

# BOARD OF TRUSTEES



## AGENDA

**Wednesday, June 15, 2016**

**BOARD OF TRUSTEES' MEETING**

**Wednesday, June 15, 2016  
3:00 p.m.**

**Tod Hall  
Board Meeting Room**

**AGENDA**

- A. Roll Call
- B. Proof of Notice of Meeting
- C. Disposition of Minutes
- D. Oath of Office of New Trustee, Samuel W. Grooms
- E. Report of the President of the University
- F. Report of the Committees of the Board
  - 1. Academic and Student Affairs Committee
    - a. Staff Reports: Dr. Tiffany Hughes, Department of Sociology, Anthropology, and Gerontology; and STEM Student, Alex Fitzgerald
    - b. Resolution to Modify Student Media Policy, 3356-8-02 (Previous Policy Number 8002.01)
    - c. Resolution to Modify Authority to Establish and Enforce a Student Code of Conduct Policy, 3356-8-01 (Previous Policy Number 8001.01)
    - d. Resolution to Modify and Retitle "*The Code of Student Rights, Responsibilities and Conduct*" Policy 3356-8-01.1, (Previous Policy Number 8001.01.1)
    - e. Resolution to Modify Integrity in Research – Use of Human Participants Policy 3356-10-14 (Previous Policy Number 1014.01)
    - f. Resolution to Modify Objectivity in Research – Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research Policy 3356-10-17 (Previous Policy Number 1017.01)
    - g. Resolution to Authorize Conferral of Faculty Emeritus Status
    - h. Resolution to Modify Appointment of Graduate Assistants, Graduate Assistant Interns, and Teaching Assistants Policy, 3356-9-03.1 (Previous Policy Number 9003.03)
    - i. Resolution to Authorize Recommendation of Candidates for Honorary Degrees
    - j. Resolution to Approve Bachelor of Engineering in Manufacturing Engineering Degree
    - k. Resolution to Approve College Completion Plan for Youngstown State University
  - 2. Institutional Engagement Committee
    - a. Resolution to Accept Alumni Engagement and WYSU Memberships
    - b. Resolution to Approve Written Notice of Intent to Renew YSU-YSUF Development Service Agreement
  - 3. Finance and Facilities Committee
    - a. Resolution to Modify Purchasing Policy, 3356-3-01 (Previous Policy Number 3001.01)
    - b. Resolution to Modify Budget-Deficit Options Applicable to Excluded Employees Policy, 3356-3-11.2 (Previous Policy Number 3014.00)
    - c. Resolution to Approve Institutional Efficiency Review as Required by House Bill 64
    - d. Resolution to Approve the Annual Operating Budget for FY 2017
    - e. Resolution to Approve Changes to Tuition and Fees for the 2016-17 Academic and Fiscal Year
    - 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 and Retitle Acceptance of Loaned Property/Courtesy Car Program Policy 3356-3-09, (Previous Policy Number 3008.01)
- b. Resolution to Modify Licensing of University Names and Marks Policy 3356-5-12 (Previous Policy Number 5013.01)
- c. Resolution to Modify Nepotism and Potential Conflicts in Employment Situations Policy 3356-7-26, (Previous Policy Number 7013.01)
- d. Resolution to Modify and Retitle Distinguished Service Awards, Exempt Professional/Administrative Staff Policy 3356-7-27, (Previous Policy Number 7014.01)
- e. Resolution to Rescind Classified Exempt Distinguished Service Award Policy, 3356-7-29 (Previous Policy Number 7014.03)
- f. Resolution to Modify Professional Conduct of Faculty, Department Chairpersons, and Professional/Administrative Employees Policy 3356-9-06, (Previous Policy Number 9006.01)
- g. Resolution to Approve the Selection of the Position for Dean of the College of Creative Arts and Communication
- h. Resolution to Approve Multiple-Year Contracts
- i. Resolution to Ratify Personnel Actions
- j. Resolution to Authorize Conferral of Emeritus Status

G. Communications and Memorials

- 1. Resolution of Memoriam – James B. Greene

H. Unfinished Business

I. New Business

J. Chairperson's Remarks

K. Election of Board Officers

L. Committee Appointments 2016-2017

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

- Tentative Meeting Dates: 3 p.m., Thursday, September 15, 2016  
3 p.m., Thursday, December 1, 2016  
3 p.m., Thursday, March 16, 2017

N. Adjournment

# **DIVIDER**

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



**RESOLUTION TO MODIFY  
STUDENT MEDIA, 3356-8-02  
(PREVIOUS POLICY NUMBER 8002.01)**

**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 Student Media policy has been reviewed in accordance with the scheduled review dates 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 Student Media, policy number 3356-8-02 (previous Policy Number 8002,01) shown as Exhibit A attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-8-02 Student media.**

Previous Policy Number: 8002.01  
Responsible Division/Office: ~~Office of the Dean, CLASS~~ Student Experience  
Responsible Officer: Associate Vice President for Academic Affairs  
Student Experience  
Revision History: March 1998; December 2010; June 2016  
Board Committee: Academic and Student Affairs  
**Effective Date:** ~~December 15, 2010~~ June 15, 2016  
Next Review: ~~2015~~ 21

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- (A) Policy statement. Youngstown state university recognizes and supports the establishment and operation of student media organizations as important media for communication to the university and as training laboratories for students. The official student media organizations are “The Jambar,” a student-operated newspaper, thejambar.com, a student operated news and information website, “The Penguin Review,” a student literary magazine, and “Rookery Radio”, a student-operated internet radio station.
- (B) Parameter. Individuals involved with student media and the student press are expected to follow all professional media legal and ethical standards and guidelines that address matters such as libel, indecency, personal attacks and harassment, slander, undocumented allegations, and other forms of irresponsible media presentation.
- (C) Procedures.
- (1) The student media committee oversees official student media and is responsible for reviewing complaints, offering recommendations, ~~selecting the publication staff~~ participating in the selection of staff for each upcoming academic year, and ensuring execution of publication responsibilities.
  - (2) ~~The dean of the college of liberal arts and social sciences-A~~ representative from the student experience division will serve as a liaison to the committee and appoints the student media committee appoint its members based on the guidelines outlined in the “Student Media Committee Governance Document”.

- (3) Each official student media organization has a faculty and/or staff advisor. The advisor is responsible for helping students understand the nature, function, and ethics of student media, for providing instruction that will result in quality media publications, and for serving as a liaison to the student media committee.
- (4) Concerns regarding a particular article or presentation of an official student media organization may be directed to the current editor/director or advisor of the respective organization. Other questions may be directed to the student media committee chairperson or the assigned representative of student experience; ~~the dean of the college of liberal arts and social sciences, or the provost/vice president for academic affairs.~~
- (5) Guidelines and information related to responsible journalism and student publications may be found in “The Student Media Committee Governing Document,” available through ~~the student affairs office~~; the student media office.

**3356-8-02 Student media.**

Previous Policy Number: 8002.01  
Responsible Division/Office: Student Experience  
Responsible Officer: Associate Vice President for  
Student Experience  
Revision History: March 1998; December 2010; June 2016  
Board Committee: Academic and Student Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. Youngstown state university recognizes and supports the establishment and operation of student media organizations as important media for communication to the university and as training laboratories for students. The official student media organizations are “The Jambar,” a student-operated newspaper, thejambar.com, a student operated news and information website, “The Penguin Review,” a student literary magazine, and “Rookery Radio”, a student-operated internet radio station.
- (B) Parameter. Individuals involved with student media and the student press are expected to follow all professional media legal and ethical standards and guidelines that address matters such as libel, indecency, personal attacks and harassment, slander, undocumented allegations, and other forms of irresponsible media presentation.
- (C) Procedures.
- (1) The student media committee oversees official student media and is responsible for reviewing complaints, offering recommendations, participating in the selection of staff for each upcoming academic year, and ensuring execution of publication responsibilities.
  - (2) A representative from the student experience division will serve as a liaison to the committee and appoint its members based on the guidelines outlined in the “Student Media Committee Governance Document”.



- (3) Each official student media organization has a faculty and/or staff advisor. The advisor is responsible for helping students understand the nature, function, and ethics of student media, for providing instruction that will result in quality media publications, and for serving as a liaison to the student media committee.
- (4) Concerns regarding a particular article or presentation of an official student media organization may be directed to the current editor/director or advisor of the respective organization. Other questions may be directed to the student media committee chairperson or the assigned representative of student experience.
- (5) Guidelines and information related to responsible journalism and student publications may be found in “The Student Media Committee Governing Document,” available through the student media office.



**RESOLUTION TO MODIFY  
AUTHORITY TO ESTABLISH AND ENFORCE A STUDENT CODE OF CONDUCT,  
3356-8-01 (PREVIOUS POLICY NUMBER 8001.01)**

**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 Authority to Establish and Enforce a Code of Student Conduct 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 Authority to Establish and Enforce a Code of Student Conduct policy, policy number 3356-8-01 (previous Policy Number 8001.01) shown as Exhibit **B** attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-8-01 Authority to establish and enforce a Student rights,  
responsibilities, and code of conduct (the code).

Previous Policy Number: 8001.01  
Responsible Division/Office: Student ~~Life~~ Experience  
Responsible Officer: Associate Vice President for Student  
Affairs ~~Experience~~  
Revision History: February 1998; March 2007; December 2011;  
June 2016  
Board Committee: Academic ~~Quality~~ and Student ~~Success~~ Affairs  
**Effective Date:** ~~December 14, 2011~~ June 15, 2016  
Next Review: ~~2016~~ 21

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(A) Policy statement. The board of trustees delegates its authority and responsibility for student conduct to the president. Youngstown state university is committed to an educational environment which encourages the safety, fair treatment, and intellectual and social development of all students. On behalf of the president, the associate vice president for student ~~affairs~~ experience establishes and enforces regulations regarding student ~~rights, responsibilities, and~~ conduct.

(B) Definition. “The Student Code of Conduct: A Handbook of Student Rights, Responsibilities, and Conduct” is the official university document outlining student rights, responsibilities, and conduct; regulations regarding academic dishonesty, campus student organizations and student media organizations; due process, disciplinary procedures; and sexual assault. The intent of “The Student Code of Conduct” is to inform the university community of these rights, responsibilities, and expectations.

(~~B~~C) Parameters:

(1) ~~“The Code: A Handbook of Student Rights, Responsibilities, and Conduct” is the official university document outlining student rights, responsibilities, and conduct; regulations regarding campus student organizations and student media organizations; due process, disciplinary, and academic grievance procedures; and procedures regarding student complaints of discrimination and sexual assault. The intent of the code is to inform the university community of these rights, responsibilities, and expectations.~~

(2) The associate vice president for student affairs~~experience~~ is responsible for enforcing all procedures and regulations pertaining to student rights, responsibilities, and conduct as outlined in ~~“The~~ Student eCode of Conduct,” with the exception of academic grievances. Academic grievance procedures are the responsibility of the office of the provost/vice president for academic affairs.

(ED) Procedures.

- (1) “The Student eCode of Conduct” is distributed to new students during orientation and is available in the offices of the associate vice president for student affairs~~experience~~ and ~~the executive director of student life and~~ on the Youngstown state university website at <http://www.yosu.edu/theecode.pdf>.~~http://cms.yosu.edu/administrative-offices/student-conduct/welcome-student-conduct.~~
- (2) Individual students and student organizations are expected to be familiar with and follow the regulations outlined in ~~“The~~ Student Ceode of Conduct” and will be subject to disciplinary action if one or more of the regulations are violated.
- (3) Complaints of student misconduct may be filed at the office of the ~~executive~~-associate director of student ~~life~~conduct. Complaints of academic dishonesty and academic grievances may be filed in the office of the provost/~~and~~ vice president for academic affairs.
- (4) “The Student eCode of Conduct” is reviewed periodically and distributed widely among the campus community at least every five years. Any member of the university community may recommend a change in ~~“T~~he “Student eCode of Conduct” through the associate vice president for student affairs~~experience~~.

**3356-8-01 Authority to establish and enforce a student code of conduct.**

Previous Policy Number: 8001.01  
Responsible Division/Office: Student Experience  
Responsible Officer: Associate Vice President for Student Experience  
Revision History: February 1998; March 2007; December 2011; June 2016  
Board Committee: Academic and Student Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. The board of trustees delegates its authority and responsibility for student conduct to the president. Youngstown state university is committed to an educational environment which encourages the safety, fair treatment, and intellectual and social development of all students. On behalf of the president, the associate vice president for student experience establishes and enforces regulations regarding student conduct.
- (B) Definition. “The Student Code of Conduct: A Handbook of Student Rights, Responsibilities, and Conduct” is the official university document outlining student rights, responsibilities, and conduct; regulations regarding academic dishonesty, campus student organizations and student media organizations; due process, disciplinary procedures; and sexual assault. The intent of “The Student Code of Conduct” is to inform the university community of these rights, responsibilities, and expectations.
- (C) Parameter. The associate vice president for student experience is responsible for enforcing all procedures and regulations pertaining to student rights, responsibilities, and conduct as outlined in “The Student Code of Conduct,” with the exception of academic grievances. Academic grievance procedures are the responsibility of the office of the provost/vice president for academic affairs.
- (D) Procedures.
- (1) “The Student Code of Conduct” is distributed to new students during orientation and is available in the offices of the associate

vice president for student experience and on the Youngstown state university <http://cms.ysu.edu/administrative-offices/student-conduct/welcome-student-conduct>.

- (2) Individual students and student organizations are expected to be familiar with and follow the regulations outlined in “The Student Code of Conduct” and will be subject to disciplinary action if one or more of the regulations are violated.
- (3) Complaints of student misconduct may be filed at the office of the associate director of student conduct. Complaints of academic dishonesty and academic grievances may be filed in the office of the provost and vice president for academic affairs.
- (4) “The Student Code of Conduct” is reviewed periodically and distributed widely among the campus community at least every five years. Any member of the university community may recommend a change in “The Student Code of Conduct” through the associate vice president for student experience.

**RESOLUTION TO MODIFY AND RETITLE *THE CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT***

**WHEREAS,** *The Code of Student Rights, Responsibilities, and Conduct (The Code)* outlines student rights, responsibilities, and conduct as well as the due process and disciplinary procedures utilized, details of the academic grievance procedure, the students records policy, etc.; and

**WHEREAS,** several sections of *The Code* have been removed, updated and revised;

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy governing *The Code*, policy number 3356-8-01.1 (Previous Policy Number 8001.01.1), to be retitled as *The Student Code of Conduct*, shown as Exhibit C attached hereto. A copy of the new policy is attached.

3356-8-01.1 “The ~~e~~Code of Student ~~Rights, Responsibilities, and~~ Conduct.”

Responsible Division/Office: Student ~~Life~~Experience  
Responsible Officer: ~~Associate Vice President~~ for Student  
~~Affairs~~Experience  
Revision History: December 2011; ~~June 2016~~  
Board Committee: Academic Quality and Student Success  
**Effective Date:** ~~December 14, 2011~~ June 15, 2016  
Next Review: ~~2016~~19

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- (A) Policy Statement/Preamble. Youngstown state university (“YSU”) is “a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility and leadership.

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

As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the university’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the university and is held responsible for compliance with them. All members of the university community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the university.

The policies and regulations in “The ~~Student e~~Code of ~~Student Rights, Responsibilities, and~~ Conduct” (~~hereinafter referred to as “the code”~~) have been established to ensure a positive educational experience for every student. The ~~Student e~~Code of ~~Conduct~~ serves as an official university document that outlines conditions and regulations considered essential to the effective functioning of the university.

