid over concentration with any one investment manager or institution.

## EQUITY GUIDELINES

The objective of the equity portion of the Assets shall be to provide for potential growth of principal with a long term time horizon. The use of both passively managed equity index strategies and actively managed separate accounts and comingle funds is permitted. The following acceptable sub asset classes will serve as a guideline for equity investments:

- A. Large Cap Domestic - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ) and readily marketable with market capitalization generally exceeding \$5 billion. Non-marketable securities may not be purchased or held without prior approval from the Subcommittee. As used herein, “generally exceeding \$5 billion” means that greater than 67% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$5 billion.
- B. Small/Mid Cap Domestic - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ) and readily marketable with market capitalization generally exceeding \$500 million. Non-marketable securities may not be purchased or held without prior approval from the Subcommittee. As used herein, “generally exceeding \$500 million” means that greater than 67% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$500 million.
- C. International - common stocks or equivalents listed on an established stock market (e.g., NYSE, AMEX, NASDAQ, FTSE, NIKKEI, DAX) and readily marketable with market capitalization generally exceeding \$1 billion. Non-marketable securities may not be purchased or held without prior approval from the Subcommittee. As used herein, “generally exceeding \$1 billion” means that greater than 50% of the value of the portfolio is invested in securities when the market capitalization of which exceeds \$1 billion.

## Equity Diversification

Each investment manager should diversify the portfolio in an attempt to minimize the impact of substantial losses in any specific industry or issue. Therefore, each equity account:

- May not invest more than approximately 5% of the account valued at cost in a given issuer
- May not invest more than approximately 10% of the account valued at market in a given issuer
- Large Cap, Mid Cap and Small Cap Domestic - Shall be broadly diversified by industry or sector groups and not represent over concentration relative to the mandate's relevant benchmark. Additionally, domestic equity managers shall limit international-domiciled securities to 10% of their portfolio value, absent Subcommittee approval.
- International – Shall be broadly diversified by county, industry or sector groups and not represent over concentration relative to the mandate's relevant benchmark; and limit emerging market exposure to 25% of total international exposure.

## ALTERNATIVE INVESTMENT GUIDELINES

Alternative investments are investments that are not included in the traditional assets of cash, equities, and fixed income. Alternative investments include categories such as hedge funds, private equity, real estate, commodities, tactical asset allocation strategies, etc.

The objective of the alternative investments shall be to promote diversification and provide risk-limiting characteristics with the goal of long-term return potential and lower overall portfolio volatility.

With the assistance of its investment consultant, it is the responsibility of the Subcommittee to conduct acceptable levels of due diligence on any investment categorized as an alternative investment. The due diligence process will include obtaining proper education on the risks and rewards of the alternative asset class, as well as the underlying risks and characteristics of the alternative investment vehicle. This due diligence process must be properly documented and retained.

Investments in real estate, real assets, commodities, tactical asset allocation, equity long/shorts, and absolute return strategies are permissible to the extent that they are established within the asset allocation guidelines and are investments as part of the underlying investment strategy of a well-diversified, highly liquid mutual fund, whose shares are publicly traded on major U.S. exchanges.

Other alternative investment asset classes including but not limited to hedge funds and private strategies, such as private equity, venture capital and levered buyouts, are not permitted at this time.

## PROHIBITED INVESTMENTS

~~The following categories of securities and strategies are not considered appropriate at the present time:~~

- Private Placements
- Unregistered or Restricted Stock
- Margin Trading/Short Sales
- Commodities, Commodity Contracts, Precious Metals, or Gems (excluding liquid mutual funds)
- Real Estate Property (excluding REITs)
- Guaranteed Insurance Contracts
- Securities Lending; pledging or hypothecating securities

## VOTING OF PROXIES AND TRADE EXECUTION

The investment manager shall vote proxies for separately managed accounts on behalf of the University. The Investment Subcommittee will vote all mutual fund proxies.

~~The~~ Subcommittee expects the purchase and sale of its securities to be made in a manner designed to receive the combination of best price and execution.

## RESPONSIBILITIES OF THE INVESTMENT MANAGERS FOR SEPARATELY MANAGED ACCOUNTS

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

### Adherence to Policy Guidelines

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

### Discretionary Authority

The investment managers are expected to exercise complete investment discretion within the boundaries of the restrictions outlined in these guidelines. Such discretion includes

decisions to buy, hold, or sell equity or fixed-income securities (including cash equivalents) in amounts and proportions reflective of each manager's current investment strategy.

#### Communication

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

All investment managers will be required to meet with the University's Investment Subcommittee at the discretion of the Subcommittee.

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

#### Reporting

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

#### Compliance with Prudence and Diversification Measures

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

#### RESPONSIBILITIES OF THE INVESTMENT CONSULTANT

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

- reviewing asset allocation and investment strategy on an annual basis to determine if the current strategy meets the cash flow needs of the University and is maximizing the long-term total return of the Assets;

- reviewing all separately managed accounts to ensure that each investment manager is adhering to the issued Policy guidelines;
- communicating with all investment management organizations on a quarterly basis to determine portfolio composition and to ascertain information concerning organizational change. (Each portfolio is to be reviewed for style drift through portfolio holdings and returns-based style analysis. Additionally, each portfolio is to be reviewed for prohibited investments on an ongoing basis);
- providing a quarterly performance evaluation report and assessment of the University's Assets;
- ~~monitoring the equity holdings of the total portfolio to determine if any one holding represents a percentage weighting that exceeds 10% of the total portfolio and alerting the Subcommittee when the portfolio violates this Policy, except with regard to University endowment funds managed by the YSUF;~~
- reviewing asset allocation on a quarterly basis to determine if the current levels are consistent with the asset allocation guidelines stated in this document;
- monitoring the performance of each investment manager retained by the University to determine if the investment product is out-performing the appropriate benchmark over rolling 3 and 5-year time periods; and
  - ~~monitoring the performance of the total portfolio to determine if the collective investment strategy is outperforming the appropriate benchmarks over rolling 3 and 5-year time periods.~~

## EVALUATION AND REVIEW

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

- determining whether the total funds are achieving their stated objectives;
- determining whether the investment managers are performing satisfactorily in relation to both the objectives set forth in this Policy, as a primary consideration, and to other investment organizations managing similar pools of capital and the recognized market indices;
- determining whether the investment managers are adhering to the guidelines set forth herein;



- the relative total portfolio return and volatility versus established benchmarks and peers;
- any issue involving the management of the investment assets;
- asset allocation structure in light of evolving markets, strategies, and fund requirements;
- reviewing benchmarks at least annually to determine appropriateness;
- determining whether the investment managers are adhering to their stated philosophy and style; and
- determining whether the overall policies and objectives continue to be appropriate, reasonable, and achievable.

#### REVIEW OF INVESTMENT RESULTS

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

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

The performance of each individual investment manager will be reviewed on a quarterly basis with appropriate benchmarks as agreed upon from time to time by the Investment Subcommittee.

Total Fund, Pool level, and asset class returns will be measured as follows:

Total Fund: Weighted average benchmark based on the asset allocation targets identified with these guidelines using the below referenced market indices.

Pool level: Weighted average benchmark based on the asset allocation targets identified with these guidelines using the below referenced market indices.

