

BOARD OF TRUSTEES



AGENDA

Wednesday, March 16, 2016

BOARD OF TRUSTEES' MEETING

**Wednesday, March 16, 2016
2:00 p.m.**

**Tod Hall
Board Meeting Room**

AGENDA

- A. Roll Call
- B. Proof of Notice of Meetings
- C. Disposition of Minutes
- D. Report of the President of the University
- E. Report of the Committees of the Board
 - 1. Academic Quality and Student Success Committee
 - a. Resolution to Modify Recognition, Publication, and Support of Employee Degrees, 3356-7-24 (Previous Policy 7010.01)
 - b. Resolution to Modify Research, Grants, and Sponsored Programs Policy, 3356-10-13 (Previous Policy Number 1013.01)
 - c. Resolution to Authorize Conferral of Honorary Degree – Joseph G. Carson
 - d. Resolution to Authorize Conferral of Honorary Degree – Andrea Wood
 - e. Resolution Entrusting the Academic Senate with Establishing Conditions for Granting Undergraduate Course Credit to Students Who Have Successfully Completed an International Baccalaureate Diploma Program
 - f. Resolution to Approve Tenure for Dean of the College of Science, Technology, Engineering and Mathematics
 - 2. Institutional Engagement Committee
 - a. Resolution to Confirm Appointment of Community Member to the Board of Directors of the Northeastern Educational Television of Ohio, Inc. (NETO)
 - b. Resolution to Accept Alumni Engagement and WYSU Memberships
 - 3. Finance and Facilities Committee
 - a. Resolution to Modify Reduction/Refund of Tuition and Fees Policy, 3356-03-02.1 (Previous Policy Number 3002.01)
 - b. Resolution to Modify Acceptable Use of University Technology Resources Policy, 3356-4-09 (Previous Policy Number 4009.01)
 - c. Resolution to Modify Cellular Equipment Usage Policy, 3356-4-12 (Previous Policy Number 4011.01)
 - d. Resolution to Rescind the Previously Approved Room Rental Rates for the University Courtyard Apartments
 - e. Resolution to Approve the Leasing of University Land for Student Housing and Retail
 - f. Report of the Audit Subcommittee, Leonard D. Schiavone, Chair
 - g. Report of the Investment Subcommittee, John R. Jakubek, Vice Chair

4. University Affairs Committee
 - a. Resolution to Modify Development and Authorization of Institutional Procedures Policy, 3356-1-10 (Previous Policy Number 0002.00)
 - b. Resolution to Modify Divisional Administrative Procedures Policy, 3356-1-11 (Previous Policy Number 0005.00)
 - c. Resolution to Modify Americans with Disabilities Act (ADA) Policy, 3356-7-02 (Previous Policy Number 7001.02)
 - d. Resolution to Modify and Retitle Vacation Leave, Exempt Professional/Administrative Staff and Department Chairs Policy, 3356-7-09, (Previous Policy Number 7002.05)
 - e. Resolution to Modify Administrative Complaint Process – Professional/Administrative Exempt Employees Policy, 3356-7-37 (Previous Policy Number 7017.01)
 - f. Resolution to Amend and Restate the Youngstown State University Alternative Retirement Plan
 - g. Resolution to Approve the Selection of the Position of Associate Provost for International and Global Initiatives
 - h. Resolution to Approve the Selection of the Position of Dean of the College of Liberal Arts and Social Sciences
 - i. Resolution to Ratify Personnel Actions
 - j. Resolution to Accept YSU-FOP Fact Finder’s Report and Ratify Tentative Agreement
 - k. Report of the Collective Bargaining and Negotiations Subcommittee, James E. “Ted” Roberts, Chair
 - l. Report of the Intercollegiate Athletics Subcommittee, David C. Deibel, Chair
5. Trusteeship Committee
 - a. Resolution to Amend the Bylaws of the Board of Trustees of Youngstown State University
 - b. Nomination of 2016-2017 Board Officers
- F. Communications and Memorials
 - a. Resolution of Appreciation – Harry Meshel
 - b. Resolution of Appreciation – Bryce A. Miner
- G. Unfinished Business
- H. New Business
- I. Chairperson’s Remarks
- J. Dates and Times of Upcoming Regular Meetings of the Board
Tentative Meeting Dates: 3 p.m., Wednesday, June 15, 2016
3 p.m., Thursday, September 21, 2016
3 p.m., Wednesday, December 14, 2016
- K. Adjournment

DIVIDER

Academic Quality and Student Success Committee



**RESOLUTION TO MODIFY
RECOGNITION, PUBLICATION, AND SUPPORT OF EMPLOYEE DEGREES,
3356-7-24 (PREVIOUS POLICY NUMBER 7010.01)**

WHEREAS, the University 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; and

WHEREAS, the Recognition, Publication, and Support of Employee Degrees policy has been reviewed because of changes in the authorized institutional officials at Youngstown State University, and has been formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of University Policy governing Recognition, Publication, and Support of Employee Degrees, policy number 3356-7-24 (previous Policy Number 7010.01) shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-7-24 Recognition, publication, and support of employee degrees.

Previous Policy Number: 7010.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: October 1998; June 2010; March 2016
Board Committee: Academic Quality and Student ~~Affairs~~Success
Effective Date: ~~June 11, 2010~~March 16, 2016
Next Review: ~~2015~~21

- (A) Policy statement. The university recognizes only credits and degrees awarded by regionally accredited or other U.S. department of education-approved post-secondary institutions in the United States or by equivalent foreign institutions.
- (B) Purpose. These procedures are designed to help assure that the university employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that university-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements.
- (C) Definitions.
- (1) Accredited postsecondary institutions: Those institutions identified by one of the seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. department of education as meeting certain academic standards and expectations. A database of such institutions is available on the website of the council for higher education accreditation ("CHEA").
 - (2) Equivalent foreign institutions: Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government approved by the provost/vice president for academic affairs. In determining whether a foreign institution is equivalent, the provost/vice president for academic affairs may appoint a committee to make a recommendation or consult. ~~The~~ regional accrediting agencies and other organizations,

such as the American association of collegiate registrars and admissions officers (“AACRAO”), ~~may be consulted in evaluating credentials from foreign institutions.~~

(D) Procedures.

