

BOARD OF TRUSTEES



AGENDA

Wednesday, June 18, 2014

BOARD OF TRUSTEES' MEETING

Wednesday, June 18, 2014
3:00 p.m.

Tod Hall
Board Meeting Room

AGENDA

- A. Roll Call
- B. Proof of Notice of Meetings Held March 12, 2014; and May 12, 2014
- C. Disposition of Minutes
- D. Report of the President of the University
- E. Report of the Committees of the Board
 - 1. Academic Quality and Student Success Committee
 - a. Resolution to Modify Research, Grants, and Sponsored Programs Policy, 1013.01
 - b. Resolution to Authorize Conferral of Faculty Emeritus Status
 - c. Resolution to Approve Campus Completion Plan for Youngstown State University
 - 2. Institutional Engagement Committee
 - a. Resolution to Accept Development Gifts
 - b. Resolution to Name the Carl F. Chuey Herbarium
 - 3. Finance and Facilities Committee
 - a. Resolution to Modify Cash Collection Sites Policy, 3006.02
 - b. Resolution to Approve the Annual Operating Budget for FY 2015
 - c. Resolution to Approve Miscellaneous Student Fees, Effective Fall Semester 2014
 - d. Resolution to Approve the Assessment of International Student Health Insurance Premium
 - e. Resolution to Approve Interfund Transfers
 - f. Report of the Audit Subcommittee, Leonard D. Schiavone, Chair
 - g. Report of the Investment Subcommittee, Delores E. Crawford, Chair
 - 4. University Affairs Committee
 - a. Resolution to Approve Social Media Use on Official and Affiliated University Sites Policy, 4009.02
 - b. Resolution to Modify Development of Guidebook Policies Policy, 0001.00
 - c. Resolution to Authorize Conferral of Emeritus Status
 - d. Resolution to Ratify Appointments
 - e. Report of the Collective Bargaining and Negotiations Subcommittee, John R. Jakubek, Chair
 - f. Report of the Intercollegiate Athletics Subcommittee, David C. Deibel, Chair
- F. Communications and Memorials
- G. Unfinished Business
- H. New Business
- I. Election of Board Officers
- J. Committee Appointments 2014-2015
- K. Chairperson's Remarks
- L. Dates and Times of Upcoming Regular Meetings of the Board
 - Tentative Meeting Dates: 3 p.m., Wednesday, September 24, 2014
 - 3 p.m., Wednesday, December 17, 2014
 - 3 p.m., Wednesday, March 11, 2015
- M. Adjournment

DIVIDER

Academic Quality and Student Success Committee

**RESOLUTION TO MODIFY
RESEARCH, GRANTS, AND SPONSORED PROGRAMS
POLICY 1013.01**

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 Research, Grants, and Sponsored Programs, policy number 1013.01 of the *University Guidebook*, shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Research, Grants, and Sponsored Programs
Responsible Division/Office:	School of Graduate Studies and Research
Approving Officer:	Provost and Vice President for Academic Affairs
<i>Revision History:</i>	July 1999; December 2009; June 2014
Resolution Number(s):	YR 2000-3; YR 2010-26; YR 2014-
Board Committee:	Academic and Student Affairs
EFFECTIVE DATE:	June 18, 2014
Next Review:	2019

Policy: Believing that the quality of education and public service is grounded in scholarship, the University seeks to encourage and support research and scholarly and professional activity that strengthen its educational and service mission.

Definitions:

- “Sponsored Programs” are activities, including research, teaching, training or service programs, substantially funded by agencies external to the University, and which require program technical, administrative, and fiscal accountability.
- “Grants, Contracts, and Cooperative Agreements” are legal instruments governing the administration of sponsored programs.
- “Research” is legally defined as “a systematic investigation, including research development, testing, and evaluation designed to develop or contribute to generalizable knowledge” [45 CFR 46.102(d)]. It includes internally- and/or externally-sponsored research, or unfunded research, conducted by authorized faculty or staff.

Parameters:

- The University, as an entity of state government, is legally authorized to serve as fiscal agent for sponsored programs undertaken *with institutional approval* by faculty and staff, who may be designated as principal investigators (for research projects) or project directors (on other activities).
- University employees or students may not undertake sponsored programs involving University resources unless institutionally authorized to do so.
- The President and the Associate Provost/Dean of Graduate Studies and Research are specifically designated to serve as “Authorized Institutional Officials” with the right to approve sponsored program proposals and agreements.
- The Associate Provost/Dean of Graduate Studies and Research is the University official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
- The University Research Council is charged with assisting the Associate Provost/Dean of Graduate Studies and Research in stimulating sponsored program activity. The Executive Director of the Public Service Institute has been assigned the responsibility for coordinating sponsored program activity undertaken by members of the Institute staff.
- All documents, reports, and/or other publications created under University auspices, notwithstanding the source of support, must appropriately acknowledge the University.

Procedures:

1. All sponsored programs are initiated by submission of a written proposal, including a properly completed YSU Proposal Submission Form (“Blue Sheet”), identifying the nature of the research or other activity, an estimate of the time needed to complete it, and a full costing of all resources needed to support the project.
 - Faculty proposals are forwarded by the Principal Investigator/Project Director to the department chair(s) and dean(s) of the academic unit(s) involved in the anticipated project; following their review and approval the proposal is submitted to the Director of Grants and Sponsored Programs for review and submission clearance prior to approval by

an Authorized Institutional Official (usually the Associate Provost/Dean of Graduate Studies and Research).

NUMBER

1013.01

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- Public Service Institute staff members' proposals are delivered to the appropriate supervisor and then forwarded to the Executive Director of the Public Service Institute for review and approval prior to submission to the Director of Grants and Sponsored Programs and final approval by an Authorized Institutional Official.
 - Proposals from other areas of the University must be forwarded to the appropriate supervisor and the Provost/Vice President for Academic Affairs or other appropriate Vice President prior to transmittal to the Director of Grants and Sponsored Programs and approval by an Authorized Institutional Official.
2. All sponsored program applications and award agreements must be reviewed by the Director of Grants and Sponsored Programs and approved by an Authorized Institutional Official (usually the Associate Provost/Dean of Graduate Studies and Research) before individuals can accept an award or begin any work.
 3. Information on research policies, grants and sponsored programs is available from the Office of Grants and Sponsored Programs (OGSP) in the following formats:-
 - The Guide to Sponsored Programs Development – hard copy or electronic file
 - The OGSP webpage at http://web.yzu.edu/gen/ysu/Grant_Proposal_Development_m946.html
 - Grant Development Workshops offered by OGSP each semester
 - Personal meetings with the Director or staff members of OGSP
 4. Other information on faculty research and related considerations is available in the *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association.*

REDLINE VERSION

UNIVERSITY GUIDEBOOK

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 3. Information on **research policies**, grants and sponsored programs is available ~~in the *Guide to Sponsored Programs Development*, which is available through~~ from the Office of Grants and Sponsored Programs (OGSP) in the following formats:
 - The Guide to Sponsored Programs Development – hard copy or electronic file
 - The OGSP webpage at http://web.yosu.edu/gen/ysu/Grant_Proposal_Development_m946.html
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 - Personal meetings with the Director or staff members of OGSP
 4. Other information on faculty research and related considerations is available in the *Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association*.

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

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

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

FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 18, 2014)

NAME	TITLE	YEARS of SERVICE	STATUS
Dora Bailey	Professor and Chair Teacher Education	26	Faculty Emeritus
Cheryl Bosley	Professor Nursing	25	Faculty Emeritus
Joan Boyd	Professor Health Professions	35	Faculty Emeritus
Stan Guzell	Professor Management	35	Faculty Emeritus
Patricia Hauschildt	Professor English	19	Faculty Emeritus
Edmund Ickert	Instructor Computer Science and Information Systems	12	Faculty Emeritus
Steven Kent	Professor Mathematics and Statistics	32	Faculty Emeritus
David Kurtanich	Associate Professor and Director School of Technology	16	Faculty Emeritus <i>(posthumously)</i>
Sally Lewis	Associate Professor Counseling, Special Education, and School Psychology	12	Faculty Emeritus
Thomas Maraffa	Associate Professor Geography	29	Faculty Emeritus
Scott Martin	Professor and Chair Civil/Environmental and Chemical Engineering	30	Faculty Emeritus
Daryl Mincey	Professor and Chair Chemistry	36	Faculty Emeritus
Robert Rollin	Professor Dana School of Music	36	Faculty Emeritus

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



**RESOLUTION TO APPROVE
CAMPUS COMPLETION PLAN
FOR YOUNGSTOWN STATE UNIVERSITY**

WHEREAS, Youngstown State University is a state-funded university within the state of Ohio; and

WHEREAS, the FY 14-15 state operating budget bill (HB59) included language requiring state universities and community colleges to prepare strategic completion plans designed to increase the number of degrees and certificates awarded to students; and

WHEREAS, the plan must be consistent with the mission and strategic priorities of the institution, including measurable student completion goals, and align with the state's workforce development priorities; and

WHEREAS, completion plans are to be submitted to the Chancellor of the Ohio Board of Regents by June 30, 2014; and

WHEREAS, Youngstown State University has participated in meetings of the Inter-University Council of Ohio to develop a template for consistent reporting of all state-funded universities within the state of Ohio; and

WHEREAS, many of the goals for the Campus Completion Plan are consistent with the Student Success cornerstone of Youngstown State University's 2020 Strategic Plan; and

WHEREAS, Youngstown State University formed a committee to prepare its Campus Completion Plan, and, through the work of this committee, presents the Plan as attached herewith;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve Youngstown State University's Campus Completion Plan and forward it to the Chancellor of the Ohio Board of Regents.

**Board of Trustees Meeting
June 18, 2014
YR 2014-**

Agenda Item E.1.c.

CAMPUS COMPLETION PLAN
of
YOUNGSTOWN STATE UNIVERSITY

For submission to the
Chancellor of the Ohio Board of Regents

June 18, 2014



Campus Completion Plans

Am. Sub. H. B. No. 59 130th G.A. 1428

Sec. 3345.81. Not later than June 30, 2014, the board of trustees of each institution of higher education, as defined by section 3345.12 of the Revised Code, shall adopt an institution-specific strategic completion plan designed to increase the number of degrees and certificates awarded to students. The plan shall be consistent with the mission and strategic priorities of the institution, include measureable student completion goals, and align with the state's workforce development priorities. Upon adoption by the board of trustees, each institution of higher education shall provide a copy of its plan to the chancellor of the Ohio board of regents.

The board of trustees of each institution of higher education shall update its plan at least once every two years and provide a copy of their updated plan to the chancellor upon adoption.

Executive Summary

Youngstown State University adopts a holistic and comprehensive plan to improve the completion of courses and degrees. Measures are or will soon be in place to attract students who are apt, to orient them fully upon intake, to advise and mentor them underway, to intervene upon signals of risk, and thereby reduce time-to-degree. Likewise, through opportunities students enjoy to engage in service-learning of a variety of kinds, students are alerted to potential careers in such a way that they are encouraged to be persistent and to develop concrete plans for college and career success.

Completion Strategies

Below is a partial list of initiatives we have undertaken or are planning that are designed to improve student progress and completion:

1. The University has adopted "Student Success" as a quality initiative proposal as part of the Higher Learning Commission's "Open Pathway" re-accreditation process.
2. Implement a first year experience/orientation course in each college.
3. Develop programs for faculty advisors to keep them informed about changes in graduation requirements and explore a certification system for faculty advisors.
4. Align systems of advising across the colleges.
5. Improve orientation.
6. Examine and revise admission/retention requirements.
7. Tighten enforcement of conditional admissions.
8. Implement dual enrollment with Eastern Gateway Community College (EGCC).
9. Coordinate academic programming with Eastern Gateway Community College.
10. Develop collaborative partnerships with PK-12.
11. Create Early Warning processes to improve student success.
12. Improve course completion rates.
13. Enhance learning assessment endeavors.
14. Support faculty development in teaching and learning.
15. Formalize exit interviews.
16. Improve affordability; raise more money for scholarships.
17. Ensure that courses are available when needed.
18. Improve time to completion of degree.
19. Streamline academic experiences (3-year-degrees, etc.).
20. Offer flexibly scheduled, alternative delivery, and distance education courses and programs.
21. Increase College in High School (CHS) and SB 140 opportunities for students.
22. Peer mentoring for all first-time and transfer students throughout the first year.
23. Increase tutoring services, including e-Tutoring.
24. Increase supplemental instruction opportunities.

1. University Mission

The Youngstown State University mission statement reads as follows:

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

The University:

- Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;
- Provides access to a broad range of undergraduate programs;
- Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
- Supports economic development through applied learning and research;
- Integrates teaching and learning, scholarship, and civic engagement;
- Fosters understanding of diversity, sustainability, and global perspectives; and
- Advances the intellectual and cultural life of the city, region, and world.

YSU, which became a state assisted institution in 1967, is currently organized into seven colleges, the School of Graduate Studies and Research and six undergraduate colleges: the Williamson College of Business Administration; the Beeghly College of Education; the College of Creative Arts and Communication; the Bitonte College of Health and Human Services; the College of Liberal Arts and Social Sciences; and the College of Science, Technology, Engineering, and Mathematics. The University offers over 100 undergraduate majors, 35 master's programs, and doctorates in educational leadership (Ed.D.), physical therapy (DPT) and materials science and engineering (Ph.D.). In the 2012-13 academic year YSU awarded 197 associates degrees, 1,503 bachelor's degrees, 328 master's degrees, and 35 doctoral degrees.

Enrollment at YSU rose from just under 11,800 in the fall of 1997 to a peak of just under 15,200 in the fall semester of 2010. Enrollments then drifted downward; in the fall semester of 2013 approximately 13,400 students were enrolled at YSU. Approximately 10 percent of the students are enrolled in graduate programs. About 78 percent of the students are residents of Mahoning, Trumbull, or Columbiana county; Mahoning County residents alone account for roughly half of the student body. Approximately 12 percent of the students come from outside Ohio; most are residents of adjacent counties in western Pennsylvania. Women account for 54 percent of YSU students. Roughly 90 percent of YSU students live off campus.

2. Barriers to Persistence and Completion

According to the 2013-14 Undergraduate Bulletin: "Youngstown State University offers broad access to education through open admission for all Ohio high school graduates." Because of the open admission policy the student body of the University includes students with a wide variety of backgrounds and academic preparation. A substantial portion of the students belong to groups who, according to national statistics, have a lower probability of successfully completing a degree in a timely manner. The following table describes the proportion of students with those risk factors:

Persistence Risk Factors As Applied to YSU Students

Lower socioeconomic class	88% of YSU students receive financial aid
Being academically underprepared	61% of entering YSU students take developmental classes
Having a disability	Approximately 700 (5.2%) students are registered with YSU Disability Services
Working more than halftime	Over 77% of YSU students work
Being a commuter student	90% of YSU students commute
Going to school part time	25% of YSU students attend part time
Being a first-generation college student	56% of YSU students are first-generation
Receiving a Pell Grant	54% of YSU students receive a Pell Grant
Coming from an underrepresented population	21% of YSU students are from underrepresented populations
Being conditionally admitted	More than 20% of our new students are conditional admits (ACT<17 or HS gpa<2.0)
Being adult learners	47% of YSU students are older than 21

All of these risk factors have been continuing concerns as we endeavor to increase the educational attainment of the citizens of our region. While regional overall educational attainment continues to lag behind state averages (this is largely due to our blue-collar history), we have seen positive increases in educational attainment over the past three years according to the Chamber of Commerce.

To best serve our region, Youngstown State University has established programs and services that are data driven and based on persistence/completion research and best practice.

3. Completion Goals for 2014-16

In December of 2010, the University adopted YSU 2020: The Strategic Plan of Youngstown State University 2011-2020. The vision for the plan states: "Youngstown State University will become a national model for student success, resource stewardship, and regional engagement." Student Success is one of the four cornerstones of the Strategic Plan. As part of this planning process, numerous goals designed to increase student persistence and graduation have been established:

1. Increase course completion rates to 82% each semester. In Fall 2011, students completed 77.3% of courses attempted. We have incrementally increased that rate to 80.6% (Fall 2013).
2. Increase freshmen course completion rates to 86% each semester. In Fall 2011, students completed 78.4% of courses attempted. We have incrementally increased that rate to 83.3% (Fall 2013).
3. Increase freshmen GPA to 2.85 each semester. In Fall 2011, freshman GPA was 2.68. We have incrementally increased that to 2.78 (Fall 2013).
4. Decrease the percentage of NAFs (non-attendance F's) to below 2%. In Fall of 2011, 4.41% of grades posted were NAFs. We have incrementally reduced this ratio to 2.9% (Fall 2013).
5. Have 70% of conditional admits succeed in their conditional semester and be retained. We are currently at 64% success rate.
6. Have 40% faculty participation in the Starfish Early Warning system. We have achieved 44% already so will revisit this goal.
7. Increase our 6 yr. graduation rate to 43% by 2020. (Currently 36.8%)
8. Increase our minority graduation rate to 25% by 2020. (Currently 16%)
9. Increase our entering freshman average ACT to 22 by 2020. (Currently 20)
10. Increase our % of students in good academic standing to 92% by 2020. (Currently 87%)

4. Completion Strategies

Below is a partial list of initiatives we have undertaken or are planning that are designed to improve student progress and completion:

1. The University has adopted "Student Success" as a quality initiative proposal as part of the Higher Learning Commission's "Open Pathway" re-accreditation process. Accordingly, student success/completion has become the "tough challenge" that we aspire to.

2. Implement a first year experience/orientation course in each college. Most completion research indicates that an effective First year experience course enhances persistence. According to Noel-Levitz, more than 95% of universities nationally provide a first year experience course.
3. Develop programs for faculty advisors to keep them informed about changes in graduation requirements and explore a certification system for faculty advisors.
4. Align systems of advising across the colleges. At YSU, advising strategies have varied from college to college. We are working to align advising as well as provide more information to students regarding degree completion and requirements. Our new E-Bulletin will provide the University community with clear and accurate information regarding all curriculum and program requirements.
5. Improve orientation. We have added program dates to create smaller groups for a more personalized experience, reformatted sessions to facilitate active student learning and involved more faculty.
6. Examine and revise admission/retention requirements. We revised our admissions standards to refuse some students whose preparation indicates little hope of success. We continue to review our standards to ensure that we are providing a supportive opportunity for all students who have a reasonable chance of being successful.
7. Tighten enforcement of conditional admissions. We implemented a new conditional admission policy which provides "best practices" structure and support for underprepared students.
8. Implement dual enrollment with Eastern Gateway Community College (EGCC). We continue to develop our relationship with EGCC, our partner in increasing the educational attainment of our citizens. Our goal is that our students will be able to avail themselves of the benefits of both institutions relatively seamlessly.
9. Coordinate academic programming with Eastern Gateway Community College. Each college is working with EGCC to provide clear, simple pathways for students to progress from EGCC to YSU
10. Develop collaborative partnerships with PK-12. We plan to significantly enhance our relationships and dialogue with our educational partners in PK-12.
11. Create Early Warning processes to improve student success. We implemented the Starfish Early warning system, which enables faculty and staff to flag students for kudos or for intervention. This program has shown good initial success.
12. Improve course completion rates. The lowest common denominator to enhance completion is to improve the course completion rates for each course. Accordingly we have a group working now to find ways to improve course completion rates without detracting from academic rigor.

13. To improve timely degree completion we will develop additional procedures to increase the percentage of students who meet with an advisor after they submit a graduation audit request.
14. Enhance learning assessment endeavors. We are making numerous enhancements to the manner in which we measure learning.
15. Support faculty development in teaching and learning. We've implemented a comprehensive program of internal faculty professional development designed to help faculty be more effective.
16. Formalize exit interviews. We contact all students who are leaving the University in order to provide them with any assistance that might be needed in order to help them continue their education rather than leave, as well as receive any feedback we can regarding the issues that caused them to leave.
17. Improve affordability; raise more money for scholarships.
18. Ensure that courses are available when needed.
19. Improve time to completion of degree.
20. Streamline academic experiences (3-year-degrees, etc.). We continue to identify and publicize pathways for students to accelerate their degree completion.
21. Offer flexibly scheduled, alternative delivery and distance education courses and programs.
22. Increase College in High School (CHS) and SB 140 opportunities for students. New research indicates that students who receive college credit during high school are much more likely to persist to graduation. We are working to improve our SB 140, CHS and Early College programs.
23. Peer mentoring for all first-time and transfer students throughout the first year. This retention best practice has been in place for years but retention enhancements such as Starfish continue to improve the effectiveness of this practice.
24. Increase tutoring services, including e-Tutoring. Our research indicates that our students who use tutoring services are much more successful than those who don't. We have aggressively taken advantage of the statewide E-tutoring initiative.
25. Increase supplemental instruction opportunities. Numerous studies have concluded that supplemental instruction is a very effective tool for enhancing success, particularly in the most difficult classes. We were an early adopter of this practice and continue to expand it.

These and other initiatives are reviewed quarterly, as are the metrics associated with our goals. Initial data indicates that our conditional admission and early warning programs are having a positive impact on course completion, retention, and overall student success. Teams of faculty

and staff charged with each initiative continue to meet and offer suggestions for policies and programs that may improve the effectiveness of our efforts.

5. Workforce Development Priorities

Youngstown State University contributes to the Youngstown-Warren metropolitan area, northeast Ohio, the state and the nation through research, scholarship, innovation, creative activities, and workforce development. YSU views economic impact as a symbiotic relationship with businesses, industry, technological enterprises and non-profit organizations. Regional Engagement is one of the four cornerstones of the YSU 2020 Strategic Plan and within that cornerstone one of the themes is providing value to business, industry, and non-profit organizations.

YSU is committed to cultivating and sustaining appropriate bilateral engagements between faculty, staff, students, and regional business, technological enterprises, industry, and non-profit organizations. The work with non-profits focuses on developing relationships between University faculty and the respective organizations' professional staff, which leads to collaborative research initiatives and resources for professional development. YSU students will have the opportunity to engage in both service-learning activities and internships.

Internship Opportunities

In 2012 YSU was awarded a \$573,300 Ohio Means Internships and Co-ops grant from the Ohio Board of Regents. The grant program was part of Gov. John Kasich's workforce development strategy to align Ohio's higher education curriculum with skills that are in demand by Ohio businesses. YSU used the grant to establish the Program for Internships and Co-ops in Advanced Manufacturing and Related Industries, or PICAM. PICAM funded 45 full-time and 62 part-time paid internships for students in the College of Science, Technology, Engineering and Mathematics and the Williamson College of Business. The program also called for YSU's STEM and Business colleges to jointly design and implement new courses in professional practice preparation and to host new, semiannual co-op and internship recruiting events on campus. The program also calls for restructuring curricula in accounting, business, finance, industrial systems engineering, management, marketing, mechanical engineering and other disciplines to provide for more professional practice opportunities. One of the goals is that increasing internship and co-op opportunities will lead to higher completion rates because it will help

students better realize their long-term career objectives and motivate them to finish their degree so that they can reach those objectives.

In 2014 YSU received an additional \$661,013 grant from the Ohio Board of Regents to allow YSU to continue this work of increasing and expanding paid internship and co-op experiences for its students. The grant will also allow YSU to create a self-sustaining professional development suite to be used by students and businesses providing training in soft and hard skills and to enhance the coordination of infrastructure programs in the region.

In addition to these grant-funded internship opportunities, almost every student at YSU has the opportunity to pursue a credit bearing internship as part of their major. The Office of Career Services helps to place students in internships.

Skill Development

YSU provides opportunities for students to develop marketable job skills in a number of areas. Some examples include:

- **ConneX is a corporate communication consultation center through which students provide communication and training consulting to local businesses. Students gain valuable skills, and small businesses and non-profits can purchase communication services for a low fee.**
- **The YSU History Department provides internship opportunities to its students through the Youngstown Historical Center of Industry and Labor. Students work at the museum learning curation, conservation, and archival practice.**
- **The NewsOutlet provides journalism students with an opportunity to work with professionals in the field of journalism and have their work published in multiple media platforms.**
- **The YSU Center for Nonprofit Leadership places students in internships at regional nonprofit organizations during the three semesters of the academic year (Fall, Spring and Summer) on an ongoing basis. These internships are academically-focused, career-related work experiences for which students earn academic credit.**

Centers for Excellence

YSU has funded four Centers of Excellence.

- **Center of Excellence in Materials Science and Engineering (CEMSE)**

This center is devoted to the preparation, advanced characterization, and development of a variety of materials for enhanced educational experiences, advancement of basic research, and practical applications of benefit to society.

The CEMSE is distinguished by state-of-the-art materials characterization facilities, dedicated personnel, and a strong commitment to engaging industrial participants in collaborative research and educational initiatives towards the primary goal of fueling economic growth of the greater Youngstown region.

- The Rich Center of Excellence for the Study of Autism fulfills its mission to prepare educators, medical specialists, other professionals and para-professionals who serve individuals with autism in best practices for teaching and caring for autistic children; to increase our knowledge base through the promotion of scholarly research in a living laboratory; to provide public service and advocacy on behalf of those affected by autism. These goals are accomplished through the Academic Program, the Research Program, and the Public Service Program, which includes Professional Development Program, Full School Year Program, Summer Program, and Outreach Consultation Program.
- The Williamson Center for International Business has a three-fold mission: 1) to provide global education and educational opportunities to both undergraduate and graduate students, 2) to support and encourage both basic and applied faculty research in the various areas of global business, and 3) to enhance local and regional economic development through workshops, seminars, faculty consulting, networking, and student internships and projects. The Williamson Center for International Business represents a major component of the educational, research, and economic development activities undertaken by the Williamson College of Business Administration. Built on a foundation of experienced faculty, an established academic program in international business, a variety of global learning experiences available to students, internationally-related internships opportunities, local and regional economic development initiatives, and faculty research, publications, and recognitions, The Williamson Center for International Business is truly unique.
- Center for Applied Chemical Biology (CACB) is a Center of Excellence having highly skilled, research-active faculty and students from a variety of disciplines who are making very significant contributions to the intellectual infrastructure of Northeastern Ohio. By driving workforce development and providing broad-based technological expertise in chemical biology, the Center is a potential engine of economic development. The CACB welcomes opportunities for collaborative partnerships that are not just local or within the Cleveland-Pittsburgh TechBelt, but also those that actively engage regional, national, or international biotech ventures.

Other Workforce Related Initiatives:

Natural Gas and Water Resources Institute

The YSU Natural Gas and Water Resources Institute will provide undergraduate degree level courses in science and engineering that will lead to an academic minor in gas technologies and also will provide research opportunities for industry focusing on analysis of water used in the shale gas extraction process. Because of YSU's location in the Utica shale region of Ohio, this new Institute will meet the educational and research needs of a new and growing industry. A recent study showed that more than 200,000 jobs, including nearly 9,000 in professional and technical services, will be created or supported by 2015 due to exploration, leasing, drilling, and pipeline construction for the Utica shale reserve.

Center for Innovation in Additive Manufacturing

The center in Moser Hall on the YSU campus features two high-end 3D printers that will enable research for undergraduate- and graduate-level students, as well as students in the university's new PhD program in materials science and engineering. The lab also allows for education and workforce development in additive manufacturing.

The university played a central role in the federal government's decision in summer 2012 to select downtown Youngstown as the site of the first National Additive Manufacturing Innovation Institute, now called America Makes. YSU students and faculty are regularly engaged in America Makes activities.

6. Conclusion

Youngstown State University adopts a holistic and comprehensive plan to improve the completion of courses and degrees. Measures are or will soon be in place to attract students who are apt, to orient them fully upon intake, to advise and mentor them underway, to intervene upon signals of risk, and thereby reduce time-to-degree. Likewise, through opportunities students enjoy to engage in service-learning of a variety of kinds, students are alerted to potential careers in such a way that they are encouraged to be persistent and to develop concrete plans for college and career success.