<u>Asset Class</u>	<u>Benchmark</u>
<b>Operating / Short Term Pool</b>	
Cash	91 Day T-Bill
Short Term Fixed Income	Barclay's Capital 1-3 Year Government Index
<b>Long Term / Reserves Pool</b>	
Domestic Equity	Russell 3000 Index
International Equity	MSCI EAFE Index
Intermediate Fixed Income	Barclay's Capital Intermediate Govt. / Credit Index
Short Term Fixed Income	Barclay's Capital 1-5 Year Govt. / Credit Index and <a href="#">Merrill Lynch 1-3 Year Govt./ Credit Index</a>
<u>Alternative Investments</u>	<a href="#">CPI + 3%</a>
	<a href="#">HFRI Fund-of-Funds Index</a>
	<a href="#">HFRI Equity Hedge Index</a>
	FTSE NAREIT Developed Index

**RESOLUTION TO APPROVE  
HARTLAND'S RECOMMENDATION TO REBALANCE THE  
NON-ENDOWMENT LONG-TERM INVESTMENT POOL**

**WHEREAS**, the Investment Subcommittee of the Board of Trustees of Youngstown State University is responsible for identification of asset classes, strategic asset allocation, acceptable asset ranges above and below the strategic asset allocation, and selecting investment managers, pursuant to *University Guidebook* policy 3356:03-10 (Previous Policy Number 3007.01); and

**WHEREAS**, the Investment Subcommittee has consulted with the University's investment advisors and recommends rebalancing the Non-Endowment Long-Term Investment Pool.

**NOW, THEREFORE, BE IT RESOLVED**, that the Investment Subcommittee of the Board of Trustees of Youngstown State University does hereby approve the rebalance, as shown on page 23 of the February 24, 2015 Investment Subcommittee Agenda item C.1.a (Hartland February 24, 2015 Assets Update).

## REBALANCE RECOMMENDATION

Total Plan	Asset Class	Market Value as of 12/31/14		Recommendation	Proposed Allocation		Pool Target	Pool Range	Total Range
		\$62,969,590			\$62,969,590				
<b>Operating &amp; Short Term Pool</b>		\$10,479,574	16.6%		\$10,479,574	16.6%		100%	25 - 50%
<b>Operating Assets</b>		\$9,434,460	90.0%		\$9,434,460	90.0%	n/a	60-100%	
JPMorgan High Balance Savings	Money Market	\$2,120	0.0%		\$2,120	0.0%			
JPMorgan Sweep Account	Money Market	\$4,429,132	42.3%		\$4,429,132	42.3%			
Star Plus Account	Money Market	\$5,003,208	47.7%		\$5,003,208	47.7%			
<b>Short Term Assets</b>		\$1,045,114	10.0%		\$1,045,114	10.0%	n/a	0-40%	
Vanguard Short-Term Federal Adm	Intermediate Gov't	\$1,045,114	10.0%		\$1,045,114	10.0%			
<b>Long-Term Reserves Pool</b>		\$52,490,016	83.4%		\$52,490,016	83.4%		100%	50 - 75%
<b>Domestic Equity</b>		\$15,371,965	29.3%		\$15,371,965	29.3%	27%	20-35%	
T. Rowe Price U.S. Structured Research	Large Blend	\$5,105,263	9.7%		\$5,105,263	9.7%			
Vanguard 500 Index Adm	Large Blend	\$5,170,159	9.8%		\$5,170,159	9.8%			
Vanguard Mid Cap Index Adm	Mid-Cap Blend	\$2,621,442	5.0%		\$2,621,442	5.0%			
Loomis Sayles Small Cap Growth Instl	Small Growth	\$1,253,698	2.4%		\$1,253,698	2.4%			
Victory Integrity Small Cap Value	Small Value	\$1,221,403	2.3%		\$1,221,403	2.3%			
<b>International Equity</b>		\$4,428,355	8.4%		\$4,428,355	8.4%	8%	0-15%	
William Blair International Growth I	Foreign Large Growth	\$2,143,593	4.1%		\$2,143,593	4.1%			
Dodge & Cox Int'l Stock	Foreign Large Value	\$2,284,762	4.4%		\$2,284,762	4.4%			
<b>Total Equity</b>		\$19,800,320	37.7%		\$19,800,320	37.7%	35%	25-45%	
<b>Alternatives</b>									
Wells Fargo Absolute Return I	Tactical Asset Allocation	\$0	0.0%	\$2,000,000	\$2,000,000	3.8%			
Diamond Hill Equity Long/Short I	Equity Long/Short	\$0	0.0%	\$2,000,000	\$2,000,000	3.8%			
Voya Global Real Estate	Global Real Estate	\$0	0.0%	\$1,500,000	\$1,500,000	2.9%			
<b>Total Alternatives</b>		\$0	0%		\$5,500,000	10.5%	10%	0-20%	
<b>ST Fixed Income</b>		\$21,025,327	40.1%		\$17,025,327	32.4%	35%	25-45%	
YSU Short Term Bond	Short-Term Bond	\$14,293,105	27.2%	(\$2,000,000)	\$12,293,105	23.4%			
DFA Five-Year Global	Global Fixed Income	\$1,541,893	2.9%		\$1,541,893	30.8%			
Vanguard Short-Term Bond Index	Short-Term Bond	\$5,190,329	9.9%	(\$2,000,000)	\$3,190,329	6.1%			
<b>Total Int. Fixed Income</b>		\$11,664,369	22.2%		\$10,164,369	19.4%	20%	10-30%	
JPMorgan Core Bond	Intermediate-Term Bond	\$6,127,611	11.7%	(\$1,000,000)	\$5,127,611	9.8%			
YSU Intermediate Term Bond	Intermediate-Term Bond	\$5,536,758	10.5%	(\$500,000)	\$5,036,758	9.6%			
<b>Total Fixed Income</b>		\$32,689,696	62.3%		\$27,189,696	51.8%	55%		

\$0

**DIVIDER**

**University Affairs  
Committee**

**RESOLUTION TO APPROVE  
SEXUAL MISCONDUCT POLICY, 3356:02-03.1**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the creation of an Institutional Policy governing Sexual Misconduct policy number 3356:02-03.1 of the *University Guidebook*, shown as **Exhibit M** attached hereto.

## 3356:02-03.1 Sexual Misconduct Policy

## NEW POLICY

Responsible Division/Office:	Equal Opportunity and Policy Compliance
Responsible Officer:	Director of Equal Opportunity and Policy Compliance
Revision History:	March 2015
Board Committee:	University Affairs
EFFECTIVE DATE:	March 11, 2015
Next Review:	2020

**(A) Policy Statement.** Youngstown State University (University) is committed to fostering and maintaining an environment of tolerance, mutual respect and concern for all members of the campus community. Consistent with these values and applicable law, including Title IX, the University prohibits and will not tolerate sexual misconduct in any University program or activity. The University will take appropriate steps to eliminate sexual assault and misconduct, prevent its recurrence, and address its effects.

**(B) Purpose.** To provide the University community with a clearly articulated set of behavioral standards, common understandings of definitions, descriptions of prohibited conduct, relevant information, and reporting options in order to foster a climate free from sexual misconduct.

**(C) Scope.** This Policy applies to all students, faculty, employees (including student employees), volunteers, and third parties, campus visitors, or other individuals engaged in any University activity or program, regardless of sexual orientation or gender identity, and whether on or off campus.

**(D) Definitions** (for purposes of this policy).

(1) **Sexual Misconduct.** A broad range of behaviors including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or is carried out through force, threat, intimidation or coercion. (For purposes of this policy, conduct prohibited under this policy shall generally be referred to as “sexual misconduct”).

(2) **Sexual Assault.** Any intentional, non-consensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.