(1) Verification of credentials

- (~~1~~a) The academic department chairperson or department/unit supervisor forwarding recommendations for employment for which a degree is required must include an official transcript of the candidate’s academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
- (~~2~~b) Upon receipt, the dean/executive director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the ~~provost~~/applicable vice president for approval.
- (~~3~~c) Upon approval of an appointment, the ~~provost~~/vice president will forward the official transcript and supporting materials to the office of human resources.
- (~~4~~d) The office of human resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
- (~~5~~e) The office of human resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the ~~provost~~/applicable vice president upon receipt of an official transcript from an accredited postsecondary institution or equivalent foreign institution.
- (~~6~~f) Only those degrees officially recorded by the office of human resources may be listed for any employee in any university publication.
- (~~7~~g) When listing degrees and degree-granting institutions:

- (a*i*) Names of institutions shall be listed as they were at the time the degree was earned.
- (b*ii*) Degrees from foreign institutions shall appear in untranslated form.
- (e*iii*) Degrees shall appear as worded on the official transcript or diploma.

(2) Application for support to complete an advance degree.

- (8a) In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. The office of human resources will verify that the employee is eligible for benefits and that the ~~The work must be taken~~ program of study will be pursued at an accredited postsecondary institution or equivalent foreign institution and ~~must be~~ is in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
- (9b) If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
- (10c) The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the ~~provost~~ applicable vice president for approval.
- (11d) The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.
- (12e) Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the office of human resources,

which maintains the official record of degrees for employees.

3356-7-24 Recognition, publication, and support of employee degrees.

Previous Policy Number: 7010.01
Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: October 1998; June 2010; March 2016
Board Committee: Academic Quality and Student Success
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. The university recognizes only credits and degrees awarded by regionally accredited or other U.S. department of education-approved post-secondary institutions in the United States or by equivalent foreign institutions.
- (B) Purpose. These procedures are designed to help assure that the university employs qualified individuals, to assure that employees' qualifications are accurately presented to the public, and to ensure that university-supported employee study toward degrees is undertaken at accredited institutions in appropriate fields. Employees covered by collective bargaining may also refer to their respective labor agreements.
- (C) Definitions.
- (1) Accredited postsecondary institutions: Those institutions identified by one of the seven regional institutional accrediting agencies or other appropriate professional organizations recognized by the U.S. department of education as meeting certain academic standards and expectations. A database of such institutions is available on the website of the council for higher education accreditation ("CHEA").
 - (2) Equivalent foreign institutions: Institutions, typically recognized by a national ministry of education or an appropriate agency of the provincial (or state) government approved by the provost/vice president for academic affairs. In determining whether a foreign institution is equivalent, the provost/vice president for academic

affairs may appoint a committee to make a recommendation or consult regional accrediting agencies and other organizations, such as the American association of collegiate registrars and admissions officers (“AACRAO”).

(D) Procedures.

(1) Verification of credentials

- (a) The academic department chairperson or department/unit supervisor forwarding recommendations for employment for which a degree is required must include an official transcript of the candidate’s academic preparation. The transcript must show a pattern of academic preparation appropriate to the position for which employment is recommended.
- (b) Upon receipt, the dean/executive director will review the recommendation for employment and supporting materials. If appropriate, these materials will be forwarded to the applicable vice president for approval.
- (c) Upon approval of an appointment, the vice president will forward the official transcript and supporting materials to the office of human resources.
- (d) The office of human resources will verify that the transcript is from an accredited post-secondary institution or equivalent foreign institution. Upon verification, a letter of appointment and related information will be initiated.
- (e) The office of human resources will maintain the official record of the degrees held by each employee. The record will be changed only by request of the applicable vice president upon receipt of an official transcript from an accredited postsecondary institution or equivalent foreign institution.
- (f) Only those degrees officially recorded by the office of human resources may be listed for any employee in any university publication.

- (g) When listing degrees and degree-granting institutions:
 - (i) Names of institutions shall be listed as they were at the time the degree was earned.
 - (ii) Degrees from foreign institutions shall appear in untranslated form.
 - (iii) Degrees shall appear as worded on the official transcript or diploma.

- (2) Application for support to complete an advance degree.
 - (a) In advance of making application, employees interested in receiving support to pursue further education must consult with the department chairperson/director regarding the intended field of study and institution they expect to attend. The office of human resources will verify that the employee is eligible for benefits and that the program of study will be pursued at an accredited postsecondary institution or equivalent foreign institution and is in a field appropriate to the employee's teaching assignment or area of responsibility. Exceptions may be granted under certain circumstances, e.g., an employee retraining for a different teaching field or area of responsibility.
 - (b) If there is agreement regarding the institution and field of study, the employee will submit a written proposal to the department chairperson/director identifying the institution and the field of study.
 - (c) The department chairperson/director will forward the employee plan to the dean/executive director for review. If appropriate, the plan is then forwarded to the applicable vice president for approval.
 - (d) The employee has a responsibility to keep the department chairperson/director apprised of progress being made toward the completion of the plan.

- (e) Upon completion of the plan and the attainment of a degree, the employee must submit an official transcript verifying the degree to the office of human resources, which maintains the official record of degrees for employees.



**RESOLUTION TO MODIFY
RESEARCH, GRANTS, AND SPONSORED PROGRAMS, 3356-10-13
(PREVIOUS POLICY NUMBER 1013.01)**

WHEREAS, the University 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; and

WHEREAS, the Research, Grants, and Sponsored Programs policy has been reviewed because of changes in the authorized institutional officials at Youngstown State University, and has been formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of University Policy governing Research, Grants and Sponsored Programs, policy number 3356-10-13 (previous Policy Number 1013.01) shown as Exhibit **B** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-10-13 Research, grants, and sponsored programs.

Previous Policy Number: 1013.01
Responsible Division/Office: Graduate Studies and Research
Responsible Officer: Provost and Vice President -for Academic Affairs
Revision History: July 1999; December 2009; June 2014; March 2016
Board Committee: Academic and Quality Student Affairs Success
Effective Date: ~~June 18, 2014~~ March 16, 2016
Next Review: ~~2019~~ 21

- (A) Policy statement. 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.
- (B) Definitions.
- (1) ~~“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.
 - (2) ~~“Grants, contracts, and cooperative agreements”~~ are legal instruments governing the administration of sponsored programs.
 - (3) ~~“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.
- (C) Parameters.
- ~~(1)~~ 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).

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

- (2) University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.
 - (3) The president, provost/vice president for academic affairs and the associate ~~provost/dean of graduate studies and~~ vice president of research are specifically designated to serve as authorized institutional officials with the right to approve sponsored program proposals and agreements.
 - (4) The associate ~~provost/dean of graduate studies and~~ vice president of research is the university official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
 - (5) The university research council is charged with assisting the associate ~~provost/dean of graduate studies and~~ vice president of 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.
 - (6) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.
- (D) Procedures.
- (1) All sponsored programs are initiated by submission of a written proposal, including a properly completed Youngstown state university proposal submission form (~~"referred to as the~~ 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.
 - (a) 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~~ vice president for research).
 - (b) 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.