References for Student Characteristics

Pell Grants: YSU Office of Financial Aid and Scholarships, Dashboard

http://web.yzu.edu/gen/ysu_generated_bin/documents/basic_module/Financial_Aid_Dashboard_07_23_13.pdf. The value was for the 2012-13 academic year

Remedial Coursework: Ohio Board of Regents, "Percent of First-Year Students Taking Remedial Coursework FY 2010", July 2011 https://www.ohiohighered.org/files/uploads/data/statistical-profiles/preparation/rem_by_age_FY10_rev_07-29-11.pdf

Attending Part-Time: Calculated from data on the Institutional Research website for Fall 2013, http://web.yzu.edu/gen/ysu_generated_bin/documents/basic_module/Fall_2013_Credit_Hour_Load_Residency.pdf

First Generation: Ohio Board of Regents, "Undergraduate and Graduate Student Diversity, Fall 2012", <https://www.ohiohighered.org/files/uploads/data/statistical-profiles/enrollment/Diversity%20Report%20Fall%202010.pdf>

ACT Composite Score: Fall 2013, calculated by Institutional Research

High School GPA: Fall 2013, calculated by Institutional Research

GED Recipients: Institutional Research, Fall 2013

http://web.yzu.edu/gen/ysu_generated_bin/documents/basic_module/20092013_University_Total_Feeder_HS.pdf

Completion Report Subcommittee

Jack Fahey

Rebecca Geltz

Tod Porter (Chair)

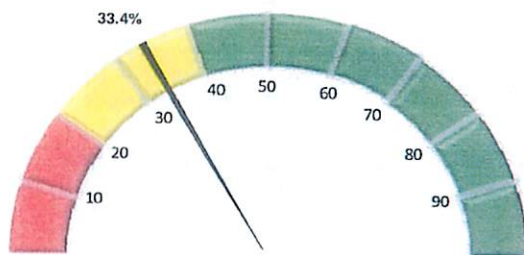
Mary Jane Quaranta

Teresa Riley

Becky Varian

Youngstown State University Complete College Ohio Plan Dashboard

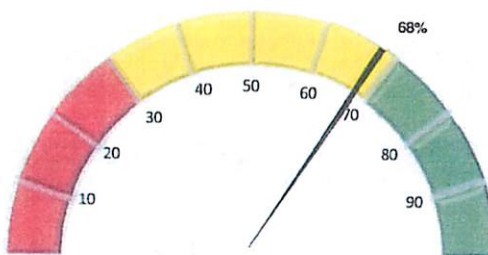
Six Year Graduation Rate



Percentage of 2007 Cohort

6 yr. Graduation Rate Goal: 43% (by 2020)

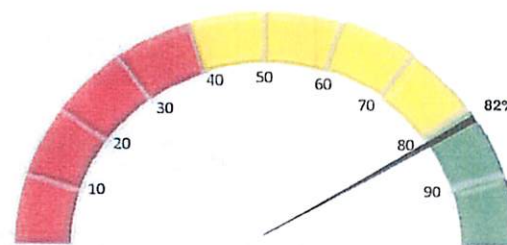
Fall to Fall Persistence Rate



Fall 2012 to Fall 2013 Percentage

Persistence Rate Goal: 72% (by 2020)

Course Completion Rate

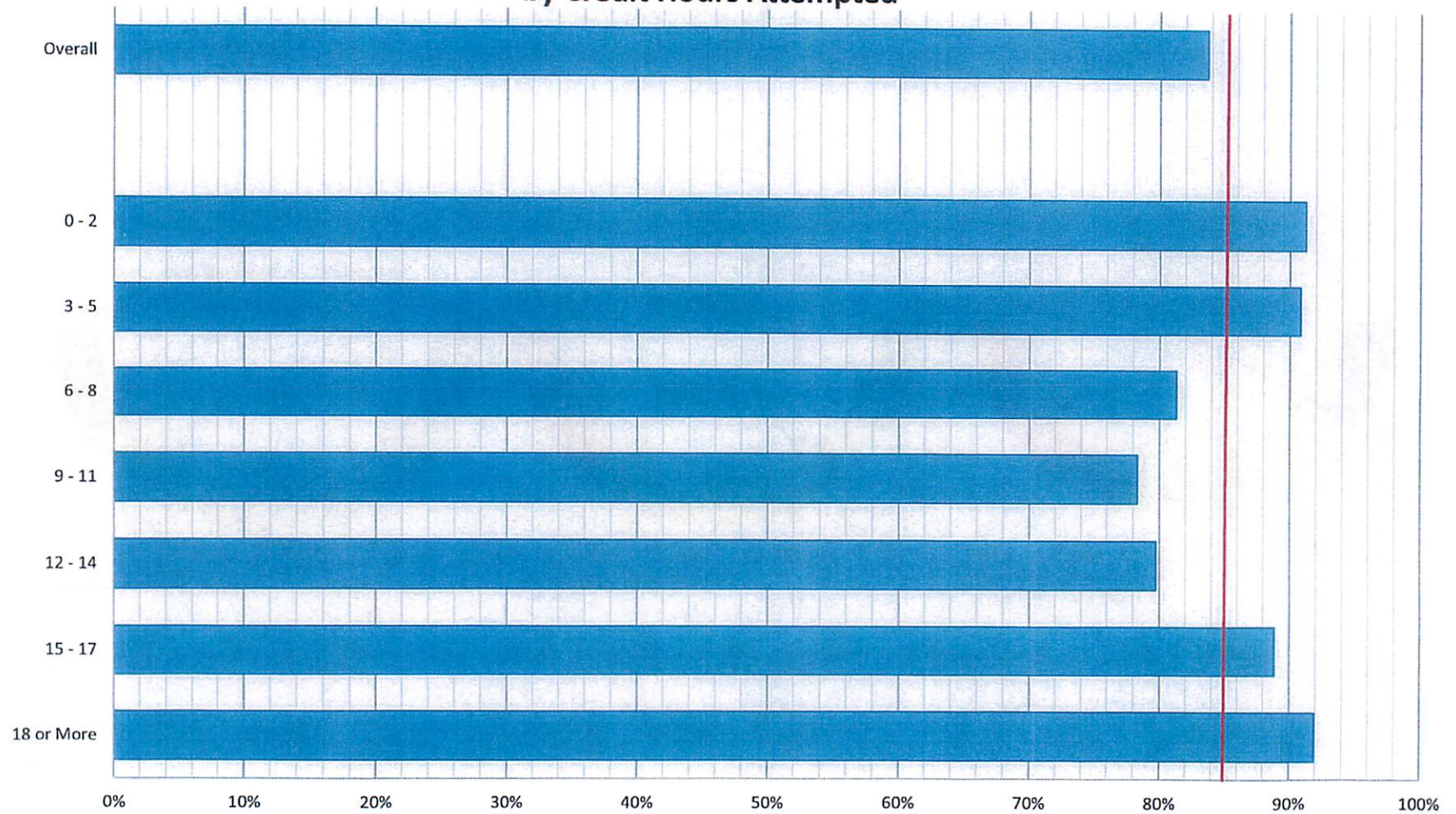


2012 - 2013 Percentage

Course Completion Rate Goal: 85% (by 2020)

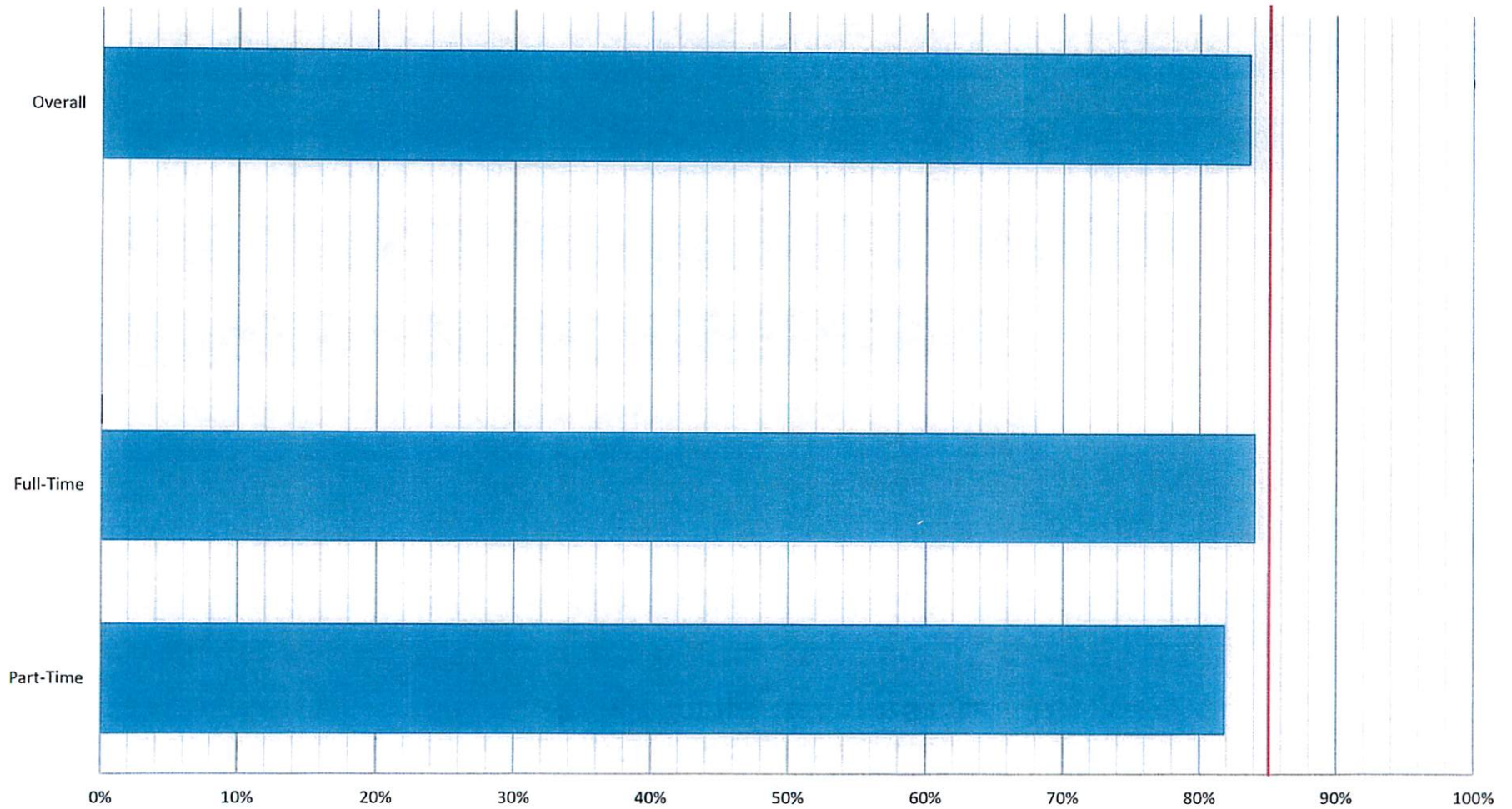
Youngstown State University 2012-13 Undergraduate Course Completion Rates by Credit Hours Attempted

Overall
2020 Goal = 85%



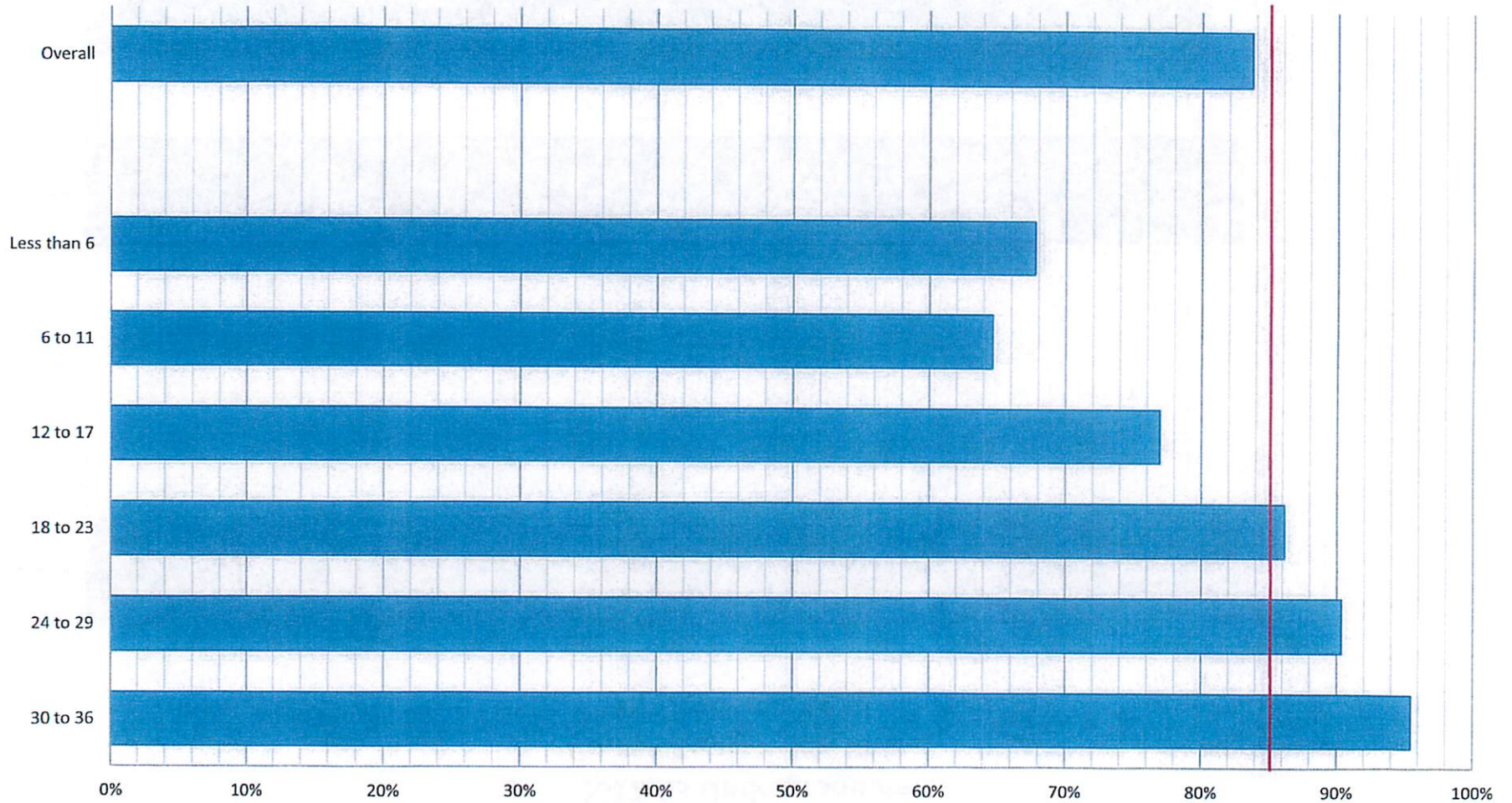
Youngstown State University 2012-13 Undergraduate Course Completion Rates by Academic Load

Overall
2020 Goal = 85%



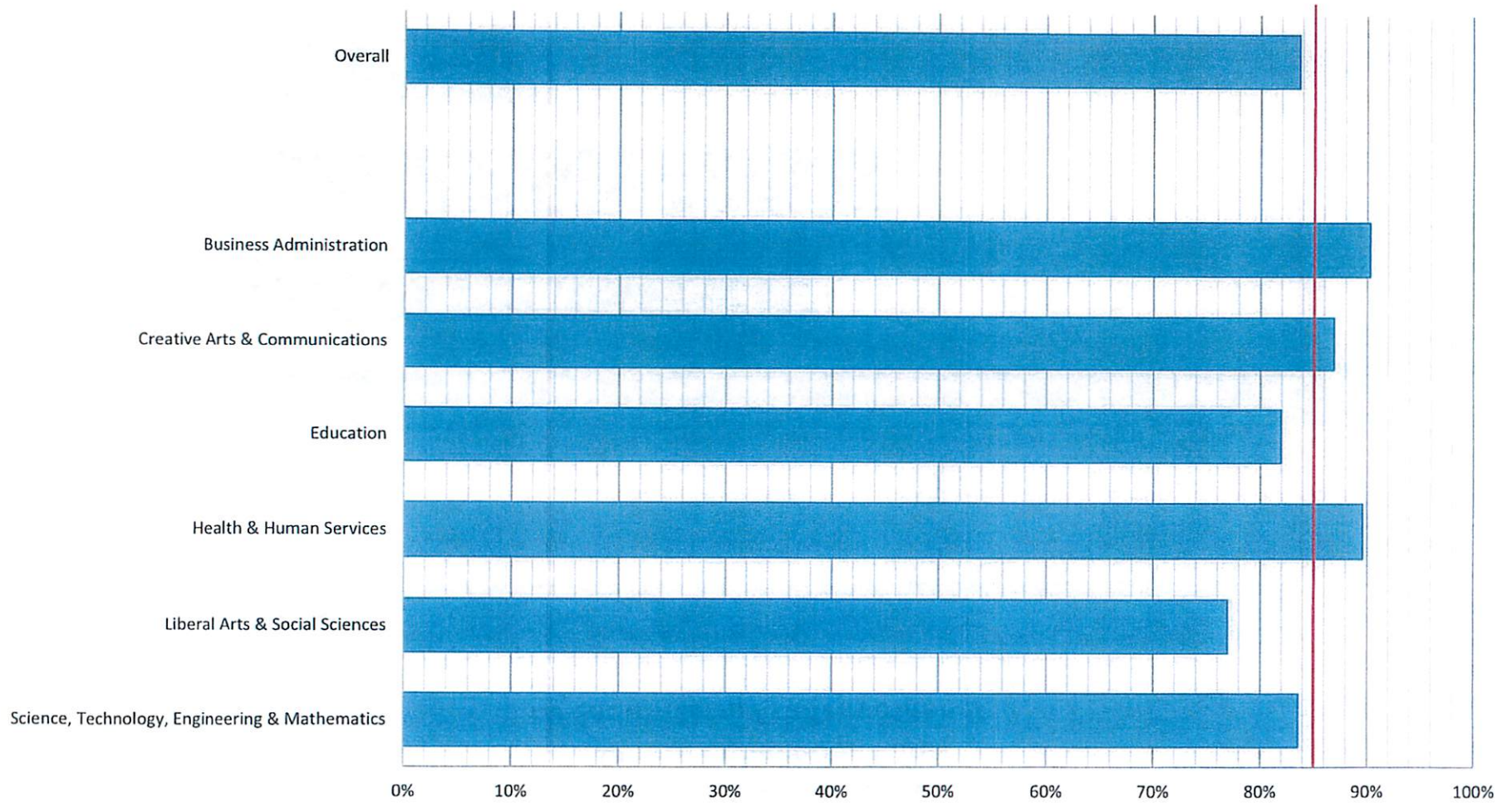
Youngstown State University
2012-13 Undergraduate
Course Completion Rates
by ACT Composite Score Range

Overall
2020 Goal = 85%



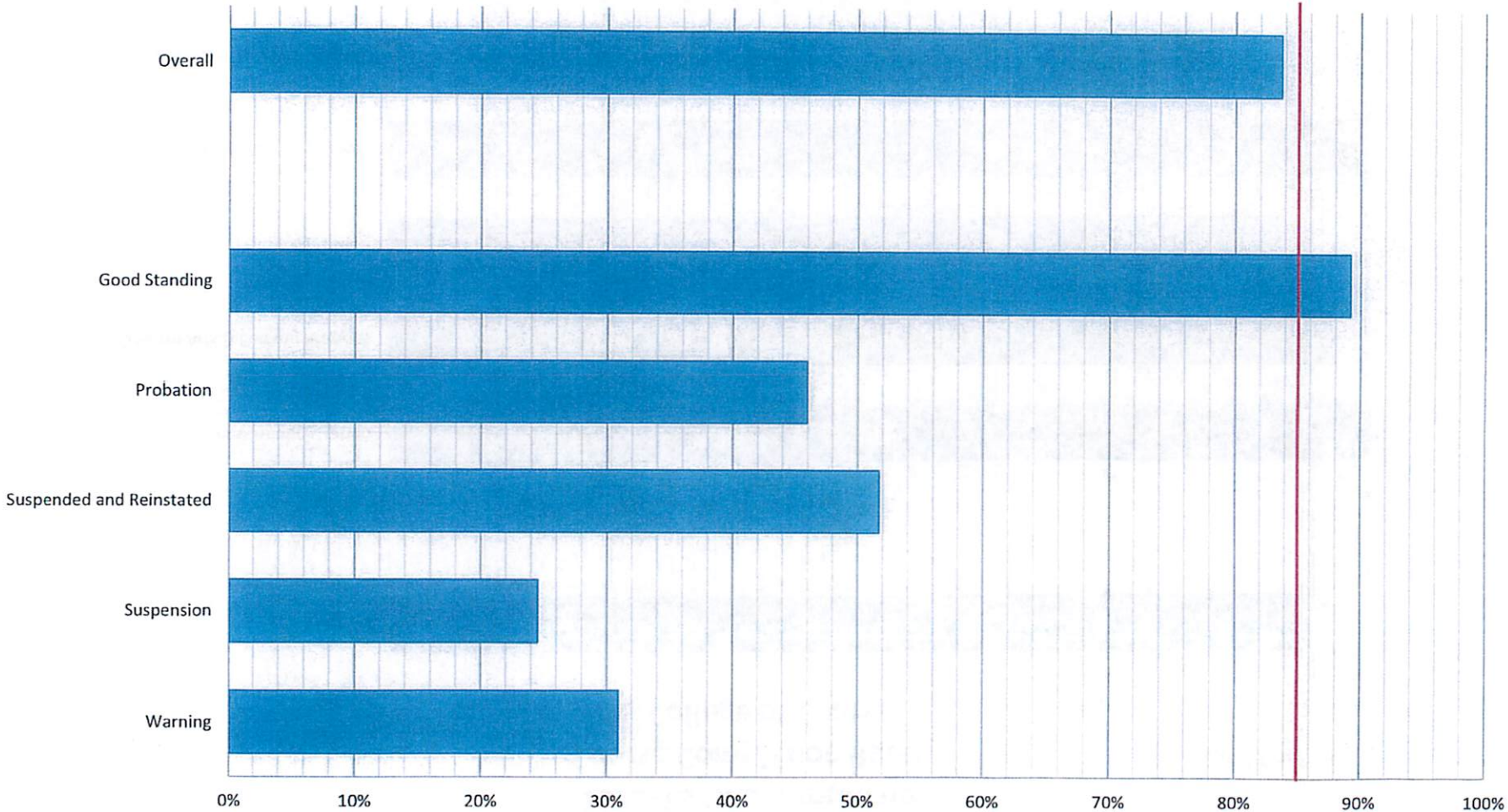
Youngstown State University 2012-13 Undergraduate Course Completion Rates by College of Course

Overall
2020 Goal = 85%



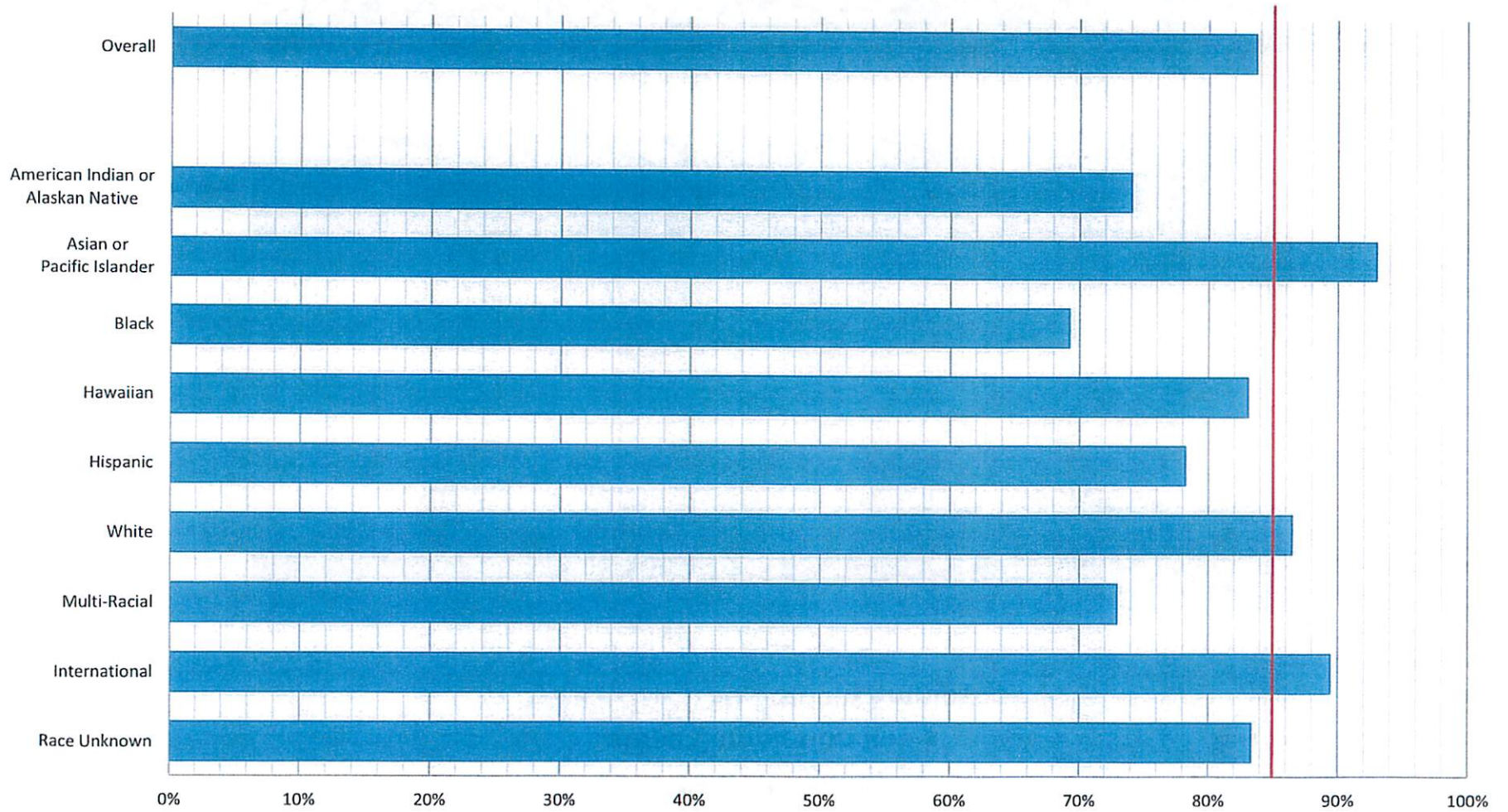
Youngstown State University 2012-13 Undergraduate Course Completion Rates by End-of-Term Academic Standing