(3) **Consent.** Sexual activity requires consent, which is defined as positive, unambiguous, voluntary and on-going agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion, or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol, or diminished by an intellectual, mental or physical condition or disability. Consent can be withdrawn at any time.

### 3356:02-03.1 Sexual Misconduct Policy

(4) **Coercion.** Intimidation, physical or psychological threat, or pressure used to force another to engage in sexual acts.

(5) **Stalking.** Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another or creates a reasonable fear of such threat or action.

(6) **Dating Violence.** Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.

(7) **Domestic violence.** Violence or abusive behavior (sexual, physical, or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:

- (a) A current or former spouse or intimate partner of the victim;
- (b) A person with whom the victim shares a child in common;
- (c) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (d) By any other person against an adult or youth victim under the domestic or family violence laws of the State of Ohio (See O.R.C. § 2919.25 Domestic Violence).

(8) **Sexual Exploitation.** Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, non-consensual video or audio-taping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.

(9) **Sex Offenses.** See Chapter 2907 of the Ohio Revised Code which defines “Sex Offenses” under Ohio law.

**(E) Coordination with Discrimination/Harassment Policy.** The University recognizes that in certain circumstances harassment/discrimination related to an individual’s race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion, or veteran/military status, may occur in conjunction with sexual misconduct. Targeting individuals on the basis of these characteristics is a violation of University Policy 3356:02-03. In these circumstances, the University will coordinate its responses and efforts in order to address these issues.

**(F) Privacy vs. Confidentiality.** Privacy and confidentiality have distinct meanings under this policy.

(1) **Privacy.** Privacy generally means that information related to a report of sexual misconduct



### 3356:02-03.1 Sexual Misconduct Policy

will only be shared with a limited circle of individuals. The use of this information is limited to those University employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

(2) Confidentiality. Confidentiality means that information shared by an individual with a particular campus or community professional cannot be revealed to any other individual without the express permission of the individual. These professionals include medical and mental health providers, ordained clergy, and rape crisis counselors. These individuals are prohibited from breaking confidentiality unless legally required to do so such as when there is an imminent threat of harm to self or others

**(G) Reporting.** The University encourages anyone who has experienced sexual misconduct to report the incident to the reporting source of their choice in order to obtain information and support and so the University can respond appropriately. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. Additionally, delayed reporting may affect the options available to the individual and the University.

(1) Confidential Reporting. An individual who desires that the details of an incident be kept confidential may speak with professional, licensed counselors who provide mental-health counseling on campus. Pastoral or clergy and medical professionals also have legally protected roles involving confidentiality. Confidential Services are available on campus at Counseling Services (Jones Hall-Room 3009, 330-941-3527), the Student Health Clinic (Kilcawley House 1st floor, 330-941-3489), and through the Employee Assistance Program (800-227-6007).

(2) Responsible Employees and Mandatory Reporting. Under Title IX, the University is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual misconduct, or sex based discrimination or harassment that creates a hostile environment. A “responsible employee” is an employee who:

- (a) Has the authority to take action to redress the harassment; or
- (b) Has been given the duty to report to appropriate University officials any misconduct by students, employees, or third parties; or
- (c) An individual could reasonably believe has the authority or responsibility to take action.

Employees with supervisory and/or leadership responsibilities on campus are considered “responsible employees” and include, but are not limited to managers, supervisors, directors, assistant/associate directors, faculty members with supervisory or advisory duties over students or employees (including student employees), resident assistants, program coordinators, coaches, deans and department chairs. A “responsible employee” is considered a mandatory reporter under this policy and when he or she becomes aware of sexual misconduct must notify the Title IX Coordinator promptly but no later than five (5) working days of becoming aware of the information. When a responsible employee is contacted by a student regarding possible sexual misconduct, the responsible employee must inform the student of the responsible employee’s reporting requirement.

## 3356:02-03.1 Sexual Misconduct Policy

For purposes of this policy faculty members who solely provide classroom instruction with no student or employee supervisory or advisory duties are not considered “responsible employees” under this policy; however, they are strongly encouraged to report an alleged occurrence of sexual misconduct as well.

## (3) Filing a Complaint with the University’s Title IX Coordinator.

(a) Individuals who believe they have been subjected to or who reasonably believe sexual misconduct has occurred should contact the Title IX Coordinator for information and/or to file a complaint. The Title IX Coordinator, or his/her designee, will make an assessment of any risk of harm to individuals or to the campus community and will take reasonable steps necessary, including interim protective measures, and to provide for the safety of individuals involved and the campus community. Thereafter, the Title IX Coordinator, or his/her designee, will conduct an investigation depending on a variety of factors, including but not limited to; the reporting individual’s wish to pursue an investigation, the risk posed to the individuals involved and the campus community by not proceeding, whether there have been other complaints of sexual misconduct involving the same alleged individual[s], and the nature of the allegation.

(b) To promote timely and effective review and investigation, complaints of possible sexual misconduct should be made immediately or as soon as reasonably possible. The Title IX Coordinator will review a complaint whenever it is made, however, a lapse of time may make it more difficult to gather relevant and reliable information and to address the behavior. Complaints involving potential Title IX violations will follow the Title IX Grievance Procedures which are available on the University’s Title IX webpage <http://cms.ysu.edu/title-ix/title-ix-home>.

(4) Student Conduct Process. If the alleged perpetrator of sexual misconduct is a student, an individual may seek resolution through the student conduct process. A report to Student Life/Student Conduct at 330-941-4703 can be made regardless of whether or not a criminal complaint is pursued. For a more comprehensive review of the Student Code of Conduct, including timeliness of reporting, please go to [www.ysu.edu/thecode.pdf](http://www.ysu.edu/thecode.pdf).

## (5) Law Enforcement.

(a) Individuals who are victims of sexual misconduct are strongly encouraged to contact the Youngstown State University Policy Department (“University Police”) in order to receive information and to pursue criminal charges. The University Police can be contacted at 330-941-3527; Campus Telephones dial 911. Reports can also be made to the City of Youngstown Police Department at 330-747-7911 or 911.

(b) An individual who does not wish to pursue action within the criminal justice system should still consider making a report to the University Police Department. The University Police can file a report on the details of an incident without

## 3356:02-03.1 Sexual Misconduct Policy

revealing the identity of the victim. This allows the University to take steps pursuant to the Clery Act to keep reports.

(6) The University as Reporting Party. On some occasions, the University will assume the function of the reporting party. This approach may be taken when sufficient information is provided that allows the University to reach the threshold determination that an individual poses a substantial and likely threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal university functions.

(7) Anonymous Reporting. Although the University encourages victims to talk to someone, the University provides online anonymous reporting options. Individuals may file an anonymous report with the Youngstown State University Police Department at <http://web.yosu.edu/police/>, with the Title IX Coordinator at <http://cms.yosu.edu/title-ix/title-ix-home> or with Student Life/Student Conduct at [http://web.yosu.edu/contentm/easy\\_pages/view.php?page\\_id=1149&sid=25&menu\\_id=42](http://web.yosu.edu/contentm/easy_pages/view.php?page_id=1149&sid=25&menu_id=42) 96.

**(H) Interim Measures.** The Title IX Coordinator, Office of Student Life, and/or the Office of Human Resources can assist an individual who has been subjected to sexual misconduct with appropriate interim measures that are reasonably available to alleviate the presence of a hostile environment. These measures can be taken regardless of whether an individual chooses to formally report an incident or crime and can include no-contact orders, changes in housing, work schedules or assignments, and interim suspensions or administrative leaves. Failure to comply with interim measures is a violation of this policy and may result in corrective measures, even if the initial report of sexual misconduct is later not proven.