Agenda Item F.1.d  
Exhibit C



The student conduct process at Youngstown state university adheres to procedural due process and is intended to be part of the educational process at the university. This student conduct process provides a forum for the impartial and expedient resolution of misconduct in the university community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the university's commitment to developing integrity, respect, and responsibility among all students. (~~Published by division of student affairs~~experience, ~~December 14, 2011.~~)

(B) Article I/Rights and responsibilities.

~~(1) Definitions. When used in the code:~~

- ~~(a) The terms "accused student" or "respondent" shall mean any student accused of violating the code.~~
- ~~(b) The term "appellate board" shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider an appeal from a student conduct body's determination that a student has violated the code or from the sanctions imposed by the student conduct body.~~
- ~~(c) The terms "can," "may," or "should" specify a discretionary provision of the code.~~
- ~~(d) The term "complainant" shall mean any person who submits a referral alleging that a student violated the code.~~
- ~~(e) The term "faculty member" shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty. In certain situations, a person may be both "student" and "faculty member." One's status in a particular situation shall be determined by the relevant circumstances.~~
- ~~(f) The terms "file" or "records" mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.~~

- ~~(g) — The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.~~
- ~~(h) — The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.~~
- ~~(i) — The term “conduct officer” shall mean a university official authorized on a case-by-case basis by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated the code.~~
- ~~(j) — The term “student conduct administrator” is the vice president for student affairs, or designee, who shall be responsible for the administration of the code and the university student conduct process.~~
- ~~(k) — The term “student conduct body” shall mean any conduct officer or student conduct hearing panel authorized by the student conduct administrator to determine whether a student has violated the code and to recommend imposition of sanctions.~~
- ~~(l) — The term “may” is used in the permissive sense.~~
- ~~(m) — The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.~~
- ~~(n) — The term “misconduct” means student behavior that violates codified or explicitly stated university rules and regulations, including but not limited to the code.~~
- ~~(o) — The term “organization” shall mean a university-registered student organization which has complied with formal requirements of official registration.~~

- (p) — ~~The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, the code, “Handbook for Residents,” “YSU Student Organizations Guide,” the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.~~
- (q) — ~~The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.~~
- (r) — ~~The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether or not actually enrolled at the university.~~
- (s) — ~~The terms “university” or “institution” means Youngstown state university and collectively those responsible for its operation.~~
- (t) — ~~The term “university premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university, including adjacent streets, sidewalks, and parking lots.~~
- (u) — ~~The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.~~
- (v) — ~~The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.~~
- (w) — ~~The term “weapon” shall have the same meaning as in rule 3356-7-03 of the Administrative Code, “Possession of weapons on campus.”~~
- (x) — ~~All other terms have their natural meaning unless the context otherwise dictates.~~

- (~~2~~1) Basic rights. The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:
- (a) The right of free inquiry, expression, and/or assembly.
  - (b) The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and online.
  - (c) The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
  - (d) The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by section 3345.14 of the Revised Code.
- (~~3~~2) Basic responsibilities. Students, as members of the university community, shall have the following responsibilities which are inherent in the basic rights delineated in this paragraph:
- (a) To maintain standards of academic performance as established by their faculty.
  - (b) To be responsible for acting in such a manner as to ensure other students the rights declared in paragraph (B) of this policy.
  - (c) To be responsible for their actions with respect to, and to follow, all university regulations and policies.
  - (d) To be responsible for their actions with respect to provisions of local, state, and federal law.
  - (e) To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected.

- (f) To have in their possession a valid university identification card when on university premises.
  - (g) To be responsible for adhering to the university's "Drug-free environment" policy (rule 3356-7-20 of the Administrative Code).
  - (h) To ensure adherence to all university board of trustees policies that apply to students.
- (C) Article II/Student conduct authority. The president has delegated the authority for the university student conduct system to the associate vice president for student affairs experience. The associate vice president for student affairs experience, or designee, serves as the student conduct administrator responsible for the administration and operation of ~~†~~The Student eCode of Conduct and the student conduct process. Members of the university seeking formal disciplinary action for student misconduct should refer to the student conduct administrator.

The student conduct administrator shall determine the composition of student conduct bodies and appellate boards.

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of ~~†~~The Student eCode of Conduct.

- (1) Jurisdiction of ~~†~~"The Student eCode of Conduct".
  - (a) The Student eCode of Conduct shall apply to conduct which adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs whether it occurs on university premises, at university sponsored activities, or on non-university premises. It is important to note that a student and/or group/organization will be subject to the university student conduct process where the conduct has occurred on non-university premises when the conduct adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs.
  - (b) Students shall be responsible for his/hert~~heir~~ conduct from the time of application for admission through the actual

awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from the university while a matter of misconduct is pending.

(c) An incident which results in a charge under The Student Code of Conduct may also lead to a proceeding outside of the university for a violation of local, state, or federal law. In these instances, university proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved or settled. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws. In all cases, hearings within the university will be held according to the procedures set forth in this policy. Since the university student conduct process is educational in nature, differing judgments may result.

(2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the associate vice president for student experience or his/her designate. The policies and regulations that apply to student groups/organizations are outlined in the "Penguin Student Handbook" which houses all of the student organization's policies. Student groups/organizations that violate any of the student organization policies may be charged with violating *The Student Code of Conduct* and be subject to the student conduct procedures set forth in this policy.

(3) Student conduct authority.

(a) The enforcement of regulations, policies, and guidelines that apply to students, student organizations/groups are within the jurisdiction of the associate vice president for student experience, or designee.

- (b) Student groups and registered student organizations may be charged with violations of *The Student Code of Conduct* in the following circumstances:
- (i) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the YSU student organization's policies, and/or university policies or regulations.
- (ii) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, and federal law.
- (iii) A student group (as defined in the Glossary of terms section of this policy) or registered student organization and its officers may be held collectively or individually responsible for violations of *The Student Code of Conduct*.

- (D) Article III Student conduct standards/prohibited conduct. The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section of the code provides a set of expectations regarding student conduct in support of the university community.

A student and/or group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a member of a group/organization, the entire group/organization may be held responsible in addition to the student when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under ~~the code~~ The Student Code of Conduct:

- (1) ~~—Acts of dishonesty, include but are not limited to:~~

~~(a)~~ Academic dishonesty. Academic dishonesty includes but is not limited to:

- (a) Plagiarism, which includes but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency

engaged in the selling of term papers or other academic materials.

(b) The use of any unauthorized assistance or tools:

(i) ~~Cheating, which includes but is not limited to:~~

~~(a) Use of any unauthorized assistance in taking quizzes, tests, assignments, or examinations;~~

(ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.

~~(b) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;~~

(c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff; or

(d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

~~(ii) Plagiarism, which includes but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.~~

(e) Inappropriate collaboration, such as working together on assignments or projects to an extent not permitted by the instructor.

(f) Multiple submissions of the same work, which includes but is not limited to: submitting the same or parts of the same assignment for multiple classes without permission from the instructor.



- (g) Fabrication of data, which includes but is not limited to: presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
- (h) Bribes, threats, or intimidation which include but are not limited to: exchange of payment for assignments or parts of assignments, and threats to entice others to engage in academic dishonesty.
- (l) Impersonation, which includes but is not limited to: pretending to be another person in the completion of a quiz, exam, or other assignment.
- (j) Altering or destroying the work of others unless given permission.
- (k) Lying in order to obtain an academic advantage. This includes, but is not limited to: falsification of documents used to request make-up work.
- (l) Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
- (m) Asking others to engage in any of the behavior described above is academic dishonesty.
- (n) Attempting to engage in any of the above behaviors is academic dishonesty.

~~(iii) — Other acts of academic dishonesty:~~

- (2) Alcohol.
  - (a) Use or possession of alcoholic beverages, except as permitted by law and university policy, public intoxication;
  - (b) Manufacturing, or distribution of alcoholic beverages to any person under twenty-one (21) years of age except as permitted by law;
  - (c) All residents and guests in university housing are prohibited from use or possession of alcoholic beverages.

regardless of age, except as permitted by policy or terms of lease.

- (3) Bullying and harassment. Unwelcome or unreasonable behavior that harasses or intimidates people either as individuals or as a group and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see university policy 3356-2-03 "Discrimination/harassment" and Administrative Code Rule 3356-2-03 "Discrimination/harassment" for prohibited conduct based on individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law).
- (4) Complicity. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting, or encouraging a violation or an attempted violation.

~~(b) — Non-academic dishonesty.~~

~~(i) — Furnishing false information to any university official, faculty member, or office.~~

~~(ii) — Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.~~

~~(iii) — Tampering with the election of any university recognized student organization.~~

~~(iv) — Failing to maintain correct address and telephone information with the registrar.~~

~~(v) — Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.~~

~~(2) — Disruption or obstruction of teaching, research, administration, student conduct proceedings, other university activities, including its public service functions on or off campus or other authorized~~

~~non-university activities, when the act occurs on university premises.~~

- ~~(3) Participation in an on-campus or off-campus demonstration, riot, or activity which disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.~~
- ~~(4) Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.~~
- (5) Conduct system. Abuse of the student conduct system, including but not limited to:
  - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct system or a university investigation.
  - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
  - (c) Institution of a student conduct proceeding knowingly without cause.
  - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct process.
  - (f) Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
  - (g) Failure to comply with the sanction(s) imposed by the student conduct body.
  - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.

- (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) Disorderly Conduct. Conduct which is disorderly, lewd, or indecent; a breach of peace; obstructs teaching, research, administration, or University activities or functions; or aids, abets, or persuades another person to engage in such conduct.
- (7) Drugs. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia, or the misuse of materials as an intoxicant except as expressly permitted by law and/or under the direction of a licensed physician. No student shall sell or give drugs to any other person.
- (58) Failure to comply. Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.
- (69) Financial Obligations. Failure to meet all financial obligations to the university.
- (10) Gambling. Gambling or wagering of any form except as expressly permitted by law and/or university policy.
- ~~(7) — Violation of published university policies, rules, or regulations including those available electronically on the university website.~~
- ~~(8) — Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, bullying and/or coercion which endangers or tends to endanger the safety, health, or life of any person (including self).~~
- ~~(9) — Sex discrimination, which includes sexual harassment and sexual violence. (See paragraph (J) of this policy, “Student discrimination complaints.”)~~
- (101) Hazing. , defined as a An act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission

into, affiliation with, or as a condition for continued membership in a group or organization.

(12) Information Technology. Theft or other abuse of information technology and resources, including, but not limited to:

(a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

(b) Unauthorized transfer of a file.

(c) Unauthorized use of another individual's identification and password.

(d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.

(e) Use of computing facilities and resources to send obscene or abusive messages.

(f) Use of computing facilities and resources to interfere with the normal operation of the University computing system originating from an on-campus or off-campus source.

(g) Use of computing facilities and resources in violation of copyright laws.

(h) Any violation of the university's "Acceptable use of university resources" policy (university policy 3356-4-09)(rule 3356-4-09 of the Administrative Code)

(13) Non-academic dishonesty.

(a) Furnishing false information to any university official, faculty member, or office.

(b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.

(c) Tampering with the election of any university recognized student organization.

- (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
- (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person including one's self.
- (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property, on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations including those available electronically on the university website.
- (18) Sexual Misconduct. A broad range of behaviors including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or is carried out through force, threat, intimidation or coercion.

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

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

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

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

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

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

(i) A current or former spouse or intimate partner of the victim;

(ii) A person with whom the victim shares a child in common;

- (iii) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) By any other person against an adult or youth victim under the domestic or family violence laws of the State of Ohio (see Revised Code Section 2919.25 Domestic Violence).
- (g) Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, non-consensual video or audio-taping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.
- (h) Sex Offenses. See Chapter 2907 of the Revised Code which defines "Sex Offenses" under Ohio Law.
- (i) Please see university's "Sexual misconduct" policy (university policy 3356-2-03.1; rule 3356-4-09 of the Administrative Code)
- (19) Theft. Attempted or actual theft, including possession of stolen property.
- (20) Unauthorized entry. Unauthorized entry to or use of University premises, or unauthorized possession, duplication, or use of keys to any university premises.
- ~~(11) Conduct which is disorderly, disruptive or indecent, breach of peace, or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored, or participated in, by the university or members of the university community.~~
- (121) Unauthorized recording.



- (a) Unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge or without his/her effective consent when such recording is likely to cause injury or distress, except as otherwise permitted by law.
- ~~(13)~~ (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without his or her prior knowledge or consent, even if the audio or video recording or photograph originally had been produced with the person's consent.
- ~~(14) — Gambling or wagering of any form except as expressly permitted by law and/or university regulations.~~
- ~~(15) — Attempted or actual theft, including possession of stolen property.~~
- ~~(16) — Any action which damages or tends to damage property of the university or property of a member of the university community or other personal or public property, on or off campus.~~
- ~~(17) — Unauthorized possession, duplication, or use of keys to any university premises or unauthorized entry to or use of university premises.~~
- ~~(18) — Theft or other abuse of information technology and resources, including but not limited to:~~
- ~~(a) — Unauthorized entry into a file to use, read or change the contents or for any other purpose.~~
- ~~(b) — Unauthorized transfer of a file.~~
- ~~(c) — Unauthorized use of another individual's identification and password.~~
- ~~(d) — Use of computing facilities and resources to interfere with the work of another student, faculty member, or university official.~~

- ~~(e) Use of computing facilities and resources to send obscene or abusive messages.~~
- ~~(f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.~~
- ~~(g) Use of computing facilities and resources in violation of copyright laws.~~
- ~~(h) Any violation of rule 3356-4-09 of the Administrative Code, "Acceptable use of university technology resources."~~
- ~~(19) Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia, except as expressly permitted by law and/or under the direction of a licensed physician. No student shall sell or give drugs to any other person.~~
- ~~(20) Public intoxication or use, possession, manufacturing, or distribution of alcoholic beverages, except as expressly permitted by law and/or university regulations. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one years of age.~~
- (22) Violation of law.
- (a) Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university's mission or its educational objectives and programs
- (b) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of "The Student Code of Conduct", student conduct action may result and sanctions may be imposed for misconduct that adversely affects the university community or interferes with the university's mission or its educational objectives and programs. The university, at its sole discretion, may pursue action against a student while the student is also subject to criminal or civil proceedings. In all cases, hearings within the university will be held

according to the procedures set forth in paragraph (H).  
 Since the University student conduct process is educational  
 in nature, differing judgments may result.

(c) University student conduct proceedings may be instituted  
 against a student charged with a violation of law which is  
 also a violation of "The Student Code of Conduct"; for  
 example, if both violations result from the same factual  
 situation, without regard to the pendency of civil litigation  
 in court or criminal arrest and prosecution. Proceedings  
 under "The Student Code of Conduct" may be carried out  
 prior to, simultaneously with, or following civil or criminal  
 proceedings off campus.

(d) When a student is charged by federal, state, or local  
 authorities with a violation of law, the university will not  
 request or agree to special consideration for that individual  
 because of that person's status as a student. The university  
 will cooperate, to the extent permitted by law, with law  
 enforcement and other agencies in the enforcement of all  
 laws.

(2+3) Weapons. Illegal or unauthorized possession of firearms,  
 fireworks, explosives, other weapons, or dangerous chemicals on  
 university premises or use of any such item, even if legally  
 possessed, in a manner that harms, threatens, or causes fear to  
 others.