Overall
2020 Goal = 85%



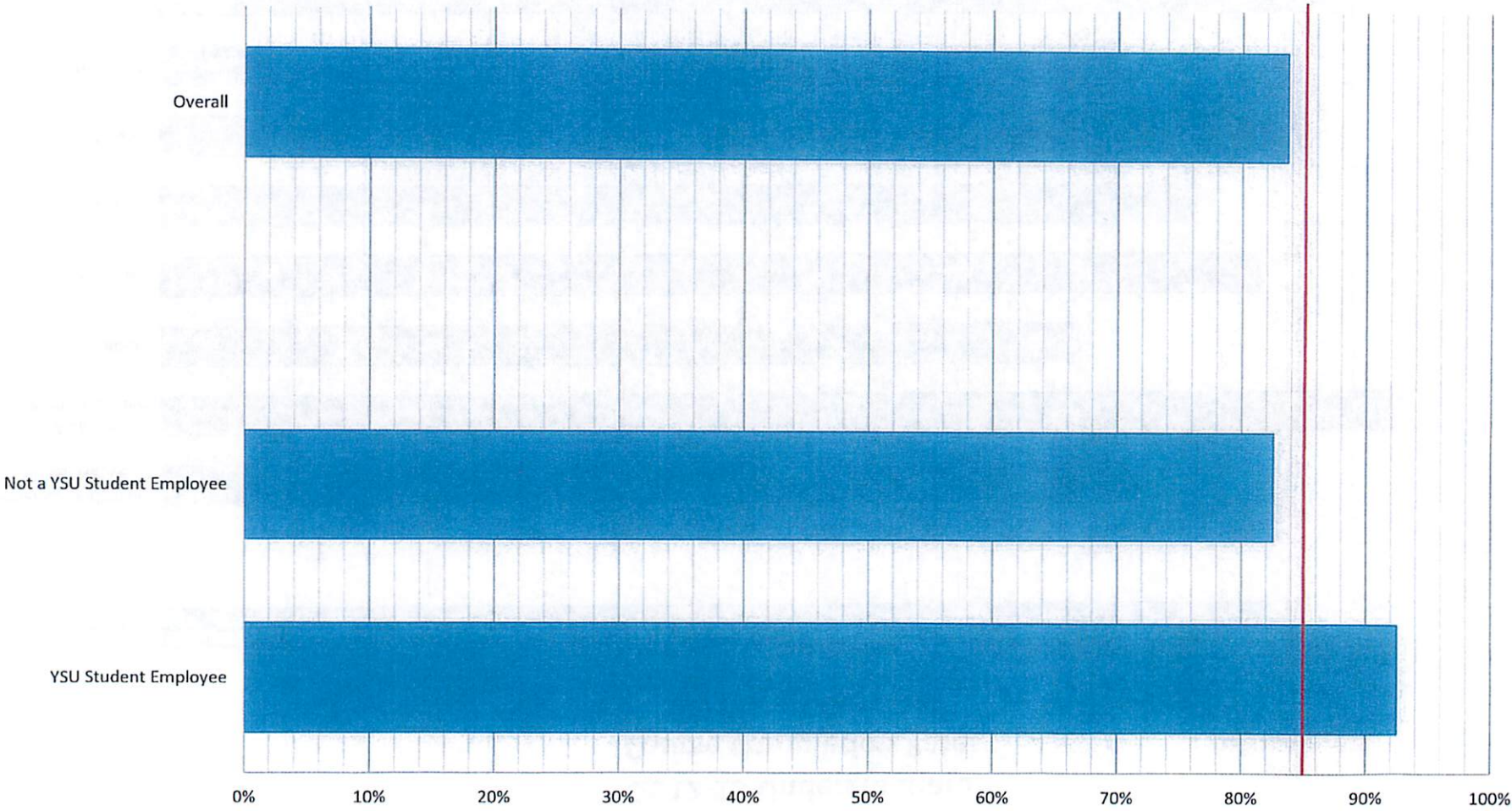
Youngstown State University 2012-13 Undergraduate Course Completion Rates by Race/Ethnicity

Overall
2020 Goal = 85%



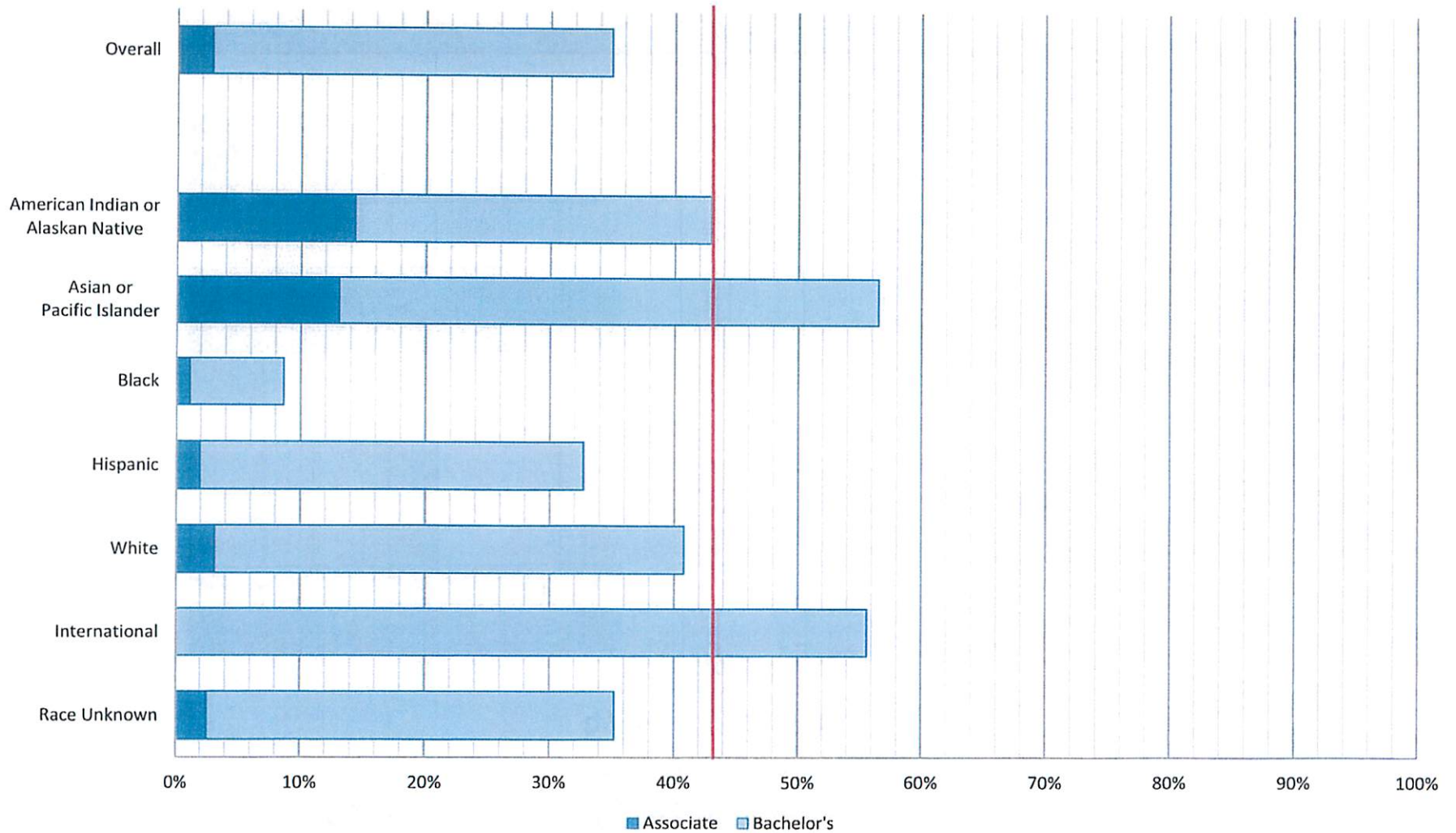
Youngstown State University
2012-13 Undergraduate
Course Completion Rates
by Fall 2012 YSU Student Employee

Overall
2020 Goal = 85%



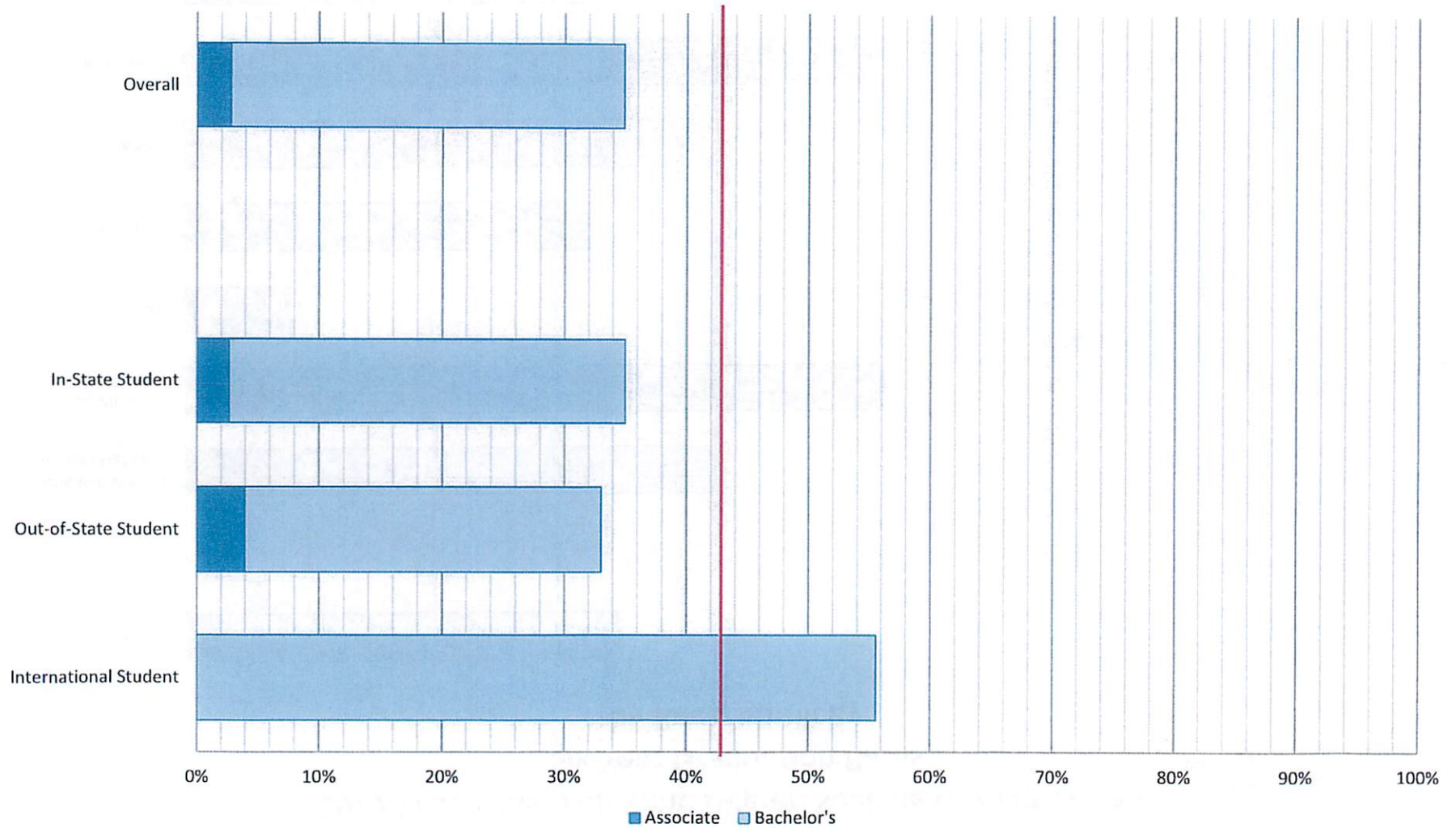
Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Race/Ethnicity

Overall
2020 Goal = 43%



Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Residency Status

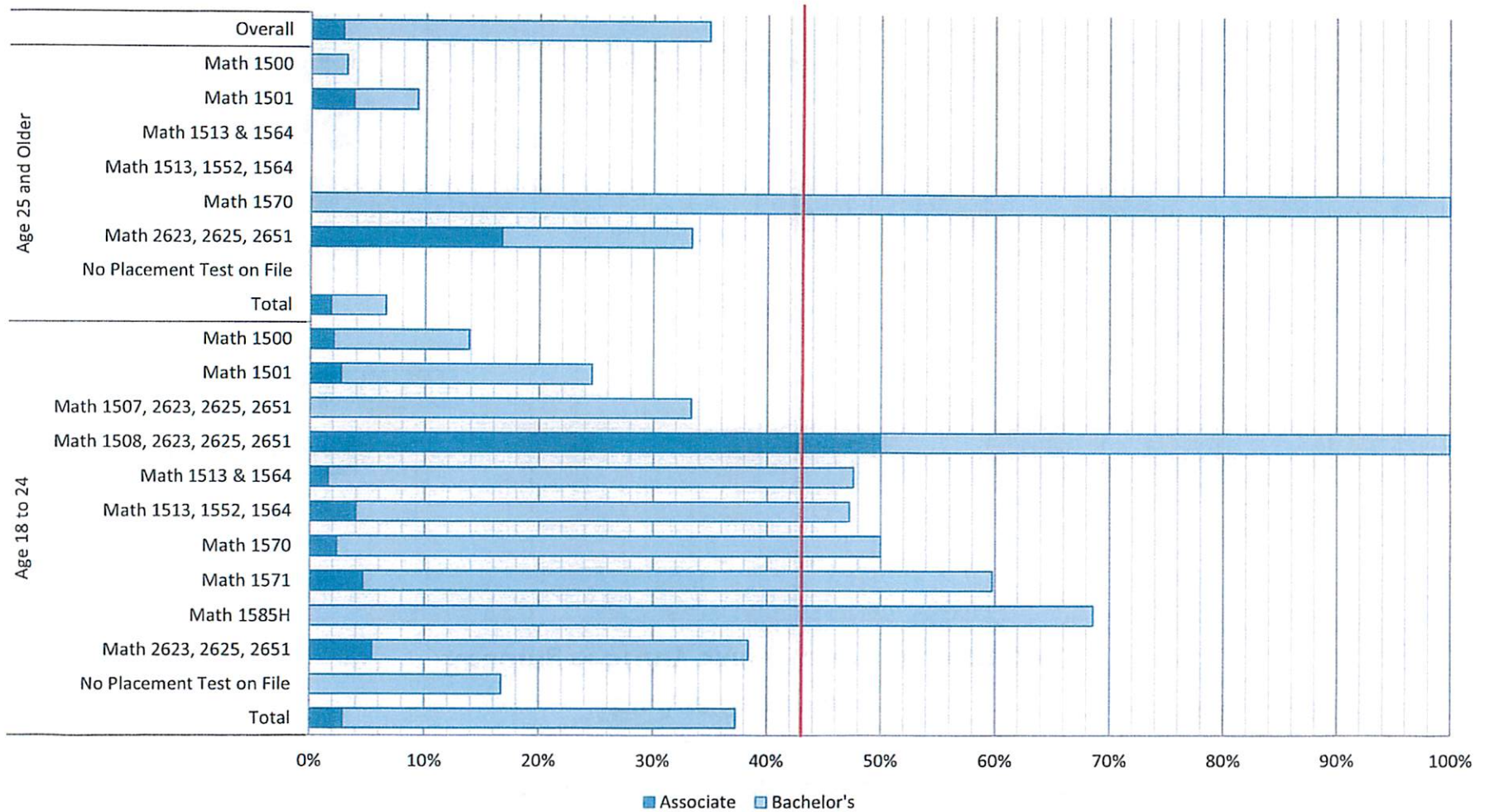
Overall
2020 Goal = 43%



Youngstown State University

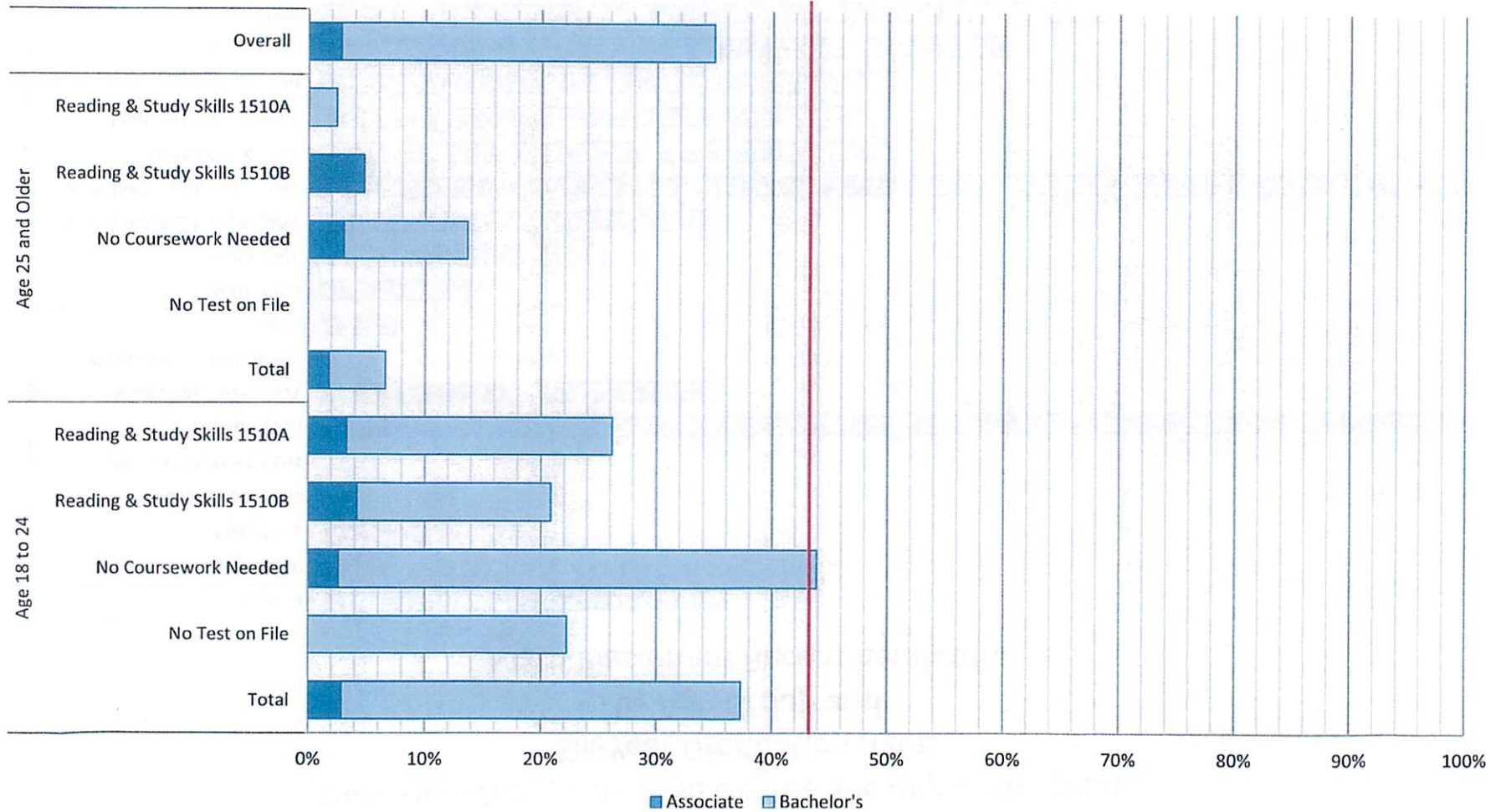
2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Age Group and Math Placement Recommendation

Overall
2020 Goal = 43%



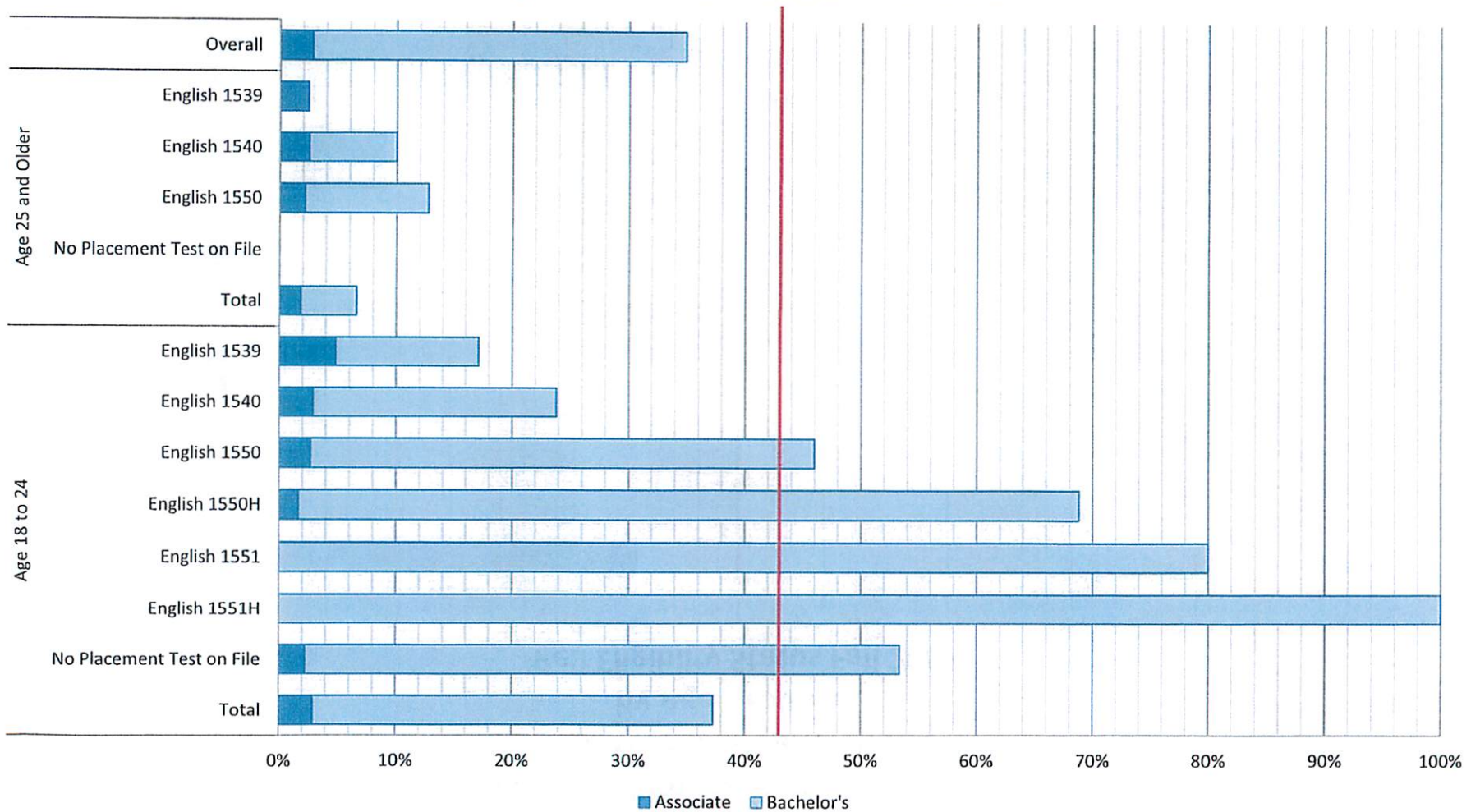
Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Age Group and Reading & Study Skills Recommendation

Overall
2020 Goal = 43%



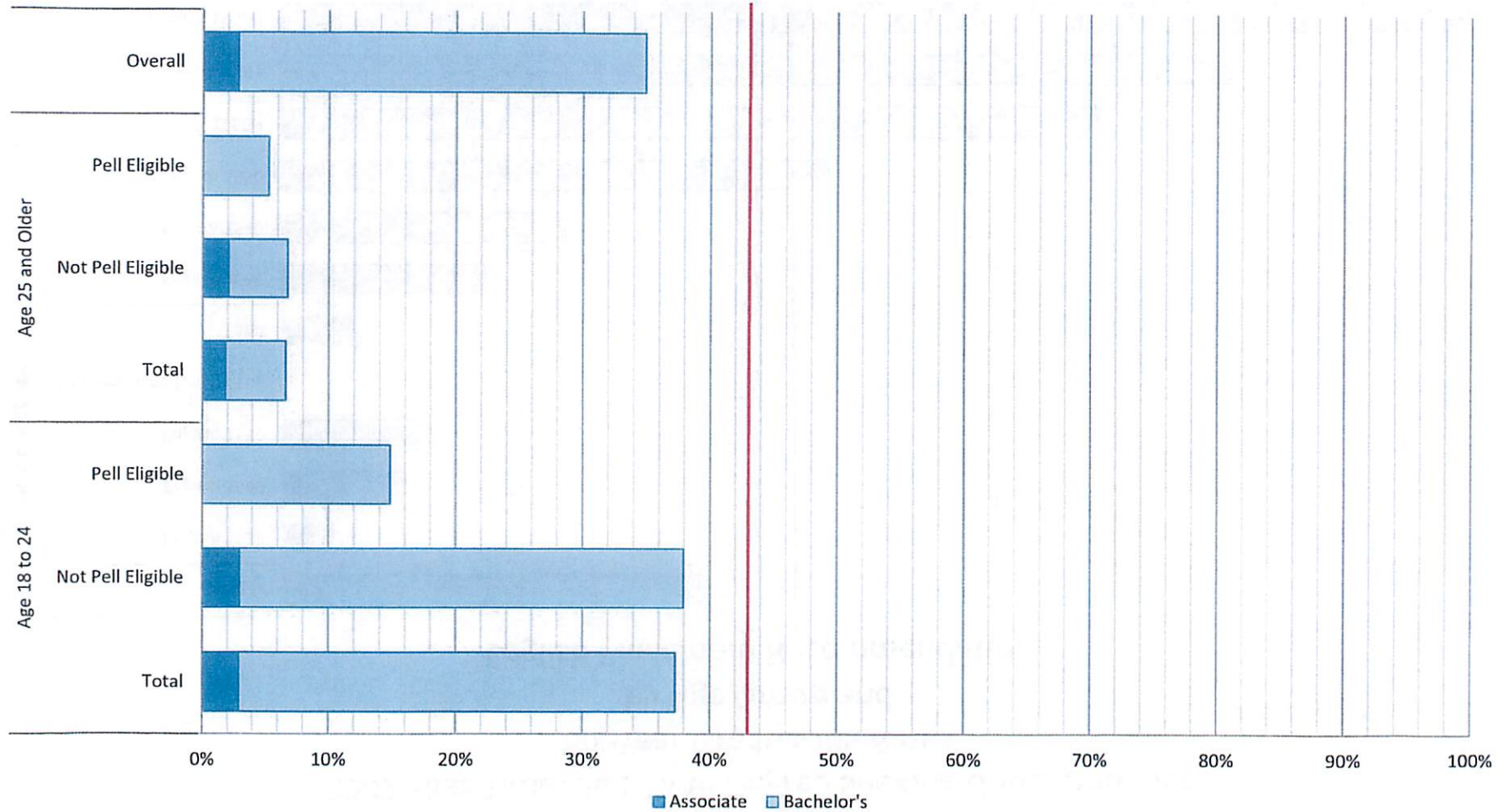
Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Age Group and English Placement Recommendation

Overall
2020 Goal = 43%



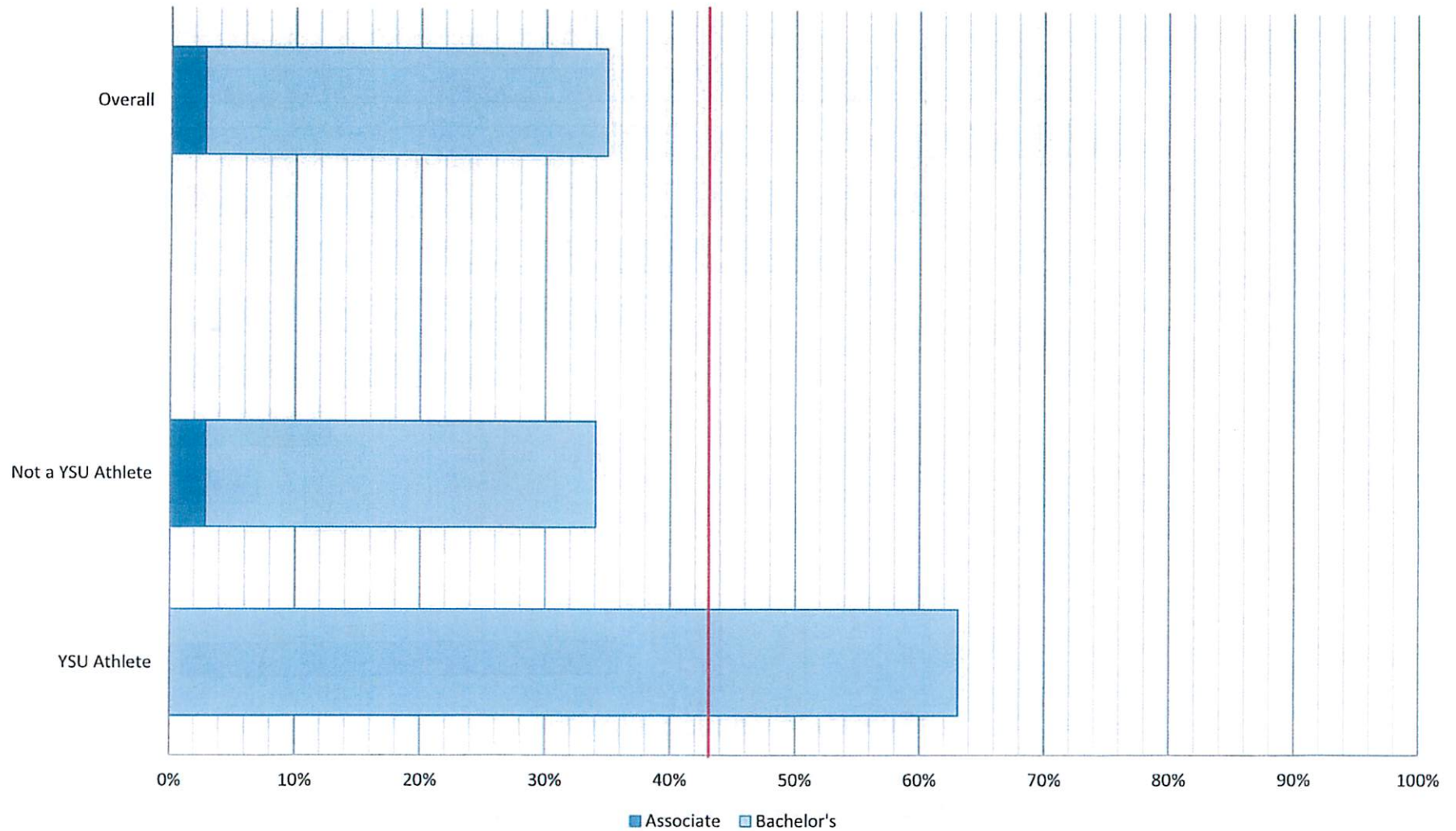
Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Age Group and Pell Eligibility Status Fall 2007