**(I) Non-Retaliation.** Retaliation against any individual in the University community either for alleging sexual assault or misconduct or for cooperating in the review or investigation of a compliant is strictly prohibited by University Policy and state and federal law. Anyone who believes he/she has been the victim of retaliation should immediately contact the Office of Equal Opportunity and Policy Compliance, the Title IX Coordinator, or the Office of Human Resources. Any person found to have retaliated against another for reporting, participation, or cooperation in an investigation will be in violation of this policy and will be subject to corrective measures independent of the merits of the underlying allegation.

**(J) Prevention and Education Programs.** The University shall provide programs and/or training (collectively referred to as “training[s]”) for employees and students designed to prevent and promote awareness of sexual misconduct. The trainings shall be consistent with applicable legal requirements and University policies. The Office of Human Resources, with oversight from the Title IX Coordinator, or his/her designee, shall provide training for employees; and the Office of Student Affairs, with oversight from the Title IX Coordinator, or his/her designee, shall provide training for students.

**(K) False Allegations.** It is a violation of this policy for anyone to intentionally report information or allegations that they know or reasonably should know to be untrue or false. However, failure to prove an allegation is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.

## 3356:02-03.1 Sexual Misconduct Policy

**(L) Consequences of Violations of this Policy.** Any employee or student who violates this policy will be subject to corrective action, consistent with University policies and applicable collective bargaining agreements and conduct codes. Corrective action can include termination for employees and expulsion for students. Third parties who violate this policy will be subject to appropriate University action including but not limited to removal from University property and criminal prosecution.

**(M) Support and Assistance.**

## (1) On campus.

(a) Youngstown State University Counseling Center  
Jones Hall-Room 3009/330-941-3737

(b) Student Health Clinic  
Kilcawley House – First Floor/330-941-3489

(c) Youngstown State University Police  
330-941-3527 (24 hour line)/Campus Emergencies Dial 911

(d) Title IX Coordinator/Cynthia A. Kravitz  
Youngstown State University  
One University Plaza, Tod Hall-Room 315  
Youngstown, Ohio 44555  
Telephone 330-941-2340 or 2216  
Fax 330-941-2394  
[cakravitz@ysu.edu](mailto:cakravitz@ysu.edu) or  
[TitleIX@ysu.edu](mailto:TitleIX@ysu.edu)

(e) To be escorted to/from vehicle or classes  
Student Security Services of YSU Police Department/ 330-941-1515

## (2) Off-Campus.

(a) The Rape Crisis & Counseling Center  
330-782-3936 (24 hour Hotline)

(b) Rape, Abuse, & Incest National Network  
[www.rainn.org](http://www.rainn.org)

(c) Mercy Health/St. Elizabeth's Youngstown Hospital  
330-746-7211 (24 hour medical services)

(d) Valley Care/Northside Medical Center  
330-884-1000 (24 hour medical services)

(3) Title IX Website. For more information on Title IX and sexual misconduct please see the University's Title IX website <http://cms.ysu.edu/title-ix/title-ix-home>.

**RESOLUTION TO MODIFY  
MILITARY (UNIFORMED SERVICE)  
LEAVE POLICY, 3356:07-12  
(PREVIOUS POLICY NUMBER 7002.08)**

**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 Military (Uniformed Service) Leave, policy number 3356:07-12 (Previous Policy Number 7002.08) of the *University Guidebook*, shown as **Exhibit N** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356:07-12 Military (Uniform Service) Leave  
(Previous Policy Number 7002.08)

Responsible Division/Office:	Human Resources
Responsible Officer:	General Counsel
<i>Revision History:</i>	October 1998; December 2010; March 2015
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	<b>March 11, 2015</b>
Next Review:	2020

**(A) Policy Statement.** Youngstown State University recognizes the need to have a policy that addresses the employment and reemployment rights of full and part time employees who serve in the military. It is the policy of the University to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) (as revised) and applicable state laws which protect job rights and benefits for veterans and members of the reserves.

**(B) Purpose.** The purpose of this policy is to demonstrate the University's support for its employees who are part of the uniformed services and to outline the rights and responsibilities of such employees.

**(C) Scope.** This policies applies to employees included in the definition section of this policy.

**(D) Definition.** As defined in Section 5923.05 of the Ohio Revised Code, "Uniformed services means the armed forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency ."

**(E) Parameters.**

(1) Employees defined in this policy are eligible for uniformed services benefits and reemployment rights in accordance with state and federal law.

(2) Leaves of absence for service in the uniformed services shall be granted in accordance with Chapters 5903 and 5923 of the *Ohio Revised Code* and Chapter 123: 1-34 of the *Ohio Administrative Code*.

(3) Reinstatement and reemployment of employees in the uniformed services shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (*38 U.S.C. 4301, et seq.*) and Chapter 123: 1-34 of the *Ohio Administrative Code*.

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

3356:07-12 Military (Uniform Service) Leave  
(Previous Policy Number 7002.08)

(4) Generally, permanent public employees, as defined in Section 5923.05 of the Ohio Revised Code, who are members of uniformed services, as defined above, are entitled to a leave with pay for such time as they are performing service in the uniformed services for up to one month days in any calendar year. Paid leave may not exceed one hundred seventy-six hours in any calendar year.

(5) Any permanent public employee called to the uniformed services for a period in excess of one month (176 hours) because of an executive order issued by the President of the United States or because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to Sections 5919.29 or 5923.21 of the Revised Code, may receive, during this period, the difference between the employee's gross monthly wage or salary from the University and his/her gross uniformed service pay and allowances received in a particular month.

(6) Leave without pay will be granted in the event of voluntary or involuntary induction into uniformed service and in compliance with federal and state statutes.

(7) Employees on uniformed service leave without pay beyond thirty days have the right to elect continuation of health care coverage for up to eighteen months, but will be responsible for the full premium for the coverage elected. Employees on uniformed service leave without pay for up to thirty days will be given the option of making direct payments of the employee's share of the health insurance premium.

(8) Employees who accrue more than five years of cumulative uniformed service leaves of absence are excluded from University reemployment and fringe benefit rights, except as provided in 38 U.S.C. 4312, as amended.

NUMBER  
**7002.08**

**UNIVERSITY GUIDEBOOK**

<b>Title of Policy:</b>	<del>_____</del> <b>Military (Uniformed Service) Leave</b>
Responsible Division/Office:	Human Resources
Approving Officer:	Vice President for Finance and Administration
Revision History:	October 1998; December 2010; <u>March 2015</u>
<b>Resolution Number(s):</b>	<del>_____</del> YR 1998-16; YR 1999-105; YR 2011-53
Board Committee:	<del>Internal</del> <u>University</u> Affairs
<b>EFFECTIVE DATE:</b>	<del>December 15, 2010</del> <u>March 11, 2015</u>
Next Review:	2020 <del>13</del> (Changed to 2015 Per Guidebook Policy 0001.00)

**(A) Policy Statement:** ~~The purpose of this policy is to demonstrate the University's support for its employees who are part of the uniformed services and to outline the rights and responsibilities of such employees. As defined in Section 5923.05 of the Ohio Revised Code, "Uniformed services means the armed forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency [WUH]."~~ Youngstown State University recognizes the need to have a policy that addresses the employment and reemployment rights of full and part time employees who serve in the military. It is the policy of the University to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) (as revised) and applicable state laws which protect job rights and benefits for veterans and members of the reserves.