~~(22) — Entering false fire alarms, bomb threats, or tampering with fire  
 extinguishers, alarms, smoke detectors, or other safety equipment.~~

~~(23) — Abuse of the student conduct system, including but not limited to:~~

~~(a) — Failure to obey the summons of a student conduct body or  
 university official to appear for a meeting or hearing as part  
 of the student conduct system.~~

~~(b) — Falsification, distortion, or misrepresentation of  
 information before a student conduct body.~~

~~(c) — Disruption or interference with the orderly conduct of a  
 student conduct proceeding.~~

- ~~(d) — Institution of a student conduct proceeding knowingly without cause.~~
  - ~~(e) — Attempting to discourage an individual's proper participation in, or use of, the student conduct system.~~
  - ~~(f) — Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct process.~~
  - ~~(g) — Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.~~
  - ~~(h) — Failure to comply with the sanction(s) imposed by the student conduct body.~~
  - ~~(i) — Influencing or attempting to influence another person to commit an abuse of the student conduct system.~~
- ~~(24) — Violation of federal, state, or local law.~~
- ~~(a) — If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the code, student conduct action may result and sanctions may be imposed for misconduct that adversely affects the university community or interferes with the university's mission or its educational objectives and programs. The university, at its sole discretion, may pursue action against a student while the student is also subject to criminal or civil proceedings. In all cases, hearings within the university will be held according to the procedures set forth in paragraph (G) of this rule, "Student conduct procedures." Since the university student conduct process is educational in nature, differing judgments may result.~~
  - ~~(b) — University student conduct proceedings may be instituted against a student charged with a violation of law, which is also a violation of the code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under the code may be carried~~

~~out prior to, simultaneously with, or following civil or criminal proceedings off campus.~~

- ~~(e) — When a student is charged by federal, state, or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of that person's status as a student. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws.~~

- ~~(E) — Campus student organizations. Student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the vice president for student affairs. The policies and regulations that apply to student groups/organizations are found in the "YSU Student Organizations Guide." Student groups/organizations that violate the "YSU Student Organizations Guide" may be charged with violating The code and be subject to the "Student Conduct Procedures" outlined in paragraph (G) of this policy.~~

- ~~(1) — Student conduct authority.~~

- ~~(a) — Enforcement of regulations, policies and guidelines that apply to student organizations/groups is within the jurisdiction of the vice president for student affairs, or designee.~~

- ~~(b) — Student groups and registered student organizations may be charged with violations of the code in the following circumstances:~~

~~An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the "YSU Student Organizations Guide" and/or university policies or regulations.~~

- ~~(c) — A student group or registered student organization and its officers may be held collectively or individually responsible for violations of the code.~~

~~(F) Student media. The university supports several student media organizations that provide an avenue for students to express their literary and artistic talents. Policies and procedures concerning student media are recommended to the dean of the college of liberal arts and social sciences by the student media committee. Copies of current policies and procedures are available from the dean of the college of liberal arts and social sciences.~~

~~(GE)~~ Article IV Student conduct procedures.

- (1) General. This overview gives a general idea of how the university's campus student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not exactly the same in every situation.
- (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
- (b) Any member of the university community may report violations of The Student Code of Conduct alleging student and/or group/organization misconduct. The report shall be prepared in writing and directed to the student conduct officer. A report of a violation of The Student Code of Conduct shall be submitted as soon as possible after the incident occurs, but not later than thirty (30) days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in his/her discretion.
- (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of The Student Code of Conduct to determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a hearing before a hearing panel.

(d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence, i.e., more likely than not that the alleged conduct occurred.

(2) Student Conduct Conference Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the prohibited Conduct section of The Student Code of Conduct will first be scheduled for a conduct conference with the student conduct officer or deputy conduct officer assigned to review the allegation. The respondent (accused student) will be notified in writing of the date, time, and location of the conduct conference. Written notification will include:

(a) The specific charges pending against the respondent;

(b) A brief summary of the referral;

(c) Statement of rights and responsibilities; and

(d) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.

The conduct conference is the first step in *The Student Code of Conduct* process, and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the student conduct process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions for the violation in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, the respondent will have an opportunity to accept or deny responsibility for the charge(s). If the respondent accepts responsibility for the charge(s), the student conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign the student conduct agreement form, which will outline all of the sanctions offered to the student. While the student may sign the form immediately, they have up to three (3) university working days to do so. The student has the option to accept the charge but contest

the sanction or agree to both the charge and sanction. Once the form is signed, the decision is final and there is no appeal process.

If the respondent denies responsibility for one or more of the charges, the student conduct officer will proceed to schedule a hearing for the student.

- (3) Student Conduct Board Hearing. The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct hearing panel will decide by the preponderance of evidence whether or not the respondent is found responsible for the charge(s). All hearings are closed to the public, with the exception of advisors for the complainant and respondent. All parties directly participating in the hearing (the respondent, complainant, and staff member from the office of student conduct or housing and residence life who is presenting the information) may remain present the entire time, excluding deliberations.

Student conduct board hearings are presided over by members of the student conduct board. Each student conduct board hearing will have a hearing board chair. The chair is responsible for keeping the proceedings moving forward. If the respondent fails to appear at a scheduled student conduct board hearing and the absence is not excused, the hearing may proceed in the respondent's absence or may be rescheduled at the discretion of the chair. Each student conduct board hearing is assigned a hearing board advisor. The role of the advisor is to ensure the conduct process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing board advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing board advisor will not participate in a determination of a finding or sanction. However, the board advisor may be summoned by student conduct board members during deliberations to answer questions regarding the conduct process.

- (4) Hearing Procedures.

- (a) Guidelines.





(c) Presentation of Information.

(i) Following the introduction, the student conduct officer will provide the student conduct board with a detailed summary of the incident and, if applicable, any subsequent investigation.

(ii) If there is a complainant, the complainant will then have an opportunity to provide the student conduct board with a summary of their role and perspective on the incident. The complainant may be represented by the student conduct officer.

(iii) The student conduct board will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing. The student conduct officer may question the respondent at this time.

(iv) The student conduct officer will then present any relevant witnesses or documentary information to the student conduct board. The student conduct board, respondent, and complainant (if applicable) will each in turn have the opportunity to ask questions regarding the information presented.

(v) The respondent will then present any relevant witnesses or documentary information to the student conduct board. The student conduct board and the student conduct officer will each in turn have the opportunity to ask questions regarding the information presented.

(vi) The student conduct officer will have an opportunity to make a summary statement.

(vii) The complainant, if applicable, will have an opportunity to make a summary statement.

(viii) The respondent will have an opportunity to make a summary statement.

(d) Deliberation and Finding.

- (i) The student conduct board will go into closed session to determine by the preponderance of evidence whether the respondent will be found in violation of the charges pending in this matter. Student conduct boards determine findings by majority vote.
- (ii) The hearing will re-convene for the announcement of the finding. If the respondent is not found responsible for the violation, the case will be dismissed. If the respondent is found responsible for a violation of one or more of the pending charges, the hearing will proceed to sanctioning.

(e) Sanctioning.

- (i) The staff member from the office of student conduct will give an overview of the respondent's disciplinary history, if any.
- (ii) If the respondent was presented with a possible sanction during their student conduct conference, the staff member from the office of student conduct will share that proposed sanction with the student conduct board.
- (iii) The student conduct board will consider the following in determining a sanction:
- (a) Statements and evidence presented at the hearing;
  - (b) Seriousness of the violation;
  - (c) Prior disciplinary record of the respondent; and
  - (d) Disciplinary precedent.
- (iv) The student conduct board will go into closed session to determine a sanction.

(v) The hearing will reconvene for the announcement of the sanction. In student conduct hearings, the sanction is recommended to the associate vice president for student experience or designee, who will make the final decision. While normally the board's recommendation will be the sanction imposed, the associate vice president for student experience or designee may impose a different sanction. The associate vice president for student experience or designee will send the student written notification of the decision including all parties involved.

(5) Student Rights and Responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process.

(a) Rights of Respondent. All respondents in the student conduct process have the following rights:

(i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).

(ii) In matters that could result in a sanction of suspension or expulsion, the above mentioned notification will alert the respondent to the possible severity of the outcome.

(iii) The right to an advisor.

(iv) To request reasonable accommodations due to disability.

(v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the conduct process, to the extent permitted by confidentiality laws.

(vi) Explanation of the resolution options available to them through the conduct process.

- (vii) To be presumed not responsible for a violation of prohibited conduct until found in violation by a preponderance of the evidence.
  - (viii) To speak or not speak on their own behalf.
  - (ix) The opportunity to respond to information used as part of the decision-making process.
  - (x) To deny responsibility for the charge(s) facing them and request a hearing.
  - (xi) To question any witness that participates as part of a hearing.
  - (xii) The right to appeal.
  - (xiii) To waive any of the above stated rights provided that the waiver is made freely and in writing.
- (b) Rights of the complainant. All complainants in the conduct process have the following rights:
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).
  - (ii) Explanation of the resolution options available to them through the conduct process.
  - (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
  - (iv) The right to an advisor.
  - (v) To request reasonable accommodations due to disability (see Reasonable accommodation for students with disabilities section (6) below).
  - (vi) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.

(vii) The opportunity to appear at any hearing that may take place in order to provide relevant information.

(viii) The opportunity to submit a written impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.

(c) Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:

(i) To be honest and forthright in all information they provide during the conduct process. Presenting false and misleading information during this process is a violation of prohibited conduct as outlined in this policy.

(ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made in advance.

(iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy (see section (D Student conduct standards/prohibited conduct) .

(iv) Respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on his/her behalf.

(6) Reasonable Accommodation for Students with Disabilities. Any student with a disability involved in this process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the center for student progress (CSP) disability services. Students do not have to disclose information about the complaint or charge to CSP disability services to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations. Accommodations are determined on an individual basis by CSP disabilities services staff and implemented in consultation with the

office of student conduct. Examples of reasonable accommodation include but are not limited to sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

(7) Sanctions. If the student and/or organization is found in violation of any policy, sanctions will be issued. A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the accused student or group/organization. The notification will be provided by personal delivery, or by certified or regular U.S. mail delivery to the accused student or group/organization. Notification will also be sent to the accused student's official university email address. The decision of the conduct officer may be appealed according to paragraph (E) (9) of this policy. If the individual files a written letter of appeal with the student conduct administrator, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the student.

(a) The following sanctions may be imposed upon any student that has been found responsible for a violation of *The Student Code of Conduct*. Sanctions are typically issued in a progressive fashion, however each situation differs, and the severity of a violation and the impact on the campus community will be taken into consideration in determining a sanction.

(i) Warning: A written notification statement that the student is violating or has violated *The Student Code of Conduct*. Continuation or repetition of inappropriate conduct may be cause for more severe student conduct action. A warning will remain in effect for a period not to exceed one academic year.

(ii) Conduct Probation: Notice in writing that the violation of *The Student Code of Conduct* is serious, flagrant, or a repeated violation of policy and a warning that any subsequent violation(s) of University regulations may result in suspension or

expulsion and/or imposition of restrictions or conditions consistent with the offense committed and the rehabilitation of the student.

(iii) **Conduct Probation with Restrictions:** Notice in writing that the violation of University regulations is a serious, flagrant, or repeated violation, and a warning that any subsequent violation(s) of *The Student Code of Conduct* may result in suspension or expulsion. In addition, an order preventing the student from holding University elective office, student employment, participating in any intercollegiate activity or sport, participating in any University sponsored program/organization, or representing the University in any other manner will be attached to this sanction.

(iv) **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanctions as described in this section.

(v) **Academic/Developmental Sanctions:** Other sanctions may be imposed instead of, or in addition to, those specified above, e.g., community service, counseling, educational assignments.

(vi) **Deferred Suspension:** Separation of the student from the University and/or residence halls is deferred for a specified period (not to exceed one (1) academic year). If the student is found in violation of any subsequent violations of *The Student Code of Conduct*, the suspension takes effect immediately and may not be appealed. Additional sanctions appropriate to the new violation may also be issued.

(vii) **Residence Hall Suspension:** Separation of the student from the residence halls for a specified period of time (not to exceed one (1) academic year), after which time the student is eligible to return. During the suspension period, the student is



prohibited from accessing any University housing facilities.

(viii) University Suspension: Separation of the student from the University for a specified period of time (not to exceed one (1) academic year), after which time the student is eligible to return. During the suspension period, the student does not have access to the University and is prohibited from participating in any academic or other University activities.

(ix) Residence Hall Expulsion: Permanent separation of the student from the residence halls. An expulsion denies the student access to all University housing facilities on a permanent basis.

(x) University Expulsion: Permanent separation of the student from the University. An expulsion denies the student the right to participate in any academic or University activities on a permanent basis.

(xi) Revocation of Admission and/or Degree: Revocation of admission to or awarding of a degree from the University for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for serious violations committed by a student prior to graduation.

(xii) Withholding Degree: Withholding the awarding of a degree otherwise earned until the completion of the process set forth in *The Student Code of Conduct*, including the completion of all sanctions imposed, if any.

(xiii) Fines: Fines for violations of “The Student Code of Conduct” will be assessed and charged to the student’s account. A list of fines for all violations will be determined at the discretion of the associate vice president for student experience who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of

“The Student Code of Conduct” when published and presented to students.

(b) More than one of the sanctions listed above may be imposed for any single violation.

(e) The following sanctions may be imposed upon groups or organizations:

(i) Those sanctions as outlined in (E) (7) of this policy.

(ii) Deactivation. Loss of all privileges, including university recognition, for a specified period of time.

(f) In each case in which a Student Conduct Body determines that a student and/or group/organization has violated *The Student Code of Conduct*, the sanction(s) shall be determined and imposed by the same Student Conduct Body. The Student Conduct Administrator shall be responsible for recommending sanctions to the Hearing Panel and for ensuring that sanctions imposed by the Hearing Panel and Conduct Officers are consistent with the violation and sanctions imposed for similar violations.