**Overall
2020 Goal = 43%**



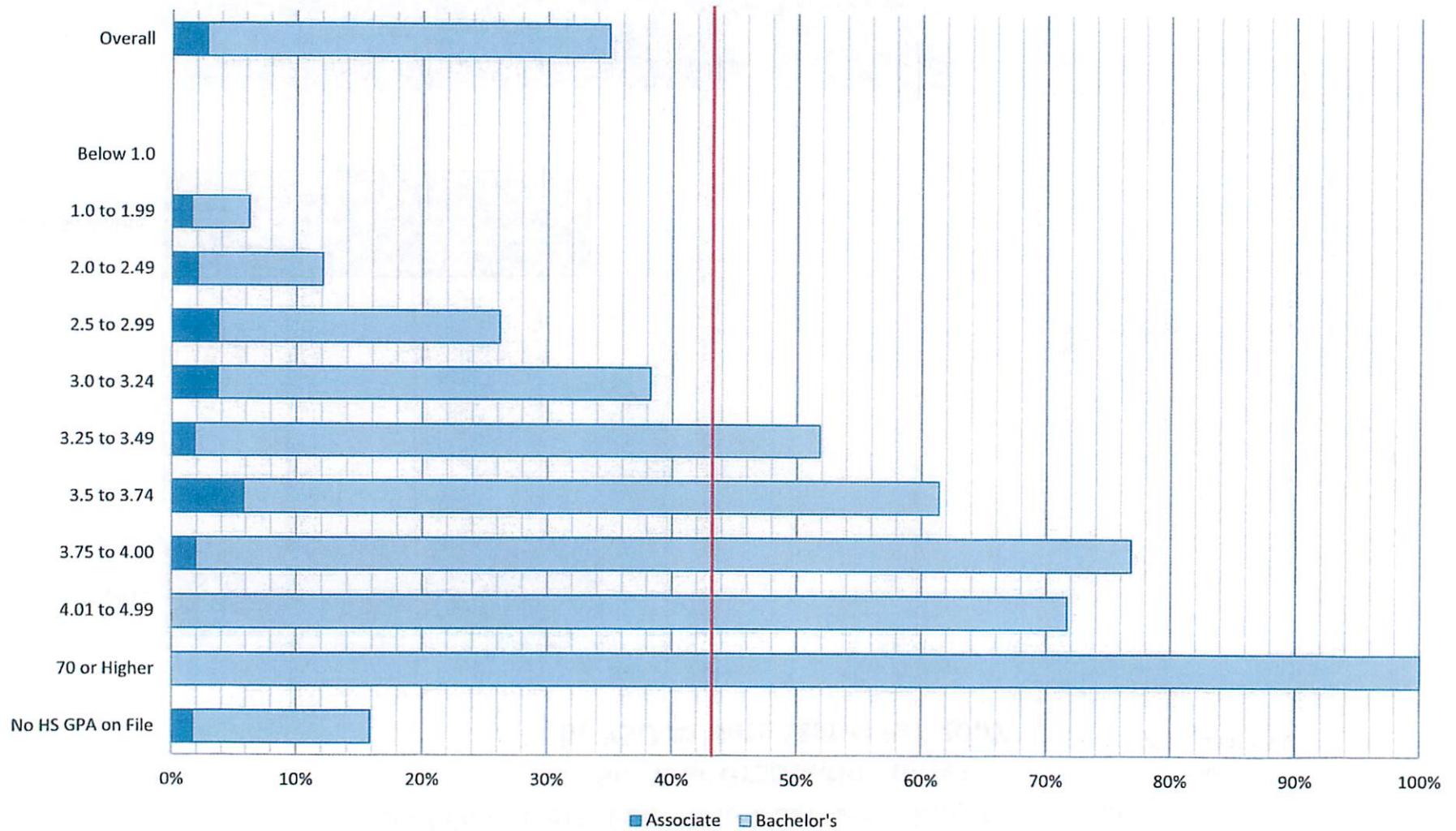
Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by YSU Athlete Status Fall 2007

Overall
2020 Goal = 43%



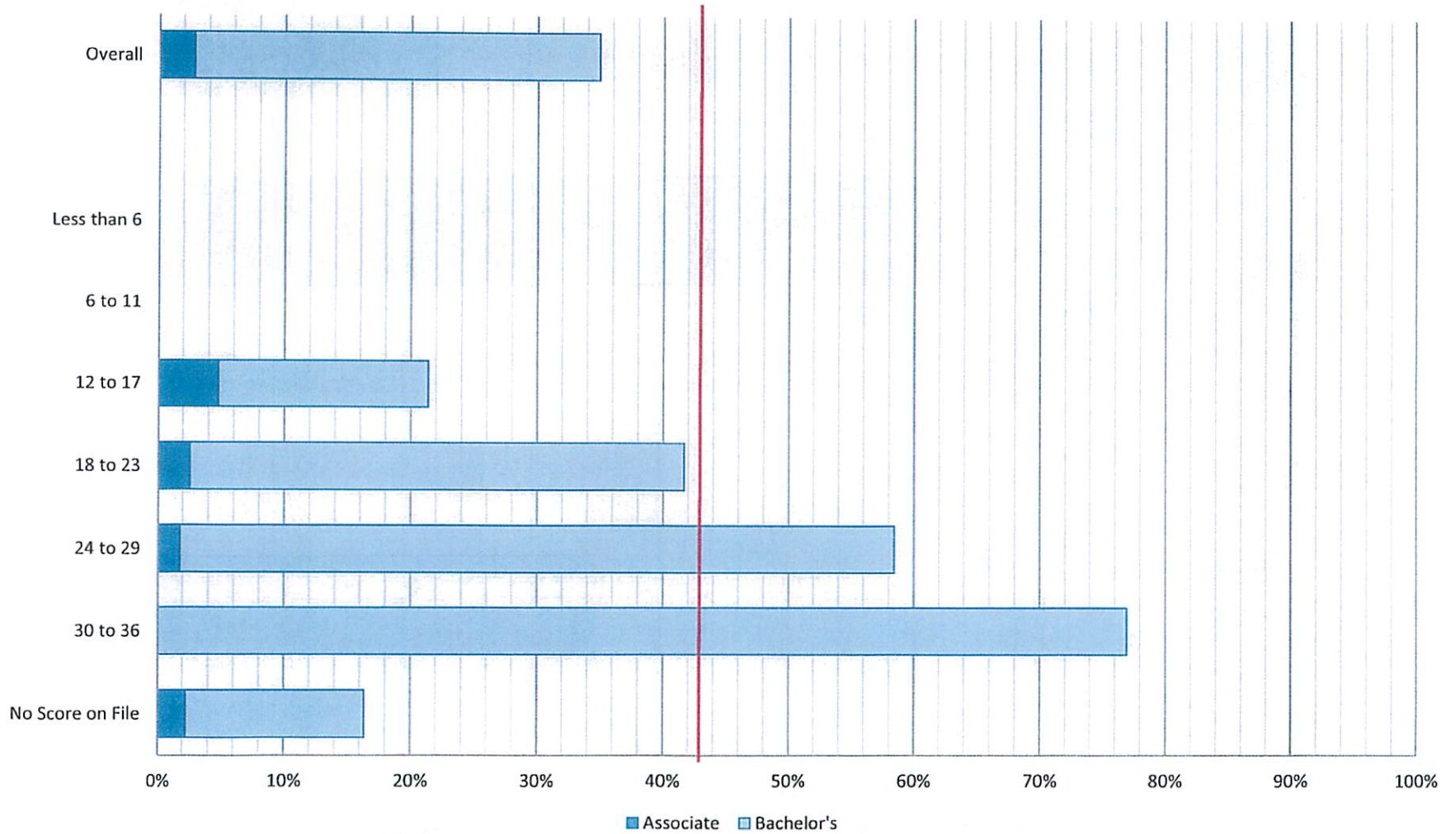
Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by High School GPA Range

Overall
2020 Goal = 43%



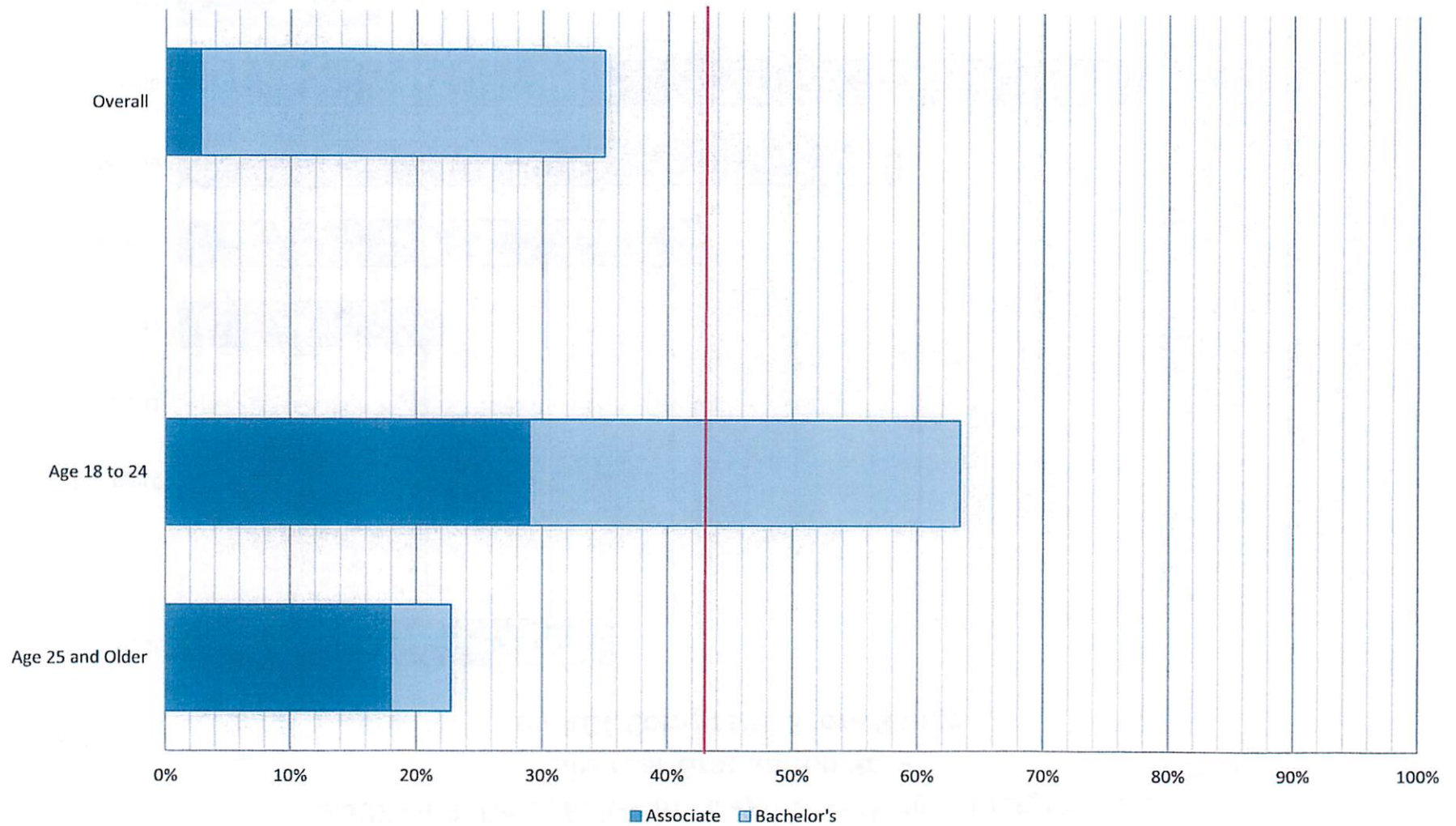
Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by ACT Composite Score Range

Overall
2020 Goal = 43%



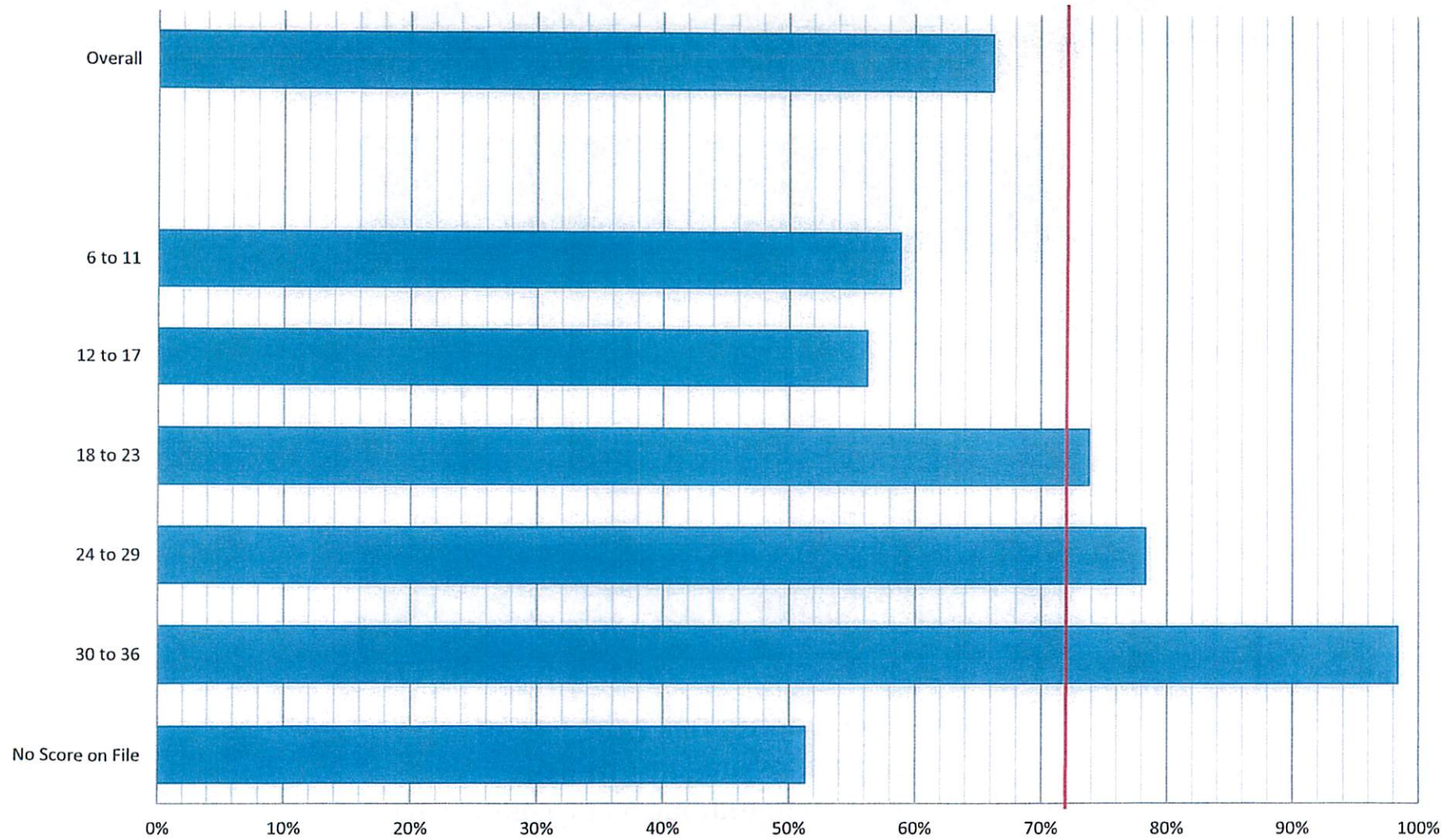
Youngstown State University 2007 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Age Group

Overall
2020 Goal = 43%



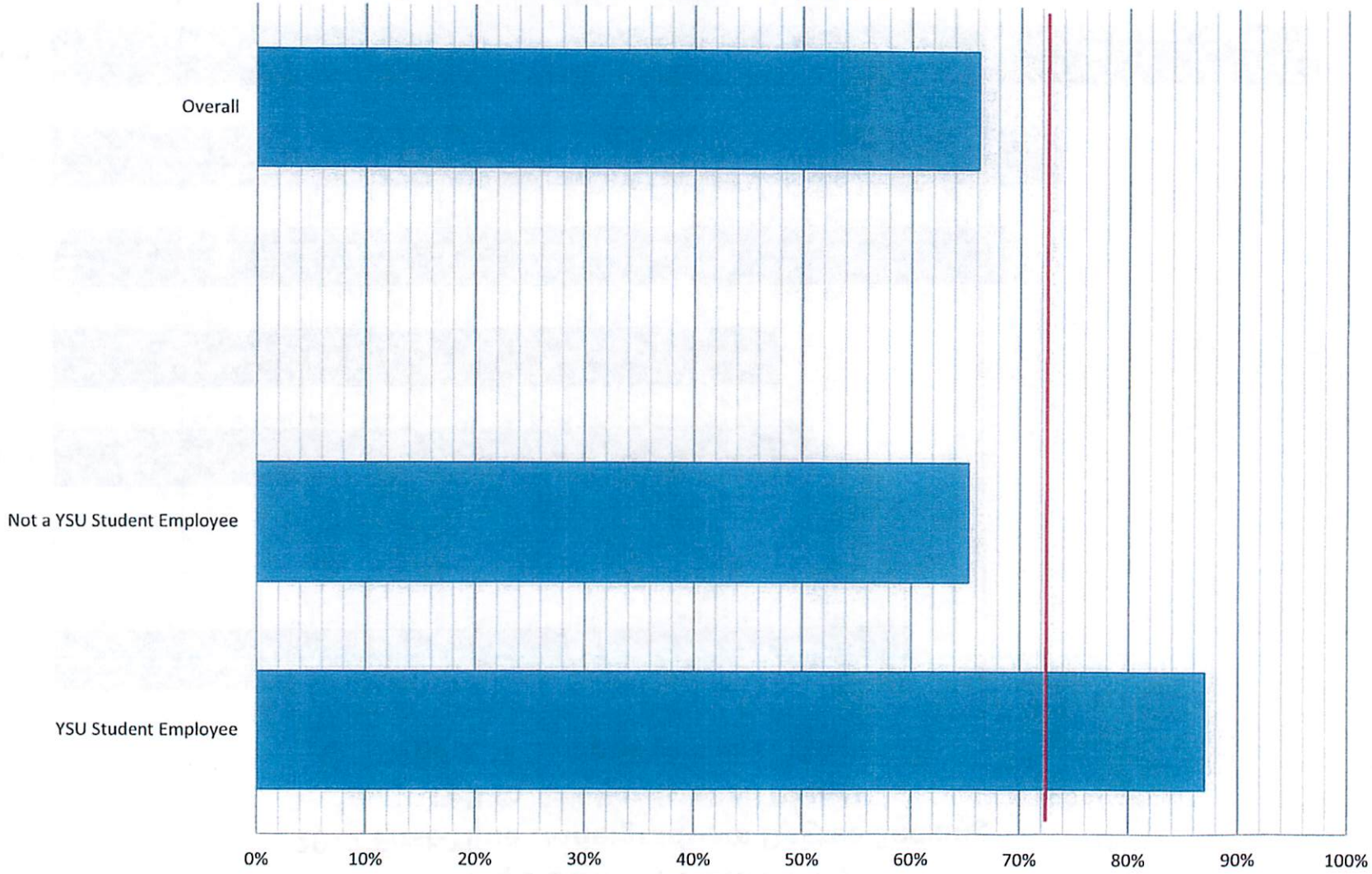
Youngstown State University 2012 First-Time Undergraduate Degree Seeking Fall-to-Fall Persistence Rates by ACT Composite Score Range

Overall
2020 Goal = 72%



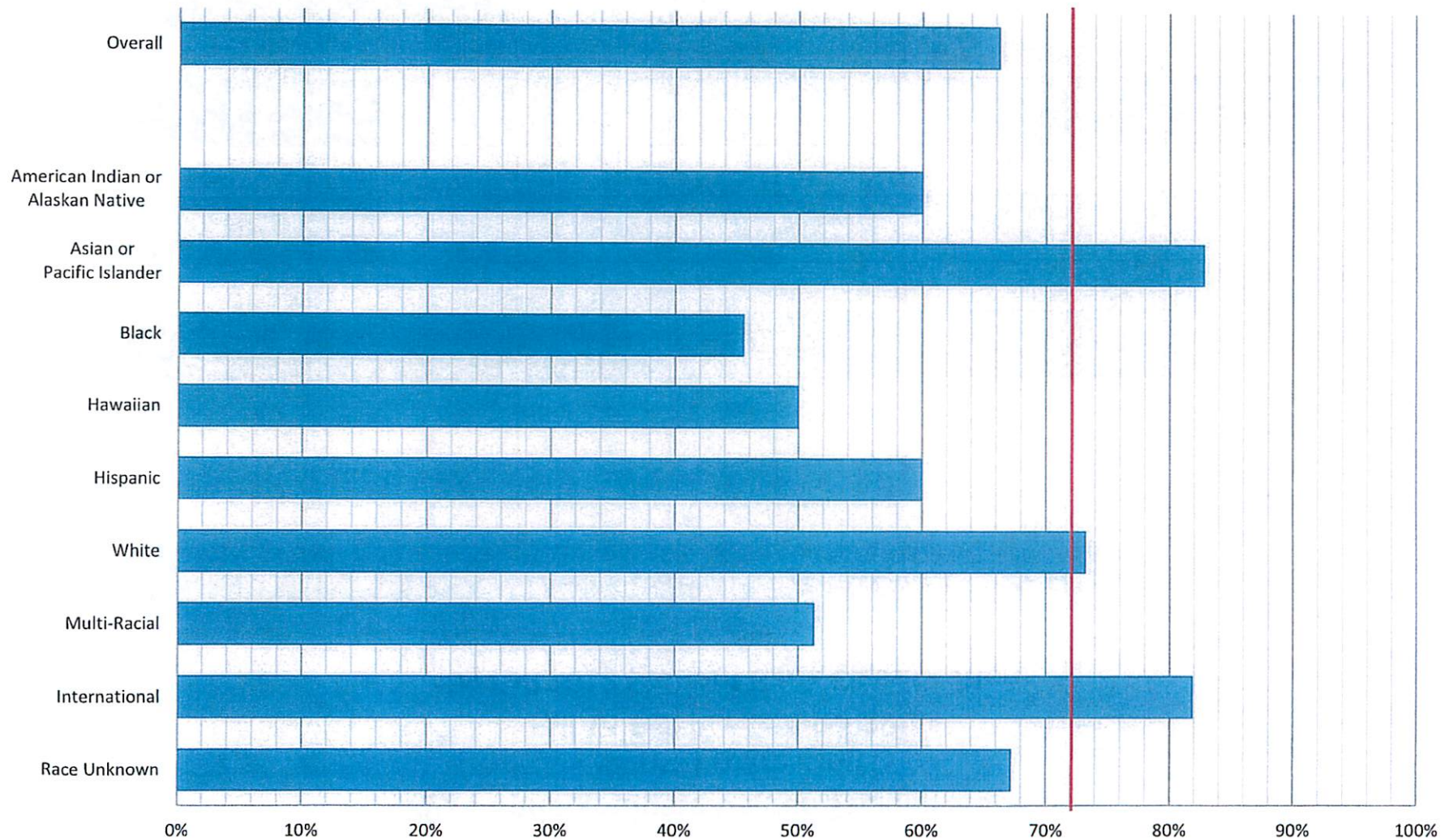
Youngstown State University 2012 First-Time Undergraduate Degree Seeking Fall-to-Fall Persistence Rates by Fall 2012 YSU Student Employee

Overall
2020 Goal = 72%

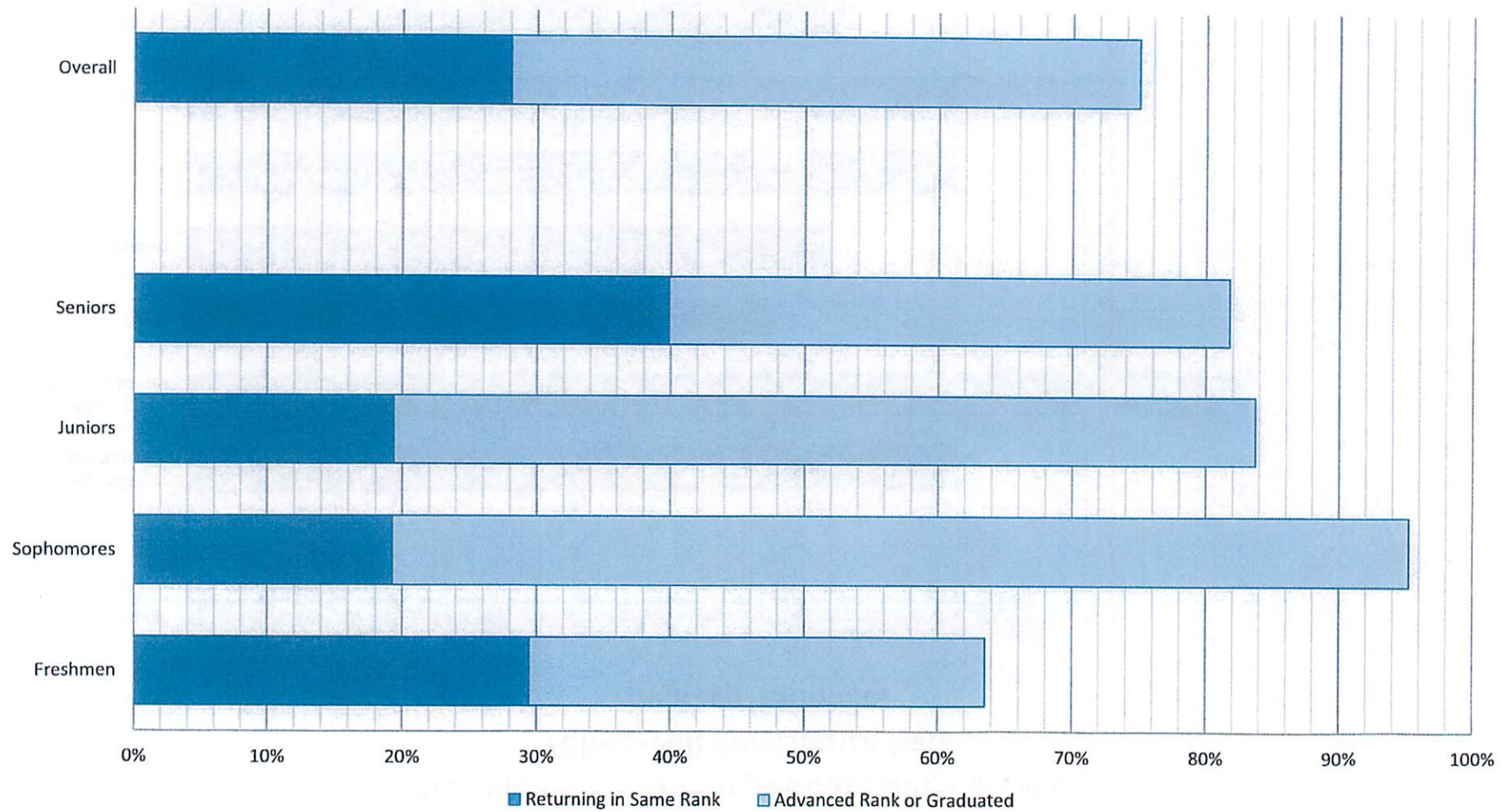


Youngstown State University 2012 First-Time Undergraduate Degree Seeking Fall-to-Fall Persistence Rates by Race/Ethnicity