**(B) Purpose.** The purpose of this policy is to demonstrate the University's support for its employees who are part of the uniformed services and to outline the rights and responsibilities of such employees.

**(C) Scope.** This policies applies to employees included in the definition section of this policy.

**(D) Definition.** As defined in Section 5923.05 of the Ohio Revised Code, "Uniformed services means the armed forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public



3356:07-12 Military (Uniform Service) Leave

(Previous Policy Number 7002.08)

health service, and any other category of persons designated by the president of the United States in time of war or emergency .”

**(D) Parameters:**

1. Employees ~~included in the above definition~~ defined in this policy are eligible for uniformed services benefits and reemployment rights in accordance with state and federal law.
2. Leaves of absence for service in the uniformed services shall be granted in accordance with Chapters 5903 and 5923 of the *Ohio Revised Code* and Chapter 123: 1-34 of the *Ohio Administrative Code*.
3. Reinstatement and reemployment of employees in the uniformed services shall be in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (*38 U.S.C. 4301*, et seq.) and Chapter 123: 1-34 of the *Ohio Administrative Code*.

3356:07-12 Military (Uniform Service) Leave  
(Previous Policy Number 7002.08)

4. Generally, permanent public employees, as defined in Section 5923.05 of the Ohio Revised Code, who are members of uniformed services, as defined above, are entitled to a leave with pay for such time as they are performing service in the uniformed services for up to one month days in any calendar year. Paid leave may not exceed one hundred seventy-six hours in any calendar year.
5. Any permanent public employee called to the uniformed services for a period in excess of one month (176 hours) because of an executive order issued by the President of the United States or because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to Sections 5919.29 or 5923.21 of the Revised Code, may receive, during this period, the difference between the employee's gross monthly wage or salary from the University and his/her gross uniformed service pay and allowances received in a particular month.
6. Leave without pay will be granted in the event of voluntary or involuntary induction into uniformed service and in compliance with federal and state statutes.
7. Employees on uniformed service leave without pay beyond thirty days have the right to elect continuation of health care coverage for up to eighteen months, but will be responsible for the full premium for the coverage elected. Employees on uniformed service leave without pay for up to thirty days will be given the option of making direct payments of the employee's share of the health insurance premium.
8. Employees who accrue more than five years of cumulative uniformed service leaves of absence are excluded from University reemployment and fringe benefit rights, except as provided in *38 U.S.C. 4312*, as amended.

**RESOLUTION TO MODIFY  
BEREAVEMENT LEAVE, EXEMPT PROFESSIONAL  
ADMINISTRATIVE STAFF AND DEPARTMENT  
CHAIRPERSONS POLICY, 3356:07-15  
(PREVIOUS POLICY NUMBER 7002.11)**

**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 Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons, policy number 3356:07-15 (Previous Policy Number 7002.11) of the *University Guidebook*, shown as **Exhibit O** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356:07-15 Bereavement Leave, Exempt Professional Administrative Staff and  
Department Chairpersons  
(Previous Policy Number 7002.11)

Responsible Division/Office:	Human Resources
Responsible Officer:	General Counsel
<i>Revision History:</i>	March 2010; March 2015
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	March 11, 2015
Next Review:	2020

**(A) Policy Statement.** The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

**(B) Purpose.** To provide direction on the availability and appropriate use of bereavement leave by professional administrative staff and academic department chairpersons.

**(C) Scope.** This policy applies to exempt professional administrative staff and academic department chairpersons.

**(D) Definition.**

As used in this policy, immediate family is defined as the employee's spouse, qualifying domestic partner (as defined in Policy 3356:07-49), children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.

**(E) Parameters.**

(1) Up to four consecutive days of paid bereavement leave will be granted to members of the exempt professional administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.

(2) Members of exempt professional administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee's aunt or uncle.

(3) Employees covered by collective bargaining should refer to their respective labor agreement.

3356:07-15 Bereavement Leave, Exempt Professional Administrative Staff and  
Department Chairpersons  
(Previous Policy Number 7002.11)

**(F) Procedures.**

- (1) Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
- (2) Employees will report the utilization of the leave on their electronic leave report upon return to work.
- (3) Supervisors may require reasonable proof to verify the request for bereavement leave.

3356:07-15 Bereavement Leave, Exempt Professional Administrative Staff and  
Department Chairpersons  
(Previous Policy Number 7002.11)

**NUMBER**  
**7002.11**

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**UNIVERSITY GUIDEBOOK**

**Title of Policy: Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons**

Responsible Division/Office: Human Resources

Approving Officer: Vice President of Finance and Administration

Revision History: March 2010; March 2015

Resolution Number: ~~FY 2010-62~~

Board Committee: ~~Internal~~ University -Affairs

**EFFECTIVE DATE:** March 11, 2015, ~~2010~~

Next Review: 2020~~13~~ (~~Changed to 2015 Per Guidebook Policy~~

~~0001.00~~)

**(A) Policy Statement:** The University is committed to employment practices that promote the health and welfare of its employees. Through its Leave programs, it provides for and encourages preventive health care; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

**(B) Purpose.** To provide direction on the availability and appropriate use of bereavement leave by professional administrative staff and academic department chairpersons.

**(C) Scope:** This policy applies to exempt professional administrative staff and academic department chairpersons.

**(E) Definition.**

As used in this policy, immediate family is defined as the employee's spouse, qualifying domestic partner (as defined in Policy 3356:07049), children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian.

**(D) Parameters:**

3356:07-15 Bereavement Leave, Exempt Professional Administrative Staff and Department Chairpersons  
(Previous Policy Number 7002.11)

- (1) Up to four consecutive days of paid bereavement leave will be granted to members of the exempt professional administrative staff and academic department chairpersons upon the death of a member of his/her immediate family.
- ~~As used in this policy, immediate family is defined as the employee's spouse, qualifying domestic partner (as defined in Policy 7025.01), children (including stillborn condition), daughters-in-law, sons-in-law, grandchildren, parents, parents-in-law, grandparents, spouse's grandparents, brothers, sisters, brothers-in-law, sisters-in-law, or legal guardian<sup>[WU1]</sup>.~~
- (2) Members of exempt professional administrative staff and academic department chairpersons may use one day of bereavement leave upon the death of the employee's aunt or uncle.
- (3) Employees covered by collective bargaining should refer to their respective labor agreement.

**(E) Procedures:**

1. Employees utilizing bereavement leave should notify their immediate supervisor as soon as possible.
2. Employees will ~~complete~~ report the utilization of the leave ~~the appropriate leave form in advance of the leave, when possible, or upon return to work.~~ on their electronic leave report upon return to work.
3. ~~Employees will forward the completed form to their immediate supervisor for their approval.~~
4. ~~3.~~ Supervisors may require reasonable proof to verify the request for bereavement leave.
5. ~~The Supervisor reviews and signs the form and forwards it to the Office of Human Resources, where the official leave files are maintained.~~

**RESOLUTION TO MODIFY  
MULTIPLE YEAR CONTRACTS FOR EXECUTIVE LEVEL OFFICERS,  
ADMINISTRATIVE OFFICERS, AND OTHER DESIGNATED  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356:07-35  
(PREVIOUS POLICY NUMBER 7016.01)**

**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 3356:07-35 (Previous Policy Number 7016.01) of the *University Guidebook*, shown as **Exhibit P** attached hereto. A copy of the policy indicating changes to be made is also attached.



**Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)**

Responsible Division/Office:	Human Resources
Responsible Officer:	General Counsel
<i>Revision History:</i>	June 1999; December 2009; April 2013; June 2013; March 2015
Board Committee:	University Affairs
<b>EFFECTIVE DATE:</b>	<b>March 11, 2015</b>
Next Review:	2020

**(A) Policy Statement.** To provide for institutional stability, the University may, with approval of the Board of Trustees, issue initial multiple year contracts, not to exceed three years in length, to executive level officers, selected administrative officers, and designated professional/administrative staff, and may renewal such contracts for the same or lesser term.

**(B) Purpose.** To provide guidelines for the issuance, renewal and non-renewal of multiple year employment contracts for executive level officers, and selected administrative officers and designated professional/administrative staff positions.

**(C) Scope.** This policy applies only to those positions defined within this policy.

**(D) Definitions.**

(1) Executive level officers of the University (see University Policy 3356:09-01) include:

- (a) Provost/Vice President
- (b) Vice Presidents

(2) Administrative officers of the University (see University Policy 3356:09-02) include:

- (a) Deans
- (b) Associate Vice Presidents

(3) Designated professional/administrative staff positions denotes other positions designated by the President with the approval of the Board of Trustees. (These positions may include Executive Directors, Associate Provosts, and Directors).

**Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)**

**(E) Parameters.**

- (1) Executive level officers, selected administrative officers and designated professional/administrative staff receive initial employment contracts not to exceed three years. Such contracts may be renewed for a term not to exceed three years upon the recommendation of the President and the approval of the Board of Trustees.
- (2) A minimum of ninety (90) days notification regarding non-renewal of annual and/or multiple year contracts will be provided by the University.
- (3) The President of the University and athletic coaches may also receive multiple year contracts in accordance with University Policies 3356:09-08 and 3356:07-36.
- (4) Executive level and selected administrative officers are evaluated annually (University Policies 3356:09-01 and 3356:09-02). Other designated professional/administrative staff are annually involved in an administrative review process.
- (5) 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.
- (6) The President shall annually provide a list of all employees recommended to receive a renewal notification and/or a subsequent multiple year contract to the Board of Trustees for approval.

**(F) Procedures.**

- (1) The length of the contract offered to executive level officers, selected 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 Policy 3356:09-08.
- (3) The process of selection and evaluation of executive level officers is described in University Policy 3356:09-01.
- (4) The process of selection and annual evaluation process for administrative officers is described in University Policy 3356:09-02.

**Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)**

(5) The process of selecting other professional/administrative staff is described in University Policy 3356:02-02.

(6) Coaches in intercollegiate athletics are covered by University Policy 3356:07-36.

Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)

NUMBER  
**7016.01**

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**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 Responsible~~ Officer: Vice President for Finance and Administration

~~Revision History:~~ June 1999; December 2009; April 2013; June 2013;  
March 2015

~~Resolution Number(s):~~ YR 1999-110; YR 2010-37; YR 2013-55; YR 2013-84

Board Committee: University Affairs

**EFFECTIVE DATE:** March 11, 2015 ~~June 12, 2013~~

Next Review: 202018

~~**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.~~

(A) Policy Statement. To provide for institutional stability, the University may, with approval of the Board of Trustees, issue initial multiple year contracts, not to exceed three years in length, to executive level officers, selected administrative officers, and designated professional/administrative staff, and may renewal such contracts for the same or lesser term with the approval of the Board of Trustees. Following performance evaluation and review, such contracts may be renewed.

(B) Purpose: To provide guidelines for the issuance, renewal and non-renewal of multiple year employment contracts for executive level officers, and selected administrative officers and designated professional/administrative staff positions.

(C) Scope: This policy applies only to those positions defined within this policy.

(D) Definitions

Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers,  
Administrative Officers, and Other Designated Professional/Administrative Staff  
(Previous Policy Number 7016.01)

1. Executive level officers of the University (see University Guidebook Policy 3356:09-019001.01) include:

(a) Provost/Vice President for Academic Affairs

(b) Vice Presidents 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~~

2. Administrative officers of the University (see University Guidebook Policy 3356:09-029002.01) include:

(a) 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~~

(b) Associate Vice Presidents:

~~• 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~~

**Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff (Previous Policy Number 7016.01)**

Directors:

- ~~Equal Opportunity and Policy Compliance, and~~

~~3. Designated professional/administrative staff positions denotes other~~ ~~Other~~ positions designated by the President with the approval of the Board of Trustees. (These positions may include Executive Directors, Associate Provosts, and Directors).

~~3. 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~~

**(E) Parameters:**

(1) Executive level officers, ~~selected~~ administrative officers and ~~selected~~ designated professional/ administrative staff receive initial employment contracts not to exceed three years. Such contracts ~~may be~~ are renewed for a term not to exceed three years ~~able upon the recommendation of the President and the approval of the Board of Trustees.~~ at least a year prior to the ending of the contract.

(2) A minimum of ninety (90) days notification regarding non-renewal of annual and/or multiple year contracts will be provided by the University.

(3) The President of the University and athletic coaches may also receive multiple year contracts in accordance with University Guidebook Policies 3356:09-089008.01 and 07-367016.02.

(4) Executive level and ~~selected~~ administrative officers are evaluated annually (University Guidebook Policies 3356:09--019001.01 and 3356:09-029002.01). Other designated professional/administrative staff are annually involved in an administrative review process.

(5) 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.

(6) The President shall annually provide a list of all employees receiving a renewal notification and/or a subsequent multiple year contract for the approval of the Board

**Policy 3356:07-35 Multiple Year Contracts for Executive Level Officers, Administrative Officers, and Other Designated Professional/Administrative Staff (Previous Policy Number 7016.01)**

Trustees.

**(F) Procedures**

1. The length of the contract offered to executive level officers, selected 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 3356:09-089008.01.
3. The process of selection and evaluation of executive level officers is described in University ~~Guidebook~~ Policy 3356:09-019001.01.
4. The process of selection and annual evaluation process for administrative officers is described in University ~~Guidebook~~ Policy 3356:09-029002.01.
5. The process of selecting other professional/administrative staff is described in University ~~Guidebook~~ Policy 3356:02-022001.02.
6. Coaches in intercollegiate athletics are covered by University ~~Guidebook~~ Policy 3356:07-367016.02.

**RESOLUTION TO APPROVE  
THE CREATION AND RECRUITMENT OF  
A DEAN OF THE HONORS COLLEGE**

**WHEREAS**, the Board of Trustees of Youngstown State University approved the formation of an Honors College at its meeting on December 16, 2014; and

**WHEREAS**, the position of Dean is necessary to lead the transition of an Honors Program to an Honors College; and

**WHEREAS**, the position of Dean is necessary for the betterment of the university and to spearhead the development, articulation, and implementation of a comprehensive vision to make the Honors College a first-choice destination for high school students with superior academic credentials;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the recruitment of a Dean of the Honors College, as recommended by the Interim Provost of Youngstown State University.





Job Description  
Dean of the Honors College

The YSU Honors College prepares high-performing students to serve as leaders and difference-makers who are engaged global citizens. The honors experience is grounded in academic and co-curricular experiences that emphasize leadership, interdisciplinary perspectives, research and scholarship, global citizenship, and engagement in the classroom, on campus, in the community, and around the world.