~~(a) In order to ensure fairness and the basic elements of due process, the following procedures have been established for use in all student conduct proceedings involving students of the university~~

~~(b) The student conduct board (hereinafter the “board”) is annually appointed by the vice president for student affairs or designee. All members of the board shall receive training in hearing procedures, The code, and any other matter the student conduct administrator deems relevant and necessary. The board, composed of students, faculty, and administrators, is charged with:~~

~~(i) Conducting hearings of alleged violations of the code by students, determining responsibility, and issuing appropriate sanctions; and~~

- (ii) — ~~Conducting appeal hearings.~~
- (c) — ~~The student conduct administrator will select either a conduct officer or a student conduct hearing panel to determine whether a student has violated the code and to recommend sanctions. The hearing panel shall include at least one faculty/staff member and one student. The third member may be either a faculty/staff member or a student. The hearing panel shall be chaired by a faculty/staff member.~~
- (d) — ~~The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence, i.e., more likely than not that the alleged conduct occurred.~~
- (2) — ~~Initiation of complaints and student conduct charges.~~
  - (a) — ~~Any member of the university community may report violations of the code alleging student and/or group/organization misconduct. The report shall be prepared in writing and directed to the student conduct administrator. A report of a violation of the code shall be submitted as soon as possible after the incident occurs, but not later than thirty days following the incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in his/her discretion.~~
  - (b) — ~~The student conduct administrator shall review reports of violation(s) and may initiate investigations of possible violation(s) of the code to determine if the charges have merit. In reviewing the reports, the student conduct administrator will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a hearing before a hearing panel.~~
  - (c) — ~~Once the student conduct administrator determines that a complaint will be issued, the student conduct administrator shall deliver the complaint to the accused student. The complaint shall be delivered to the accused student in person, by regular U.S. mail, or by certified mail to the~~

~~accused student's official address of record at the university. The accused student shall also be notified by university email. The complaint shall instruct the accused student and/or group/organization to contact the student conduct administrator to schedule a conduct conference or the accused will be informed that a hearing panel has been convened to review the complaint. In the event the accused student and/or group/organization does not respond as requested, the student conduct body may proceed to conclude the case.~~

~~(d) — If a hearing panel has been convened, the accused student will be notified of the time and place of the hearing, the specific section(s) of the code that is alleged to have been violated, a general description of the facts underlying the charges, and information relative to the hearing procedures.~~

~~(3) — Conduct conference.~~

~~(a) — In cases where a conduct conference is scheduled, the student conduct administrator will appoint a conduct officer to conduct the conduct conference. The conduct officer will discuss the nature of the alleged charges with the accused student and/or group/organization. The accused student will have the opportunity to accept or deny responsibility for the alleged violations of the code, present relevant information, and exercise the option of resolving the charges either within the conduct conference or by proceeding to a hearing panel. The student conduct administrator may withdraw any charges deemed in his or her opinion to be without merit.~~

~~(b) — The conduct officer shall issue a written notice indicating the findings and any sanctions(s).~~

~~(c) — In the event a student and/or group/organization fails to appear at the scheduled conduct conference, the conduct officer may review the facts in support of the charges and render a decision and issue appropriate sanctions. Findings and sanctions shall be based on the facts and not the accused student's and/or organization's failure to appear.~~

~~(d) — The decision of the conduct officer may be appealed according to paragraph (G)(7) of this policy.~~

~~(4) — Conduct hearings:~~

~~(a) — A time shall be set for a hearing not less than five, nor more than fifteen calendar days after the student has been notified of the charges. The student conduct administrator may, at his or her discretion, extend the time for the hearing.~~

~~(b) — Hearings conducted by a hearing panel shall be in accordance with the following guidelines:~~

~~(i) — Hearings shall normally be conducted in private.~~

~~(ii) — The complainant, accused student, and their advisors, if any, shall be permitted to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the chair of the hearing panel.~~

~~(iii) — In hearings involving more than one accused student, the chairperson may permit the hearings to be conducted separately or jointly.~~

~~(iv) — The complainant and the accused student have the right to be assisted by any advisor they choose at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a student conduct body. Advisors may not appear in lieu of the student or group/organization. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing since delays will not normally be permitted due to the schedule conflict of an advisor.~~

- ~~(v) — The complainant, the accused student, and the student conduct administrator shall have the ability to present and question witnesses.~~
- ~~(vi) — The chair of the hearing panel may limit the time of presentations by witnesses, and witnesses will be separated from the hearing during the presentation of information of other witnesses.~~
- ~~(vii) — Pertinent records, exhibits, and written statements may be accepted as information for consideration by the hearing panel.~~
- ~~(viii) — The hearing panel may proceed to hear all pertinent information and conclude the case if the student fails to appear.~~
- ~~(ix) — All procedural questions are subject to the final decision of the chairperson of the hearing panel. Any person disrupting a hearing or who fails to adhere to the decisions of the chairperson shall be removed from the hearing.~~
- ~~(x) — After the hearing, the hearing panel shall meet in closed session to determine, by majority vote, whether the student has violated each section of the code that the student is charged with violating.~~
- ~~(xi) — The decision of the hearing panel may be announced to the student immediately after the conclusion of the hearing and will be confirmed later in writing.~~
- ~~(xii) — The hearing panel's determination shall be made on the basis of whether it is more likely than not that the accused student violated the code.~~
- ~~(e) — The hearings shall be tape-recorded.~~
- ~~(d) — The accused student and/or group/organization shall be afforded the following procedural due process:
  - ~~(i) — Written notice of the charge(s).~~~~

- ~~(ii) — Written notice of the specific violations of the code alleged to be violated.~~
- ~~(iii) — General information, including the nature and source of the information, unless prohibited by law.~~
- ~~(iv) — Timely resolution.~~
- ~~(v) — Written notification of date, time, and location of hearing and information about hearing procedures. The notice will be delivered in person or by certified or regular U.S. mail to the student's official address of record at the university. The accused student shall also be notified by university email.~~
- ~~(vi) — The right to question the impartiality of a student conduct board member's ability to participate fairly in a hearing. The student conduct administrator may reject any student conduct board member when just cause has been demonstrated.~~
- ~~(vii) — The right to be accompanied by an advisor. See paragraph (G)(4)(b)(iv) of this policy.~~
- ~~(viii) — The right to present witnesses on behalf of the accused during the hearing. If a witness cannot appear, a signed statement from the witness can be used as long as it is notarized by an appropriate official. The accused student shall not be required to testify against him/herself.~~
- ~~(ix) — Timely resolution of the matter.~~
- ~~(x) — Hearing shall be closed to the public to the extent allowed by law.~~
- ~~(xi) — Written notice of the final outcome of the case.~~
- ~~(xii) — The opportunity to appeal as outlined in the code.~~

- ~~(e) — The complainant of a student conduct case will be afforded paragraph (G)(4)(d)(iv) to (G)(4)(d)(xii) of this policy, although disclosure of the outcome is limited by law and is typically not in writing. In addition, the complainant will be afforded the following:~~
- ~~(i) — The right to be treated with respect and dignity by all university officials.~~
  - ~~(ii) — Counseling, available medical resources, and academic assistance when requested.~~
  - ~~(iii) — Changes in campus residence and/or classes, when reasonable and requested.~~
  - ~~(iv) — The right to request that charges of misconduct be pursued.~~
  - ~~(v) — Due process within any university student conduct proceeding.~~
  - ~~(vi) — The right to provide information at the hearing in a seat not directly facing the accused, if the complainant requests. The student conduct board may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, accused student and/or other witnesses during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audiotape, written statement or other means, as determined in the sole judgment of the student conduct administrator to be appropriate.~~
- ~~(f) — A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the accused student. The notification will be provided by personal delivery or by certified or regular U.S. mail delivery to the accused student and/or group/organization. Notification will also be sent to the accused student's office university email address. If the individual files a written letter of appeal with the student conduct~~



administrator, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the student.

~~(g) — The student conduct administrator shall maintain records of information received, recording of the hearing, and action taken by any student conduct body. Public examination of these records shall be limited to the extent allowed by law.~~

~~(5) — Sanctions:~~

~~(a) — The following sanctions may be imposed upon any student that has been found responsible for a violation of the code. Sanctions shall be issued in a progressive fashion.~~

~~(i) — Warning — written statement that the student is violating or has violated the code. Continuation or repetition of inappropriate conduct may be cause for more severe student conduct action. A warning will remain in effect for a period not to exceed one academic year.~~

~~(ii) — Conduct probation — notice in writing that the violation of the code is serious, flagrant, or a repeated violation of policy and a warning that any subsequent violation(s) of university regulations may result in suspension or expulsion and/or imposition of restrictions or conditions consistent with the offense committed and the rehabilitation of the student.~~

~~(iii) — Conduct probation with restrictions — notice in writing that the violation of university regulations is a serious, flagrant, or repeated violation and a warning that any subsequent violation(s) of the code may result in suspension or expulsion. In addition, an order preventing the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or representing the university~~

~~in any other manner will be attached to this sanction.~~

- ~~(iv) — Restitution — compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanctions as described in this section.~~
- ~~(v) — Academic/developmental sanctions — other sanctions may be imposed instead of or in addition to those specified above, e.g., community service, counseling, educational assignments.~~
- ~~(vi) — Deferred suspension — separation of the student from the university and/or residence halls is deferred for a specified period (not to exceed one academic year). If the student is found in violation of any subsequent violations of the code, the suspension takes effect immediately and may not be appealed. Additional sanctions appropriate to the new violation may also be issued.~~
- ~~(vii) — Residence hall suspension — separation of the student from the residence halls for a specified period of time (not to exceed one academic year), after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university housing facilities.~~
- ~~(viii) — University suspension — separation of the student from the university for a specified period of time (not to exceed one academic year), after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities.~~
- ~~(ix) — Residence hall expulsion — permanent separation of the student from the residence halls. An expulsion denies the student access to all university housing facilities on a permanent basis.~~

- ~~(x) — University expulsion — permanent separation of the student from the university. An expulsion denies the student the right to participate in any academic or university activities on a permanent basis.~~
- ~~(xi) — Revocation of admission and/or degree — revocation of admission to or awardance of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the degree or for serious violations committed by a student prior to graduation.~~
- ~~(xii) — Withholding degree — withholding awardance of a degree otherwise earned until the completion of the process set forth in the code, including the completion of all sanctions imposed, if any.~~
- ~~(b) — More than one of the sanctions listed in this paragraph may be imposed for any single violation.~~
- ~~(c) — Other than university expulsion or revocation or withholding of a degree, conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's conduct record and shall be kept confidential to the extent allowed by law. Upon graduation, the student's conduct record may be expunged of conduct actions other than resident hall expulsion, university suspension, university expulsion, or revocation or withholding of a degree upon application to the student conduct administrator. Cases involving the imposition of sanctions other than residence hall expulsion, university suspension, university expulsion, or revocation or withholding of a degree shall be expunged from the student's conduct record seven years after final disposition of the case.~~
- ~~(d) — The following sanctions may be imposed upon groups or organizations:
  - ~~(i) — Those sanctions listed in paragraphs (G)(5)(a)(i) to (G)(5)(a)(v) of this policy.~~~~

- ~~(ii) — Deactivation — loss of all privileges, including university recognition, for a specified period of time.~~
- ~~(e) — In each case in which a student conduct body determines that a student and/or group/organization has violated the code, the sanction(s) shall be determined and imposed by the same student conduct body. The student conduct administrator shall be responsible for recommending sanctions to the hearing panel and for ensuring that sanctions imposed by hearing panel and conduct officers are consistent with the violation and sanctions imposed for similar violations.~~
- (68) Interim suspension measures. In certain circumstances, the ~~student conduct administrator~~ associate vice president for student experience may impose an interim measure ~~—university or residence hall suspension—~~ prior to a hearing or conference before the student conduct body, including but not limited to university or residence hall suspension.
- (a) Interim suspension may be imposed only:
- (i) To ensure the safety and well-being of members of the university community or to preserve university property;
  - (ii) To ensure the student's own physical or emotional safety and well-being;
  - (iii) If the student poses a threat of disruption or interference with the normal operations of the university; or
  - (iv) If a student is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.
- (b) In the event that an interim suspension is imposed, the student or group/organization will be notified either in person or by regular U.S. or certified mail of the cause for suspension. The student will also be notified by email to their current university address. The interim suspension

becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in ~~this policy paragraph (G)(4)(b) of this policy~~ and may proceed before, during, or after any criminal proceedings.

- (c) During the interim suspension, the student or group/organization shall be denied access to all housing facilities and/or to the campus (including classes) and/or all other university activities or privileges for which the student or group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.

~~(79)~~ Appeals.

- (a) The decision or sanction imposed by a student conduct body may be appealed by the accused student or group/organization or complainant (“the appellant”) within ~~five~~ (seven (7) university working days of notification of the decision. If an appeal is not received within this time frame, the decision reached by the student conduct body will be final.
- (b) Appeals shall be in writing and shall be mailed or delivered to the office of student ~~life~~conduct. The letter of appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the appeal (see (d) below) along with supporting information. ~~See paragraph (G)(7)(e) of this policy.~~

- (c) Once an appeal request has been submitted until the appeal decision has been communicated to the Appellant, all sanctions, except any issued as interim measures, such as interim suspensions, will be held in abeyance. The burden of proof rests with the Appellant filing the appeal.

- ~~(ed) Grounds for appeal. During the period of appeal, all sanctions, except interim suspensions, will be held in abeyance. The burden of proof rests with the appellant filing the appeal.~~ Appeals are not a re-hearing of the student conduct case. Except as required to explain the

basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following grounds:

- (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in ~~†~~The [eCode of Student Conduct](#) and to determine whether these violations could have affected the outcome of the hearing.
  - (ii) A claim that the decision reached regarding the accused student or group/organization did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
  - (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of ~~†~~The [eCode of Student Conduct](#) which the student or group/ organization was found to have committed.
  - (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (~~d~~e) The appellant may, in preparing the request for appeal, have access to records of the case, which must be reviewed in the office of student [lifeconduct](#).
- (~~e~~f) Appeals of decisions or sanctions imposed by a conduct officer will be reviewed by the student conduct administrator. Appeals of decisions by a hearing panel will be reviewed by an appellate board. An appellate board is composed of three members from the student conduct board selected by the student conduct administrator who will review the appeal.
- (~~f~~g) The appellate board or the student conduct administrator will review the appeal to determine whether one of the grounds listed in ~~-of~~ this policy has been met.

- (g) If an appellate board or student conduct administrator determines that an appeal has met the grounds, the following options are available:
- (i) The case may be remanded for reconsideration.
  - (ii) The appeals body may reverse the finding of responsibility in whole or in part.
  - (iii) The appeals body may uphold, reduce, or increase the sanctions.
  - (iv) The appeals body may dismiss the appeal if the appeal is not based upon one of the grounds listed in ~~paragraph (G)(7)(e) of~~ this policy.
  - (v) The appeals body may deny the appeal.
- (h) The decision of the appellate board or student conduct administrator after an appellate review is final.
- (810) Conduct procedures for university housing. ~~Deputy C~~conduct officers have been designated by the student conduct administrator to review misconduct cases originating within university housing.
- (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence houses, as outlined in the "~~Resident Handbook for Residents,~~" is delegated by the ~~vice-president for student affairs~~student conduct administrator to a conduct officer.
  - (b) Any student, faculty member, or university official may file a written report against any student living in a residence house for misconduct within the residence house, campus dining facilities, or at any residence house function.
  - (c) Upon receipt of a written report, the deputy conduct officer will conduct an investigation to determine whether there is a reasonable cause to believe that a violation of ~~t~~The Student eCode of Conduct may have occurred. If so, the conduct officer will follow the procedures outlined in the

hearing procedures section of this policy. paragraphs (G)(1) to (G)(10) of this policy.

- (911) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
- (a) Conduct sanctions shall not be made part of the student's academic record but shall become part of the student's conduct record. ~~All s~~Student conduct records, ~~except records~~ shall be expunged seven years after final disposition of a case with the exception of residence hall expulsion, university suspension of a student, ~~university expulsion~~, and revocation or withholding of a degree which shall be expunged ~~seven~~ fifteen years after final disposition of the case. ~~;~~ University expulsion and university suspension of a student organization conduct records shall be kept indefinitely Upon graduation, the student may petition the student conduct administrator for removal of all files contained in his or her student conduct records. The student may appeal a negative response of the student conduct ~~administrator~~ officer and/or the student conduct board to the student conduct ~~board~~ administrator.
- (b) All material gathered from a substantiated conduct case (residence house, academic, and other) shall become part of any new case against the same individual(s) after the new charges have been substantiated.
- (c) Student conduct records are maintained only in the names of students found to have violated regulations.
- (102) Special procedures. To ensure continued participation of students, faculty, and administration in the student conduct process, and to ensure speedy disposition of conduct cases, the president of the university is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and dispose of cases in accordance with the provisions of ~~†~~ The Student eCode of Conduct and shall ensure that all elements of procedural due process delineated in this article are observed.