- (c) 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 in the following formats:
 - (a) The university's "Guide to Ssponsored Programs Development"22(available in— hard copy or electronic file).
 - (b) The office of grants and sponsored programs webpage at http://web.yosu.edu/gen/ysu/Grant_Proposal_Development_m946.html
 - (c) Grant development workshops offered by office of grants and sponsored programs each semester.
 - (d) Personal meetings with the director or staff members of the office of grants and sponsored programs.
 - (4) Other information on faculty research and related considerations is available in the "collective bargaining Agreement between Youngstown State University and Youngstown State University Chapter of the Ohio Education Association."22

3356-10-13 Research, grants, and sponsored programs.

Previous Policy Number: 1013.01
Responsible Division/Office: Graduate Studies and Research
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: July 1999; December 2009; June 2014; March 2016
Board Committee: Academic Quality Student Success
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. 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.
- (B) Definitions.
- (1) 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.
 - (2) Grants, contracts, and cooperative agreements are legal instruments governing the administration of sponsored programs.
 - (3) 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.
- (C) Parameters.
- (1) 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).

- (2) University employees or students may not undertake sponsored programs involving university resources unless institutionally authorized to do so.
 - (3) The president, provost/vice president for academic affairs and the associate vice president of research are specifically designated to serve as authorized institutional officials with the right to approve sponsored program proposals and agreements.
 - (4) The associate vice president of research is the university official having primary authority to oversee the appropriate conduct of sponsored program activities, systems, and services.
 - (5) The university research council is charged with assisting the associate vice president of 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.
 - (6) All documents, reports, and/or other publications created under university auspices, notwithstanding the source of support, must appropriately acknowledge the university.
- (D) Procedures.
- (1) All sponsored programs are initiated by submission of a written proposal, including a properly completed Youngstown state university proposal submission form (referred to as the 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.
 - (a) 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 vice president for research).

- (b) 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.
 - (c) 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 in the following formats:
- (a) The university's guide to sponsored programs development (available in hard copy or electronic file).
 - (b) The office of grants and sponsored programs webpage at http://web.yosu.edu/gen/ysu/Grant_Proposal_Development_m946.html
 - (c) Grant development workshops offered by office of grants and sponsored programs each semester.
 - (d) Personal meetings with the director or staff members of the office of grants and sponsored programs.

- (4) Other information on faculty research and related considerations is available in the collective bargaining agreement between Youngstown state university and Youngstown state university chapter of the Ohio education association.



**RESOLUTION TO AUTHORIZE
CONFERRAL OF HONORARY DEGREE**

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

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Agenda Item E.1.c

Biography of

Joseph G. Carson

Director—Global Economic Research, AllianceBernstein

Joseph G. Carson joined the firm in 2001. He oversees the Economic Analysis team for AllianceBernstein Fixed Income and has primary responsibility for the economic and interest-rate analysis of the US. Previously, Carson was chief economist of the Americas for UBS Warburg, where he was primarily responsible for forecasting the US economy and interest rates. From 1996 to 1999, he was chief US economist at Deutsche Bank. While there, Carson was named to the *Institutional Investor* All-Star Team for Fixed Income and ranked as one of Best Analysts and Economists by The Global Investor Fixed Income Survey. He began his professional career in 1977 as a staff economist for the chief economist's office in the US Department of Commerce, where he was designated the department's representative at the Council on Wage and Price Stability during President Carter's voluntary wage and price guidelines program. In 1979, Carson joined General Motors as an analyst. He held a variety of roles at GM, including chief forecaster for North America and chief analyst in charge of production recommendations for the Truck Group. From 1981 to 1986, Carson served as vice president and senior economist for the Capital Markets Economics Group at Merrill Lynch. In 1986, he joined Chemical Bank; he later became its chief economist. From 1992 to 1996, Carson served as chief economist at Dean Witter, where he sat on the investment-policy and stock-selection committees. He received his BA and MA from Youngstown State University and did his PhD coursework at George Washington University. Location: New York



**RESOLUTION TO AUTHORIZE
CONFERRAL OF HONORARY DEGREE**

BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the conferral of a Doctor of Letters (Litt.D.) degree, honoris causa, upon Andrea Wood, with all the rights and privileges attendant thereto.

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Agenda Item E.1.d

Andrea Wood, The Business Journal

Andrea Wood was born and raised in Pittsburgh, and earned a Bachelor of Arts degree in political science from Penn State University. In 1974, she became the first newswoman at WYTV Channel 33 in Youngstown when she was hired as a reporter and weekend anchor.

She went on to work as a news anchor, producer and reporter at WSBT-TV in South Bend, Ind., and WPGH-TV in Pittsburgh. In 1979, she returned to WYTV as an investigative reporter and subsequently was promoted to chief anchor and executive producer. Her documentary and continuing coverage about the disappearance of a 21-year-old Youngstown woman earned awards for investigative reporting from the Ohio Associated Press Award and the Cleveland Press Club.

In 1984, at the height of the steel industry's demise in the Youngstown/Warren region, Ms. Wood launched a daring venture to promote small business and economic redevelopment in the Mahoning Valley, and the first Youngstown Business Journal was published. The newspaper became a bi-monthly publication in 1986 and the name was changed to the Youngstown/Warren Business Journal. Later, a Columbiana County edition was established. In 1992, the newspapers were combined to form The Business Journal, covering a five-county region of Northeast Ohio and Western Pennsylvania.

In 1996, the newspaper began publishing daily updates online. And in 2002, Ms. Wood's coverage in print and online of former U.S. Rep. James Traficant's racketeering trial earned three separate awards from the Cleveland Press Club.

In 2009, as The Business Journal celebrated its 25th anniversary, Ms. Wood, true to her pioneering spirit and roots as a broadcast journalist, expanded BusinessJournalDaily.com with an innovative webcast, the Daily BUZZ. Diverse social media platforms followed and today the stories and videos posted on Facebook, LinkedIn and other channels extend worldwide The Business Journal's reach – and positive voice for the Mahoning Valley.

Andrea Wood is the chairman and president of the Youngstown Publishing Co. and Publisher and Editor in Chief of The Business Journal. In 2015, the Mahoning Valley Economic Development Corp. named The Business Journal and Ms. Wood its business and businessperson of the year.

Throughout her career, she has served on numerous boards including the Citizens League of Greater Youngstown, League of Women Voters, Crime Stoppers of Greater Youngstown and the Workforce Investment Board of Mahoning and Columbiana Counties. Today she is secretary of the YMCA of Youngstown board of trustees and a mentor in the Youngstown Business Incubator's Women in Entrepreneurship program.