The Dean of the Honors College will lead the transition of the Honors Program to an Honors College. The Dean of the Honors College is responsible for the following:

- Developing a strategic plan that is aligned with the goals of YSU 2020 and positions the Honors College as an integral component of YSU's academic excellence
- Expanding the enrollment and the programming of the Honors College
- Collaborating and coordinating with the academic colleges and deans
- Recruiting honors faculty and hiring appropriate support staff
- Increasing participation in the Honors College and honors courses
- Leading the development of the honors curricular and co-curricular offerings
- Providing leadership in the development of an academic unit that is rich in cultural, social, and intellectual tradition, diversity, and inclusiveness
- Managing everyday duties and responsibilities including personnel and budget, collaboration with academic units and with the offices of Admissions and Student Scholarships, external fundraising, and other duties assigned by the Vice President for Academic Affairs.

The Dean will spearhead the development, articulation, and implementation of a comprehensive vision to make the Honors College a first-choice destination for superior high school students. In pursuit of that mission, the Dean will be a primary ambassador to all internal and external constituencies including faculty, fellow deans, prospective students, parents, advisors, alumni, donors, and employers.

Reports to the Provost.

**Agenda Item E.4.e**  
**Support Material**

**RESOLUTION TO APPROVE THE RECRUITMENT  
OF A DEAN OF THE COLLEGE OF  
CREATIVE ARTS AND COMMUNICATION**

**WHEREAS**, a vacancy occurred in the College of Creative Arts and Communication upon the resignation of Dr. Bryan DePoy; and

**WHEREAS**, the College of Creative Arts and Communication is comprised of four academic departments and has an enrollment of more than 880 students; and

**WHEREAS**, the position of dean is necessary for the betterment of the college and university; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the recruitment of a Dean of the College of Creative Arts and Communication, as recommended by the Interim Provost of Youngstown State University.

**RESOLUTION TO APPROVE  
CREATION AND RECRUITMENT OF AN  
ASSOCIATE VICE PRESIDENT FOR STUDENT SUCCESS**

**WHEREAS**, the three long-term Student Affairs administrative officers are exiting the University; and

**WHEREAS**, the President is reorganizing his senior team to most efficiently accomplish the work of the University; and

**WHEREAS**, a net reduction of one administrative officer in Student Affairs will reduce University expenses; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve posting the position of an Associate Vice President for Student Success, as recommended by the President of Youngstown State University; and

**BE IT FURTHER RESOLVED**, that upon hiring of the Associate Vice President for Student Success, the position of Executive Director of Student Life will be eliminated. The Vice President for Student Affairs position will be eliminated when Mr. Fahey retires.

# PROFESSIONAL/ADMINISTRATIVE STAFF POSITION DESCRIPTION

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YOUNGSTOWN STATE UNIVERSITY

Developed/Revised: 2/01/15

Salary Range: G11  
\$90,000-130,000.00

Reviewed By:

**TITLE:** Associate Vice President for Student Success

**DEPARTMENT:** Student Success

## **JOB SUMMARY:**

To provide leadership, vision, and direction in the administration of a comprehensive array of services, policies, and initiatives related to student retention, completion, and success. To plan, manage, and evaluate operational, financial, and personnel activities of the Student Success Division.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Provides vision, leadership, and strong strategic direction to the Division for Student Success in supporting student retention.
- Provides leadership for all parties that are engaged in retention, completion, and post-graduation success. Promotes, encourages, and measures active involvement and participation of faculty in the student success initiatives and best practices.
- Provides strong, creative, energetic strategic leadership in order to design and implement a comprehensive program of services and activities to drive student success. Formulates student success goals and objectives for the University and oversees achievement of those goals.
- Provides effective and efficient management of the Division for Student Success and its human and financial resources. Ensures that resources are allocated effectively to achieve objectives of the division. Reviews expenses, prepares periodic reports, and develops annual budget recommendations. Ensures that programs produce measurable results that are communicated to the campus community. Supervises, develops, and evaluates administrative and support staff within the student success division.
- Provides supervisory support for Office of Career Services, develops appropriate placement metrics, and coordinates reporting.
- Oversees programs of the Center for Student Progress, develops success metrics, and develops resources needed in support of student retention and completion. Coordinates planning with academic advisors to promote participation of college faculty and staff.
- Represents University with visible presence at events with students, parents, and community. Represents University through service on community boards and committees.
- Serves as primary administrator for University on campus student employment. Is directly responsible for development, coordination, and dissemination of University policies related to on-campus student employment. Directly administers development of student position descriptions, recruitment system, and appointment processes.
- Oversees Student Orientation, Advisement, and Registration Program (SOAR) as first introduction of new students to their academic career and works with Deans and designees from colleges to ensure a uniformly high quality first experience for all entering students.

**Agenda Item E.4.g  
Support Material**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

- Oversees the Testing and Upward Bound Programs.

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

Direct administrative supervision is exercised over approximately 30 professional/administrative and 9 FTE classified staff.

**REPORTS TO:**

President and/or Provost

**MINIMUM QUALIFICATIONS:**

A minimum of a Master's degree and substantive experience in college/university administration including supervisory experience and some teaching experience at college/ university level. A Doctorate's degree is highly desirable.

**PHYSICAL REQUIREMENTS:**

None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None



**RESOLUTION TO APPROVE  
CREATION AND RECRUITMENT OF AN  
ASSOCIATE VICE PRESIDENT FOR STUDENT EXPERIENCE**

**WHEREAS**, the three long-term Student Affairs administrative officers are exiting the University; and

**WHEREAS**, the President is reorganizing his senior team to most efficiently accomplish the work of the University; and

**WHEREAS**, a net reduction of one administrative officer in Student Affairs will reduce University expenses; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve posting the position of an Associate Vice President for Student Experience, as recommended by the President of Youngstown State University; and

**BE IT FURTHER RESOLVED**, that upon hiring of the Associate Vice President for Student Experience, the position of Executive Director of Student Services will be eliminated. The Vice President for Student Affairs position will be eliminated when Mr. Fahey retires.

**Board of Trustees Meeting  
March 11, 2015  
YR 2015-**

**Agenda Item E.4.h**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 1 of 3



**YOUNGSTOWN STATE UNIVERSITY**

**Developed/Revised:** 2/01/15

**Salary Range:** G11  
\$90,000-130,000.00

**Reviewed By:**

**TITLE:** Associate Vice President for Student Experience

**DEPARTMENT:** Student Experience

**JOB SUMMARY:**

As a member of the President's Executive Team, the Associate Vice President for Student Experience provides leadership and direction in the administration of a comprehensive array of services, policies, and initiatives designed to ensure that the student's experience at YSU is optimized. To manage, direct, and supervise activities in the Student Experience Division: Campus Recreation, Student Activities/Greek Life, Student Government, Kilcawley Center, Student Conduct, Student Health Clinic, Housing and Residence Life, and Ombudsperson. Supervise and oversee selected contracted services including, but not limited to dining, University Courtyard management, cleaning, CATV, laundry, physician services and student health insurance.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Provides strong, creative, energetic strategic leadership in order to design and implement a comprehensive program of services and activities for students in support of holistic approach to higher education. Formulates goals and objectives for division and oversees achievement of those goals.
- Ensures planning and development of programs and policies that encourage widespread involvement of students in many aspects of campus life, such as Homecoming and Welcome Week.
- Provides effective and efficient management of the Division for Student Experience and its human and financial resources. Ensures that resources are allocated effectively to achieve objectives of division. Reviews expenses, prepares periodic reports, and develops annual budget recommendations. Ensures that programs produce measurable results that are communicated to campus community.
- Demonstrates a strategic, proactive approach to handling student issues and addressing challenges of diverse student body. Serves as advocate and spokesperson for students to campus community. Communicates, interprets, and advises President regarding student issues, and assists with development of strategies for resolution. Counsels students and parents, and responds to their needs and concerns, as well as those of external community.
- Responsible for implementation and administration of comprehensive and ongoing Title IX training, prevention, and response programming for all students. This entails coordinating through the University's Student Experience Divisions with other departments and divisions across campus to ensure compliance with Title IX of the Educational Amendments of 1972. This is done in conjunction with and in coordination with the University Title IX Coordinator.
- Selects and evaluates staff, determines goals, and sets standards of performance for Campus Recreation, Student Activities/Greek Life, Kilcawley Center, Student Health Clinic, Housing and Residence Life, and Ombudsperson.