~~(H) Interpretation and revision.~~

- ~~(1) Any question of interpretation or application regarding The code shall be referred to the student conduct administrator for final determination.~~
- ~~(2) The code shall be reviewed every five years under the direction of the student conduct administrator.~~
- ~~(3) Any member of the university community may recommend a change to the code to the vice president for student affairs. The vice president shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the vice president, the change shall be presented to the board of trustees for adoption.~~

~~(I) Academic procedures.~~

- ~~(1) Undergraduate student academic grievance procedure.
  - ~~(a) Introduction.
    - ~~(i) This section applies to students taking courses in pursuit of an associate's or bachelor's degree and other students taking courses for undergraduate credit.~~
    - ~~(ii) Grievances filed concerning academic matters must conform to the process described in this paragraph.~~
    - ~~(iii) The student academic grievance subcommittee, an appointed chartered subcommittee of the academic senate, is the sole body responsible for adjudicating grievances concerning academic matters. The student academic affairs committee, an appointed chartered committee of the academic senate, is the sole appeals body for decisions made by a grievance hearing panel of the student academic grievance subcommittee. Any grievances concerning academic matters filed and adjudicated by bodies or~~~~~~

~~processes not specified in this section are null and void.~~

- ~~(b) Academic matters that may be grieved are the following:~~
  - ~~(i) Disposition and sanctions imposed by faculty regarding academic dishonesty. (See paragraph (I)(8) of this policy.~~
  - ~~(ii) Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member to the detriment of the individual student or the entire class.~~
  - ~~(iii) Material breach of faculty contractual obligations, as specified in the article on "Teaching Rights and Responsibilities" in the Faculty Collective Bargaining Agreement," to the detriment of the individual student or the entire class.~~

~~Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the department chair of the faculty member's department or the dean of the college housing the faculty member's department for further advisement in these situations.~~

- ~~(c) Parties directly involved in the grievance procedure are as follows:~~
  - ~~(i) Student/faculty—the party who files the grievance and the party against whom the grievance is filed.~~
  - ~~(ii) Associate provost for academic administration, or designee.~~
  - ~~(iii) Department chair—the chairperson of the department in which the faculty member resides.~~
  - ~~(iv) Dean—the dean of the college in which the faculty member's department is housed.~~

~~(v) — Student academic grievance subcommittee — an appointed chartered subcommittee of the academic senate charged with adjudicating undergraduate student academic grievances. The subcommittee is composed of six faculty members, with representation from each undergraduate college of the university; six undergraduate students, with representation from each undergraduate college of the university; and the associate provost for academic administration, or designee, who serves as judicial chair.~~

~~(vi) — Grievance hearing panel — conducts the formal hearing and renders a decision about the grievance. The grievance hearing panel is drawn from the membership of the student academic grievance subcommittee and consists of a minimum of two faculty members, two undergraduate students, and the judicial chair.~~

~~(vii) — Student academic affairs committee — an appointed chartered committee of the academic senate charged with making policy recommendations related to the academic sector of student affairs.~~

~~(viii) — Appeal panel — considers appeals of decisions rendered by a grievance hearing panel. The appeal panel is drawn from the membership of the student academic affairs committee and consists of a minimum of two faculty members, two undergraduate students, and the chair of the student academic affairs committee.~~

~~In all steps of the grievance process, both the student and the faculty member may avail themselves of the services of an advisor. Such an advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the grievant.~~

~~(d) — Overview of the grievance process. Depending upon the disposition of the grievance, there are three possible phases of the grievance process. The three phases are:~~

- ~~(i) — Pre-grievance hearing activities;~~
- ~~(ii) — Grievance hearing;~~
- ~~(iii) — Appeal.~~

~~Agreement may be reached between the student and the faculty member at any time during the process. Such an agreement ends the grievance.~~

- ~~(e) — Phase one: pre-grievance hearing activities.~~
  - ~~(i) — Upon discovery of an event the student wishes to grieve, the student may first attempt to resolve the conflict through discussion with the faculty member.~~
  - ~~(ii) — If the matter is not resolved from any such student/faculty member discussion, the student may then initiate discussion with the department chair.~~
  - ~~(iii) — If the matter is not resolved from the student/chair discussion, the student may then initiate discussion with the dean. This discussion with the dean is to occur as soon as possible after the student's discussion with the department chair in order to meet the time deadline discussed in paragraph (I)(5)(d) of this policy.~~
  - ~~(iv) — If the matter is not settled following these discussions, the student may submit a written statement describing the complaint on the standard grievance form available from the office of the provost. This completed form must be submitted to the office of the provost no later than five p.m. the fourth Friday in the semester following the incident. Specifically, the grievance form for incidents occurring in fall semester must be filed no later than five p.m. of the fourth Friday of the subsequent spring semester; the grievance form for incidents occurring in spring or summer semesters must be filed no later than five p.m. of the fourth Friday of the subsequent fall semester.~~

- ~~(v) — The associate provost for academic administration will assess the grievability of the complaint within fifteen university working days of receipt of the grievance form.~~
- ~~(a) — If the complaint is assessed as non-grievable, the student is informed in writing by the associate provost for academic administration and the matter is closed.~~
- ~~(b) — If the complaint is assessed as grievable, the associate provost for academic administration initiates phase two of the grievance process.~~
- ~~(f) — Phase two: grievance hearing.
  - ~~(i) — Within five university working days of initiating phase two of the grievance process, the office of the provost shall distribute copies of the completed grievance form to the student, faculty member, department chair, appropriate dean, and the chair of the student academic grievance subcommittee. In addition, the office of the provost shall distribute a copy of this grievance procedure, an outline of each party's rights and obligations, and an acknowledgement/response form to the faculty member, department chair, and dean.~~
  - ~~(ii) — Within six university working days of receiving the completed grievance form, the copy of the grievance procedure, and the outline of each party's rights and responsibilities, the faculty member, department chair, and dean must return the acknowledgment/response form to the office of the provost. All these documents together constitute the grievance packet.~~
  - ~~(iii) — The office of the provost shall submit the entire grievance packet to the chair of the student academic grievance subcommittee within two university working days of receipt of all acknowledgment/response forms.~~~~

- ~~(iv) — Upon receipt of the completed grievance packet, the chair of the student academic grievance subcommittee will form a grievance hearing panel to consider the complaint.~~
- ~~(v) — A hearing date, time, and place will be established by the chair of the student academic grievance subcommittee. All affected parties will be notified so as to afford the parties an opportunity to be present. The grievance hearing notice shall be delivered by regular U.S. mail delivery, certified mail, or hand delivery. The notice shall also be sent by email to the student's university email address. If the faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.~~
- ~~(vi) — Grievance hearing principles and procedures:
  - ~~(a) — No member of a grievance hearing panel will hear a case directly affecting him/her.~~
  - ~~(b) — Prior to the hearing, the grievance hearing panel members shall review all written materials in the grievance packet submitted by the affected parties.~~
  - ~~(c) — The grievance hearing panel shall consider only the information contained in the grievance packet.~~
  - ~~(d) — During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present, the right to be accompanied by an advisor of their choice, the right to speak in support of their argument, the right to present information directly supporting their written items in the grievance packet, including oral testimony, and the right to refute information presented.~~~~

- ~~(e) — After hearing both sides, the grievance hearing panel shall meet in closed session to review the information presented and reach a decision.~~
- ~~(f) — Both parties shall be informed of the grievance hearing panel's decision as soon as reasonably possible.~~
- ~~(vii) — Documentation of grievance hearing panel's decision:
 
  - ~~(a) — A written statement of the grievance hearing panel's decision shall be prepared and signed by the panel's chair.~~
  - ~~(b) — This written statement of the grievance hearing panel's decision shall be forwarded to the student, faculty member, department chair, dean, and provost within three university working days of the grievance hearing panel's decision.~~
  - ~~(c) — The forwarding of the written statement of the grievance hearing panel's decision ends the student academic grievance subcommittee's involvement in the disposition of the grievance.~~
  - ~~(d) — A file of all pertinent documents of all grievances shall be kept by the office of the provost.~~~~
- ~~(viii) — At the discretion of the chair of the student academic grievance subcommittee, the timelines stated in paragraphs (I)(6)(a) to (I)(6)(g) of this policy may be extended.~~
- ~~(g) — Phase three: appeal.~~

- ~~(i) — There are three factors upon which a written appeal of the grievance hearing panel’s decision may be based.
  - ~~(a) — New information. Information not available at the time of the original hearing is found by the student or faculty member.~~
  - ~~(b) — Insufficient evidence. The student or faculty member believes that evidence presented was not sufficient to justify the decision.~~
  - ~~(c) — Procedural violations. The student or faculty member alleges one or more violations of the procedures leading up to and including the grievance hearing.~~~~
- ~~(ii) — Either the student or the faculty member may file a written appeal of the grievance hearing panel’s decision. Such an appeal shall be filed at the office of the provost within six university working days of receipt of the written notification of the grievance hearing panel’s decision.~~
- ~~(iii) — The office of the provost shall forward the written appeal to the chair of the student academic affairs committee within two university working days.~~
- ~~(iv) — If the basis of the appeal is new information or insufficient evidence, as noted in paragraph (I)(7)(a) above, the appeal shall be reviewed by a quorum of the student academic affairs committee or an appeal panel of the student academic affairs committee within twelve university working days of receipt by the chair of the student academic affairs committee of the written appeal forwarded from the office of the provost. Such appeals are not heard as original cases and may be concluded by the student academic affairs committee on the basis of the written information provided.~~
- ~~(v) — If the basis of the appeal is alleged procedural violations, as noted in paragraph (I)(7)(a)(iii) of this~~



~~policy, within twelve university working days of receipt of the written appeal forwarded from the office of the provost, the chair of the student academic affairs committee shall convene an appeal panel to consider the appeal. This panel shall rule only on whether procedural violations occurred.~~

~~(a) — If the appeal panel rules that no procedural violations occurred or that any procedural violations were minor and did not affect the grievance hearing panel's decision, the decision of the grievance hearing panel is upheld and the matter is closed.~~

~~(b) — If the appeal panel rules that procedural violations occurred and were substantive, the case will be referred to the full student academic affairs committee for further deliberation. Within twelve university working days of the appeal panel's finding of procedural violations, a quorum of the full student academic affairs committee shall undertake a full examination of the case. The decision reached by the student academic affairs committee is final and may not be appealed.~~

~~(vi) — Appeal hearing.~~

~~(a) — No member of the student academic affairs committee or the appeal panel will hear a case directly affecting him/her.~~

~~(b) — Prior to the hearing, members of the student academic affairs committee or appeal panel shall review all materials of the appeal packet.~~

~~(c) — Only information contained in the grievance packet and any materials submitted as part of the appeal shall be considered.~~

~~(d) — During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present during the testimony part of the hearing, the right to be accompanied by an advisor of their choice, the right to speak in support~~

~~of their argument, the right to present information directly supporting their written items in the grievance or appeal packets or their oral testimony, and the right to refute information presented. Accompanying advisors may not speak or present testimony except by permission of the chair of the committee or appeal panel.~~

- ~~(e) — After hearing both sides, the committee or appeal panel shall meet in closed session and reach a decision.~~
- ~~(f) — The chair of the committee or appeal panel shall inform both parties of the decision as soon as reasonably possible.~~
- ~~(g) — A written statement of the decision shall be prepared and signed by the chair of the committee or panel, forwarded to the student and faculty member and to the office of the provost within five working days of the decision. Delivery of the appeals decision shall be by regular U.S. mail, certified mail, or hand delivery. The student shall also be notified by sending an email to the students university email address.~~
- ~~(h) — A file of all pertinent documents of all grievances and appeals shall be kept by the office of the provost.~~
- ~~(i) — The decision reached by the student academic affairs committee or by the appeal panel is final and may not be appealed.~~
- ~~(vii) — At the discretion of the chair of the student academic affairs committee, the timelines under preceding paragraphs (I)(7)(b) to (I)(7)(f) of this policy.~~

(2F) [Article V/Academic dishonesty and student academic grievance procedures.](#)

(1) Academic dishonesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university community have a responsibility of maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university conduct regulations. ~~See paragraph (D)(1)(a) of this policy.~~

~~Students who engage in dishonesty in any form on examinations, papers, and course assignments, or who illegally possess examinations, may be charged with academic dishonesty. Furthermore, students shall not submit the work of someone else as their own or utilize ideas taken from other sources without properly citing the source. In addition, work completed in one course that is submitted in another course may constitute academic dishonesty. Students should consult with the faculty member if they are not sure what may constitute academic dishonesty.~~

Students should consult with the faculty member if they are not sure what constitutes academic dishonesty. Students suspected of academic dishonesty may be charged with a violation of university conduct regulations under paragraph (D)(1)(a) of this policy. Cases of alleged academic dishonesty shall be resolved in the following manner:

(a) Identification of Academic Dishonesty.

(i) After the faculty member has gathered evidence supporting academic dishonesty, they shall notify the student within 48 hours in writing, via University email, of the allegations and invite the student to participate in an Academic Integrity Conference. The faculty member and student may hold the conference without written notification.

(ii) An Academic Integrity Conference to discuss the allegations shall occur within seven (7) working days of the written notification. If the student fails to attend a conference within seven (7) working days, the following will occur:

(a) The faculty member will complete the Academic Integrity Form (see Appendix A) and will forward this form (without the student's signature) to the departmental chairperson for signature. If the faculty member fails to submit the Academic

Integrity Form, the claim of academic dishonesty will be dismissed.

(b) The chairperson will then forward the form to the dean for their signature.

(c) The dean will then forward the form to the Student Conduct Office to be placed in the student's file. The dean and chairperson have the option to submit written statements to be included with the Academic Integrity Form. The dean of the college of graduate studies will be notified and provided a copy of the form for cases involving graduate students.

(d) The Conduct Office will forward the unsigned Academic Integrity Form along with supporting documents to the Judicial Chair of the Student Academic Grievance Subcommittee for further action.

~~(a) — Conference.~~

~~(i) — The faculty member should discuss the matter with the student as soon as possible following the alleged act of academic dishonesty that the student is suspected of committing.~~

~~(ii) — Following the initial discussion, the student shall be informed in writing of the allegations by the faculty member and requested to attend a conference with the faculty member and appropriate department chair.~~

(iii) During the academic integrity conference, the faculty member ~~shall~~ould discuss the allegations with the student and determine whether the student is responsible. ~~for the allegations.~~

(a) If the faculty member determines that the student is not responsible, no further action is warranted.

(b) If the faculty member concludes that the student is  
found to be responsible, the faculty member shall  
determine the sanction to be imposed ((E) (7))  
and complete the academic integrity form. ~~If the~~  
~~student is found not~~ responsible, no further action is  
~~warranted.~~ While the student may sign the form  
immediately, he/she has up to three university working  
days to do so. The student has the option to accept the  
charge but contest the sanction or agree to both the  
charge and the sanction. Once the form is signed, the  
decision is final and there is no appeal process.

~~(iv) — Prior to imposing the sanction, the faculty member~~  
~~shall communicate with the student conduct~~  
~~administrator to determine if the student has been~~  
~~involved in any previous academic dishonesty~~  
~~violations.~~

(c) If the student signs the Academic Integrity Form,  
acknowledging the incident and the sanction, then  
no committee action is required unless the  
recommendation is suspension or expulsion.

(i) The student will return the form to the  
faculty member.

(ii) In turn, the faculty member will forward the  
form to the departmental chairperson for  
signature acknowledging the case has been  
brought to the chair's attention.