She resides in Poland, Ohio, with her husband, Dennis LaRue.



**RESOLUTION ENTRUSTING THE ACADEMIC SENATE WITH ESTABLISHING
CONDITIONS FOR GRANTING UNDERGRADUATE COURSE CREDIT TO
STUDENTS WHO HAVE SUCCESSFULLY COMPLETED AN INTERNATIONAL
BACCALAUREATE DIPLOMA PROGRAM**

WHEREAS, effective September 29, 2015, the Ohio Revised Code §3345.38 requires the board of trustees of each state institution of higher education to adopt and implement a policy to grant undergraduate course credit to a student who has successfully completed an international baccalaureate diploma program (“diploma program”); and

WHEREAS, the YSU Board of Trustees charges the YSU Academic Senate with identifying undergraduate course credit to grant to students who have successfully completed an international baccalaureate program; establishing conditions for granting course credit, including minimum scores on examinations to receive credit; identifying specific course credit or other academic requirements of the institution (including the number of credit hours or other course credit that the institution will grant to a student who completes the diploma program); and maintaining a list of conditions for granting course credit for the international baccalaureate, including updating and maintaining that list on an annual basis;

NOW, THEREFORE, BE IT RESOLVED, that in accordance with Ohio Revised Code §3345.38 and shared governance, the Youngstown State University Board of Trustees entrusts the Academic Senate with the establishment of the conditions and academic requirements to grant undergraduate course credit for the successful completion of an international baccalaureate diploma program.



**RESOLUTION TO APPROVE TENURE FOR DEAN OF THE COLLEGE OF
SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS**

WHEREAS, Dr. Wim F. A. Steelant was appointed Dean of the College of Science, Technology, Engineering and Mathematics by the Youngstown State University Board of Trustees at its quarterly meeting on December 16, 2015; and

WHEREAS, Dr. Steelant's credentials have been reviewed by the Department of Chemistry and the Interim Dean of the College of Science, Technology, Engineering and Mathematics, who have recommended appointment of the candidate as a Professor with tenure;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve tenure for Wim F. A. Steelant as a Professor in the Department of Chemistry, effective March 16, 2016.

DIVIDER

**Institutional Engagement
Committee**

**RESOLUTION TO CONFIRM APPOINTMENT OF
COMMUNITY MEMBER TO THE BOARD OF DIRECTORS OF THE
NORTHEASTERN EDUCATIONAL TELEVISION OF OHIO, INC.
("NETO")**

WHEREAS, there exists a 501(c)(3) corporation known as Northeastern Educational Television of Ohio, Inc. or "NETO" which consists of the Western Reserve Public Media and is made up of two separately licensed public television stations (WNEO and WEAO); and

WHEREAS, NETO is owned and operated by a consortium of Youngstown State University, The University of Akron and Kent State University; and

WHEREAS, the Board of Directors is made up of 15 members, consisting of the Presidents of the three consortium universities and four members appointed by the President of each University, three of whom shall not be employed by the university; and

WHEREAS, the NETO Bylaws requires that the University's Boards of Trustees confirm the President's appointments; and

WHEREAS, the President has appointed Bruce Sherman as a community member on the Board of Directors of NETO.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University hereby confirms the appointment of Bruce Sherman as a community member on the Board of Directors of NETO.



NORTHEASTERN EDUCATIONAL TELEVISION OF OHIO, INC. (NETO)

NETO is advised by a community based board. This board is vested in a 15 member Board of Directors consisting of the Presidents of the University of Akron, Kent State University and Youngstown State University; and up to four members appointed by the President of each University, and confirmed by that University's Board of Trustees. At least three of the members shall not be employees of that University. The board term consists of a three-year term and may be reappointed by the University.

Current YSU Representation:

James P. Tressel
President, Youngstown State University
Ex Officio

Eugenia C. Atkinson
Community Volunteer, Youngstown
Non-YSU Employee member

Bonnie Deutsch Burdman
Community Relations/Government Affairs
Youngstown Area Jewish Federation
Non-YSU Employee member

Dr. Cary Wecht
Associate Dean, Creative Arts and Communication
Youngstown State University
YSU Employee member

Proposed Member:

Bruce Sherman
Owner, Sherman Creative Promotions
Non-YSU Employee member

**RESOLUTION TO ACCEPT ALUMNI ENGAGEMENT AND WYSU
MEMBERSHIPS**

WHEREAS, Board policy provides that the President shall compile a list of memberships 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 memberships as listed in Exhibit C 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 memberships on behalf of Youngstown State University and requests that the President acknowledge the acceptance of these memberships.

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

Memberships Received	Number of Memberships	Amount
Alumni Relations	302	\$ 16,305
WYSU-FM	1,225	\$ 148,064
Total University Memberships	1,527	\$ 164,369

YSUF Gift Processing Summary - October, 2015 - December, 2015				
	October, 2015	November, 2015	December, 2015	Total Oct., 2015 - Dec., 2015
Total Gift \$ Received/ Processed	\$678,273.76	\$1,202,864.57	\$2,600,012.45	\$4,481,150.78
Allocations:				
Rich Center	\$1,063.94	\$1,757.53	\$3,629.06	\$6,450.53
YSU	\$483,604.13	\$151,928.49	\$1,020,215.97	\$1,655,748.59
YSUF	\$193,605.69	\$1,049,178.55	\$1,576,167.42	\$2,818,951.66
Total Allocations	\$678,273.76	\$1,202,864.57	\$2,600,012.45	\$4,481,150.78
Pledges	\$566,620.00	\$42,538.00	\$1,567,135.00	\$2,176,293.00
Number of Gifts and Pledges	876	962	932	2,770

DIVIDER

Finance & Facilities Committee

**RESOLUTION TO MODIFY
REDUCTION/REFUND OF TUITION AND FEES POLICY, 3356-3-02.1
(PREVIOUS POLICY NUMBER 3002.01)**

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

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

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

WHEREAS, the Reduction/Refund of Tuition and Fees policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Reduction/Refund of Tuition and Fees Policy, policy number 3356-3-02.1 (Previous Policy Number 3002.01), shown as Exhibit **D** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-02.1 Reduction/refund of tuition and fees.