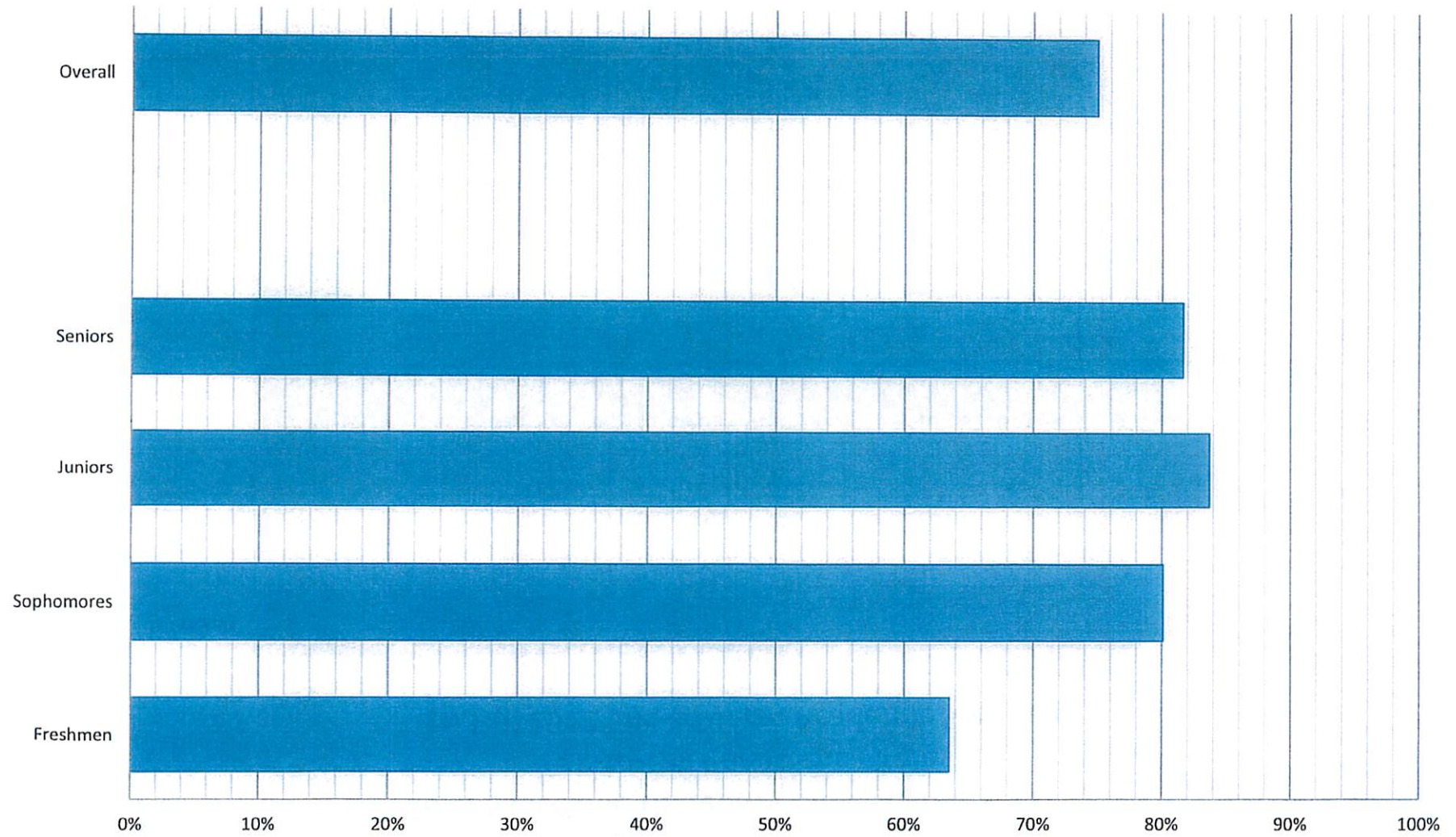
Overall
2020 Goal = 72%



**Youngstown State University
2012 Undergraduate Degree Seeking Student
Gross Progression
Fall-to-Fall Persistence Rates
by Fall 2012 Student Rank Classification**

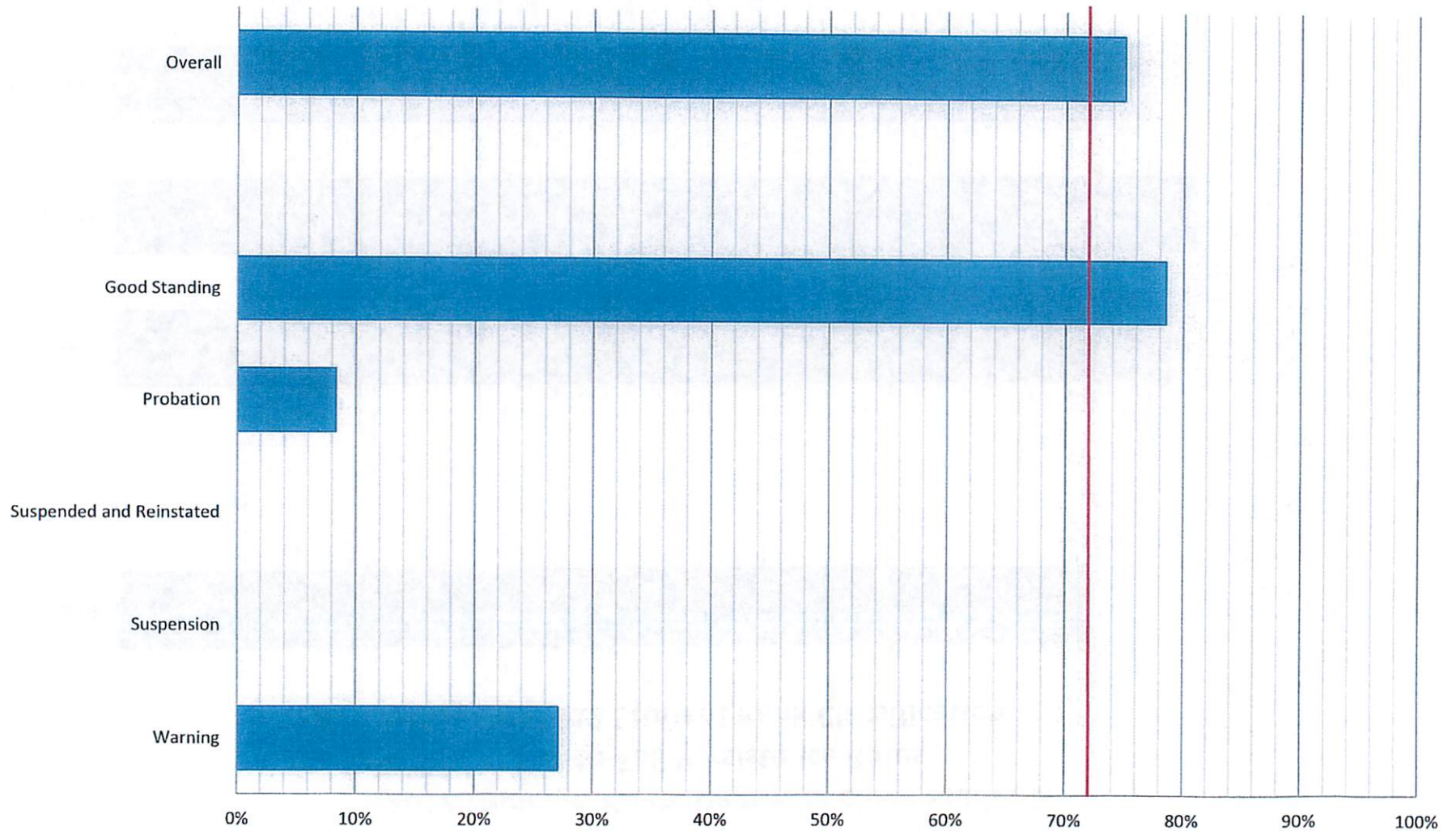


**Youngstown State University
2012 Undergraduate Degree Seeking Students
Fall-to-Fall Persistence Rates
by Fall 2012 Student Rank Classification**



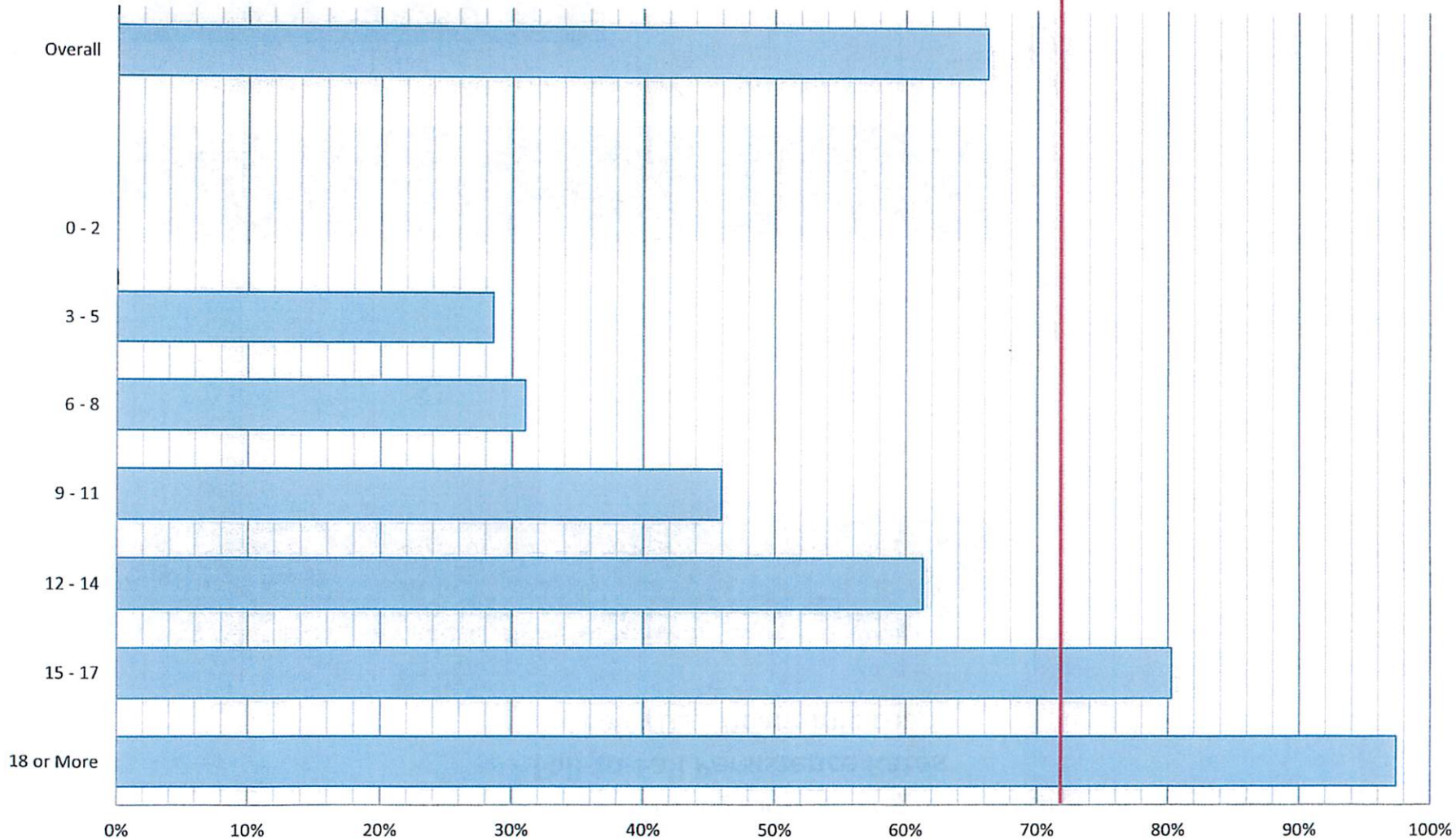
Youngstown State University 2012 First-Time Undergraduate Degree Seeking Fall-to-Fall Persistence Rates by Fall 2012 End-of-Term Academic Standing

Overall
2020 Goal = 72%



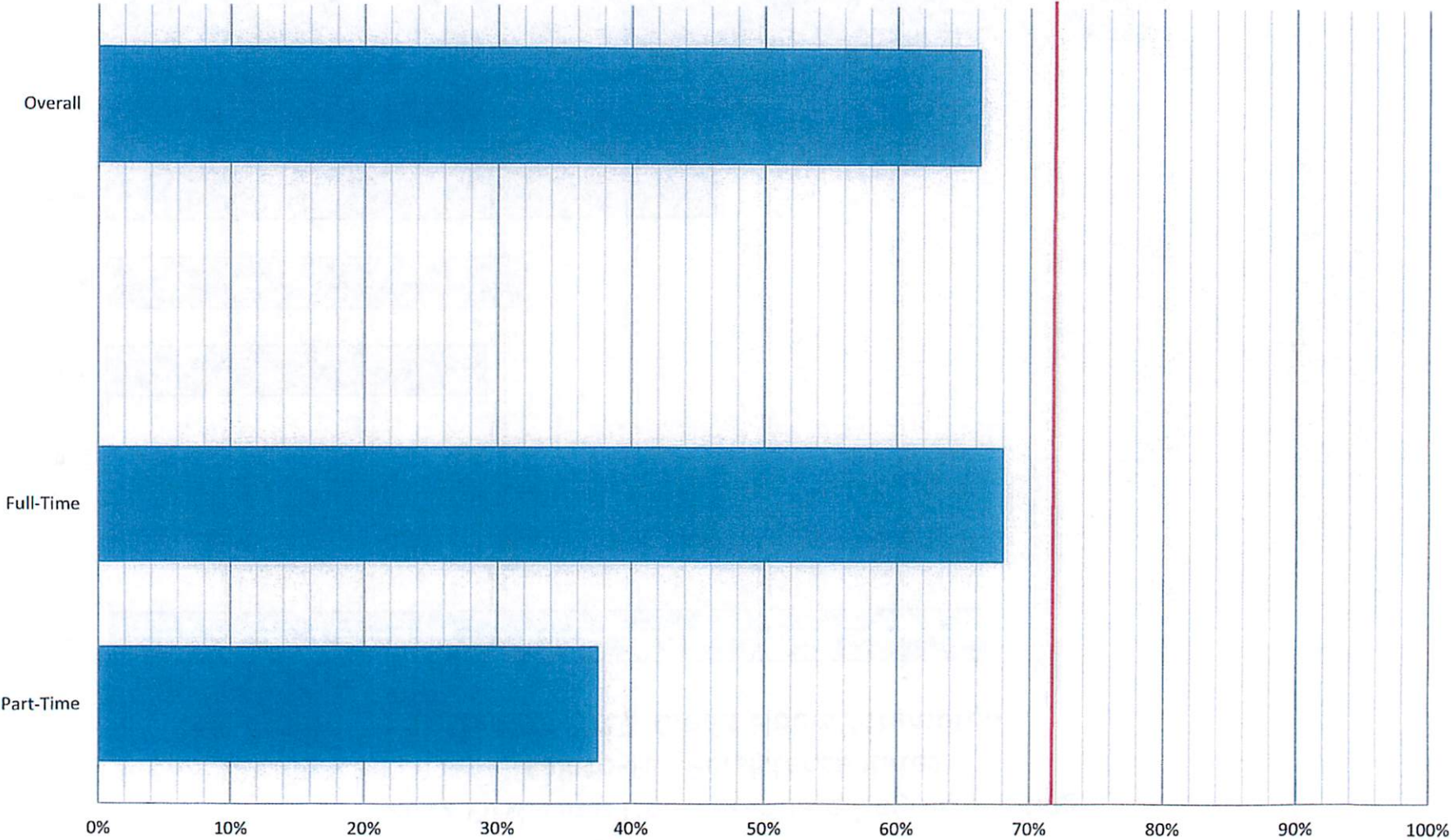
Youngstown State University 2012 First-Time Undergraduate Degree Seeking Fall-to-Fall Persistence Rates by Fall 2012 Credit Hours Attempted

Overall
2020 Goal = 72%



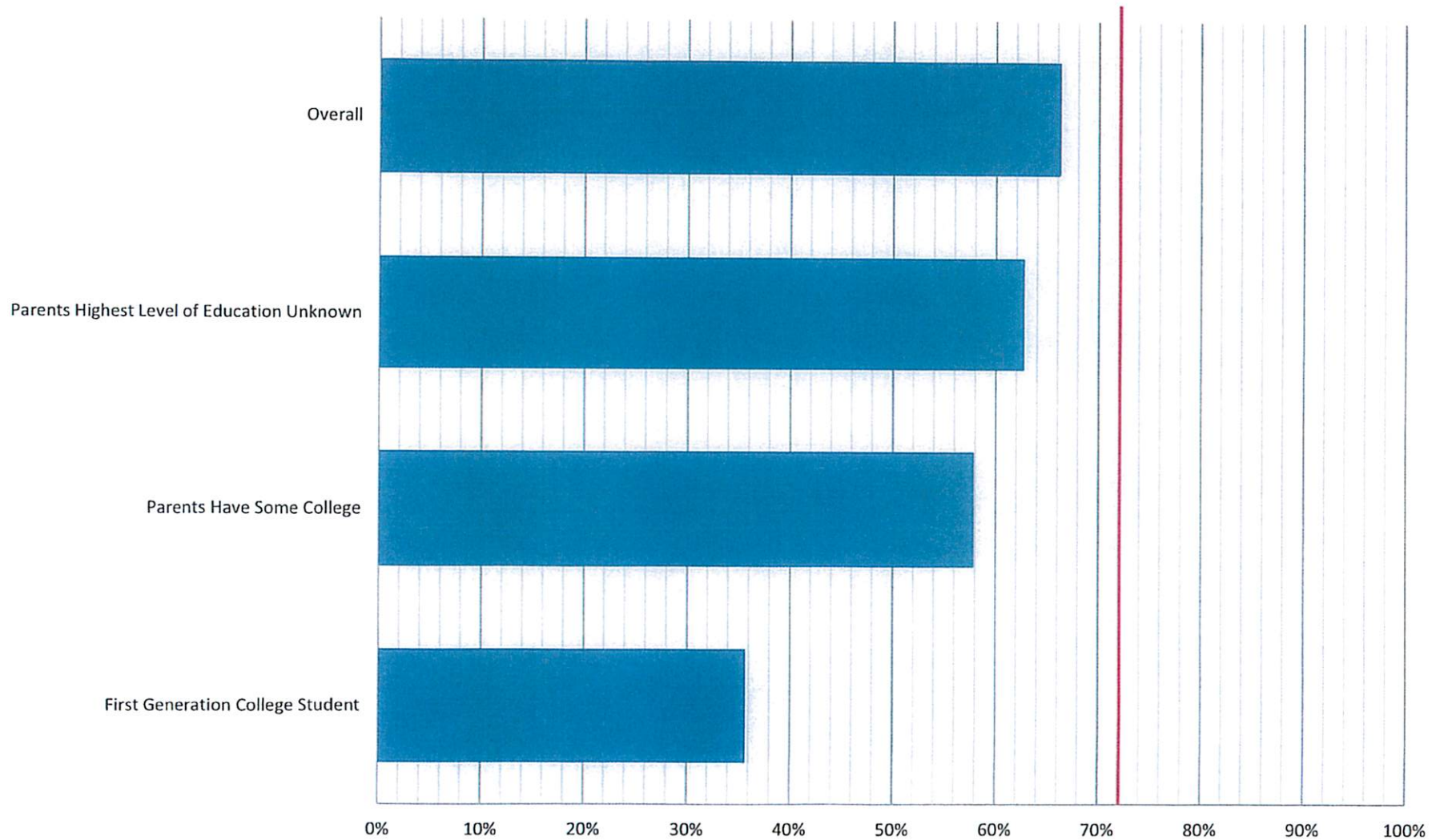
Youngstown State University
2012 First-Time Undergraduate Degree Seeking
Fall-to-Fall Persistence Rates
by Fall 2012 Academic Load

Overall
2020 Goal = 72%



Youngstown State University 2012 First-Time Undergraduate Degree Seeking Fall-to-Fall Persistence Rates by Family History of Higher Education

Overall
2020 Goal = 72%



DIVIDER

**Institutional Engagement
Committee**



RESOLUTION TO ACCEPT DEVELOPMENT GIFTS

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

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

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

**Board of Trustees Meeting
June 18, 2014
YR 2014-**

Agenda Item E.2.a

**YOUNGSTOWN STATE UNIVERSITY
DEVELOPMENT REPORT
Cash and Pledges
FY2014 YTD**

July 1, 2013 – March 31, 2014

	Cash/Property	Pledges	Total
Unrestricted	\$ 317,029	\$ 11,874	\$ 328,903
Restricted	\$ 2,847,068	\$ 258,096	\$ 3,105,164
Endowment	\$ 105,227	\$ 220,777	\$ 326,004
Total	<u>\$ 3,269,324*</u>	<u>\$ 490,747</u>	<u>\$ 3,760,071</u>

* Includes payments of \$2,185,942 on pledges from previous years.

These figures do not include \$869,185 in planned gifts, \$148,000 in assets held by others, \$821,392 in designations to the YSU Foundation, \$74,052 in gifts in-kind, \$26,270 for Alumni Relations and \$156,322 for WYSU.

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

Total \$3,760,071 minus \$2,185,942 in prior year pledge payments plus \$869,185 in planned gifts plus \$148,000 in assets held by others plus \$821,392 in contributions to the YSU Foundation equals grand total of \$3,412,706.

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

	Cash/Property	Pledges	Total
Unrestricted	\$ 293,022	\$ 71,525	\$ 364,548
Restricted	\$ 2,275,786	\$ 2,085,975	\$ 4,361,761
Endowment	\$ 98,418	\$ 67,596	\$ 166,014
Total	<u>\$ 2,667,226*</u>	<u>\$ 2,225,096</u>	<u>\$ 4,892,323</u>

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

These figures do not include \$3,314,051 in planned gifts, \$950,868 in designations to the YSU Foundation, \$67,328 in gifts in-kind, \$38,155 for Alumni Relations and \$132,315 for WYSU.

Pledge write-offs and adjustments for the period above totaled \$110,085 of prior year pledges.

Total \$4,892,323 minus \$1,395,475 in prior year pledge payments plus \$3,314,051 in planned gifts plus \$950,868 in contributions to the YSU Foundation equals grand total of \$7,761,767.

Fundraising Progress by Capital Project Through March 31, 2014

- **Construction of the Veterans Resource Center**
 - **\$1,000,000 Total Project Budget (\$1M Bond Financed)**
 - **\$740,610 Cash + \$317,486 Pledges = \$1,058,096 Total Raised**

- **Construction of the Athletic Fields (West of Fifth Avenue)**
 - **\$4,350,000 Project Budget (100% Bond Financed)**
 - **\$50,000 Cash + \$450,000 Pledges = \$500,000 Total Raised**

**RESOLUTION TO NAME
THE CARL F. CHUEY HERBARIUM**

WHEREAS, Carl F. Chuey served Youngstown State University for 47 years as a professor of Evolution and Ecology in the Department of Biological Sciences and Curator of the Herbarium at Youngstown State University; and,

WHEREAS, Professor Chuey transformed the Herbarium from a teaching tool of 200 specimens in 1967 to a research collection of over 100,000 catalogued specimens today, making the Herbarium at Youngstown State University the fourth largest of 35 herbaria in the state of Ohio; and,

WHEREAS, Professor Chuey directed the collection of specimens from all over the world, including all 50 states and all seven continents, with the largest geographic focus in Ohio, Pennsylvania, and West Virginia; and,

WHEREAS, Professor Chuey taught thousands of students in his tenure at YSU and published numerous articles in scientific journals, communicating his research and sharing his passion for the Biological Sciences in the classroom, the field, and the world; and,

WHEREAS, Professor Chuey was a founding member of the Campus Beautification Working Group, a campus committee charged with developing and implementing policies and procedures to preserve and sustain our campus green spaces, especially our 2,000 trees, for the benefit of future generations; and,

WHEREAS, Professor Chuey received a Bachelor of Science in 1966 from Youngstown State University, a Master of Science in 1969 from Ohio University, completed course work for a Ph.D. at Ohio State University, and received an honorary Ed.D. in 1971 from Ohio Christian College; and,

WHEREAS, Professor Chuey provided a gift of \$100,000 to establish a program endowment to fund the Herbarium in perpetuity; and,

WHEREAS, the University and the Board of Trustees wish to provide appropriate recognition of Carl F. Chuey's extraordinary service as Professor and Curator, his commitment to YSU students and the campus community, and his philanthropy; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University name the Carl F. Chuey Herbarium in the College of Science, Technology, Engineering; and,

BE IT FURTHER RESOLVED, that a copy of this Resolution be presented to Professor Chuey's son, Matthew C. Chuey.

DIVIDER

Finance & Facilities Committee

**RESOLUTION TO MODIFY
CASH COLLECTION SITES POLICY 3006.02**

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 Cash Collection Sites, policy number 3006.02 of the *University Guidebook*, shown as Exhibit C attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Cash Collection Sites
Responsible Division/Office:	Student Accounts and University Receivables
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	June 2009; June 2014
Resolution Number(s):	YR 2009-63; YR 2014-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	June 18, 2014
Next Review:	2019

Policy: The authority and responsibilities for the collection and deposit of all cash received on behalf of the University is assigned to the Vice President for Finance and Administration. This responsibility is discharged through the Director of Student Accounts and University Receivables in accordance with Ohio Revised Code, Section 9.38.

Purpose: This policy provides a framework for the consistent application of sound internal controls and best business practices for cash handling institution-wide. This policy requires that authorized cash collection sites with daily University receipts of \$1,000 or more remit these receipts to the Office of Student Accounts and University Receivables no later than one business day following their receipt. Daily University receipts of less than \$1,000 must be remitted within three business days. All receipts are required to be adequately safeguarded until remitted.

Definitions:

1. **Cash** – currency, checks, money orders, and debit/credit card transactions
2. **Cash Collection Site** – area authorized by the Director of Student Accounts and University Receivables to routinely accept or process cash
3. **Memorandum of Understanding** – documentation of cash collection site's authorization and agreed upon internal control procedures

Parameters:

1. The responsibility of handling university funds is conferred by the Director of Student Accounts and University Receivables to individual department or office heads through a signed memorandum of understanding outlining specific duties

and internal controls which the area agrees to implement and maintain. The memorandum is generated by the Director of Student Accounts and University Receivables and signed by the Director and the cognizant department/office head and then filed with the Principal Administrative Officer and the Vice President for Finance and Administration.
2. The memorandum of understanding shall provide for the secure and timely transfer of all monies collected to the Office of Student Accounts and University Receivables in accordance with Ohio Revised Code, Section 9.38, as well as meeting an appropriate level of internal control as determined by the Director of Student Accounts and University Receivables.
3. It is the responsibility of the cognizant department/office head to contact the Director of Student Accounts and University Receivables to report any duties or controls which are not being met to discuss remedies and then revise or rescind the memorandum accordingly. This notification includes changes in signatories, inability to meet internal controls, need to collect cash, and any other significant changes that occurred since the last memorandum was signed.
4. The Director of Student Accounts and University Receivables will communicate with all department/office heads and review the need, appropriateness and accuracy for all memorandums of understanding on at least an annual basis. Areas found by the Director or the auditors to be out of compliance with the memorandums may be required to forfeit the responsibility and privilege of handling university funds.
5. The required level and combination of internal controls will be tailored to each authorized cash collection site and will be determined based on level of risk and resource or customer service constraints.
6. Effective internal controls may include, but are not limited to the following:
 - a. Centralized control over locations authorized to receive cash.
 - b. Formal authorization and assignment of responsibility.
 - c. Written documentation of procedures and controls.
 - d. The use of cash registers, mail logs or pre-numbered receipts and accountability.
 - e. Physical safeguarding through use of safes, locked drawers, etc.
 - f. Changing of combinations or locks after key personnel turnovers.
 - g. Access restrictions.
 - h. Control of keys.