(iii) The chairperson will then forward the form  
to the dean for signature acknowledging the  
case has been brought to the dean's  
attention.

(iv) The dean will then forward the form to the  
Student Conduct Office to be placed in the  
student's file. The dean and chairperson  
have the option to submit written  
statements to be included with the  
Academic Integrity Form. The dean of the  
college of graduate studies will be notified

\_\_\_\_\_ and provided a copy of the form for cases  
 \_\_\_\_\_ involving graduate students.

- (d) \_\_\_\_\_ Regardless of whether the Academic Integrity Form  
 \_\_\_\_\_ is signed, in situations where suspension or  
 \_\_\_\_\_ expulsion from the University is recommended by  
 \_\_\_\_\_ the faculty member, the case will immediately be  
 \_\_\_\_\_ sent to the Student Conduct Office and forwarded  
 \_\_\_\_\_ to the Judicial Chair to initiate a panel hearing. A  
 \_\_\_\_\_ representative from the Student Conduct Office  
 \_\_\_\_\_ must be present at all University suspension and  
 \_\_\_\_\_ expulsion hearings to serve in an advisory capacity.

\_\_\_\_\_ (b) Academic integrity hearing panel structure. The academic integrity  
 \_\_\_\_\_ panel shall consist of:

- (i) \_\_\_\_\_ Judicial Chair shall be the associate provost for academic  
 \_\_\_\_\_ administration or designee appointed by the provost.
- (ii) \_\_\_\_\_ Faculty members are appointed by the Academic Senate and  
 \_\_\_\_\_ serve a two year term. One faculty member selected from each of  
 \_\_\_\_\_ the six colleges. At least three of these appointees will  
 \_\_\_\_\_ have graduate faculty status. A seventh faculty  
 \_\_\_\_\_ member shall be selected by the graduate council to  
 \_\_\_\_\_ represent the graduate college
- (iii) \_\_\_\_\_ Student members are appointed by the associate vice president  
 \_\_\_\_\_ for student experiences and serve a two (2) year term. Graduate  
 \_\_\_\_\_ students may be appointed to a one year term.
- (a) \_\_\_\_\_ Students must complete an application available at the  
 \_\_\_\_\_ student experience office.
- (b) \_\_\_\_\_ Two student members, one undergraduate  
 \_\_\_\_\_ and one graduate, are selected from each of  
 \_\_\_\_\_ the six colleges.
- (c) \_\_\_\_\_ Students must have a minimum GPA of 2.5 for  
 \_\_\_\_\_ undergraduate students and a 3.0 for graduate students.
- (d) \_\_\_\_\_ Students must not have a previous judicial record.

(e) Students should be sophomore status or above.

(f) A graduate student shall be appointed by the dean of the graduate college.

(c) Sanctions.

~~(v)~~ If the faculty member concludes that the student was responsible, they may impose ~~one or more of the following~~ a sanctions which may include but is not limited to one of the following:

~~(a)~~ Warn the student;

~~(b)~~ Lower the grade on the exam, paper, and/or the assignment related to the incident; ~~Submit an "F" grade on the exam or paper;~~

~~(c)~~ Lower the final grade for the course; ~~Submit an "F" grade for the course;~~ and/or

~~(d)~~ Request additional action from the student academic grievance subcommittee, such as removal from a course, university suspension, or expulsion.

(d) Role of the student conduct administrator (SCA) in matters of academic dishonesty.

(i) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.

(ii) To expunge all records, with the exception of expulsion, after seven years. Please note that if within seven years another institution, as a result of the student transferring or applying to graduate school, requests a copy of the student disciplinary record, these records may be revealed.

(iii) In instances where the academic integrity form is signed, the SCA will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean.

(iv) In instances where the student already has one prior academic dishonesty offense, any additional offenses will constitute a violation of The Student Code of Conduct and will require the

student to undergo a student code of conduct hearing through the office of student conduct.

- ~~(vi) — The faculty member must file with the office of student life a report of academic dishonesty if options listed in paragraphs (I)(2)(a)(v)(b) to (I)(2)(a)(v)(d) of this policy are imposed. The student conduct administrator will then notify the student in writing of the decision as well as create a student conduct file, which shall be kept confidential to the extent allowed by law.~~
- ~~(vii) — In cases where a student is charged with an incident of academic dishonesty that is serious, flagrant, or repeated, the student may also be referred to the student academic grievance subcommittee for consideration of additional action, including suspension and expulsion.~~
- ~~(viii) — Following the conference, the accused student has the right to file a grievance and request that the case be reviewed in accordance with the procedures set forth below for undergraduate students or the procedures set forth in the “Graduate Student Grievance Procedure” for graduate students found the “Youngstown State University Bulletin, Graduate Edition.”~~

~~(b)~~ Academic integrity H hearing procedures.

- (i) In cases where the Academic Integrity Form was not signed and/or was not returned to the faculty member, or the faculty member recommended University suspension or expulsion, a hearing of the Academic Grievance Subcommittee is initiated.
- (ii) Within five (5) University working days of receiving the Academic Integrity Form and any supporting evidence from the faculty member, the Judicial Chair shall contact the student involved and request a statement and any evidence they would like to be considered in the case. The student will have five (5) University working days to submit the statement and evidence to the Judicial Chair.



- (iii) Within two (2) University working days of receiving the statement and evidence, the Judicial Chair shall distribute copies of the Academic Integrity Form and any evidence produced by the student and/or faculty member to the Academic Grievance Subcommittee, the student, faculty member, department chairperson, and appropriate dean. The Academic Integrity Form, course syllabus (submitted by the faculty member, student, or both), and any evidence produced by the student and/or faculty member, chairperson or dean combined are considered to be the Academic Integrity Packet.
- (iv) A hearing date, time, and location for the academic integrity hearing will be established by the judicial chair. Academic grievance subcommittee members shall have a minimum of three days to review all written materials in the academic integrity packet submitted by the affected parties. The academic integrity hearing notice shall be sent to the parties directly involved in the grievance procedure, except advisors and witnesses. Parties directly involved in the academic integrity procedure:
- (a) Parties directly involved in the Academic Integrity procedure.
- (i) Faculty/Student: The party who files the Academic Integrity Form and the party against whom the claim of Academic Dishonesty is filed. If either party cannot or refuses to attend the hearing, they may provide written statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.
- (ii) Department Chairperson: The chairperson of the department in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance, they will be brought in to speak during the grievance hearing but will not remain in the room throughout the hearing.
- (iii) Dean: The dean of the college in which the faculty member's department is housed. The dean's

attendance is optional. If the dean is in attendance, they will be brought in to speak during the grievance hearing but will not remain in the room throughout the hearing.

(iv) Academic Integrity Hearing Panel: Derived from the membership of the Student Academic Grievance Subcommittee of the Academic Senate. At minimum, it consists of three (3) faculty members, three (3) undergraduate students, and the Judicial Chair. This panel conducts the formal hearing and renders a decision.

(v) Advisors: The student and the faculty member may avail themselves of the services of an advisor throughout the Academic Integrity process. Such an advisor may be drawn from within or outside the University community. Advisors may not present testimony or speak on behalf of the respondent. They are permitted, however, to give notes or whisper instructions/advice to the student or faculty member involved. Examples of advisors include a parent, attorney, clergy, other faculty member, or coach. The advisor may not be the chairperson or dean for the faculty member or student. In situations where a graduate assistant is considered the instructor of record, the chairperson may serve as an advisor and stay throughout the hearing.

(vi) Witness(es): Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number that present repetitive testimony may be limited.

(vii) No member of an Academic Integrity Hearing Panel will hear a case directly involving him/her.

(v) During the Hearing.

(a) The following rights are guaranteed to the student and the faculty member:

- (i) The right to be present; the right to be accompanied by an advisor of their choice;
  - (ii) The right to speak in support of their argument;
  - (iii) The right to bring witnesses in support of their case;
  - (iv) The right to present information directly supporting their written items in the Academic Integrity Packet, including oral testimony; and
  - (v) The right to refute information presented.
- (b) The Judicial Chair has the right to limit the amount of time testimony is presented by any given individual; remove disruptive individuals from the room; ensure that only the members of the Academic Integrity Hearing Panel, student, and faculty member are present in the room; ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented.
- (vi) After the Hearing.
- (a) The Academic Integrity Hearing Panel shall meet in closed session to review the information presented and reach a decision. The Panel shall vote using secret ballots tallied by the Judicial Chair. The Judicial Chair will only vote in circumstances of a tie among the Panel.
  - (b) After the Academic Integrity Hearing Panel has determined that the student is guilty of Academic Dishonesty, the panel may consider previous resolved cases (on file with the Student Conduct Office) involving the student when assigning an appropriate sanction.
- (viii) Documentation of Academic Integrity Hearing Panel's Decision.
- Both parties shall be informed of the Academic Integrity Hearing Panel's decision in writing as soon as reasonably possible. This statement shall be prepared and signed by the Judicial Chair and

forwarded to the Office of Student Conduct, Provost and all parties directly involved in the Academic Integrity procedure, except advisors and witnesses within three (3) University working days.

(a) The forwarding of the written statement of the Academic Integrity Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the violation.

(b) A file of all pertinent documents for all Academic Integrity hearings shall be kept by the Office of the Provost and the Office of Student Conduct.

(c) Any change of grade as a result of the Committee ruling should be made by the faculty member and signed by the respective chairperson and/or dean within five (5) University working days. If the faculty member, chairperson and/or dean refuse to sign, then the Provost will sign off on the grade change form.

(viii) At the discretion of the judicial chair, the timeline stated above may be extended.

(ix) Appeals.

(a) Only students may appeal the decision of the Academic Integrity Hearing Panel regarding academic dishonesty. The appeal can only be based on procedural violations and must be submitted within five (5) University working days from the date the Academic Integrity Hearing Panel's decision was made. The request for an appeal is submitted in writing to the Judicial Chair.

(b) The Judicial Chair will forward the written appeal to the Academic Senate Executive Committee within two (2) University working days.

(i) If the Academic Senate Executive Committee determines that no procedural violations occurred, or that any procedural violations were minor and did not affect the Academic Integrity Hearing Panel's decision, the decision of the Academic Integrity Hearing Panel is upheld and the matter is closed.

(ii) If the Academic Senate Executive Committee determines that procedural violations may have occurred and were potentially substantive, the case will be referred to a three-person committee made of one (1) student and two (2) faculty members to hear the case. This will take place within twelve (12) University working days of receipt of the written appeal. The decision reached by this committee is final and may not be appealed.

(c)Appeal Panel.

(i) No member of the Appeal Panel will hear a case directly affecting him/her.

(ii) Prior to the appeals review, members of the Appeal Panel shall review all submitted materials.

(iii) The chair of the Appeal Panel shall inform both parties of the decision as soon as reasonably possible.

(iv) A written statement of the decision shall be prepared and signed by the chair of the Panel, forwarded to the student and faculty member and to the Student Conduct Office and/or Office of the Provost within five (5) working days of the decision using University email address.

(v) A file of all pertinent documents for all appeals shall be kept by the Student Conduct Office and/or Office of the Provost.

(vi) The decision reached by the Appeal Panel is final and may not be appealed.

(d) At the discretion of the chair of the Appeal Panel, the timeline under the appeal process may be extended.

(e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three (3) University working days. If the faculty member,

chairperson and/or dean refuse to sign, then the Provost will sign off on the grade change form.<sup>3</sup>

- ~~(i) — Cases of academic dishonesty that are referred for a hearing shall be heard by the student academic grievance hearing panel (hereinafter “grievance hearing panel”). Cases referred for hearing occur in one of two ways: either the student requests a review of the faculty recommendation or the faculty requests additional sanctions beyond those listed in paragraph (I)(8)(a) of this policy. The grievance hearing panel shall consist of a minimum of two faculty members, two students, and one administrator, who will chair the hearing. The grievance hearing panel shall be appointed from the student academic grievance subcommittee. See paragraph (I)(1) of this policy, “Undergraduate student academic grievance procedure.”~~
  - ~~(ii) — Hearings for academic dishonesty before the student academic grievance subcommittee shall follow the procedures outlined in (I)(1) of this policy.~~
  - ~~(iii) — The grievance hearing panel may impose any of the sanctions outlined in paragraph (G)(5) of this policy.~~
  - ~~(iv) — A decision of the grievance hearing panel may be appealed following the procedures outlined in paragraph (I)(7) of this policy.~~
- (32) Graduate student academic grievance procedure. The graduate student grievance procedure provides the graduate students at Youngstown state university with a formal channel through which complaints concerning academic matters may be heard. It creates a system whereby the student may receive assistance in pressing a claim within the organization of the university. The graduate student grievance procedure ~~for filing a grievance is set forth~~ can be found on the college of graduate studies website and in the “Youngstown State University Bulletin, Graduate Edition, Graduate Student Grievance Procedure.” The graduate bulletin can be found on the graduate school website, at <http://web.yosu.edu/gradschool>.

~~(J) — Student discrimination complaints.~~

~~(1) — Introduction.~~

~~(a) — The purpose of this article is to inform students of their rights to secure equitable and expedient resolutions to student complaints of discrimination. As expressed in the “Equal opportunity discrimination complaint procedures,” (rule 3356-2-01 of the Administrative Code), the university is committed to a campus environment that values all individuals and groups and to nondiscrimination and equal opportunity for all persons without regard to sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, disability, or veteran status. The complaint procedure is intended to provide assistance and guidance for those alleging some form of discrimination.~~

~~(b) — The university is committed to adhering to the state and federal laws, such as Title VII of the Civil Rights Act of 1964, which prohibits discrimination in employment and other areas, and Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex in higher education; the Americans with Disabilities Act of 1990; section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; and Chapter 4112. of the Revised Code.~~

~~(2) — Definition. A complaint of discrimination is any claim of an injury, injustice, or wrong based on the person’s sex, race, religion, color, age, national origin, sexual orientation, gender identity and/or expression, handicap/disability or veteran status. Discrimination includes acts of sexual violence. However, the procedures to be followed for filing a complaint of sexual violence differ from the procedures for filing a complaint of other types of discrimination.~~

~~(3) — Procedure.~~

~~(a) — Discrimination complaints.~~

- (i) ~~The office of equal opportunity and policy compliance (“EOPC”) is responsible for equal opportunity compliance. All claims of discrimination should be made to the EOPC office. Complaints of discrimination will follow the procedures outlined in the equal opportunity discrimination complaint procedure available in the EOPC office.~~

~~Students may contact the EOPC office by calling (330) 941-2340 or obtain additional information about report procedures and discrimination and harassment, which is available on the university website. The “University Guidebook” also contains the reporting and investigating procedures for discrimination and harassment. (See rules 3356-2-03 and 3356-2-01 of the Administrative Code.)~~

~~The EOPC office will investigate and make a determination as to whether there is a reasonable basis to believe that discrimination has occurred and make a recommendation. If it is determined that The code has been violated, the EOPC office will notify the student conduct administrator to the student conduct process set forth in paragraph (G) of this policy, “Student conduct procedures.”~~

- (ii) ~~Sexual violence complaints. Title IX of the Education Amendments of 1972, 20 U.S.C. sections 1681 et seq., and the regulations 34 C.F.R., part 106, specifically prohibit discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Complaints of sex discrimination in education programs or complaints of sexual violence should be made to the university’s Title IX coordinator, the vice president for student affairs, by calling (330) 941-3532.~~