Previous Policy Number: 3002.01
Responsible Division/Office: ~~Finance~~ ial Services and Business Operations
Responsible Officer: Vice President for Finance and
~~Administration~~ Business Operations
Revision History: March 1998; March 2007; March 2011; March 2016
Board Committee: Finance and Facilities
Effective Date: ~~March 18, 2011~~ March 16, 2016
Next Review: ~~2015~~ 21

- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedule of student tuition and fees. This schedule and the associated refund procedures will be published in university “Bulletins” and other official university documents.
- (B) Parameters.
- (1) A full or partial reduction of the instructional, general, information services, performance, music, college, lab and materials fees, and the nonresident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current university “Undergraduate” and “Graduate Bulletins,” or as modified by action of the board of trustees.
 - (2) Students suspended or dismissed from the university for non-academic reasons are not entitled to any reduction of fees unless extenuating circumstances are demonstrably present, such as a medical condition as verified by a physician. ~~;~~
- (C) Procedures.
- (1) To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
 - (2) Students who withdraw or reduce hours after the specified refund period, and who do so for reasons beyond their control (~~physician’s request~~ such as for a medical issue, induction into

military service, change in work shifts or transfer of employment, ~~or other special circumstances~~), may request to have their fees reviewed in accordance with the fees and charges appeals board process. If approved, the fees may be revised on a prorated basis.

- (3) Students withdrawing from all classes as a result of being called to active military service are eligible for a full reduction of fees. Students must officially withdraw and must provide the fees and charges appeals board with supporting documentation validating the withdrawal.
- (4) Individuals seeking additional information on the reduction/refund of fees and charges should refer to the current Youngstown state university "Undergraduate Bulletin," "Graduate Bulletin," ~~and the office of student accounts and university receivables website at <http://www.yasu.edu/vpadmin/studaccts/>~~ or by calling the office of the university bursar at 330-941-1311.

3356-3-02.1 Reduction/refund of tuition and fees.

Previous Policy Number: 3002.01
Responsible Division/Office: Finance and Business Operations
Responsible Officer: Vice President for Finance and
Business Operations
Revision History: March 1998; March 2007; March 2011; March
2016
Board Committee: Finance and Facilities
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. The board of trustees of Youngstown state university shall review and approve the schedule of student tuition and fees. This schedule and the associated refund procedures will be published in university "Bulletins" and other official university documents.
- (B) Parameters.
- (1) A full or partial reduction of the instructional, general, information services, performance, music, college, lab and materials fees, and the nonresident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current university "Undergraduate" and "Graduate Bulletins," or as modified by action of the board of trustees.
 - (2) Students suspended or dismissed from the university for non-academic reasons are not entitled to any reduction of fees unless extenuating circumstances are demonstrably present, such as a medical condition as verified by a physician.
- (C) Procedures.
- (1) To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
 - (2) Students who withdraw or reduce hours after the specified refund period, and who do so for reasons beyond their control (such as for a medical issue, induction into military service, change in

work shifts or transfer of employment), may request to have their fees reviewed in accordance with the fees and charges appeals board process. If approved, the fees may be revised on a prorated basis.

- (3) Students withdrawing from all classes as a result of being called to active military service are eligible for a full reduction of fees. Students must officially withdraw and must provide the fees and charges appeals board with supporting documentation validating the withdrawal.
- (4) Individuals seeking additional information on the reduction/refund of fees and charges should refer to the current Youngstown state university Undergraduate Bulletin, Graduate Bulletin, or by calling the office of the university bursar at 330-941-1311.

**RESOLUTION TO MODIFY
ACCEPTABLE USE OF UNIVERSITY TECHNOLOGY
RESOURCES POLICY, 3356-4-09
(PREVIOUS POLICY NUMBER 4009.01)**

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

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

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

WHEREAS, the Acceptable Use of University Technology Resources policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Acceptable Use of University Technology Resources Policy, policy number 3356-4-09 (Previous Policy Number 4009.01), shown as Exhibit **E** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-09 Acceptable use of university technology resources.

Previous Policy Number: 4009.01
Responsible Division/Office: Information Technology Services
Responsible Officer: Vice President for Finance and ~~Facilities~~ Business Operations
Revision History: August 1999; November 2010; December 2012; March 2016
Board Committee: Finance and Facilities
Effective Date: ~~December 14, 2012~~ March 16, 2016
Next Review: 2017~~21~~

- (A) Policy statement. University technology resources are provided to the university community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the university in compliance with this policy.
- (B) Scope. This policy applies to all users and uses of university-owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.
- ~~(B)C) General Statement.~~ Parameters.
- (1) Technology resources (computing, networking, data and network services) are provided to the university community in order to fulfill the mission of the university.
 - (2) While the university recognizes the importance of academic freedom and freedom of expression, as a public employer, the university also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.
 - (3) Use of university-owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the university or for more than limited, responsible personal use conforming to this policy is prohibited.

- (4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.
 - (5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).
 - (6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.
- (~~ED~~) Policy-User Requirements. All users of the university-owned technology resources (computing, networking and data), regardless of affiliation with the university, must:
- (1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
 - (2) Protect the confidentiality, integrity and availability of technology resources.
 - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
 - (4) Comply with all applicable policies at Youngstown state university ("~~YSU~~").
 - (5) Respect the right of other technology users to be free from harassment or intimidation.
 - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
 - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
 - (8) Respect the finite capacity of technology resources and limit use so as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.
 - (9) Limit personal use of university technology resources so that such

use does not interfere with one's responsibilities to the university.

- (10) Not attempt to circumvent information technology security systems or the university "Information Technology Security Manual."
- (11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.
- (12) Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the university.
- (13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.

~~(D) — Scope. This policy applies to all users and uses of university-owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.~~

~~(E) User responsibilities.~~

- (1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to [adhere to](#) the university "Information Technology Security Manual."
- (2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
- (3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.
- (4) There is no expectation of personal privacy when using university resources. (See paragraph F of this rule.)
- (5) Potential violations regarding use of technology resources should be reported to the appropriate ~~supervisor(s) or manager(s) or~~ information [technology services manager\(s\) or information security officer](#).

- (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
 - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
 - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See rule 3356-4-13 of the Administrative Code for more information.)
 - (9) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
- (F) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
 - (2) When authorized by the office of the general counsel, the university may also specifically monitor the activity and accounts of individual end-users of university technology resources, including login sessions, file systems, and communications.
 - (3) When authorized by the appropriate university executive administrator (president, ~~or~~ vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned

personnel for university business and the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.

- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
- (5) Personal computing devices:
 - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
 - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
 - (c) Personal computing devices must comply with university ~~"Information Security Practice"~~ when using the campus wireless network or other provided university technology resource.
 - (d) Personal computing devices used to conduct university business are subject to public records requests.
 - (e) Personal hubs, routers, switches, or wireless access points are prohibited from being connected to either the university's wired or wireless network.

(G) Email.