- i. Control of all cash receipts by the cashier until deposit is made.
- j. Timely deposits of funds collected.
- k. Deposits transported in locked bags by YSU Police.

- l. Restrictive endorsement placed on checks upon receipt.
- m. Reconciling detail records to the general ledger or otherwise assessing reasonableness of general ledger income.
- n. For petty cash funds, immediate documentation of all activity.
- o. Replenishment of petty cash within 30 days of expenditure.
- p. Frequent counting and balancing of funds, including idle funds.
- q. Segregation of duties between cash handling and recordkeeping/reconciling, including reconciling adjustments processed to source documents.
- r. Reconciling cash register tapes, mail logs or pre-numbered receipts to deposits.

7. New Authorizations:

- a. Requests for the establishment of new cash collection, change fund, petty cash fund, or billing sites for any university services and/or goods must be submitted in writing to the Director of Student Accounts and University Receivables, stating the purpose, the dollar value, the activity frequency and any other information deemed pertinent to the request.
- b. Approval will be based on the appropriateness of the request, ability of the office to adhere to necessary internal controls, and whether collection by the Office of Student Accounts and University Receivables is feasible.
- c. If the request is denied the department/office head may appeal to first the Executive Director of Financial Services, and then the Vice President for Finance and Administration.

8. On an annual basis, the Director of Student Accounts and University Receivables will:

- a. Issue a university-wide communication to ensure that all employees are reminded of this policy and the importance of proper safeguarding of cash.
- b. Review authorized cash collection sites and related reports with upper administration.

- c. Conduct surprise counts on a select number of randomly chosen cash collection sites and/or of cash collection sites that have elevated risk as determined by the Director of Student Accounts & University Receivables.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Cash Collection Sites
Responsible Division/Office:	Student Accounts and University Receivables
Approving Officer:	Vice President for Finance and Administration
<i>Revision History:</i>	June 2009; June 2014
Resolution Number(s):	YR 2009-63; YR 2014-
Board Committee:	Finance and Facilities
EFFECTIVE DATE:	June 18, 2014
Next Review:	2019

Policy: The authority and responsibilities for the collection and deposit of all cash received on behalf of the University is assigned to the Vice President for Finance and Administration. This responsibility is discharged through the Director of Student Accounts and University Receivables in accordance with Ohio Revised Code, Section 9.38.

Purpose: This policy provides a framework for the consistent application of sound internal controls and best business practices for cash handling institution-wide. This policy requires that authorized cash collection sites with daily University receipts of \$1,000 or more remit these receipts to the Office of Student Accounts and University Receivables no later than one business day following their receipt. Daily University receipts of less than \$1,000 must be remitted within three business days. All receipts are required to be adequately safeguarded until remitted.

Definitions:

1. **Cash** – currency, checks, money orders, and debit/credit card transactions
2. **Cash Collection Site** – area authorized by the Director of Student Accounts and University Receivables to routinely accept or process cash
3. **Memorandum of Understanding** – documentation of cash collection site’s authorization and agreed upon internal control procedures

Parameters:

1. The responsibility of handling university funds is conferred by the Director of Student Accounts and University Receivables to individual department or office heads through a signed memorandum of understanding outlining specific duties

and internal controls which the area agrees to implement and maintain. The memorandum is generated by the Director of Student Accounts and University Receivables and signed by the Director and the cognizant department/office head and then filed with the Principal Administrative Officer and the Vice President for Finance and Administration.

2. The memorandum of understanding shall provide for the secure and timely transfer of all monies collected to the Office of Student Accounts and University Receivables in accordance with Ohio Revised Code, Section 9.38, as well as meeting an appropriate level of internal control as determined by the Director of Student Accounts and University Receivables.
3. It is the responsibility of the cognizant department/office head to contact the Director of Student Accounts and University Receivables to report any duties or controls which are not being met to discuss remedies and then revise or rescind the memorandum accordingly. This notification includes changes in signatories, inability to meet internal controls, need to collect cash, and any other significant changes that occurred since the last memorandum was signed.
4. The Director of Student Accounts and University Receivables will communicate with all department/office heads and review the need, appropriateness and accuracy for all memorandums of understanding on at least an annual basis. Areas found by the Director or the auditors to be out of compliance with the memorandums may be required to forfeit the responsibility and privilege of handling university funds.
5. The required level and combination of internal controls will be tailored to each authorized cash collection site and will be determined based on level of risk and resource or customer service constraints.
6. Effective internal controls may include, but are not limited to the following:
 - a. Centralized control over locations authorized to receive cash.
 - b. Formal authorization and assignment of responsibility.
 - c. Written documentation of procedures and controls.
 - d. The use of cash registers, mail logs or pre-numbered receipts and accountability.
 - e. Physical safeguarding through use of safes, locked drawers, etc.
 - f. Changing of combinations or locks after key personnel turnovers.
 - g. Access restrictions.
 - h. Control of keys.
 - i. Control of all cash receipts by the cashier until deposit is made.
 - j. Timely deposits of funds collected.
 - k. Deposits transported in locked bags by YSU Police.

- l. Restrictive endorsement placed on checks upon receipt.
 - m. Reconciling detail records to the general ledger or otherwise assessing reasonableness of general ledger income.
 - n. For petty cash funds, immediate documentation of all activity.
 - o. Replenishment of petty cash within 30 days of expenditure.
 - p. Frequent counting and balancing of funds, including idle funds.
 - ~~q. Periodic surprise counts.~~
 - r. Segregation of duties between cash handling and recordkeeping/reconciling, including reconciling adjustments processed to source documents.
 - s. Reconciling cash register tapes, mail logs or pre-numbered receipts to deposits.
7. New Authorizations:
- a. Requests for the establishment of new cash collection, change fund, petty cash fund, or billing sites for any university services and/or goods must be submitted in writing to the Director of Student Accounts and University Receivables, stating the purpose, the dollar value, the activity frequency and any other information deemed pertinent to the request.
 - b. Approval will be based on the appropriateness of the request, ability of the office to adhere to necessary internal controls, and whether collection by the Office of Student Accounts and University Receivables is feasible.
 - c. If the request is denied the department/office head may appeal to first the Executive Director of Financial Services, and then the Vice President for Finance and Administration.
8. On an annual basis, the ~~Vice President for Finance and Administration~~ Director of Student Accounts and University Receivables will:
- a. Issue a university-wide communication to ensure that all employees are reminded of this policy and the importance of proper safeguarding of cash.
 - b. Review authorized cash collection sites and related reports with upper administration.
 - c. Conduct surprise counts on a select number of randomly chosen cash collection sites and/or of cash collection sites that have elevated risk as determined by the Director of Student Accounts & University Receivables.

**RESOLUTION TO APPROVE THE ANNUAL
OPERATING BUDGET FOR FY 2015**

WHEREAS, the proposed Fiscal Year 2015 Annual Budget has been reviewed by the Finance and Facilities Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Annual Operating Budget for Youngstown State University's general and auxiliary funds for Fiscal Year 2015, shown on Exhibit **D**, and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved for the period of July 1, 2014 through June 30, 2015.

Youngstown

STATE UNIVERSITY

FISCAL YEAR 2015

*Operating Budget
General Fund & Auxiliaries*



YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2015 Operating Budget
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YOUNGSTOWN STATE UNIVERSITY

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YOUNGSTOWN STATE UNIVERSITY
Fiscal Year 2015 Operating Budget

Budget Planning Process

For the second straight year, the YSU Budget Development Council led the budget planning process, formulating recommendations for a balanced FY 2015 budget, and facilitating a robust effort to reduce budgeted expenses. Council membership includes Dr. Charles Howell, Dean of the Beeghly College of Education; Dr. Ray Shaffer, Professor and Chair of the Accounting & Finance Department; Debra LaRocco, Human Resources Benefits Manager; Ken Schindler, Chief Technology Officer; Marilyn Ward, Budget Officer for Academic Affairs; Elaine Jacobs, Associate Athletic Director; Gary Sexton, WYSU Director; Erin Driscoll, Student Activities Director; Ana Bobby, Interim Library Co-Director; and Gary Swegan, Associate Vice President for Enrollment Management. The Council is also staffed by David Edwards, Senior Budget Analyst, and Neal McNally, Interim Vice President for Finance & Administration.

The Council's recommendations are summarized as follows:

- **Recommendation #1**: Budgeted revenues should be based on a realistic and conservative estimate of student enrollments. Accordingly, the FY 2015 budget is based on a 3.0% decline in full-time equivalent students, which is well within the range projected by the Enrollment Management Office.
- **Recommendation #2**: Begin to address YSU's structural budget deficit by requiring that each division of the University take steps to permanently reduce expense budgets.
- **Recommendation #3**: Require that each area executive officer quarterly report to the Board of Trustees on the status of their budget reduction plans.
- **Recommendation #4**: Engage in a comprehensive review and cost-benefit analysis of all facets of the University, including administrative support units and academic programs. The goal of this exercise is to identify areas where the University has opportunities to become more efficient (i.e., reduce costs) and raise revenue through targeted academic programming and strategic investments.

Budget Summary

As depicted in the table below, the fiscal year 2015 operating budget of \$173.1 million is 2.3% less than the FY 2014 operating budget. The general fund budget is \$3.9 million or 2.5% less than last year's budget, while the auxiliary budgets fell by a combined 0.6%.

The University's shrinking budget is a result of a downward enrollment trend that began in autumn 2011, and which has had a negative effect on tuition income and state funding revenue. During this time, the University has struggled to maintain a balanced operating budget and had heretofore made only incremental reductions in budgeted expenses, resulting in a sizable structural operating deficit.

At the onset of the FY 2015 budget planning process, the structural operating deficit in the general fund budget was projected to be \$10.8 million. Through a combination of already-implemented budget reductions and other reductions that will be implemented during the course of FY 2015, University management has made notable strides to mitigate the operating deficit. However, much work still lies ahead.

	<u>FY 2015 Budget</u>	<u>Percent Change</u>	<u>Dollar Change</u>
General Fund	\$149,800,000	-2.5%	(\$3,900,000)
Auxiliaries (net of Gen. Fund support)	23,321,856	-0.6%	(130,094)
Total Operating Budget	<u>\$173,121,856</u>	<u>-2.3%</u>	<u>(\$4,030,094)</u>

Revenue Assumptions:

1. A 3.0% decline in full-time equivalent (FTE) student enrollments relative to prior year actual enrollment levels.
2. An increase in undergraduate tuition of 2.38%, the maximum increase permitted by existing state budget legislation.
3. An increase in graduate tuition of 3.0%.
4. A reduction of nearly 2% or \$669,000 in State Share of Instruction operating appropriations, as projected by the Ohio Board of Regents.

Expense Assumptions:

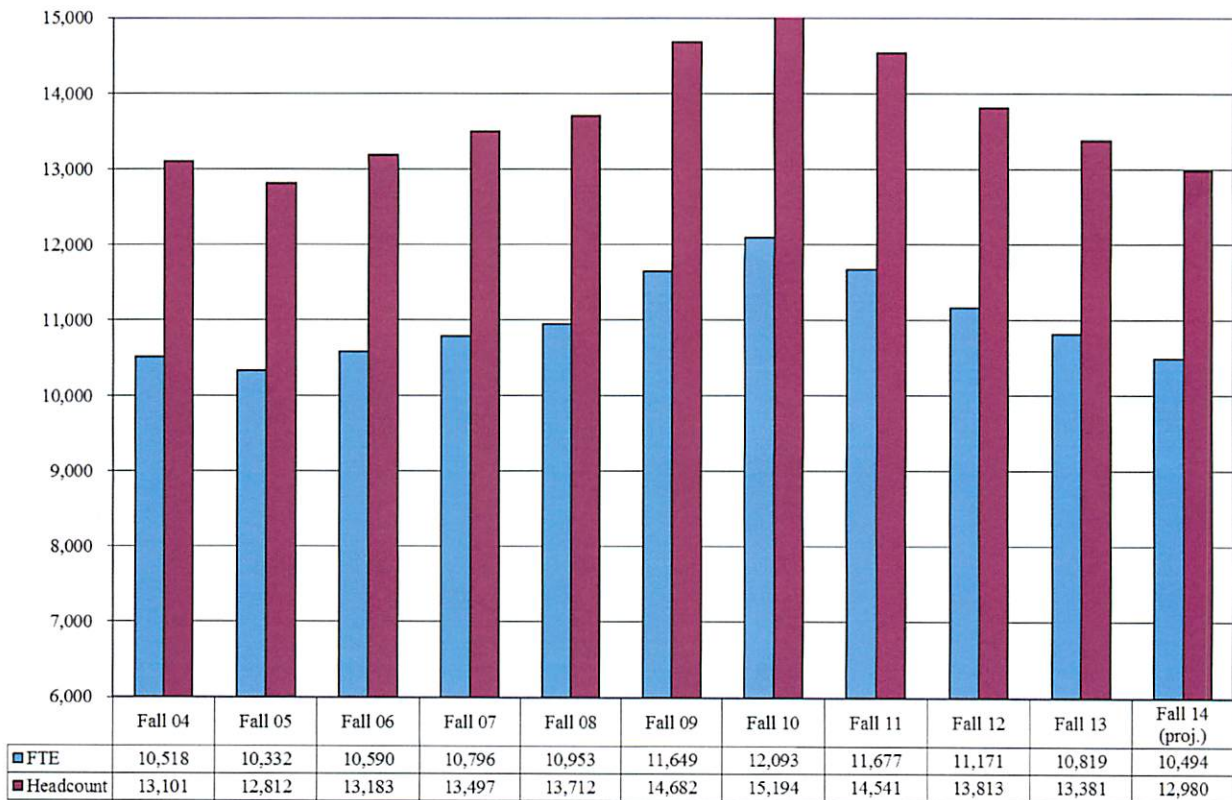
1. No change in salaries and wages, with the exception of a 2.0% increase for YSU Police Officers pursuant to the FOP collective bargaining agreement.
2. Permanent expense reductions of approximately \$3.8 million, which includes 43.5 faculty and staff FTE position vacancies that have been removed from the budget, and reductions in force affecting 15.0 FTE staff positions.
3. \$8.5 million in negative expenses, that is, expense reductions yet-to-be identified and/or which have been identified and will be implemented during FY 2015.
4. A \$1.3 million increase in utility costs resulting from anticipated spikes in energy prices, particularly electricity rates.

Student Enrollment Levels

For the past three years, YSU’s full-time equivalent (FTE) enrollment levels decreased by an average of 3.6% per year. It is important to note, however, that even with this decline, fall 2013 enrollment remained approximately 1% above the 20-year average. This three-year downward trend is expected to continue for one more year, as shown in the chart below, before beginning to stabilize in fall 2015 and beyond.

With the higher admittance standards that were implemented in autumn 2013, the University has already begun to see improved student continuation and retention results. These results and their cumulative effect, combined with new enrollment initiatives that have already been initiated, will make for a more optimistic enrollment picture beyond 2014.

Fall Semester Student Enrollment Trends



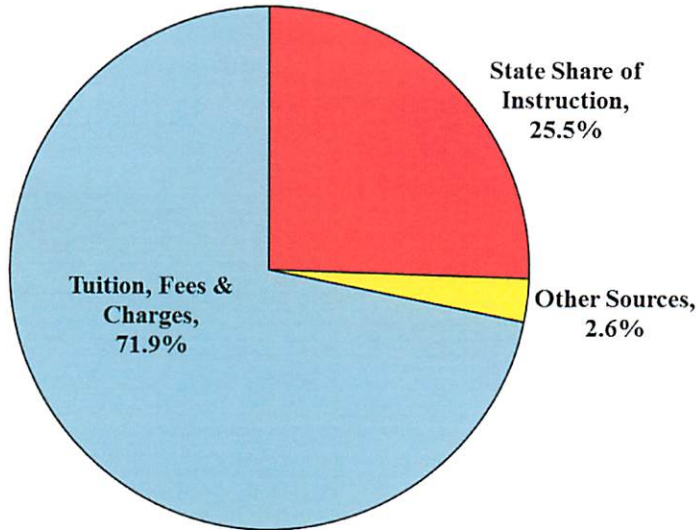
General Fund Revenues

FY 2015 budgeted general fund revenues total \$149.8 million or \$3.9 million less than the prior year’s budget. This reduction in revenue is largely the result of the enrollment decline that the University experienced in FY 2014 combined with an additional 3% decline in projected enrollments for FY 2015. These revenue reductions are partially offset by a 2.38% increase in undergraduate tuition, a 3% increase in graduate tuition, and increases in other miscellaneous fees.

The table and chart below provide summaries of general fund revenue; Appendix A provides greater detail.

<u>Source</u>	<u>FY 2015 Budget</u>	<u>Percent Change</u>	<u>Dollar Change</u>
<i>Tuition, Fees & Other Student Charges</i>			
Instructional & Mandatory Fees	\$97,506,214	-3.7%	(\$3,793,906)
Other Tuition, Fees & Student Charges	10,116,567	1.5%	148,047
Total Tuition, Fees & Other Charges	\$107,622,781	-3.3%	(\$3,645,859)
<i>State Appropriations</i>			
State Share of Instruction	\$38,220,094	-1.7%	(\$669,000)
Total State Appropriations	\$38,220,094	-1.7%	(\$669,000)
<i>Other Sources</i>	\$3,957,125	11.7%	\$414,859
Total General Fund Revenue	\$149,800,000	-2.5%	(\$3,900,000)

FY 2015 General Fund Revenue by Source



Tuition and Fees

YSU’s FY 2015 budgeted revenues are partially based on a 2.38% increase in mandatory tuition and fees for undergraduate students. This is the maximum increase permitted (for undergraduates) by House Bill 59, the state budget legislation for the FY 2014 - FY 2015 biennium.

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

As shown below, even with a 2.38% increase in tuition, YSU is projected to remain among the most affordable state universities in Ohio. The only two universities with tuition lower than YSU—Central State and Shawnee State—both receive special state supplemental funding that is purposed to keep these institutions’ tuition rates comparatively low.

**Projected FY 2015 Undergraduate Tuition*
Ohio Public Universities**

	Sorted lowest to highest	Compared to YSU
1 . Central State University [†]	\$6,246	(\$1,841)
2 . Shawnee State University [†]	\$7,364	(\$723)
3 . Youngstown State University	\$8,087	\$0
4 . Wright State University	\$8,730	\$643
5 . University of Toledo	\$9,242	\$1,155
6 . Statewide Average	\$9,708	\$1,620
7 . Cleveland State University	\$9,736	\$1,649
8 . Kent State University	\$10,004	\$1,917
9 . Ohio State University	\$10,225	\$2,138
10 . University of Akron	\$10,244	\$2,157
11 . Ohio University	\$10,634	\$2,547
12 . Bowling Green State University	\$10,778	\$2,691
13 . University of Cincinnati	\$10,972	\$2,885
14 . Miami University	\$13,936	\$5,849

*FY 2015 tuition projections are based on actual FY 2014 rates and assume each institution will implement the maximum \$188 increase as permitted by H.B. 59; figures are subject to revision and the approval of each institution's board of trustees.

† Both Central and Shawnee state universities receive special supplemental funding in the amount of \$10.9 million and \$2.3 million, respectively, specifically purposed to keep tuition comparatively low in service to under-represented student populations.

Note: YSU figure excludes transportation fee.

State Operating Appropriations

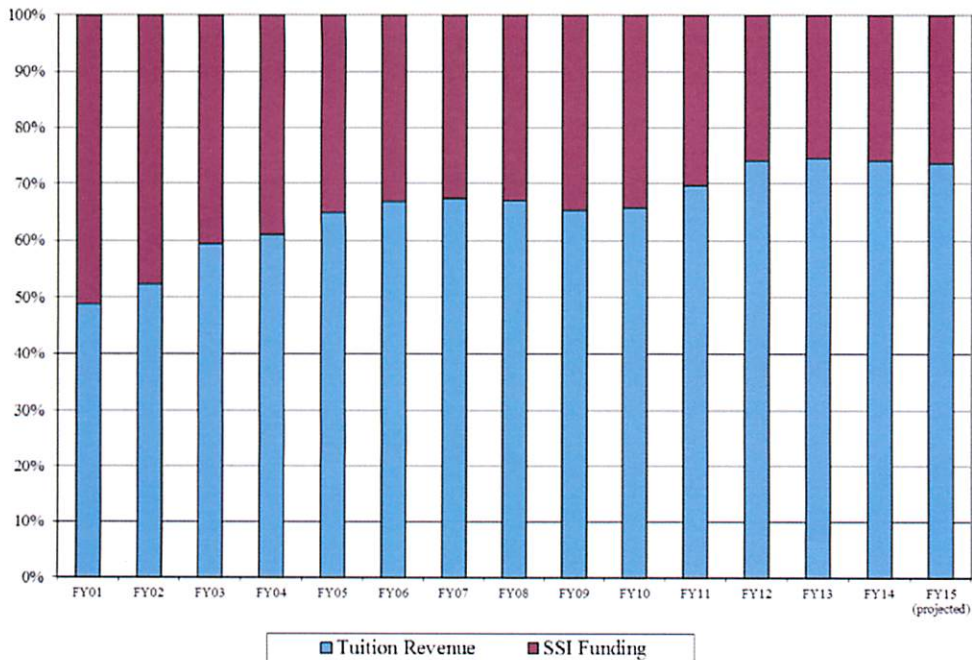
Based on the most recent estimate provided by the Ohio Board of Regents on May 23, 2014, State Share of Instruction (SSI) funding for YSU is expected to fall by 1.7%—a reduction of \$669,000 below the prior year’s budgeted level. The SSI formula itself was revised in House Bill 59 to allocate a greater share of funding to campuses on the basis of student success. Degrees awarded and course completions are now primary drivers of SSI funding. Datasets used in the formula are based on a three-year rolling average, and are weighted to take into account various at-risk student characteristics. The SSI formula continues to factor in discipline costs and enrollment levels. A breakdown of YSU’s SSI formula allocation is presented in the table below.

YSU’s State Share of Instruction Allocation, FY 2015

Course Completions	Degree Attainment	Doctoral Set-Aside	Access Campus Set-Aside	Total SSI
\$14,819,001	\$22,485,209	\$362,406	\$553,478	\$38,220,094
39%	59%	1%	1%	100%

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

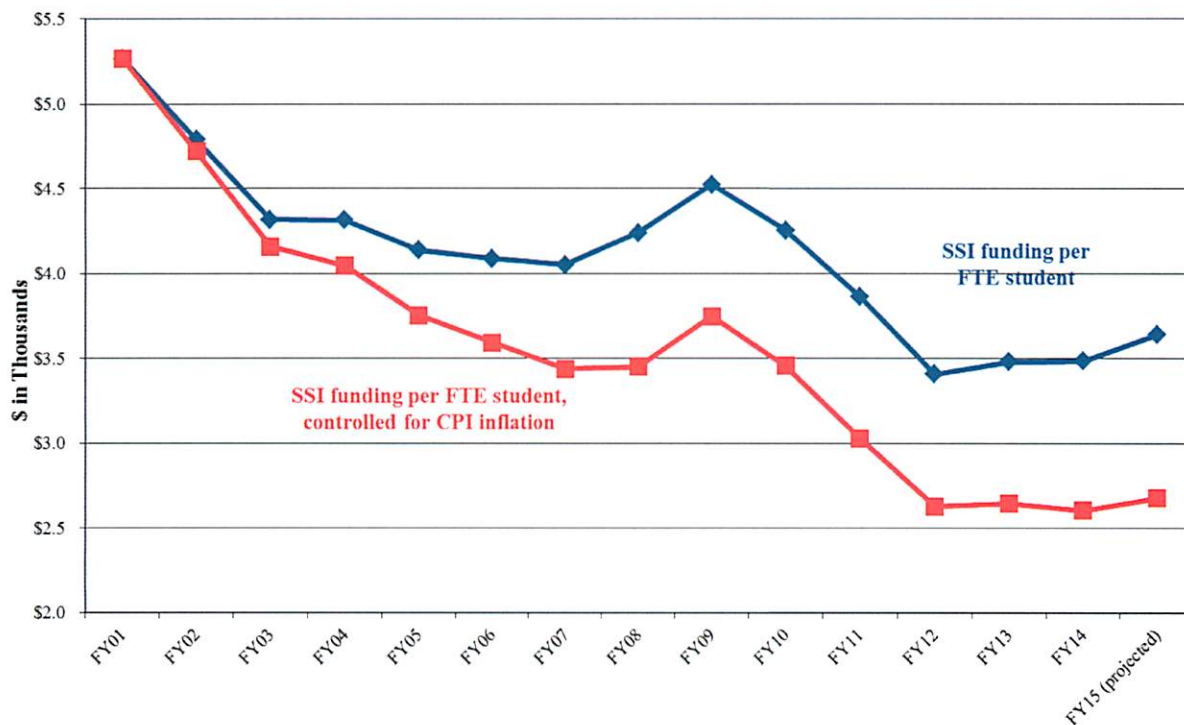
YSU Tuition & SSI History



State Operating Appropriations (continued)

Even more telling is the decline in SSI funding when compared to the change in enrollment levels over the past several years. As illustrated in the chart below, the University's SSI funding per FTE student has declined by 31% since FY 2001. And when controlled for inflation, the decline in SSI funding is even more precipitous.

YSU State Funding per FTE Student



General Fund Expenses

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

General Fund Expenses by Natural Classification

	<u>FY 2015 Budget</u>	<u>Percent Change</u>	<u>Dollar Change</u>
<i>Personnel</i>			
Faculty	\$43,323,017	-3.0%	(\$1,335,900)
Staff	33,205,154	-6.3%	(2,237,990)
Students	3,416,898	-4.4%	(158,615)
Fringe Benefits	26,402,160	-1.4%	(373,720)
Total Personnel	<u>\$106,347,229</u>	<u>-3.7%</u>	<u>(\$4,106,225)</u>
Position Vacancy Savings*	\$0	-100.0%	\$7,495,253
<i>Operating Expenses</i>			
Supplies	\$1,770,782	-11.5%	(\$228,981)
Travel and Related Expenses	1,099,806	1.3%	13,866
Information & Communication	1,471,975	-12.5%	(210,805)
Maintenance/Repairs/Utilities	9,195,190	17.9%	1,392,931
Scholarships, Aid & Awards	5,482,668	8.5%	430,392
Equipment & Library Acquisitions	1,346,321	0.6%	8,000
Miscellaneous	5,294,529	0.3%	13,476
Total Operating Expenses	<u>\$25,661,271</u>	<u>5.9%</u>	<u>\$1,418,879</u>
<i>Other</i>			
Transfers (see Appendix B)	\$24,199,244	0.5%	\$126,944
Area Contingency Accounts	(6,407,744)	-364.0%	(8,834,851)
Total Other	<u>\$17,791,500</u>	<u>-32.9%</u>	<u>(\$8,707,907)</u>
Total General Fund Expenses	<u>\$149,800,000</u>	<u>-2.5%</u>	<u>(\$3,900,000)</u>

*An estimated \$4.6 million in unbudgeted vacancy savings is available at 5/23/14.