~~The Title IX coordinator will commence an investigation and determine whether student discipline charges will be filed. If it is determined that The code has been violated, the Title IX~~



~~coordinator will notify the student conduct administrator to begin the student conduct process set forth in paragraph (G) of this policy, "Student conduct procedures."~~

~~(4) — Sex discrimination.~~

~~(a) — Introduction. The information outlined below is designed to aid in the process of educating members of the university community, serve as a means of preventing sex discrimination, sexual harassment and violence, and to promptly and fairly respond to alleged incidents of sex discrimination.~~

~~(b) — Definition. A complaint of sex discrimination is any claim of an injury, injustice, or wrong based on the person's sex, sexual orientation, gender identity and/or expression.~~

~~(c) — Scope.~~

~~(i) — Any individual in the university community may lodge a complaint against any other member of the university community.~~

~~(ii) — The jurisdiction of the code encompasses behavior that occurs both on or off university premises, if the conduct impairs, obstructs, interferes with or adversely affects the mission, processes, or functions of the university pursuant to the jurisdiction of the code. (See paragraph (C)(1) of this policy.)~~

~~(5) — Sexual harassment.~~

~~(a) — Definition. Sexual harassment is a form of sex discrimination that represents unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur when:~~

- ~~(i) — Submission to that conduct is made either explicitly or implicitly a term or condition of an individual's academic, employment, or other university-related activities.~~
- ~~(ii) — Submission to or rejection of such conduct by an individual is used as a component for academic, employment, or other university-related activities.~~
- ~~(iii) — The conduct has the purpose or effect of substantially interfering with an individual's curricular, co-curricular, or work performance, or creating an intimidating, hostile, or offensive educational, employment, or on-campus living environment.~~
- ~~(b) — Examples of inappropriate conduct include, but are not limited to, the following when such acts or behaviors come within one of the above definitions:~~
  - ~~(i) — Either explicitly or implicitly conditioning any term of education, employment, or involvement in university-related activities on the provision of sexual favors.~~
  - ~~(ii) — Touching or grabbing a sexual part of an individual's body.~~
  - ~~(iii) — Continuing to ask an individual to socialize on or off campus when that person has indicated no interest in such activity.~~
  - ~~(iv) — Displaying or transmitting sexually suggestive language, pictures, objects, cartoons, or posters.~~
  - ~~(v) — Writing sexually suggestive, harassing or discriminating notes, letters, emails, texts, or using other electronic or online media to communicate sexually suggestive, harassing, or discriminating content.~~
  - ~~(vi) — Referring to or calling a person a sexually oriented name.~~
  - ~~(vii) — Telling sexual jokes or using sexually vulgar or explicit language.~~
  - ~~(viii) — Derogatory or provoking remarks about or relating to an individual's sex or sexual orientation.~~

~~(ix) Harassing acts or behavior directed against a person on the basis of an individual's sex or sexual orientation.~~

~~(x) Off-campus conduct which falls within the above definition and affects the individual's on-campus environment.~~

~~(6) Sexual violence.~~

~~(a) Introduction. Youngstown state university is an academic community dedicated to the advancement of learning and development of the individual student. Youngstown state university is committed to creating an environment that is safe and secure, where students have the right to receive an education free from discrimination, including sexual violence. It is a community that values the dignity of the individual. Any activity that may threaten its ideals, especially sexual violence, will not be tolerated.~~

~~(b) Definition. Sexual violence includes, but is not limited to, rape and/or acquaintance rape, sexual assault, or sexual coercion.~~

~~Coercion is defined as the act of using pressure or force to have sexual contact with someone who has already refused or who is unable or incapable of consenting due to alcohol or drug consumption or any other reason. Sexual assault is defined as coercing a person physically, verbally, or by deception into any type of sexual conduct or act with another person, whether the assailant is a friend, acquaintance, or stranger.~~

~~(c) Protocol for handling a report of sexual violence.~~

~~(i) Report to police and/or Title XI coordinator. Any person from the university who receives a report from an individual who experiences sexual violence should encourage the individual to file a report with the university policy. The university police will encourage the collection of medical/legal evidence. This is essential should a person decide to pursue criminal prosecution. While the university police are responsible for conducting an investigation,~~

~~coordinating with appropriate university personnel, and keeping the victim informed, the university has an independent responsibility to investigate and issue discipline, if necessary. The university police will assist the victim with filing any appropriate charges.~~

~~Whether a victim files a report with the university police or not, the university police will advise the victim about the options available for filing student conduct charges. The university police shall notify the Title IX coordinator.~~

- ~~(ii) — If the victim fails to file a report with the university police, the person who initially receives the information shall inform the Title IX coordinator. The student has the right not to file a report with the university police or with the Title IX coordinator. However, the Title IX coordinator has a responsibility to investigate claims of sexual violence and determine whether immediate intervention is required, whether student conduct charges should be brought against the accused student and/or whether any other action shall be taken.~~
- ~~(iii) — Medical treatment. A person who has been the victim of sexual violence should be encouraged to obtain medical attention immediately. Ideally treatment and evaluation should occur within seventy-two hours. If the victim decides not to contact the university police, the person who receives the information of an assault should encourage the victim to seek medical attention as soon as possible after the sexual violence occurs.~~
- ~~(iv) — Obtain information, support and counseling. Counseling resources are available to assist victims of sexual violence. The Title IX coordinator is responsible for providing assistance and referral for counseling and other services, as necessary.~~

- ~~(v) — “Student Code of Conduct” violation. — Should the Title IX coordinator determine that there is a reasonable basis to believe that a university student violated the code, the Title XI coordinator will refer the matter to the student conduct administrator to schedule a hearing. The procedures set forth in paragraph (G) of this policy, “Student conduct procedures,” will be followed.~~
- ~~(vi) — Confidentiality. — The university will preserve student confidentiality to the extent possible and allowed by law. Medical and counseling personnel have legally protected roles, and information provided and discussed with those individuals will be governed accordingly. University police and other university personnel responsible for security are required, pursuant to The Clery Act, to keep reports, statistics, and to issue crime alerts when necessary. In addition, the Family Educational Rights and Privacy Act (“FERPA”) prohibits disclosure of conduct records to third parties without written permission from the student.~~
- ~~(vii) — Duty to report. — Reporting sexual assault is critical to maintaining an atmosphere conducive to learning, respect and growth. These qualities are so important to the mission of the university that no one factor will be determinative of the outcome of a sexual assault matter. No instance of sexual assault should go unreported because a student has been involved in underage drinking or other violation of university policies. All circumstances and factors will be reviewed and weighed in determining outcomes for all parties involved.~~
- ~~(K) — Parental/guardian notification policy. — Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students that may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under twenty one years of age if such students have been found responsible for violating institutional~~

~~policies regarding alcohol or other drugs in an effort to create a positive support network for students.~~

~~(1) — Parameters.~~

~~(a) — This policy will be applied in situations where students under the age of twenty-one have been found responsible for a violation of university conduct regulations regarding drugs or alcohol.~~

~~(b) — The office of student life shall be responsible for administering all procedures of the parental notification policy.~~

~~(2) — Procedures.~~

~~(a) — Parents/guardians shall be notified when the underage student is found responsible for drug or alcohol violations.~~

~~(b) — The vice president for student affairs or designee may make an exception to the parental notification policy if in his/her judgment it is determined that harm would come to the student as a result of parental notification.~~

~~(c) — The notification will be provided in writing from the office of student life and will be mailed to the student's home address.~~

~~(d) — The notification letter will inform parents that their student has been found responsible for a violation of alcohol or other drugs. Included with the letter will be answers to frequently asked questions. Parents will be encouraged to discuss the incident with the student.~~

~~(e) — The office of student life will be responsible for responding to questions from parents/guardians. If a parent is interested in reviewing his/her student's conduct file, the student generally must sign a waiver to release information. There are exceptions to this that will be determined on a case-by-case basis.~~

~~(L) — Miscellaneous policies.~~

- ~~(1) — Computer use. Policies for computer use are available from the office of computer services and are on the university website in the “University Guidebook” at <http://web.ysu.edu/guidebook>.~~
- ~~(2) — Policy regarding the use of dune buggies, go-carts, skateboards, roller-skates, roller blades, and bicycles on campus.~~

~~Skateboards, roller skates, roller blades, dune buggies, go-carts, or similar types of recreational vehicles are permitted to be used on university property in specifically designated areas. All such recreational riding should be conducted in a safe and responsible manner. Bicycles are permitted on university property but must be walked across the central core of campus. They must be parked in the provided bike racks and are not permitted in campus buildings.~~

~~(M) — The code was adopted by the Youngstown state university board of trustees on December 14, 2011.~~

(G) Article VI/ Revised Code Section 3345.22; the “1219” hearing process.

- (1) Background/disruptive behavior and the “1219” procedure.  
The Ohio Campus Disruption Act, also known as Ohio House Bill 1219, is codified in Revised Code sections 3345.22 and 3345.23  
The purpose of the law is to protect University students, faculty, staff, and other members of the campus community from crimes of violence committed in the vicinity of the University or upon people or property at the University.

A “1219” hearing is appropriate when a student is arrested for a crime of violence committed on or near the University. If a student is convicted of an offense of violence that occurred on or near the University, the student will be automatically suspended under Revised Code 3345.23. The purpose of the "1219" hearing is to remove students from campus that may be a threat to the safety and security of the student body and campus community.

- (2) Definition of a Crime of Violence. There are over 30 crimes of violence considered violations of the “1219” law including, but not limited to, the following: Arson, Assault, Burglary, Domestic Violence, Discharged Firearm, Felonious Assault, Gross Sexual Imposition, Inciting to Violence, Inducing Panic, Intimidation, Kidnapping, Menacing, Murder, Rape, Riot, Robbery, Sexual Battery, and Voluntary Manslaughter.

(3) Jurisdiction of the "1219" Hearing.

- (a) If a student is arrested for a crime of violence referenced in Revised Code Sections 3345.22 or 3345.23, he/she may be temporarily suspended from the University according to *The Student Code of Conduct*, which is referred to as an Interim Suspension. This suspension will last during the process of the "1219" hearing and continues until the student meets with the Office of Student Conduct. The results of the "1219" hearing discussed below, does not alter the student's status under an Interim Suspension.
- (b) A "1219" hearing, which is distinctly separate from a Student Conduct Conference or a Student Conduct Hearing, will be held shortly after a student's arrest for a crime of violence. The hearing can be continued for good cause. The purpose of the "1219" hearing is to determine by a preponderance of the evidence whether the student committed an offense of violence.
- (c) If the Referee, as appointed by the University (Office of the General Counsel), finds that the student did commit an offense of violence on or near the University, the Referee will then determine if the student should be under strict probation or suspended from the University pending the outcome of the criminal case. However, as noted above if the student is under an Interim Suspension, the student will remain suspended, even if they only receive strict probation from the Referee, until the conclusion of the conduct process administered by the Office of Student Conduct.
- (d) Following the "1219" hearing, the criminal case outcome will determine the student's status under R.C. 3345.23. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the University for at least one (1) year.
- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the "1219" suspension automatically terminates, and the person suspended shall be reinstated and the record of the "1219" suspension expunged from the person's University record.



The criminal process and "1219" hearing are separate. The outcome of the "1219" hearing has no bearing on the criminal case.

(f) When a student is found not guilty, he or she may return to school but upon conclusion of the "1219" hearing and possibly while the criminal case is still underway, the University may, and in nearly all cases will, initiate the student conduct process. The student may also be under the restriction of an Interim Suspension. Unless the student is not under an Interim Suspension or has been found responsible of a violation of *The Student Code of Conduct*, the student would be permitted to return to school.

(g) If the student is found guilty at the criminal trial for an offense of violence on or near the University, he/she will be dismissed from Youngstown State University for the period of one (1) year. The student will receive a written notice of the dismissal from the Office of Student Conduct. The student must receive approval from the Board of Trustees to be permitted to return to the University. This one-year suspension will still be imposed even if the students is found not responsible under *The Student Code of Conduct*.

(4) The "1219" Hearing Process. The "1219" hearing will be an adversary proceeding. Unlike a Student Conduct Hearing, a "1219" hearing will be conducted by a Referee appointed by the University. A University attorney will present the evidence at the hearing on behalf of the University. The student has the right to:

- (a) Be represented by an attorney.
- (b) To cross-examine witnesses called by the State (the university).
- (c) Call upon his/her own witnesses.
- (d) To present evidence.
- (e) To give a statement (but not required to do so).

If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a person whose suspension is being considered, given at the hearing, shall not subsequently be used in any criminal proceeding against the person.

(5) Burden of Proof. Preponderance of the evidence is the standard use for all “1219” hearings. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true. The Referee must find that the student committed the offense by a preponderance of the evidence.

(H) Article VII/ Parental/guardian notification policy. Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the University is concerned with taking a proactive approach in regards to students that may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown State University to notify parents of students under 21 years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, in an effort to create a positive support network for students.

1. Parameters.

(a) This policy will be applied in situations where students under the age of 21 have been found responsible for a violation of University conduct regulations regarding drugs or alcohol.

(b) The Office of Student Conduct shall be responsible for administering all procedures of the Parental/Guardian Notification Policy.

2. Procedures.

(a) Parents/guardians shall be notified when the underage student is found responsible for drug or alcohol violations.

(b) The Associate Vice President for Student Experience, or designee, may make an exception to the Parental/Guardian Notification Policy if in his/her judgment it is determined that harm would come to the student as a result of parental/guardian notification.

(c) The notification will be provided in writing from the Office of Student Conduct and will be mailed to the student’s home address.

- (d) The notification letter will inform parents or guardians that their student has been found responsible for a violation of alcohol or other drugs. Included with the letter will be answers to frequently asked questions. Parents or guardians will be encouraged to discuss the incident with the student.
- (e) The Office of Student Conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing his/her student's conduct file, the student generally must sign a waiver to release information. There are exceptions to this that will be determined on a case by case basis.
- (I) Article VIII/Interpretation and revisions. Any question of interpretation or application regarding *The Student Code of Conduct* shall be referred to the Student Conduct Administrator for final determination.

*The Student Code of Conduct* shall be reviewed every three (3) years under the direction of the Student Conduct Administrator. Any member of the University community may recommend a change to *The Student Code of Conduct* to the Associate Vice President for Student Experience. The Associate Vice President for Student Experience shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the Associate Vice President for Student Experience, the change shall be presented to the Board of Trustees for adoption.
- (J) Glossary of Terms. When used in the Student Code of Conduct:

  - (1) The terms "accused student" or "respondent" shall mean any student accused of violating the Code of Student Conduct.
  - (2) The term "appellate board" shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider an appeal from a student conduct body's determination that a student has violated The Code of Student Conduct or from the sanctions imposed by the student conduct body.
  - (3) The terms "can," "may," or "should" specify a discretionary provision of The Code of Student Conduct.

- (4) The term “complainant” shall mean any person who submits a referral alleging that a student violated The Code of Student Conduct.
- (5) The term “faculty member” shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a particular situation shall be determined by the relevant circumstances..
- (6) The terms “file” or “records” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.
- (7) The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.
- (8) The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.
- (9) The term “student conduct officer” is the associate director of student conduct who is the university official assigned to serve as the primary charging administrator by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated The Student Code of Conduct.
- (10) The term “deputy conduct officer” shall mean a University official authorized on a case-by-case basis by the Student Conduct Administrator to serve as a Charging Administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated *The Student Code of Conduct*.