- (1) Email is an official means for communication at the university. Students, faculty and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.
- (2) Only email sent to the university email address of record will be supported.
- (3) Email may not be automatically forwarded to off-campus computer

accounts from a university assigned email account.

- (G) Security. The university employs various measures (i.e., the university's "Information Security Practice") to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.
- (H) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resources and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.
- (I) Examples of unacceptable use:
- (1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.
 - (a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or unlawful activities is prohibited.
 - (b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.
 - (c) Any form of harassment by electronic means (e.g., email, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited.
 - (d) Making fraudulent offers of products, items or services using any university technology resource is prohibited.
 - (e) Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity that involves a conflict of interest. (Refer to rules 3356-7-01 and 3356-7-19 of the Administrative Code.)

- (f) Creating or forwarding chain letters, Ponzi, or other pyramid schemes is prohibited.
- (g) Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official university purposes necessitates following the university's procedures for the electronic distribution of information.
- (h) Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- (i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.
- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
- (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
- (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
- (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
- (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.

- (o) Personal use beyond limited responsible use is prohibited.
- (2) Exemptions. Individual university staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the university ~~“Information Security Practice”~~) in the course of performing legitimate job responsibilities.
- (3) Passwords. Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder. ~~but~~ Passwords may be changed at the request of the area supervisor and approved by the supervisor’s vice president or the president.
- (4) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or illegal under local, state or federal law while utilizing university-owned resources.

~~(L)~~ (K) Enforcement.

- (1) The office of the chief technology officer may suspend and/or restrict either an individual’s or a device’s access to the university network resource if:
 - (a) It is deemed necessary to maintain the security or functionality of the network resource.
 - (b) It is deemed necessary to protect the university from potential liability.
 - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
- (2) The office of the chief technology officer must immediately report the enforcement action and the justification for the action to the associate vice president of student experience, vice president for finance and business operations, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.

3356-4-09 Acceptable use of university technology resources.

Previous Policy Number: 4009.01
Responsible Division/Office: Information Technology Services
Responsible Officer: Vice President for Finance and Business
Operations
Revision History: August 1999; November 2010; December 2012;
March 2016
Board Committee: Finance and Facilities
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. University technology resources are provided to the university community to support its academic and administrative functions in accordance with its teaching, research, and service missions. These resources are intended to be used for the educational and business purposes of the university in compliance with this policy.
- (B) Scope. This policy applies to all users and uses of university-owned technology resources (including those acquired through grant processes) as well as to any non-YSU and/or remote technology devices while connected to the YSU network.
- (C) Parameters.
- (1) Technology resources (computing, networking, data and network services) are provided to the university community in order to fulfill the mission of the university.
 - (2) While the university recognizes the importance of academic freedom and freedom of expression, as a public employer, the university also has a responsibility to comply with all federal and state laws and regulations, as well as the obligation to fulfill its mission.
 - (3) Use of university-owned technology to access resources other than those supporting the academic, administrative, educational, research and services missions of the university or for more than limited, responsible personal use conforming to this policy is

prohibited.

- (4) Technology resources provided by the university are the property of the university. University-owned technology is not intended to supersede the need for technology purchases for personal purposes.
 - (5) As the university is a public entity, information in an electronic form may also be subject to disclosure under the Ohio public records act to the same extent as if they existed on paper. All use is subject to the identification of each individual using technology resources (authentication).
 - (6) Use of technology is subject to the requirements of legal and ethical behavior and is intended to promote a productive educational and work environment.
- (D) User Requirements. All users of the university-owned technology resources (computing, networking and data), regardless of affiliation with the university, must:
- (1) Use only those technology resources that they are authorized to use and use them only in the manner and to the extent authorized.
 - (2) Protect the confidentiality, integrity and availability of technology resources.
 - (3) Comply with all federal, Ohio, and other applicable law as well as applicable regulations, contracts, and licenses.
 - (4) Comply with all applicable policies at Youngstown state university (“YSU”).
 - (5) Respect the right of other technology users to be free from harassment or intimidation.
 - (6) Respect copyrights, intellectual property rights, and ownership of files and passwords.
 - (7) Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
 - (8) Respect the finite capacity of technology resources and limit use so

as not to consume an unreasonable amount of or abuse those resources or to interfere unreasonably with the activity of other users or to disrupt the authorized activities of the university.

- (9) Limit personal use of university technology resources so that such use does not interfere with one's responsibilities to the university.
 - (10) Not attempt to circumvent information technology security systems or the university "Information Technology Security Manual."
 - (11) Not use any radio spectrum space on any YSU-owned or YSU-occupied property, unless it is part of an approved wireless services deployment by the university.
 - (12) Not use technology resources for personal commercial purposes or for personal financial or other gain unless specifically approved by the university.
 - (13) Not state or imply that they speak on behalf of the university without authorization to do so and not use university trademarks and logos without authorization to do so.
- (E) User responsibilities.
- (1) By accepting employment, being admitted as a student, or asking for any guest technology resource privileges, users implicitly agree to adhere to this policy and agree to the university Information Technology Security Manual.
 - (2) Users are responsible for any activity performed using their usernames and passwords except when account security is compromised by actions beyond the user's control.
 - (3) Users are responsible for any activity performed on university-owned technology devices assigned to them except when the device is compromised by actions beyond the user's control.
 - (4) There is no expectation of personal privacy when using university resources. (See paragraph F of this rule.)

- (5) Potential violations regarding use of technology resources should be reported to the appropriate information technology services manager(s) or information security officer.
 - (6) Users are responsible for ensuring that critical data are backed up and available to be restored for systems not administered by information systems technology. This includes critical information contained on technology devices oriented to individual use (e.g., desktops, laptops, smart phones, and similar such devices).
 - (7) Users are responsible for maintaining data in compliance with the university records retention plan.
 - (8) Users are responsible for ensuring that sensitive information to which they have access is guarded against theft. (See rule 3356-4-13 of the Administrative Code for more information.)
 - (9) Personal use of computing resources not otherwise addressed in this policy or these procedures will generally be permitted if such use does not consume a significant amount of resources, does not interfere with the performance of an individual's job or other university responsibilities, and is otherwise in compliance with university policies.
- (F) No expectation of privacy.
- (1) The university does not routinely monitor specific individual end-user usage of its technology resources. However, the university does routinely monitor technology resource usage in the normal operation and maintenance of the university's computing, network and data resources. This monitoring includes the caching and backing up of data and communications, the logging of activity, the monitoring of general usage patterns, the scanning of systems and networks for anomalies and vulnerabilities, the filtering of malicious traffic, and other activities that are necessary for the rapid and efficient delivery of services. Technology users should be aware that there is no expectation of privacy associated with the use of university technology resources.
 - (2) When authorized by the office of the general counsel, the

university may also specifically monitor the activity and accounts of individual end-users of university technology resources, including login sessions, file systems, and communications.