General Fund Personnel Expenses

Because the University continues to experience a decline in revenue, and because personnel expenses comprise over 70% of overall costs, serious efforts have been made to control and reduce personnel costs. This is evidenced by the \$4.1 million reduction in personnel expenses shown on the table above.

In addition to nineteen staff vacancies removed from last year's budget, the FY 2015 budget includes the removal of 43.50 FTE position vacancies as detailed on the following page.

Position Vacancies Removed from the FY 2015 Budget

<u>President's Division:</u>	<u>Department</u>	<u>FTE</u>
Executive Secretary	President's Office	1.00
Assistant Police Chief	YSU Police	1.00
Police Sergeant	YSU Police	1.00
		<u>3.00</u>
<u>Finance & Administration:</u>		
HR Associate	Human Resources	1.00
Cash Management Officer	Budget / Treasury Operations	1.00
Administrative Assistant	Budget / Treasury Operations	1.00
Accountant	Controller's Office	1.00
Purchasing Coordinator	Procurement Services	1.00
Plumber	Facilities Maintenance	1.00
Painter	Facilities Maintenance	1.00
Locksmith	Facilities Maintenance	1.00
Carpenter	Facilities Maintenance	1.00
Maint Repair Worker	Facilities Maintenance	.50
Account Clerk	Facilities Maintenance	.75
Sheet Metal Worker	Facilities Maintenance	1.00
Maint Repair Worker	Facilities Maintenance	.50
Network Services Supervisor	Network Telecom.	1.00
Systems Analyst	Network Telecom.	1.00
Manager	Computer Services	1.00
Associate Director	Computer Services	1.00
Programmer Analyst	Computer Services	1.00
Instr. Technology Specialist	Media & Acad. Computing	1.00
Manager	Media & Acad. Computing	1.00
Network Administrator	Media & Acad. Computing	1.00
		<u>19.75</u>
<u>University Advancement:</u>		
Coordinator	Alumni & Events	1.00
Announcer Producer	WYSU	.50
		<u>1.50</u>
<u>Academic Affairs:</u>		
Administrative Assistant	Dean - CLASS	1.00
Manager	Biology	1.00
Director	SMARTS	1.00
Administrative Assistant	SMARTS	.50
Coordinator	Dean - Beechly College of Ed.	.60
Academic Advisor	Dean - Bitonte College of HHS	.25
Secretary	Social Work	.50
Director	Health Professions	1.00
Secretary	Physical Therapy	.50
Coordinator	Urban & Regional Studies	.40
Library Media Tech Asst	Maag Library	1.00
Programmer Analyst	Institutional Research	1.00
Faculty Position	Academic Affairs	1.00
Faculty Position	Academic Affairs	1.00
Faculty Position	Academic Affairs	1.00
Faculty Position	Academic Affairs	1.00
Faculty Position	Academic Affairs	1.00
Faculty Position	Academic Affairs	1.00
Faculty Position	Academic Affairs	1.00
Faculty Position	Academic Affairs	1.00
Faculty Position	Academic Affairs	1.00
		<u>17.75</u>
<u>Student Affairs:</u>		
Coordinator	Testing Center	.50
Coordinator	Student Affairs	1.00
		<u>1.50</u>
	Total	<u>43.50</u>

Fringe Benefits

Fringe benefits are budgeted as a percentage of wages. To determine this percentage for the FY 2015 budget, the University's actual benefit cost experience was analyzed for the 12-month period ending March 31, 2014. This analysis reaffirmed that the changes made to the University's healthcare plan in FY 2011 and FY 2012 have helped slow the growth in overall benefit costs.

The table below shows a breakdown of fringe benefit costs. For FY 2015, the aggregate budgeted fringe benefit rate will be 33% of wages, an increase of one percentage point over the prior fiscal year. This budgeted increase is intended to provide a hedge against increases in actual costs next year.

FY 2015 General Fund Fringe Benefit Budget

	Percent of Wages	Budgeted Fringes	Percent of Total
Retirement	14.00%	\$11,088,907	42.00%
Medicare	1.00%	\$1,056,086	4.00%
Workers Comp.	0.16%	\$132,011	0.50%
Net Healthcare	11.00%	\$9,240,756	35.00%
Life Insurance	0.36%	\$132,011	0.50%
Unemployment	1.21%	\$264,022	1.00%
Parking	0.61%	\$528,043	2.00%
Tuition Remission	4.66%	\$3,960,324	15.00%
Total	<u>33.00%</u>	<u>\$26,402,160</u>	<u>100.00%</u>

Reductions to General Fund Budgets

As previously noted, the University has engaged in an aggressive exercise to reduce expenses in light of declining revenue. When the process began, a general fund revenue shortfall of \$10.8 million was projected. Consequently, the YSU Budget Development Council developed reduction or efficiency targets, proportionately based on each division's share of the FY 2014 general fund budget (net of institution-wide costs, such as utilities and scholarships). The table below depicts this methodology.

Division	Proportionate Share of General Fund	
	Budget	Efficiency Target
President	2.6% =>	\$280,612
Finance & Admin. / IT	9.3% =>	1,012,575
Advancement	3.8% =>	410,131
Academic Affairs	69.3% =>	7,500,812
Student Affairs	9.5% =>	1,031,604
Intercoll. Athletics	5.5% =>	595,305
Total	100.0% =>	\$10,831,039

To date, significant progress has been made at meeting these targets. Nearly \$2.5 million in expense reductions have already been implemented and are included in the FY 2015 budget. And an additional \$1.3 million in reductions have been identified and will be implemented during the first quarter of FY 2015.

Division	Target met	Targets		Target remaining, not yet identified		Budgeted targets
	(included in Budget)	Identified for 1st quarter	Total Target Met			
President	\$289,900	\$0	\$289,900	103%	\$0	\$0
Finance & Admin. / IT	314,092	808,329	1,122,421	111%	0	(808,329)
Advancement	143,316	266,815	410,131	100%	0	(266,815)
Academic Affairs	910,800	79,726	990,526	13%	6,510,286	(6,590,012)
Student Affairs	639,772	179,438	819,210	79%	212,394	(391,832)
Intercoll. Athletics	150,000	0	150,000	25%	445,305	(445,305)
Total	\$2,447,880	\$1,334,308	\$3,782,188	35%	\$7,167,985	(\$8,502,293)

Summary of Reduction Plans by Division

1. The President's Division exceeded its efficiency target with savings of \$289,900:

- \$180,000 from the elimination of 2.0 FTE vacancies in the YSU Police Department.
- \$102,000 in savings resulting from reduced salary and benefit costs for the President.
- \$7,900 in operating budget reductions in Diversity & Multicultural Affairs.

2. Finance & Administration also exceeded its efficiency target with savings of \$1,122,421:

- \$314,092 in expense reductions are included in the FY 2015 budget:
 - \$164,092 from elimination of 2.0 FTE position vacancies
 - \$150,000 in deferred IT expenses.
- \$808,329 in additional expense reductions are planned for the first quarter of FY 2015:
 - \$97,264 in savings from the vacant VP Finance & Administration position (6 months of savings)
 - \$711,065 in reductions in force affecting 9.0 FTE staff positions.
- With its fiduciary charge, the Division of Finance & Administration will continue to work with all areas of the University to generate cost-savings and efficiencies where opportunities may exist.

3. The Advancement Division met its entire target of \$410,131:

- \$143,316 in non-personnel expense reductions already included in the FY 2015 budget:
 - \$31,802 from Marketing & Communications
 - \$37,382 from Alumni & Events
 - \$10,205 from Commencement
 - \$63,927 from WYSU Radio Station
- \$213,626 in reductions in force affecting 3.0 FTE staff positions.
- \$24,798 from the elimination of 0.5 FTE vacancy in WYSU.
- \$28,391 from partial savings from the VP Advancement vacancy.

4. Academic Affairs achieved 13% of its target with \$990,526 in savings:

- \$910,800 from the elimination of 9 full-time faculty position vacancies.
- \$79,726 through reduction in force affecting 1.0 FTE staff position.
- Because Academic Affairs has the largest share of the overall budget, it also has the largest reduction target. With over \$6.5 million in yet-to-be identified reductions, the Provost will collaborate with College Deans to develop a long-term approach to reduce costs and/or raise revenue. The Provost will report quarterly to the Board of Trustees' Finance & Facilities Committee on progress made toward these objectives.

While it is unlikely that the entire Academic Affairs target will be met during FY 2015, there will be significant savings from faculty vacancies. To date, approximately \$3 million exists from unfilled faculty positions. In response to declining enrollment and the current budget situation, Academic Affairs reduced the full-time faculty footprint from 434 FTE faculty in 2010-11 to a projected 414 FTE in 2014-15 based on a careful analysis of instructional needs. The approved positions for FY 2015 include two new positions in Criminal Justice and Social Work to address increased enrollment in these areas. The balance of the approved faculty positions are replacements.

5. Student Affairs met 79% of its target, identifying savings and/or increased revenue totaling \$819,210:

- \$19,684 from the elimination of a 0.5 FTE vacancy in the Testing Center.
- \$50,000 from Disability Services' operating budget.
- \$46,000 reduction in temporary intermittent staffing in Financial Aid, Registration, and Admissions.
- \$9,000 from the Counseling Center's operating budget.
- \$45,519 from Academic Achiever's operating budget.
- \$10,000 from Student Health Clinic's operating budget.
- \$58,878 from VP Student Affairs' operating budget.
- \$370,691 in additional overhead income from the Bookstore, Housing, and Kilcawley Center.
- \$30,000 in additional income from a \$5 increase in application fees.
- \$70,554 in savings from a 1.0 FTE vacancy in Financial Aid.
- \$108,884 from reductions in force that will affect 2.0 FTE positions.
- With an unmet target of \$212,394, the Vice President for Student Affairs will quarterly report to the Board of Trustees' Finance & Facilities Committee on progress made to achieve additional savings. It is expected that savings will become available through natural employee attrition within the Student Affairs division.

6. Intercollegiate Athletics achieved 25% of its target reduction:

- \$90,000 in increased external revenue, which includes a \$5,000 increase in beverage contract pouring rights; \$35,000 in basketball game guarantees; and \$50,000 in corporate sponsorship income.
- \$60,000 in reduced scholarship expenses for non-mandatory summer courses for student athletes.
- Combined, these two items reduce Athletics' reliance on the University's general fund budget by \$150,000. The unmet portion of Athletics' target—\$445,305—will be budgeted as a negative expense in a non-divisional general fund account, and managed centrally.

Recap of General Fund Expenses by Division

Division	Gross FY 2015 Budget	Expense Reductions to be Implemented or Identified	Net FY 2015 Budget	Percent of Total	Percent Change
Academic Affairs	\$84,705,460	(\$6,590,012)	\$78,115,448	52.1%	-9.6%
Finance & Administration	22,824,432	(808,329)	22,016,103	14.7%	-5.2%
Office of the President	5,230,535	0	5,230,535	3.5%	-4.1%
Student Affairs	14,417,093	(391,832)	14,025,261	9.4%	-1.5%
Technology	10,345,629	0	10,345,629	6.9%	-9.3%
Advancement	3,978,693	(266,815)	3,711,878	2.5%	-11.6%
Non-Divisional (see Appendix C)	16,800,451	(445,305)	16,355,146	10.9%	87.0%
Total General Fund	\$158,302,293	(\$8,502,293)	\$149,800,000	100.0%	-2.5%

Auxiliaries

Auxiliaries are units of the University that are ancillary yet essential and which generate revenue to support operating costs. The combined FY 2015 budgets for the University's auxiliary units total approximately \$36.9 million, which includes \$13.6 million in general fund support and roughly \$23.3 million in earned income. (See Appendix D for auxiliary budget detail.)

The 3.6% increase in the Athletics budget is largely due to a \$392,000 or 6.8% increase in support from the University's general fund budget. This increase is in part due to increased scholarship costs, as well as increases in other fixed costs, such as officiating fees and travel requirements. The \$14 million Athletics budget is emblematic of the long-standing institutional decision to maintain an NCAA-compliant Division I intercollegiate athletic program.

The increase in the Labor & Industry Steel Museum budget is attributable to an anticipated \$20,000 increase in the Ohio Historical Society's state appropriation. And the elimination of the Telephone Services-Residence Hall budget reflects the reduced need for land-line phones in the residence halls, as virtually all students now own cellular phones.

Auxiliary Budgets - FY 2015

Auxiliary	FY 2015 Budget	Percent Change	Dollar Change
Intercollegiate Athletics	\$14,031,486	3.63%	\$491,117
Housing Services	10,281,510	2.23%	224,350
Bookstore	5,400,000	-1.82%	(100,000)
Parking Services	3,363,360	-8.12%	(297,044)
Kilcawley Center	2,180,775	0.00%	0
Labor & Industry Steel Museum	130,100	18.27%	20,100
Telephone Service-Residence Hall	0	-100.00%	(76,500)
Andrews Recreation and Wellness Center	1,490,683	1.68%	24,667
Total Auxiliary Budgets	\$36,877,914	0.78%	\$286,690
Less: Support from General Fund	(13,556,058)	3.17%	(416,784)
Total Earned Income	\$23,321,856	-0.55%	(\$130,094)

Miscellaneous Salary Rates

The table below summarizes miscellaneous salary rates for part-time faculty, graduate assistants, research assistants, and other student employees.

**Miscellaneous Salary Rates
Fiscal Year 2015**

Employee Classification	Rate
<i>Part-Time Faculty (per semester hour workload)</i>	
With Baccalaureate	\$ 650
With Masters or J.D.	\$ 800
With Doctorate	\$ 1,050
<i>Doctoral Fellowships (includes remittance of tuition and non-resident surcharge)</i>	\$10,000
<i>Ph.D. Assistantships Stipends (sciences and engineering)</i>	\$23,500-\$30,000
<i>Graduate Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 7,500
<i>Graduate Teaching Assistants (includes remittance of tuition and non-resident surcharge)</i>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$ 8,750
<i>Student Employee Hourly Wage Rates*</i>	
Research Assistants	\$9.50
Student Assistants	\$7.95
Student Exception Rates <i>(as approved by the Executive Director of Student Life)</i>	\$8.25 - \$14.00

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

Rich Center for Autism

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

Rich Center for Autism - FY 2015

	FY 2015 Budget	Percent Change	Dollar Change
Revenues			
Noncredit Tuition	\$1,568,000	1.8%	\$28,000
Private Grants/Contracts Foundation	195,960	66.1%	77,992
Cash Gifts	184,030	77.8%	80,530
Pledge Income	66,600		66,600
Misc. Income	39,400	-67.5%	(81,856)
Total Revenues	\$2,053,990	9.1%	\$171,266
Expenses			
<i>Personnel</i>			
Full- and Part-time Staff	\$1,397,271	11.7%	\$145,900
Temporary Staff	34,117	0.0%	0
Fringe Benefits	477,152	11.6%	49,606
Total Personnel	\$1,908,540	11.4%	\$195,506
<i>Operating Expenses</i>			
Supplies	\$49,550	-6.3%	(\$3,350)
Travel and Related Expenses	2,500	-69.7%	(5,740)
Information & Communication	10,400	-59.0%	(14,950)
Facility Rental/Maintenance/Repairs	1,300	-74.5%	(3,800)
Fees & Services	66,200	0.0%	0
Miscellaneous	15,500	30.3%	3,600
Total Operating Expenses	\$145,450	-14.3%	(\$24,240)
Total Rich Center Expenses	\$2,053,990	9.1%	\$171,266

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APPENDICES

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YOUNGSTOWN STATE UNIVERSITY

General Fund Revenue - FY 2015

	<u>FY 2015 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT CHANGE</u>	<u>PERCENT of TOTAL</u>
TUITION, FEES & OTHER CHARGES				
MANDATORY FEES				
Instructional Fee	\$78,898,332	(\$3,293,562)	-4.0%	52.67%
General Fee	15,811,964	(455,713)	-2.8%	10.56%
Technology Fee	2,795,918	(44,631)	-1.6%	1.87%
Subtotal - Mandatory Fees	\$97,506,214	(\$3,793,906)	-3.7%	65.09%
OTHER TUITION & FEES				
Non-resident Tuition Surcharge	\$2,877,134	(\$7,433)	-0.3%	1.92%
Laboratory/Materials Fee	2,900,000	0	0.0%	1.94%
College/Program Fees	2,182,480	72,480	3.4%	1.46%
Non-credit Instructional Fees	266,653	0	0.0%	0.18%
Miscellaneous Fees	306,300	63,000	25.9%	0.20%
Application Fees	305,000	30,000	10.9%	0.20%
Subtotal - Other Tuition & Fees	\$8,837,567	\$158,047	1.8%	5.90%
STUDENT CHARGES				
Fines & Penalty Assessments	\$615,000	\$0	0.0%	0.41%
Service Charges	664,000	(10,000)	-1.5%	0.44%
Subtotal - Student Charges	\$1,279,000	(\$10,000)	-0.8%	0.85%
Total - Tuition, Fees & Other Chrgs.	\$107,622,781	(\$3,645,859)	-3.3%	71.84%
STATE APPROPRIATIONS				
State Share of Instruction	\$38,220,094	(\$669,000)	-1.7%	25.51%
Subtotal - State Appropriations	\$38,220,094	(\$669,000)	-1.7%	25.51%
OTHER SOURCES				
Investment Income for Operations	\$933,694	\$233,694	33.4%	0.62%
Administrative Charge - Bookstore	500,000	0	0.0%	0.33%
Administrative Charge - Other Auxiliaries	1,157,079	317,813	37.9%	0.77%
Alumni Relations	80,500	0	0.0%	0.05%
Sales & Services of Educational Activities	67,500	0	0.0%	0.05%
Private Gifts, Unrestricted	90,000	10,000	12.5%	0.06%
Facility Rental, Athletics and University	115,000	5,000	4.5%	0.08%
Indirect Cost Recoveries	480,000	(125,000)	-20.7%	0.32%
Revenue Sharing, NEOMED and other	190,000	(50,000)	-20.8%	0.13%
Other-Miscellaneous	343,352	23,352	7.3%	0.23%
Subtotal - Other Sources	\$3,957,125	\$414,859	11.7%	2.64%
TOTAL GENERAL FUND REVENUE	\$149,800,000	(\$3,900,000)	-2.5%	100.00%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenses by Natural Classification

	FY 2015			
	BUDGET	PERCENT OF TOTAL	CHANGE	PERCENT CHANGE
PERSONNEL				
Full Service Faculty				
Professor	\$12,897,513	8.6%	(\$270,686)	-2.1%
Associate Professor	9,334,694	6.2%	(359,473)	-3.7%
Assistant Professor	6,931,132	4.6%	82,032	1.2%
Instructor	1,547,531	1.0%	93,699	6.4%
Faculty Vacancies	2,726,543	1.8%	(881,472)	-24.4%
Subtotal - Full Service Faculty Salaries	\$33,437,413	22.3%	(\$1,335,900)	-3.8%
Temporary Faculty				
Summer School	\$3,193,000	2.1%	\$0	0.0%
Faculty Overload	72,000	0.0%	0	0.0%
Part-Time Faculty	4,583,787	3.1%	0	0.0%
Continuing Education Faculty	104,338	0.1%	0	0.0%
Extended Teaching Service	1,932,479	1.3%	0	0.0%
Subtotal - Temporary Faculty Salaries	\$9,885,604	6.6%	\$0	0.0%
Total Faculty Salaries	\$43,323,017	28.9%	(\$1,335,900)	-3.0%
Permanent Staff				
Professional/Administrative, Full-Time	\$15,925,251	10.6%	(\$908,980)	-5.4%
Professional/Administrative, Part-Time	408,573	0.3%	(49,903)	-10.9%
Classified, Full- and Part-Time	16,384,385	10.9%	(1,184,633)	-6.7%
Subtotal - Permanent Staff Salaries	\$32,718,209	21.8%	(\$2,143,516)	-6.1%
Temporary Staff				
Classified Temporary/Intermittent	\$258,388	0.2%	(\$73,600)	-22.2%
Classified Overtime	98,869	0.1%	(26,274)	-21.0%
Supplementary Salaries	105,008	0.1%	2,500	2.4%
Occasional Service Payment	24,680	0.0%	2,900	13.3%
Subtotal - Temporary Staff Salaries	\$486,945	0.3%	(\$94,474)	-16.2%
Total Staff Salaries	\$33,205,154	22.2%	(\$2,237,990)	-6.3%
Students				
Graduate Assistants	\$1,211,920	0.8%	\$0	0.0%
Graduate Assistant Interns	20,000	0.0%	(10,500)	-34.4%
Student Assistants	1,791,229	1.2%	(132,614)	-6.9%
Research Assistants	83,265	0.1%	0	0.0%
Task Based Stipends	310,484	0.2%	(15,501)	-4.8%
Subtotal - Student Salaries	\$3,416,898	2.3%	(\$158,615)	-4.4%
Total - Faculty, Staff & Student Salaries	\$79,945,069	53.4%	(\$3,732,505)	-4.5%
Fringe Benefits	\$26,402,160	17.6%	(\$373,720)	-1.4%
TOTAL SALARIES & FRINGE BENEFITS	\$106,347,229	71.0%	(\$4,106,225)	-3.7%

YOUNGSTOWN STATE UNIVERSITY

General Fund Expenses by Natural Classification (continued)

	FY 2015			
	BUDGET	PERCENT OF TOTAL	CHANGE	PERCENT CHANGE
OPERATING EXPENSES				
Supplies	\$1,770,782	1.2%	(\$228,981)	-11.5%
Travel & Related Expenses	1,099,806	0.7%	13,866	1.3%
Information & Communication	1,471,975	1.0%	(210,805)	-12.5%
Maintenance/Repairs/Utilities	9,195,190	6.1%	1,392,931	17.9%
Library Acquisitions	966,445	0.6%	0	0.0%
Equipment	379,876	0.3%	8,000	2.2%
TOTAL OPERATING	\$14,884,074	9.9%	\$975,011	7.0%
MISCELLANEOUS				
Student Scholarships, Aid & Awards	\$5,482,668	3.7%	\$430,392	8.5%
General Insurance	487,359	0.3%	0	0.0%
Professional Fees & Services	1,885,191	1.3%	(116,271)	-5.8%
Bad Debt/Collections/Bank Fees	1,196,084	0.8%	(34,855)	-2.8%
Rentals - Non-Facilities	337,533	0.2%	(22,026)	-6.1%
Other	1,388,362	0.9%	186,628	15.5%
TOTAL MISCELLANEOUS	\$10,777,197	7.2%	\$443,868	4.3%
OTHER				
Transfers				
Centers of Excellence	\$382,500	0.3%	(\$42,500)	-10.0%
Intercollegiate Athletics	10,843,986	7.2%	392,117	3.8%
Athletic Facilities Funds	75,000	0.1%	0	0.0%
Laboratory/Materials Fee	2,900,000	1.9%	0	0.0%
Beeghly College of Education Fee	129,200	0.1%	(15,200)	-10.5%
Bitonte HHS College Fee	489,250	0.3%	23,750	5.1%
Creative Arts & Comm. College Fee	317,750	0.2%	123,000	63.2%
STEM College Fee	741,000	0.5%	142,500	23.8%
CLASS College Fee	152,000	0.1%	0	0.0%
WCBA College Fee	351,000	0.2%	(103,550)	-22.8%
Kilcawley Center	1,273,389	0.9%	0	0.0%
Debt Services & Debt Service Reserve	1,414,000	0.9%	0	0.0%
Andrews Recreation/Wellness Center	1,438,683	1.0%	24,667	1.7%
Technology Initiatives	2,801,712	1.9%	(38,837)	-1.4%
Transfer in from Other Funds	(1,051,557)	-0.7%	(276,980)	35.8%
Capital Lease, Energy Conservation Project	1,179,666	0.8%	0	0.0%
Other	761,665	0.5%	(102,023)	-11.8%
Subtotal - Transfers	\$24,199,244	16.2%	\$126,944	0.5%
Miscellaneous Other				
Area Contingency Accounts	(\$6,407,744)	-4.3%	(\$8,834,851)	-364.0%
Position Vacancy Savings	0	0.0%	7,495,253	-100.0%
Subtotal - Miscellaneous Other	(\$6,407,744)	-4.3%	(\$1,339,598)	26.4%
TOTAL OTHER	\$17,791,500	11.9%	(\$1,212,654)	-6.4%
TOTAL GENERAL FUND	\$149,800,000	100.0%	(\$3,900,000)	-2.5%

YOUNGSTOWN STATE UNIVERSITY
FY 2015 General Fund Expenses by Division

DIVISION	FY 2015 BUDGET	PERCENT OF TOTAL	ANNUAL CHANGE	PERCENT CHANGE
ACADEMIC AFFAIRS				
Academic Support and Temporary Faculty	\$6,763,494	4.5%	(\$10,557,410)	-61.0%
Vacancy Reserve (Faculty Searches in Progress)	1,378,142	0.9%	(3,348,358)	-70.8%
College of Liberal Arts & Social Sciences	13,402,501	8.9%	382,590	2.9%
Williamson College of Business Administration	7,464,897	5.0%	645,464	9.5%
Beeghly College of Education	6,044,334	4.0%	1,042,097	20.8%
College of Science, Technology, Engineering & Math	17,817,236	11.9%	1,803,212	11.3%
College Creative Arts & Communications	8,324,433	5.6%	419,930	5.3%
Bitonte College of Health & Human Services	11,751,761	7.8%	1,207,776	11.5%
School of Graduate Studies & Research	1,886,150	1.3%	135,383	7.7%
Centers of Excellence (transfer)	382,500	0.3%	(42,500)	-10.0%
Laboratory/Materials Fee (transfer)	2,900,000	1.9%	0	0.0%
Total - Academic Affairs	\$78,115,448	52.1%	(\$8,311,816)	-9.6%
FINANCE & ADMINISTRATION				
Facilities & Maintenance	\$8,072,973	5.4%	(\$338,036)	-4.0%
Financial Services & Budget	3,818,106	2.5%	(413,565)	-9.8%
Human Resources	1,452,014	1.0%	(39,660)	-2.7%
Other Administration	(431,706)	-0.3%	(963,452)	-181.2%
Subtotal - Administration	\$12,911,387	8.6%	(\$1,754,713)	-12.0%
Institution-Wide	9,104,716	6.1%	538,905	6.3%
Total - Finance & Administration	\$22,016,103	14.7%	(\$1,215,808)	-5.2%
OFFICE OF THE PRESIDENT				
Office of the President	\$1,659,534	1.1%	(\$96,113)	-5.5%
Institution-Wide	3,571,001	2.4%	(128,489)	-3.5%
Total - Office of the President	\$5,230,535	3.5%	(\$224,602)	-4.1%
STUDENT AFFAIRS				
Enrollment Services	\$4,568,099	3.0%	(\$77,236)	-1.7%
Student Life	3,374,251	2.3%	(50,325)	-1.5%
Other Student Affairs	854,112	0.6%	(518,162)	-37.8%
Subtotal - Student Affairs	\$8,796,462	5.9%	(\$645,723)	-6.8%
Institution-Wide	5,228,799	3.5%	430,262	9.0%
Total - Student Affairs	\$14,025,261	9.4%	(\$215,461)	-1.5%
TECHNOLOGY				
Technology	\$7,543,917	5.0%	(\$1,016,797)	-11.9%
Technology Master Plan Transfer	2,801,712	1.9%	(38,837)	-1.4%
Total - Technology	\$10,345,629	6.9%	(\$1,055,634)	-9.3%
ADVANCEMENT				
Development / Advancement	\$1,517,992	1.0%	(\$371,294)	-19.7%
Marketing & Communications	2,193,886	1.5%	(115,388)	-5.0%
	\$3,711,878	2.5%	(\$486,682)	-11.6%
NON-DIVISIONAL				
Vacancy Savings	\$0	0.0%	\$7,495,253	-100.0%
Transfers & Athletics	16,355,146	10.9%	114,750	0.7%
Total - Non-Divisional	\$16,355,146	10.9%	\$7,610,003	87.0%
Total General Fund	\$149,800,000	100.0%	(\$3,900,000)	-2.5%