**Agenda Item E.4.h  
Support Material**

## **PROFESSIONAL/ADMINISTRATIVE STAFF POSITION DESCRIPTION**

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- Supervises procedures for use of space and monitors compliance with University policy on use of Kilcawley Center, Andrews Student Recreation and Wellness Center, and University housing facilities, including administration of University alcohol license.
- Develops applicable contract specifications, monitors vendor compliance, and serves as liaison with contracted services including, but not limited to dining, University Courtyard management, cleaning, CATV, laundry, physician services and student health insurance.
- Oversees Student Experience marketing and development of new services and serves as advisor to Student Government Association.
- Oversees student conduct. Revises Code of Conduct as needed. Ensures Division's support for VAWA Act, and Clery Act compliance.
- Represents the University with visible presence at events with students, parents, and community. Represents University through service on community boards and committees.
- Represents the Division for Student Experience to the University community, and promotes active involvement and participation of faculty in Student Affairs programs and co-curricular life of students.
- Promotes active, safe, and healthy environment for all students and enhances opportunities for academic success of students.

### **OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned.

### **SUPERVISION EXERCISED:**

Administrative supervision and signature authority is exercised over staff in Housing and Residence Life, Kilcawley Center, Student Health Clinic, Campus Recreation, Student Activities/Greek Life, and Ombudsperson.

### **REPORTS TO:**

President

### **MINIMUM QUALIFICATIONS:**

Master's degree in Student personnel, Higher Education, Business Administration, or related field with 8 years of related administrative and managerial experience.

- Excellent interpersonal and communication skills, etc.
- Proficient in Windows-based software applications, etc.
- Ability to work effectively in a diverse environment.

### **SPECIAL REQUIREMENTS:**

Ability to meet flexible work schedule, including some evenings and weekends.



**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 3 of 3

**OTHER DESIRED QUALIFICATIONS:**

- Demonstrated knowledge of student judicial processes and policies.
- Skilled in mediating disputes.

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

**WHEREAS**, the *Policies of the Board of Trustees* authorize the President to manage the University, including appointing such employees as are necessary to effectively carry out the operation of the University and any other necessary personnel actions; and

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the December 16, 2014, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2015-2016 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 personnel actions as listed in **Exhibit Q** attached hereto.

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**11/01/15 through 1/15/15**

**Appointments – 8**

**New Positions – 0**

**Replacement Positions – 8**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 2
- Faculty – 2

**Separations – 8**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 3
- Professional Administrative Externally Funded – 1
- Faculty – 2

**Reclassifications – 0**

**Promotions – 7**

- Professional Administrative Staff – 2
- Professional Administrative Excluded – 1
- Faculty – 4

**Transfers – 0**

**Salary Adjustments – 0**

**Displacements – 0**

**Layoffs – 0**

**Agenda Item E.4.j**  
**Exhibit Q**

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/01/15 THROUGH 1/15/15  
APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Marion Kalasky	APAS	Learning Resource Coordinator	Nursing	1/2/2015	1.00	\$49,000.00
Jennifer Chamberlin	P/A Excluded	Assistant Softball Coach	Athletic Administration	1/2/2015	1.00	\$34,555.00
Mark "Bo" Pelini	P/A Excluded	Head Football Coach	Athletic Administration	12/17/2014	1.00	\$213,894.00
Scott Martin	P/A Excluded	Interim Associate Dean	Graduate Studies/Research	1/1/2015	0.50	\$60,000.00
W. Douglas Castle	P/A Externally Funded	Regional Admissions Officer	Undergraduate Admissions	1/5/2015	0.75	\$17,898.75
Carolyn McGlone	P/A Externally Funded	Instructions Specialist 1	Rich Center for Autism	12/16/2014	1.00	\$21,175.00
Maria Kassawat	Faculty	Assistant Professor	Accounting & Finance	1/5/2015	1.00	\$55,672.00
Stefan Moldovan	Faculty	Assistant Professor	Mechanical & Industrial Engineering	1/12/2015	1.00	\$26,769.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATON</b>	<b>FTE</b>	<b>SALARY</b>
Gwenn Clark	APAS	Program Coordinator	Business Administration	9/30/2014	1.00	\$49,044.66
Mary Dimitriou	APAS	Coordinator	Alumni and Events	11/28/2014	1.00	\$49,676.04
Jonelle Beatrice	P/A Excluded	Executive Director Student Life	Student Life	12/31/2014	1.00	\$105,000.00
Ross Watson	P/A Excluded	Assistant Football Coach	Athletic Administration	1/15/2015	1.00	\$45,000.00
Michael Zordich	P/A Excluded	Assistant Football Coach	Athletic Administration	1/15/2015	1.00	\$60,000.00
Kimberly Pettit	P/A Externally Funded	Instruction Specialist 1	Rich Center for Autism	11/7/2014	1.00	\$21,810.00
Roy Counts	Faculty	Assistant Professor	Accounting & Finance	12/31/2014	1.00	\$114,240.00
David Gill	Faculty	Assistant Professor	Art	12/31/2014	1.00	\$54,849.48

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
RECLASSIFICATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
None							

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/01/14 THORUGH 1/15/15  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Jacquelyn Johnson	APAS	Assistant Director	Undergraduate Admissions	1/12/2015	1.00	\$53,445.00	\$ 53,445.34
James Kleeh	APAS	Associate Director of Open Source Systems and Web Programming	Information Technology Services	12/16/2014	1.00	\$78,000.00	\$ 57,886.40
Michael Crist	P/A Excluded	Interim Dean	Creative Arts & Communications	1/1/2015	1.00	\$135,000.00	\$ 103,174.00
James Andrews	Faculty	Acting Chair	Physics & Astronomy	1/1/2015	1.00	\$101,706.00	\$ 84,371.00
Terry Benton	Faculty	Assistant Professor Probationary 1	English	1/12/2015	1.00	\$51,238.00	\$ 47,832.00
Amanda Fehlbaum	Faculty	Assistant Professor Probationary 1	Sociology, Anthropology & Gerontology	1/12/2015	1.00	\$51,238.00	\$ 48,000.00
Alice Wang	Faculty	Acting Director	Dana School of Music	1/1/2015	1.00	\$84,834.00	\$ 65,499.30

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
None						



**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
SALARY ADJUSTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
None								

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/01/14 THROUGH 1/15/15  
DISPLACEMENTS RESULTING FROM LAYOFF**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>NEW POSITION TITLE</b>	<b>NEW DEPARTMENT</b>	<b>DATE DISPLACED</b>	<b>FTE</b>
None					

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 11/1/14 THROUGH 1/15/15  
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF LAYOFF</b>	<b>FTE</b>	<b>SALARY</b>
None						