- (3) When authorized by the appropriate university administrator (president, vice president, or associate vice president reporting to the president), the university may access active end-user accounts, files, or communications used for university business when needed by a supervisor or assigned personnel for university business and the end-user is unavailable. For inactive end-users, such as retirees or terminated employees, the end-user's former supervisor or the individual currently holding the supervisor position may request access. For inactive student end-users the provost may authorize access. For all other inactive end-users, the general counsel may authorize access.
- (4) The university, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate university personnel, student conduct, or law enforcement agencies and may use those results in appropriate university disciplinary proceedings.
- (5) Personal computing devices:
 - (a) Personal computing devices (laptops, desktops, tablets, cellular phones) are restricted to the campus wireless network or the residence hall network.
 - (b) No personal computing devices will be allowed to connect to the wired campus network (excluding the residence hall network).
 - (c) Personal computing devices must comply with university Information Security Practice when using the campus wireless network or other provided university technology resource.
 - (d) Personal computing devices used to conduct university business are subject to public records requests.
 - (e) Personal hubs, routers, switches, or wireless access points

are prohibited from being connected to either the university's wired or wireless network.

- (G) Email.
- (1) Email is an official means for communication at the university. Students, faculty and staff are expected to check their official email address on a frequent and consistent basis in order to stay current with university communications.
 - (2) Only email sent to the university email address of record will be supported.
 - (3) Email may not be automatically forwarded to off-campus computer accounts from a university assigned email account.
- (H) Security. The university employs various measures (i.e., the university's Information Security Practice) to protect the security of information technology resources and user accounts; however, users should be aware that the university cannot provide good security without user participation. Users should increase their technology security awareness and fully employ access restrictions for their accounts, including using strong passwords, guarding passwords diligently and changing passwords regularly to help safeguard their use of technology.
- (I) Additional policy ramifications. Users must abide by all applicable restrictions, whether or not they are built into the computing system, network or information resources and whether or not they can be circumvented by technical or other means. Individuals who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those states and countries and the rules and policies of those technology systems and information resources.
- (J) Examples of unacceptable use:
- (1) As a further aid to policy compliance, the following non-exhaustive list is provided of activities that are prohibited.
 - (a) Using technology resources to engage in fraud, defamatory, abusive, unethical, indecent, obscene, pornographic and/or

unlawful activities is prohibited.

- (b) Using technology resources to procure, solicit, or transmit material that is in violation of sexual, racial or other harassment or hostile workplace laws is prohibited.
- (c) Any form of harassment by electronic means (e.g., email, web access, phone, paging), whether through language, content, frequency or size of messages is prohibited.
- (d) Making fraudulent offers of products, items or services using any university technology resource is prohibited.
- (e) Using technology resources for unauthorized or inappropriate financial gain, unauthorized solicitation, or activities associated with a for-profit business, or engaging in an activity that involves a conflict of interest. (Refer to rules 3356-7-01 and 3356-7-19 of the Administrative Code.)
- (f) Creating or forwarding chain letters, Ponzi, or other pyramid schemes is prohibited.
- (g) Broadcasting of unsolicited mail or messages is prohibited. Examples include chain letters, virus hoaxes, spam mail, and other email schemes that may cause excessive network traffic. Sending large numbers of electronic mail messages for official university purposes necessitates following the university's procedures for the electronic distribution of information.
- (h) Sending junk mail or advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- (i) Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed is prohibited.

- (j) Unauthorized copying and downloading of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music and films and the installation of any copyrighted software for which an active license has not been procured is prohibited.
 - (k) Circumventing user authentication or security of any host, network or account is prohibited. This includes, but is not limited to, monitoring by use of keylogging or session logging.
 - (l) Revealing your account password to others or allowing use of your account by others is prohibited. This prohibition extends to family, other household members, friends and/or co-workers.
 - (m) Attempting to log onto another user's account (secured or otherwise) is prohibited.
 - (n) Sending electronic communications in such a way that masks the source or makes it appear to come from another source is prohibited.
 - (o) Personal use beyond limited responsible use is prohibited.
- (2) Exemptions. Individual university staff may be exempted from these restrictions on a case-by-case basis (with written authorization according to the university Information Security Practice) in the course of performing legitimate job responsibilities.
 - (3) Passwords. Special procedures exist and must be followed to ensure that accounts for employees are secured with passwords known to only the account holder. Passwords may be changed at the request of the area supervisor and approved by the supervisor's vice president or the president.
 - (4) Under no circumstances is an employee of Youngstown state university authorized to engage in any activity that is unethical or

illegal under local, state or federal law while utilizing university-owned resources.

(K) Enforcement.

- (1) The office of the chief technology officer may suspend and/or restrict either an individual's or a device's access to the university network resource if:
 - (a) It is deemed necessary to maintain the security or functionality of the network resource.
 - (b) It is deemed necessary to protect the university from potential liability.
 - (c) The account, system, or device is believed to have been either compromised or is in violation of this policy.
- (2) The office of the chief technology officer must immediately report the enforcement action and the justification for the action to the associate vice president of student experience, vice president for finance and business operations, or provost (or their designee), as applicable. The university may permanently suspend all technology access of anyone using the university network resource until due process has been completed by student conduct, employee administrative discipline and/or law enforcement agencies.

**RESOLUTION TO MODIFY
CELLULAR EQUIPMENT USAGE POLICY, 3356-4-12
(PREVIOUS POLICY NUMBER 4011.01)**

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

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

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

WHEREAS, the Cellular Equipment Usage policy has been reviewed pursuant to the five-year review cycle, and formatted in accordance with Policy 3356-1-09, Development and Issuance of University Policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy Cellular Equipment Usage Policy, policy number 3356-4-12 (Previous Policy Number 4011.01), shown as Exhibit **F** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-4-12 Cellular equipment usage.