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail

FY 2015

<u>INTERCOLLEGIATE ATHLETICS</u>			
	<u>FY 2015</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Football Tickets	\$420,000	3.7%	\$15,000
Basketball Tickets	135,000	0.0%	0
Guarantees	755,000	-6.8%	(55,000)
Program Sales	7,500	15.4%	1,000
Campus Vending Concessions	85,000	-10.5%	(10,000)
Concession Commission	45,000	50.0%	15,000
Royalty Commission	40,000	14.3%	5,000
NCAA Revenue Sharing	675,000	12.5%	75,000
Program Ad. Sales/Recognition	170,000	3.0%	5,000
Radio/Television Income	55,000	10.0%	5,000
Pouring Rights & Miscellaneous	125,000	25.0%	25,000
Football Tailgate	65,000	8.3%	5,000
Scoreboard Advertising:			
Football	130,000	4.0%	5,000
Basketball	50,000	19.0%	8,000
Stadium Loge Rentals	430,000	0.0%	0
Total Earned Income	\$3,187,500	3.2%	\$99,000
GENERAL FUND ALLOCATION			
Scholarship Support	\$4,552,066	4.5%	\$194,406
Operating Support	6,291,920	3.2%	197,711
Total General Fund Support	\$10,843,986	3.8%	\$392,117
TOTAL RESOURCES	\$14,031,486	3.6%	\$491,117
EXPENSES			
Permanent Staff	\$3,809,818	-2.6%	(\$101,401)
Temporary Staff	447,722	39.0%	125,606
Fringe Benefits	1,433,921	3.4%	46,762
Debt Service (transfer)	152,660	-0.6%	(952)
Scholarships	4,552,066	4.5%	194,406
Operating	3,635,299	6.7%	226,696
TOTAL EXPENSES	\$14,031,486	3.6%	\$491,117

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail

<u>MUSEUM OF LABOR & INDUSTRY (STEEL MUSEUM)</u>			
	<u>FY 2015</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
State Appropriations	\$120,000	20.00%	\$20,000
Miscellaneous Sales and Service	600	-40.00%	(400)
Ticket Sales	8,000	6.67%	500
Facility Rental	1,500	0.00%	0
TOTAL RESOURCES	\$130,100	18.27%	\$20,100
EXPENDITURES			
Temporary Staff	\$29,000	7.41%	\$2,000
Fringe Benefits	14,200	1.79%	250
Administrative Charge	15,000		15,000
Operating	71,900	4.13%	2,850
TOTAL EXPENDITURES	\$130,100	18.27%	\$20,100

<u>HOUSING SERVICES</u>			
	<u>FY 2015</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Room Rentals and Board	\$9,960,510	2.25%	\$219,350
Meal Plans	160,000	0.00%	0
Vending Machine Commissions	6,000	0.00%	0
Food Commissions	5,000		5,000
Rentals-Guests and Special Groups	150,000	0.00%	0
Total Earned Income	\$10,281,510	2.23%	224,350
TOTAL REVENUE	\$10,281,510	2.23%	224,350
EXPENDITURES			
Permanent Staff	\$566,057	-1.61%	(\$9,270)
Temporary Staff	364,100	2.41%	8,564
Fringe Benefits	276,156	2.65%	7,127
Debt Service	2,601,805	0.00%	(25)
Capital Improvements Transfer	400,000	0.00%	0
Administrative Charge	612,813	36.18%	162,813
Operating	5,460,579	1.02%	55,141
TOTAL EXPENDITURES	\$10,281,510	2.23%	224,350

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail

<u>BOOKSTORE</u>			
	<u>FY 2015</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Register Sales	\$5,400,000	-1.82%	(\$100,000)
TOTAL RESOURCES	\$5,400,000	-1.82%	(\$100,000)
EXPENSES			
Permanent Staff	\$505,815	0.12%	\$609
Temporary Staff	203,500	-2.16%	(4,500)
Fringe Benefits	211,623	2.22%	4,596
Administrative Charge	500,000	0.00%	0
Operating	3,979,062	-2.47%	(100,705)
TOTAL EXPENSES	\$5,400,000	-1.82%	(\$100,000)

<u>PARKING SERVICES</u>			
	<u>FY 2015</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Faculty & Staff Permits	\$505,000	0.00%	\$0
Student Transportation Fee/Permits	2,642,060	-11.73%	(351,044)
Parking Fines	35,000	250.00%	25,000
Parking Fees-Special Events	100,000	0.00%	0
Daily Parking Fees	40,000	122.22%	22,000
Parking Meters	7,000	0.00%	0
Parking Permits-Contracted Service	25,000	25.00%	5,000
Control Card Replacement	300	0.00%	0
Weekly Permits	9,000	28.57%	2,000
Total Earned Income	\$3,363,360	-8.12%	(\$297,044)
TOTAL RESOURCES	\$3,363,360	-8.12%	(\$297,044)
EXPENDITURES			
Permanent Staff	\$477,955	0.00%	\$0
Temporary Staff	432,000	0.00%	0
Fringe Benefits	234,322	4.64%	10,385
Administrative Charge	150,000	0.00%	0
Debt Service	193,029	7.87%	14,088
Maintenance	222,000	0.00%	0
Shuttle Service	363,000	0.00%	0
Other Operating	751,200	0.00%	0
Reserve	539,854	-37.33%	(321,517)
TOTAL EXPENDITURES	\$3,363,360	-8.12%	(\$297,044)

YOUNGSTOWN STATE UNIVERSITY

Auxiliary Detail

<u>KILCAWLEY CENTER</u>			
	<u>FY 2015</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Food Services Commissions	\$340,000	6.25%	\$20,000
Candy Counter	64,000	0.00%	0
Duplication Services	380,000	-5.00%	(20,000)
Graphic Center	55,000	0.00%	0
Recreation Room	6,000	0.00%	0
Room Rental	25,000	0.00%	0
Vending and Misc. Sales & Service	37,386	0.00%	0
Total Earned Income	\$907,386	0.00%	\$0
OTHER RESOURCES			
General Fund Allocation	\$1,273,389	0.00%	\$0
TOTAL RESOURCES	\$2,180,775	0.00%	\$0
EXPENSES			
Permanent Staff	\$524,451	-6.90%	(\$38,849)
Temporary Staff	225,527	0.00%	0
Fringe Benefits	205,996	-3.59%	(7,666)
Administrative Charge	276,000	119.05%	150,000
Operating	948,801	-9.83%	(103,485)
TOTAL EXPENSES	\$2,180,775	0.00%	\$0

<u>TELEPHONE SERVICE-RESIDENCE HALL</u>			
	<u>FY 2015</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Local Service	\$0	-100.00%	(\$75,000)
Long Distance Service	0	0.00%	0
Air Time Lease	0	-100.00%	(1,500)
TOTAL RESOURCES	\$0	-100.00%	(\$76,500)
EXPENDITURES			
Temporary Staff	\$0	-100.00%	(20,000)
Fringe Benefits	0	-100.00%	(1,000)
Administrative Charge	0	-100.00%	(25,666)
Operating	0	-100.00%	(29,834)
TOTAL EXPENDITURES	\$0	-100.00%	(\$76,500)

Due to reduced demand, Housing & Residence Life discontinued use of room phone lines in June 2013.

YOUNGSTOWN STATE UNIVERSITY
Auxiliary Detail

<u>ANDREWS RECREATION AND WELLNESS CENTER</u>			
	<u>FY 2015</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
EARNED INCOME			
Faculty & Staff Memberships	\$26,000	0.00%	\$0
Guest Passes	8,000	0.00%	0
Program Fees	18,000	0.00%	0
Total Earned Income	\$52,000	0.00%	\$0
OTHER RESOURCES			
General Fund Allocation	\$1,438,683	1.74%	\$24,667
TOTAL RESOURCES	\$1,490,683	1.68%	\$24,667
EXPENSES			
Permanent Staff	\$339,438	18.08%	\$51,979
Temporary Staff	421,100	0.00%	0
Fringe Benefits	178,582	22.35%	32,619
Administrative Charge	77,600	-11.42%	(10,000)
Operating	473,963	-9.53%	(49,931)
TOTAL EXPENSES	\$1,490,683	1.68%	\$24,667

YOUNGSTOWN STATE UNIVERSITY
Scholarship Summary - FY 2015

	<u>Foundation</u>	<u>University</u>	<u>Total</u>
RESTRICTED PROGRAMS:			
Donor Restricted	\$1,572,575		\$1,572,575
Wolves Club Match		\$13,000	\$13,000
	<u>\$1,572,575</u>	<u>\$13,000</u>	<u>\$1,585,575</u>
SPECIAL TALENT:			
Dana School of Music	\$50,000		\$50,000
Beecher Art & Theater	36,000		36,000
	<u>\$86,000</u>	<u>\$0</u>	<u>\$86,000</u>
SPECIAL PURPOSE:			
Bahamian Scholarships	\$26,000		\$26,000
Minority Internships	40,000		40,000
Nunziato ROTC	57,000		57,000
ROTC Gold Bar	10,000		10,000
	<u>\$133,000</u>	<u>\$0</u>	<u>\$133,000</u>
ATHLETIC:			
Endowed Athletic Scholarships	\$145,200		\$145,200
Intercollegiate Athletic Scholarships		\$4,552,066	\$4,552,066
5th Year Grants		190,000	\$190,000
	<u>\$145,200</u>	<u>\$4,742,066</u>	<u>\$4,887,266</u>
GRADUATE:			
Graduate Scholarship & Grant-in-Aid	\$350,000	\$241,000	\$591,000
Graduate Stipend		10,000	10,000
	<u>\$350,000</u>	<u>\$251,000</u>	<u>\$601,000</u>
<u>Goal-Based Programs</u>			
NEED-BASED:			
Martin Luther King Awards	\$150,000	\$140,000	\$290,000
PHEAA Match	200,000	175,000	375,000
Housing Grants		250,000	250,000
Youngstown Early College		200,000	200,000
	<u>\$350,000</u>	<u>\$765,000</u>	<u>\$1,115,000</u>
SCHOLARSHIPS FOR EXCELLENCE			
For Academic Excellence:			
University Scholars	\$2,866,650		\$2,866,650
Trustees	935,000		935,000
President's	595,401	176,599	772,000
Dean's		570,000	570,000
Red & White		1,800,000	1,800,000
First Opportunity		220,000	220,000
Unallocated	50,000		
	<u>\$4,447,051</u>	<u>\$2,766,599</u>	<u>\$7,163,650</u>
For Retention Efforts:			
Academic Achievement		\$350,000	\$350,000
Merit Retention	\$60,000		60,000
	<u>\$60,000</u>	<u>\$350,000</u>	<u>\$410,000</u>
For Transfer and Nonresident Students:			
Transfer Scholarships		\$450,000	\$450,000
Provost's Scholarship		85,000	85,000
	<u>\$0</u>	<u>\$535,000</u>	<u>\$535,000</u>
Other Miscellaneous Scholarships	\$0	\$318,200	\$318,200
GRAND TOTAL	<u><u>\$7,143,826</u></u>	<u><u>\$9,740,865</u></u>	<u><u>\$16,834,691</u></u>

**RESOLUTION TO APPROVE MISCELLANEOUS STUDENT FEES,
EFFECTIVE FALL SEMESTER 2014**

WHEREAS, Ohio law provides that each Board may establish special purpose fees, service charges, fines and penalties; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby declare the student charges, as included in Exhibit E, to become effective Fall Semester 2014 and to remain in effect until modified by the Board of Trustees.

	FY 2015 Proposed	Change	
Early Childhood Masters Program Fee	\$30.00 per credit hour	New	
Lab Proctoring Fee (TLM Level 14)	\$30.00 per applicable course	New	
Studio Art Program Fee	\$29.00 per applicable course	New	
Master of Public Health	\$554.00 per credit hour	\$11.00	} Set by consortia or partnership agreement.
Nurse Anesthetist Program Fee	\$2,724.86 per semester	\$82.00	
Undergraduate Application Fee	\$45.00 one-time fee	\$5.00	

**RESOLUTION TO APPROVE THE ASSESSMENT OF
INTERNATIONAL STUDENT HEALTH INSURANCE PREMIUM**

WHEREAS, Youngstown State University is committed to expanding student enrollment levels and diversity, which includes the recruitment of international students from around the globe; and

WHEREAS, the University requires international students to purchase health insurance coverage through a third-party provider; and

WHEREAS, said requirement provides for the health and safety of students; and

WHEREAS, to ensure compliance among students, the health insurance premium shall be assessed through the student billing process, when applicable; and

WHEREAS, this premium shall function as a pass-through, allowing the University to pay the insurance carrier directly for student coverage; and

WHEREAS, premium amounts are set by the insurance carrier and may vary from year to year; and

WHEREAS, the premium is not a student fee, as the University does not earn income from monies collected for health insurance premiums.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the Office of Student Accounts and University Receivables to bill international students, when applicable, for health insurance coverage.

RESOLUTION TO APPROVE INTERFUND TRANSFERS

WHEREAS, 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 and for capital improvements or construction projects of \$500,000 or more;

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 F.



YOUNGSTOWN STATE UNIVERSITY
Interfund Transfers Requiring Board Approval
Transfers Outside of the Operating Budget
Requested Transfers for Fourth Quarter 2014

FROM	TO	AMOUNT	REASON
Parking Operating (Auxiliary)	M1 and M2 Summer 2014 Renovations (Unrestricted Plant Fund)	\$489,975 to \$508,175	Transfer for the renovations of the M1 and M2 parking decks. Actual transfer amount will depend on whether alternate bid is selected. (Board approval is requested since total project cost may exceed \$500,000.)
Parking Plant Reserve (Unrestricted Plant Fund)	M1 and M2 Summer 2014 Renovations (Unrestricted Plant Fund)	Up to \$40,000	Transfer for potential contingency funding for the renovations of the M1 and M2 parking decks.

DIVIDER

University Affairs Committee

**RESOLUTION TO APPROVE
SOCIAL MEDIA USE ON OFFICIAL AND AFFILIATED
UNIVERSITY SITES POLICY 4009.02**

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 Social Media Use on Official and Affiliated University Sites, policy number 4009.02 of the *University Guidebook*, shown as Exhibit **G** attached hereto.

NEW POLICY
UNIVERSITY GUIDEBOOK

Title of Policy:	Social Media Use on Official and Affiliated University Sites
Responsible Division:	Office of Marketing Communications
Approving Officer:	Vice President of University Advancement
<i>Revision History:</i>	
Resolution Number(s):	YR 2014-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 18, 2014
Next review:	2019

Policy: The University recognizes the importance of social media as an evolving technology to communicate relevant information and enhance the University's reputation and profile.

Purpose

The purpose of this policy is to provide guidance for current and future use of official and affiliated University social media sites.

Definitions

Social Media: internet based applications, web-sites, platforms, blogs, wikis, networks, and mobile-based technologies that enable users to create and share information.

Official University Social Media Site: any social media sponsored, controlled, or managed by a University college, school, department, program, office, or unit.

Affiliated Social Media Site: Any social media created as part of an individual's work or University responsibilities or by a University sponsored organization as part of its activities.

Post: publication of content in any form on social media.

Scope

This policy applies to individuals including University faculty, staff, volunteers, and students, including student employees, who create or contribute to official or affiliated University social media sites.

Parameters

1. The University's Office of Marketing and Communications shall establish and when appropriate revise guidelines and/or best practices for University sponsored and affiliated social media sites. (See http://web.yzu.edu/contentm/easy_pages/easy_page_view.php?sid=25&page_id=1033).
2. University sponsored and affiliated social media sites and postings are subject to all applicable state and federal regulations such as FERPA and copyright rights, University policies, guidelines and best practices established by the Office of Marketing and Communications, and The Code of Student Rights, Responsibilities, and Conduct.
3. Individual departments, colleges, programs, or administrative offices may establish additional guidelines specific to their areas of study or responsibilities, however, these guidelines must be reviewed and approved by the University's Information Technology Department and Office of Marketing Communications prior to implementation.

**RESOLUTION TO MODIFY
DEVELOPMENT OF GUIDEBOOK POLICIES POLICY 0001.00**

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 Development of Guidebook Policies, policy number 0001.00 of the *University Guidebook*, shown as Exhibit **H** attached hereto. A copy of the policy indicating changes to be made is also attached.

UNIVERSITY GUIDEBOOK

Title of Policy:	Development of Guidebook Policies
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 1997; March 2007; March 2011
Resolution Number(s):	YR 2000-63; YR 2007-27; YR 2011-87; YR 2014-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 18, 2014
Next Review:	2018

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

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

Action Steps:

1. A new institutional policy or a proposed revision of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; Senates; Councils; and Committees. The formal submission of a new or revised policy shall originate from a divisional Vice President or Senior Executive; the President; or the Board of Trustees. Each division vice president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed for possible revision on a five year cycle or earlier as needed.

Agenda Item E.4.b
Exhibit H

2. When revising existing Policies, proposed modifications should be clearly identified and contrasted with existing language. A new policy should contain a policy title, policy statement, effective date, definitions if appropriate, and procedures if appropriate.
3. A draft copy of the new policy or the revised policy should be first forwarded to the Cabinet and then to departments, units, committees, or others affected, for timely review and feedback to the individual initiating the review. The policy will also be reviewed by the individual(s) or committee designated by the President for consistency with existing policies and state and/or federal laws and regulations.
4. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
5. After all reviews have taken place, the person initiating the new or revised policy may modify the proposal based on the above review process. If this is the case, the final draft will be again circulated by the initiating person to the Cabinet for final review. The President will then submit the final draft to the Board for approval.
6. With the concurrence and approval of the Vice President for Finance and Administration and University General Counsel and until the policy comes before the Board of Trustees on its scheduled review cycle, policies may be modified without Board approval to correct minor housekeeping issues such as changes to the names of offices or titles or to reflect changes in standard reporting relationships. The Vice President for Finance and Administration and University General Counsel in authorizing such changes certify to the Board that such changes do not affect the underlying policy.

REDLINE VERSION
UNIVERSITY GUIDEBOOK

Title of Policy:	Development of Guidebook Policies
Responsible Division/Office:	Office of the President
Approving Officer:	President
<i>Revision History:</i>	June 1997; March 2007; March 2011
Resolution Number(s):	YR 2000-63; YR 2007-27; YR 2011-87; YR 2014-
Board Committee:	University Affairs
EFFECTIVE DATE:	June 18, 2014
Next Review:	2018

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

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

Action Steps:

1. A new institutional policy or a proposed revision of an existing policy may be initiated by the individual accountable for any department or unit, such as a chairperson, director, executive director; Senates; Councils; and Committees. The formal submission of a new or revised policy shall originate from a divisional Vice President or Senior Executive; the President; or the Board of Trustees. Each division vice president or senior executive is responsible for ensuring that all existing policies assigned to his/her division are reviewed for possible revision on a five year cycle or earlier as needed.

2. When revising existing Policies, proposed modifications should be clearly identified and contrasted with existing language. A new policy should contain a policy title, policy statement, effective date, definitions if appropriate, and procedures if appropriate.
3. A draft copy of the new policy or the revised policy should be first forwarded to the Cabinet and then to departments, units, committees, or others affected, for timely review and feedback to the individual initiating the review. The policy will also be reviewed by the individual(s) or committee designated by the President for consistency with existing policies and state and/or federal laws and regulations.
4. The President may utilize any appropriate council, committee or forum to obtain campus-wide perspective or input.
5. After all reviews have taken place, the person initiating the new or revised policy may modify the proposal based on the above review process. If this is the case, the final draft will be again circulated by the initiating person to the Cabinet for final review. The President will then submit the final draft to the Board for approval.
6. With the concurrence and approval of the Vice President for Finance and Administration and University General Counsel and until the policy comes before the Board of Trustees on its scheduled review cycle, policies may be modified without Board approval to correct minor housekeeping issues such as changes to the names of offices or titles or to reflect changes in standard reporting relationships. The Vice President for Finance and Administration and University General Counsel in authorizing such changes certify to the Board that such changes do not affect the underlying policy.

**RESOLUTION TO AUTHORIZE
CONFERRAL OF EMERITUS STATUS**

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

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

ADMINISTRATIVE STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 18, 2014)

NAME	TITLE	YEARS OF SERVICE	STATUS
J. Georgia Backus	Director The Rich Center for Autism	13	Administrator Emeritus
Michael Cretella	Deputy Chief of Police YSU Police	27	Administrator Emeritus
Madeleine Haggerty	Director, Dental Hygiene Program Dean's Office – BCHHS	10	Administrator Emeritus
Jane Kestner	Associate Dean – CLASS Dean's Office – CLASS	34	Administrator Emeritus
Akhande Khan	Cash Management Officer Budget Planning and Treasury	19	Administrator Emeritus
Paul Kobulnicky	Interim Executive Assistant VP Finance VP – Finance and Administration	10	Administrator Emeritus
Carol Trube	Manager of Classification and Comp Human Resources	18	Administrator Emeritus
Tina Weintz	Director, Graduate Admissions Graduate Studies and Research	28	Administrator Emeritus

**RESOLUTION TO RATIFY
APPOINTMENTS**

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

WHEREAS, new appointments have been made subsequent to the March 12, 2014, meeting of the Board of Trustees; and

WHEREAS, such appointments are in accordance with the 2013-2014 Budget and with the University policy on Equal Employment Opportunity;

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

SUMMARY OF PERSONNEL ACTIONS

Appointments – 9

Replacement Positions - 9

- Professional/Administrative - 6
- Classified - 3

Separations – 8

Retirement – 1

- Classified Civil Service - 0
- Professional/Administrative - 1

Resignation – 4

- Professional/Administrative - 3
- Classified - 1

Contract ended – 1

- Professional/Administrative - 1

Non-renewal – 2

- Professional/Administrative - 2

YOUNGSTOWN STATE UNIVERSITY

FACULTY

PERSONNEL ACTIONS

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL

NAME	GENDER/RACE*	POSITION NEW or REPLACEMENT (Vacated Salary)	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATE	SALARY/ FTE	COMMENTS
None.							

PROMOTIONS FOR BOARD OF TRUSTEE APPROVAL

NAME	SALARY INCREASE	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	COMMENTS
None.					

TRANSFERS FOR BOARD OF TRUSTEE APPROVAL

NAME	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	COMMENTS
None.				

SEPARATIONS

NAME	GENDER/RACE*	CATEGORY OF EMPLOYMENT	TITLE	DEPARTMENT	SEPARATION DATE	VACANT POSITION SALARY	COMMENTS
None.							

Retirements

None.

Resignations

None.

A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED PERSONNEL ACTIONS**

APPOINTMENTS FOR INFORMATION ONLY

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Omar Coira	M/H	Replacement \$45,302	Maintenance Repair Worker 2	Facilities	4/7/2014	\$30,867	\$14,435 decrease
Mr. John McIntyre	M/C	Replacement \$55,057	Police Officer 1	YSU Police	4/7/2014	\$40,019	\$15,038 decrease
Mr. Rory Timlin	M/C	Replacement \$53,976	Police Officer 1	YSU Police	4/7/2014	\$30,867	\$23,109 decrease

PROMOTIONS FOR INFORMATION ONLY

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

TRANSFERS FOR INFORMATION ONLY

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
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DEMOTIONS FOR INFORMATION ONLY

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

**YOUNGSTOWN STATE UNIVERSITY
CLASSIFIED PERSONNEL ACTIONS**

RECLASSIFICATIONS FOR INFORMATION ONLY

NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
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None.

SALARY ADJUSTMENTS INFORMATION ONLY

NAME		NEW SALARY	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	PREVIOUS SALARY	COMMENTS
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Mr. Robert Butcher		\$67,288	Network Administrator 2	Media & Academic Computing	3/17/2014	\$63,232	working out of classification
Ms. Nancy O'Neill		\$45,219	Network Services Technician 1	Media & Academic Computing	4/20/2013	\$37,482	working out of classification
Mr. Jonathan Eddy		\$49,234	Network Administrator 2	Media & Academic Computing	4/20/2014	\$45,219	working out of classification

SEPARATIONS

NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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Retirements

None.

Separations

Mr. Larry Russell	M/C		Groundskeeper 2	Grounds	3/14/2014		Resigned
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A = Asian or Pacific Islander, origins in any of the original peoples of the Far East, Southeast Asia, Pacific Islands, or Indian subcontinent.

B = Black (not of Hispanic origin), origins in any of the black racial groups.

C = White (not of Hispanic origin), origins in the original peoples of Europe, North Africa, or the Middle East.

H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

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

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

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT (Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
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None.

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

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

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

NAME			TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES		COMMENTS
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None.

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

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

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

NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
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None.

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

SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME		NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
None.							

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

Retirements

Mr. Paul Kobulnicky	M/C	P/A	Interim Executive Assistant	Finance and Administration	3/31/2014	\$112,760	
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SEPARATIONS

Dr. Randy Dunn	M/C	P/A	President	Office of the President	3/21/2014	\$374,000	
Mr. Eugene Grilli	M/C	P/A	Vice President for Finance and Administration	Finance and Administration	2/21/2014	\$175,393	

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H = Hispanic, Mexican, Puerto Rican, Cuban, Central/South American or other Spanish culture.

N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

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

APPOINTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)							
NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Ms. Leslie Page	F/C	Replacement \$44,960	Assistant Director, Orientation Services	Center for Student Progress	2/27/2014	\$44,000 1.0	\$960 decrease

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

TRANSFERS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)			
NAME	TITLE	DEPARTMENT	EFFECTIVE DATE
None.			

DEMOTIONS FOR INFORMATION ONLY (in accordance with ORC 124.11 A(7) a&b) (9)				
NAME	NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE
None.				

RECLASSIFICATIONS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)				
NAME	NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE
None.				

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

SALARY ADJUSTMENTS FOR BOARD OF TRUSTEES APPROVAL (in accordance with ORC 124.11 A(7) a&b) (9)						
NAME	NEW SALARY	TITLE	DEPARTMENT	EFFECTIVE DATE	PREVIOUS SALARY	COMMENTS
None.						

SEPARATIONS					
NAME	GENDER/RACE*	TITLE	DEPARTMENT	SEPARATION DATE	COMMENTS
Retirements					
None.					
Resignations					
Ms. Natalie Kiriazis	F/C	Academic Advisor	Dean's Office CLASS	2/24/2014	Contract ended

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N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

U = Unidentified

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

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

NAME	GENDER/RACE*	POSITION <i>NEW or REPLACEMENT</i> <i>(Vacated Salary)</i>	TITLE	DEPARTMENT	CONTRACT/ APPOINTMENT DATES	SALARY/ FTE	COMMENTS
Mr. Dan Gerberry	M/C	Replacement \$45,900	Assistant Football Coach	Intercollegiate Athletics	3/3/2014	\$25,000 1.0	\$20,900 decrease
Mr. Kenneth Carter	M/C	Replacement \$139,852	Assistant Football Coach	Intercollegiate Athletics	3/3/2014	\$65,000 1.0	\$74,852 decrease
Mr. Michael Zordich	M/C	Replacement \$66,487	Assistant Football Coach	Intercollegiate Athletics	3/5/2014	\$60,000 1.0	\$6,487 decrease
Ms. Sarah Melhorn	M/C	Replacement \$17,745	Assistant Soccer Coach	Intercollegiate Athletics	3/16/2014	\$18,099 .75	\$354 increase

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

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

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

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

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

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

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

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

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

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

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

SEPARATIONS

NAME	GENDER/RACE*		TITLE	DEPARTMENT	SEPARATION DATE		COMMENTS
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Retirements

None.

Resignations

Mr. Joseph Tresy	M/C		Assistant Football Coach	Intercollegiate Athletics	2/28/2014		Non-renewal
Ms. Abigal Skoda	F/C		Assistant Soccer Coach	Intercollegiate Athletics	1/31/2014		Non-renewal
Mr. Willie Danzer	M/B		Assistant Strength and Conditioning Coach	Intercollegiate Athletics	3/3/2014		

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N = American Indian or Alaskan Native, origins in any of the original peoples of North America.

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