Previous Policy Number: 4011.01
Responsible Division/Office: InformationTechnology ~~Division~~Services
Responsible Officer: Vice President for Finance and ~~Administration~~
Business Operations
Revision History: January 2005; June 2011; March 2016
Board Committee: Finance and Facilities
Effective Date: ~~June 17, 2011~~March 16, 2016
Next Review: 2015~~21~~

- (A) Policy statement. Youngstown state university ("~~YSU~~") provides cellular capable equipment to employees who, by the nature of their work, are approved to use cellular phones and other devices to conduct university business. Technical support will only be provided for designated university-issued cellular equipment.
- (B) Purpose. This policy establishes guidelines to satisfy the need for university-owned cellular capable equipment. The provisions of this policy apply to all employees of YSU, including those who acquire cellular equipment and services through grants or contracts. This policy also allows the university to meet internal revenue services ("~~IRS~~") regulations and its fiduciary responsibility to the taxpayers of the state of Ohio.
- (C) Procedures.
- (1) The university shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its university-issued cellular equipment and services. University-issued cellular equipment shall be limited to standard offerings: a standard voice phone, a standard smartphone, and a standard cellular mobile data accessory (i.e., USB modem). The current standard offering in each category shall be based on the availability of current commercial models and all standard offerings will be provided technical support through YSU tech desk.

- (2) Cellular equipment not conforming to the standard offerings, university-owned or otherwise, does not qualify for technical support for device operation or connectivity to university systems.
- (3) Requests for a cellular-capable device may be made any time during the fiscal year, and must be procured centrally through the university's office of information technology services (ITS). Cellular capable devices acquired with university funds may not be purchased with a departmental purchasing card or through any other means.
 - (a) ~~Standard university-issued cellular-capable devices must be procured centrally through the network telecommunications office~~ Requests for non-standard devices, as determined by ITS, should be accompanied by written justification and the signature approval of the requestor's supervisor and appropriate executive level officer, as defined by rule 3356-7-35 of the Administrative Code. Any additional costs associated with non-standard devices will be borne by the requesting department.
 - (b) Additional accessories for university-issued equipment should be procured locally through the originating department.
 - (bc) University-issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with rule 3356-4-09 of the Administrative Code. Employees must reimburse the university for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W-2 form for non-incidental personal use will comply with IRS guidelines.
 - (ed) University-issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for university-issued cellular equipment and/or services and for changes in equipment and/or services.

- (~~d~~e) Use of the cellular devices in any manner contrary to local, state, or federal laws will constitute misuse and may result in the loss of use of university cellular equipment and/or other actions according to rule 3356-4-09 of the Administrative Code.
- (~~e~~f) Use of the university-issued cellular equipment must comply with rule 3356-4-13 of the Administrative Code with regard to the transmission and storage of sensitive information on the cellular equipment.
- (~~f~~g) Note that university-issued cellular devices are owned by the university. Business-related activity on a cellular-capable device is subject to public records and other applicable laws, regulations, policies, and procedures. Employees should refrain from the use of university-provided cellular equipment while driving.

3356-4-12 Cellular equipment usage.

Previous Policy Number: 4011.01
Responsible Division/Office: Information Technology Services
Responsible Officer: Vice President for Finance and Business
Operations
Revision History: January 2005; June 2011; March 2016
Board Committee: Finance and Facilities
Effective Date: March 16, 2016
Next Review: 2021

- (A) Policy statement. Youngstown state university (YSU) provides cellular capable equipment to employees who, by the nature of their work, are approved to use cellular phones and other devices to conduct university business. Technical support will only be provided for designated university-issued cellular equipment.
- (B) Purpose. This policy establishes guidelines to satisfy the need for university-owned cellular capable equipment. The provisions of this policy apply to all employees of YSU, including those who acquire cellular equipment and services through grants or contracts. This policy also allows the university to meet internal revenue services (IRS) regulations and its fiduciary responsibility to the taxpayers of the state of Ohio.
- (C) Procedures.
- (1) The university shall leverage strategic sourcing opportunities by maintaining a single carrier cellular solution in the delivery of its university-issued cellular equipment and services. University-issued cellular equipment shall be limited to standard offerings: a standard voice phone, a standard smartphone, and a standard cellular mobile data accessory (i.e., USB modem). The current standard offering in each category shall be based on the availability of current commercial models and all standard offerings will be provided technical support through YSU tech desk.

- (2) Cellular equipment not conforming to the standard offerings, university-owned or otherwise, does not qualify for technical support for device operation or connectivity to university systems.
- (3) Requests for a cellular-capable device may be made any time during the fiscal year and must be procured centrally through the university's office of information technology services (ITS). Cellular capable devices acquired with university funds may not be purchased with a departmental purchasing card or through any other means.
 - (a) Requests for non-standard devices, as determined by ITS, should be accompanied by written justification and the signature approval of the requestor's supervisor and appropriate executive level officer, as defined by rule 3356-7-35 of the Administrative Code. Any additional costs associated with non-standard devices will be borne by the requesting department.
 - (b) Additional accessories for university-issued equipment should be procured locally through the originating department.
 - (c) University-issued cellular equipment and services may be used for incidental personal cellular purposes as defined by IRS tax law and in accordance with rule 3356-4-09 of the Administrative Code. Employees must reimburse the university for any liability incurred through the personal use of the issued cellular equipment. Amounts, if any, to be reported on an employee's W-2 form for non-incidental personal use will comply with IRS guidelines.
 - (d) University-issued cellular equipment and services shall be billed to the assigned department through a monthly chargeback process. The financial manager of the assigned budget must approve the initial requests for university-issued cellular equipment and/or services and for changes in equipment and/or services.
 - (e) Use of the cellular devices in any manner contrary to local, state, or federal laws will constitute misuse and may result

in the loss of use of university cellular equipment and/or other actions according to rule 3356-4-09 of the Administrative Code.

- (f) Use of the university-issued cellular equipment must comply with rule 3356-4-13 of the Administrative Code with regard to the transmission and storage of sensitive information on the cellular equipment.
- (g) Note that university-issued cellular devices are owned by the university. Business-related activity on a cellular-capable device is subject to public records and other applicable laws, regulations, policies, and procedures. Employees should refrain from the use of university-provided cellular equipment while driving.

**RESOLUTION TO RESCIND
THE PREVIOUSLY APPROVED ROOM RENTAL RATES
FOR THE UNIVERSITY COURTYARD APARTMENTS**

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

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

WHEREAS, on December 16, 2015, the Board of Trustees of Youngstown State University approved room rental rate increases for the University Courtyard Apartments, effective Fall semester 2016; and

WHEREAS, the Governor's Task Force on Affordability & Efficiency in Higher Education has recommended that Ohio's state-supported universities take steps to stem rising college costs and growing student debt; and

WHEREAS, after careful consideration, the University believes that the University housing rates should remain unchanged for Fall 2016 for all University owned housing and that any increases be deferred; and

WHEREAS, in addition to the room rental rates, the University has also carefully considered the University Meal Plan rates and has determined that these rates will also remain unchanged for Fall 2016.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby rescind resolution YR 2016-_____, canceling the previously approved increases in room rental rates for the University Courtyard Apartments.