(11) The term “student conduct administrator” is the associate vice president for student experience, or designee, who shall be responsible for the administration of the code and the university student conduct process.

(12) The term “student conduct body” shall mean student conduct officer, any deputy Conduct Officer or the Student Conduct Hearing Panel authorized by the Student Conduct Administrator to determine whether a student has violated *The Student Code of Conduct* and to recommend imposition of sanctions.

(13) The term “may” is used in the permissive sense.

(14) The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.

(15) The term “misconduct” means student behavior that violates codified or explicitly stated university rules and regulations, including but not limited to *The Student Code of Conduct*.

(16) The term “organization” shall mean a university-registered student organization which as complied with formal requirements of official registration.

(17) The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, “*The Student Code of Conduct*”, “*Resident Handbook*”, “*Penguin Student Handbook*”, the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.

(18) The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.

(19) The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs.

Also included are those individuals accepted for admission or living in the residence halls, whether or not actually enrolled at the university.

(20) The terms “university” or “institution” means Youngstown state university and collectively those responsible for its operation.

(21) The term “University premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets, sidewalks, and parking lots.

(22) The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.

(23) The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.

(24) The term “weapon” shall have the same meaning as in rule 3356-7-03 of the Administrative Code, “Possession of weapons on campus.” (see also university policy 3356-7-03 “Possession of weapons on campus).

(25) All other terms have their natural meaning unless the context otherwise dictates.

### **3356-8-01.1 “The Code of Student Conduct.”**

Responsible Division/Office:	Student Experience
Responsible Officer:	Associate Vice President for Student Experience
Revision History:	December 2011; June 2016
Board Committee:	Academic Quality and Student Success
<b>Effective Date:</b>	<b>June 15, 2016</b>
Next Review:	2019

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- (A) **Policy Statement/Preamble.** Youngstown state university (“YSU”) is a student-centered institution committed to the education, development, well-being, and success of students of all ages and from all walks in life. In concert with our mission to help students grow intellectually, we strive to foster their personal, social, emotional, and career growth, as well as their capacities for lifelong learning, civic responsibility and leadership.

As a campus community, we expect all conduct to be rooted in integrity, mutual respect, and civility. We value ethical behavior in scholarly and other endeavors; believe in the dignity and worth of all people; strive to foster an appreciation of, and respect for, differences among the human race; and celebrate the diversity that enriches the university and the world. As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the university’s purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the university and is held responsible for compliance with them. All members of the university community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the university.

The policies and regulations in “The Student Code of Conduct” have been established to ensure a positive educational experience for every student. “The Student Code of Conduct” serves as an official university document that outlines conditions and regulations considered essential to the effective functioning of the university.

The student conduct process at Youngstown state university adheres to procedural due process and is intended to be part of the educational

process at the university. This student conduct process provides a forum for the impartial and expedient resolution of misconduct in the university community and encourages students to live responsibly and be accountable for their actions. The student conduct process is based on the university's commitment to developing integrity, respect, and responsibility among all students.

(B) Article I/Rights and responsibilities.

- (1) **Basic rights.** The following enumeration of basic rights shall not be construed to deny or disparage other rights and privileges retained by students in their capacity as members of the student body or as citizens of the community at large:
  - (a) The right of free inquiry, expression, and/or assembly.
  - (b) The right to pursue educational goals and appropriate opportunities for learning in the classroom, on campus, and online.
  - (c) The right to be secure in their persons, living quarters, papers, and effects against unreasonable searches and seizures.
  - (d) The right to retain ownership of class projects/assignments authored by a student and submitted to fulfill requirements of a course, except as provided by Revised Code section 3345.14.
- (2) **Basic responsibilities.** Students, as members of the university community, shall have the following responsibilities which are inherent in the basic rights delineated in this paragraph:
  - (a) To maintain standards of academic performance as established by their faculty.
  - (b) To be responsible for acting in such a manner as to ensure other students the basic rights enumerated in this policy.
  - (c) To be responsible for their actions with respect to, and to follow, all university regulations and policies.



- (d) To be responsible for their actions with respect to provisions of local, state, and federal law.
  - (e) To conduct themselves in a manner which helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the university community are respected.
  - (f) To have in their possession a valid university identification card when on university premises.
  - (g) To be responsible for adhering to the university's "Drug-free environment" policy (university policy 3356-7-20; rule 3356-7-20 of the Administrative Code).
  - (h) To ensure adherence to all university board of trustees' policies that apply to students.
- (C) Article II/ Student conduct authority. The president has delegated the authority for the university student conduct system to the associate vice president for student experience. The associate vice president for student experience, or designee, serves as the student conduct administrator responsible for the administration and operation of "The Student Code of Conduct" and the student conduct process. Members of the university seeking formal disciplinary action for student misconduct should refer to the student conduct administrator.

The student conduct administrator shall determine the composition of student conduct bodies and appellate boards.

The student conduct administrator shall develop policies for the administration of the student conduct system and procedural rules for the conduct of hearings that are consistent with provisions of "The Student Code of Conduct".

- (1) Jurisdiction of "The Student Code of Conduct".
  - (a) The "Student Code of Conduct" shall apply to conduct which adversely affects the university community or interferes with the pursuit of its mission or educational

objectives and programs whether it occurs on university premises, at university sponsored activities, or on non-university premises. It is important to note that a student and/or group/organization will be subject to the university student conduct process where the conduct has occurred on non-university premises when the conduct adversely affects the university community or interferes with the pursuit of its mission or educational objectives and programs.

- (b) Students shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). “The Student Code of Conduct” shall apply to a student’s conduct even if the student withdraws from the university while a matter of misconduct is pending.
  - (c) An incident which results in a charge under “The Student Code of Conduct” may also lead to a proceeding outside of the university for a violation of local, state, or federal law. In these instances, university proceedings are not subject to challenge based on concurrent criminal or civil proceedings or that such proceeding has been or will be dismissed, reduced, withdrawn, resolved or settled. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws. In all cases, hearings within the university will be held according to the student conduct procedures set forth in in this policy. Since the university student conduct process is educational in nature, differing judgments may result.
- (2) Campus student organizations. Registered student organizations may exist for any appropriate purpose that does not conflict with university policies and regulations or with local, state, and/or federal laws. The development of policies and guidelines for student organizations is the responsibility of the associate vice president for student experience or his/her designate. The policies

and regulations that apply to student groups/organizations are outlined in the “Penguin Student Handbook” which houses all of the student organization’s policies. Student groups/organizations that violate any of the student organization policies may be charged with violating “The Student Code of Conduct” and be subject to the student conduct procedures set forth in this policy.

- (3) Student conduct authority.
  - (a) The enforcement of regulations, policies, and guidelines that apply to students, student organizations/groups are within the jurisdiction of the associate vice president for student experience, or designee.
  - (b) Student groups and registered student organizations may be charged with violations of “The Student Code of Conduct” in the following circumstances:
    - (i) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with the university’s student organization’s policies, and/or university policies or regulations.
    - (ii) An organization is responsible for its actions and shall be held responsible when the organization fails to comply with city, state, and federal law.
    - (iii) A student group (as defined in the Glossary of terms section of this policy) or registered student organization and its officers may be held collectively or individually responsible for violations of ‘The Student Code of Conduct’.
- (D) Article III/Student conduct standards/prohibited conduct. The student conduct process aspires to develop and maintain conduct standards in support of character, civility, and community. This section of “The Student Code of Conduct” provides a set of expectations regarding student conduct in support of the university community.

A student and/or group/organization may be charged with violating any student conduct standard. In cases where a violation is committed by a

member of a group/organization, the entire group/organization may be held responsible in addition to the student when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner. The following behavior is subject to disciplinary action under “The Student Code of Conduct”:

- (1) Academic dishonesty. Academic dishonesty includes but is not limited to:
  - (a) Plagiarism, which includes but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  - (b) The use of any unauthorized assistance or tools:
    - (i) In taking quizzes, tests, assignments, or examinations;
    - (ii) When completing assignments, solving problems, or carrying out other assignments as detailed in the course syllabus or in other instructions by the instructor.
  - (c) The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff; or
  - (d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
  - (e) Inappropriate collaboration, such as working together on assignments or projects to an extent not permitted by the instructor.
  - (f) Multiple submissions of the same work, which includes but is not limited to: submitting the same

or parts of the same assignment for multiple classes without permission from the instructor.

- (g) Fabrication of data, which includes but is not limited to: presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
  - (h) Bribes, threats, or intimidation which include but are not limited to: exchange of payment for assignments or parts of assignments, and threats to entice others to engage in academic dishonesty.
  - (i) Impersonation, which includes but is not limited to: pretending to be another person in the completion of a quiz, exam, or other assignment.
  - (j) Altering or destroying the work of others unless given permission.
  - (k) Lying in order to obtain an academic advantage. This includes, but is not limited to: falsification of documents used to request make-up work.
  - (l) Assisting another person in any of the behaviors mentioned above is itself academic dishonesty.
  - (m) Asking others to engage in any of the behavior described above is academic dishonesty.
  - (n) Attempting to engage in any of the above behaviors is academic dishonesty.
- (2) Alcohol.
- (a) Use or possession of alcoholic beverages, except as permitted by law and university policy, public intoxication;
  - (b) Manufacturing, or distribution of alcoholic beverages to any person under twenty-one years of age except as permitted by law;

- (c) All residents and guests in university housing are prohibited from use or possession of alcoholic beverages, regardless of age, except as permitted by policy or terms of lease.
- (3) **Bullying and harassment.** Unwelcome or unreasonable behavior that harasses or intimidates people either as individuals or as a group and is sufficiently severe or pervasive from both a subjective (the complainant's) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see university policy 3356-2-03 "Discrimination/harassment" and Administrative Code Rule 3356-2-03 "Discrimination/harassment" for prohibited conduct based on individual's sex, race, color, religion, national origin, age, sexual orientation, gender identity and/or expression, disability, or veteran/military status or any other basis protected by law).
- (4) **Complicity.** Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning, supporting, or encouraging a violation or an attempted violation.
- (5) **Conduct system.** Abuse of the student conduct system, including but not limited to:
  - (a) Failure to obey the summons of a student conduct body or university official to appear for a meeting or hearing as part of the student conduct system or a university investigation.
  - (b) Falsification, distortion, or misrepresentation of information before a student conduct body.
  - (c) Institution of a student conduct proceeding knowingly without cause.
  - (d) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.

- (e) Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct process.
  - (f) Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
  - (g) Failure to comply with the sanction(s) imposed by the student conduct body.
  - (h) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
  - (i) Disruption or interference with the orderly conduct of a student conduct proceeding.
- (6) **Disorderly Conduct.** Conduct which is disorderly, lewd, or indecent; a breach of peace; obstructs teaching, research, administration, or university activities or functions; or aids, abets, or persuades another person to engage in such conduct.
- (7) **Drugs.** Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia, or the misuse of materials as an intoxicant except as expressly permitted by law and/or under the direction of a licensed physician. No student shall sell or give drugs to any other person.
- (8) **Failure to comply.** Failure to comply with directions and/or oral or written instructions which are given by any university official, student, faculty member, or staff who is acting in an official university capacity and/or failure to identify oneself to these persons when requested to do so.
- (9) **Financial Obligations.** Failure to meet all financial obligations to the university.
- (10) **Gambling.** Gambling or wagering of any form except as expressly permitted by law and/or university policy.

- (11) Hazing. An act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- (12) Information Technology. Theft or other abuse of information technology and resources, including, but not limited to:
  - (a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - (b) Unauthorized transfer of a file.
  - (c) Unauthorized use of another individual's identification and password.
  - (d) Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.
  - (e) Use of computing facilities and resources to send obscene or abusive messages.
  - (f) Use of computing facilities and resources to interfere with the normal operation of the university computing system originating from an on-campus or off-campus source.
  - (g) Use of computing facilities and resources in violation of copyright laws.
  - (h) Any violation of the university's "Acceptable use of university resources" policy (university policy 3356-4-09; rule 3356-4-09 of the Administrative Code).
- (13) Non-academic dishonesty.
  - (a) Furnishing false information to any university official, faculty member, or office.



- (b) Forgery, alteration, or misuse of any university document, record, credit card, or instrument of identification.
  - (c) Tampering with the election of any university recognized student organization.
  - (d) Deliberately misleading or intentionally failing to maintain correct address and telephone information with the registrar.
  - (e) Misrepresenting enrollment status and/or achievement at the university to non-university officials and/or on non-university documents.
- (14) Obstruction of traffic. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
- (15) Endangering behavior.
- (a) Intentionally, knowingly or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person including one's self.
  - (b) Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
- (16) Property damage. Any action which damages or could reasonably damage property of the university, or property of a member of the university community, or other personal or public property, on or off campus, or acts of vandalism even if this behavior does not cause damage.
- (17) Published university policies. Violation of published university policies, rules, or regulations including those available electronically on the university website.

- (18) **Sexual misconduct.** A broad range of behaviors including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or is carried out through force, threat, intimidation or coercion.
- (a) **Sexual assault.** Any intentional, non-consensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.
  - (b) **Consent.** Sexual activity requires consent, which is defined as positive, unambiguous, voluntary and on-going agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol, or diminished by an intellectual, mental or physical condition or disability. Consent may be withdrawn at any time.
  - (c) **Coercion.** Intimidation, physical or psychological threat, or pressure used to force another to engage in sexual acts.
  - (d) **Stalking.** Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another or creates a reasonable fear of such threat or action.
  - (e) **Dating violence:** Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - (f) **Domestic violence:** Violence or abusive behavior (sexual, physical or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:

- (i) A current or former spouse or intimate partner of the victim;
  - (ii) A person with whom the victim shares a child in common;
  - (iii) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - (iv) By any other person against an adult or youth victim under the domestic or family violence laws of the State of Ohio (see Revised Code Section 2919.25 Domestic Violence).
- (g) Sexual exploitation. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, non-consensual video or audio-taping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.
- (h) Sex offenses. See Chapter 2907 of the Revised Code which defines “Sex Offenses” under Ohio Law.
- (i) Please see university’s “Sexual misconduct” policy (university policy 3356-2-03.1; rule 3356-4-09 of the Administrative Code).
- (19) Theft. Attempted or actual theft, including possession of stolen property.
- (20) Unauthorized entry. Unauthorized entry to or use of university premises, or unauthorized possession, duplication, or use of keys to any university premises.
- (21) Unauthorized recording.

- (a) Unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge or without his/her effective consent when such recording is likely to cause injury or distress, except as otherwise permitted by law.
  - (b) Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without his or her prior knowledge or consent, even if the audio or video recording or photograph originally had been produced with the person's consent.
- (22) Violation of law.
- (a) Behavior which would constitute a violation of federal, state, or local law that adversely affects the university community or interferes with the university's mission or its educational objectives and programs
  - (b) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of "The Student Code of Conduct", student conduct action may result and sanctions may be imposed for misconduct that adversely affects the university community or interferes with the university's mission or its educational objectives and programs. The university, at its sole discretion, may pursue action against a student while the student is also subject to criminal or civil proceedings. In all cases, hearings within the university will be held according to the procedures set forth in paragraph (H). Since the University student conduct process is educational in nature, differing judgments may result.
  - (c) University student conduct proceedings may be instituted against a student charged with a violation of law which is also a violation of "The Student Code of Conduct"; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings

under “The Student Code of Conduct” may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

- (d) When a student is charged by federal, state, or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of that person’s status as a student. The university will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws.
- (23) Weapons. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
- (E) Article IV/Student conduct procedures.
- (1) General. This overview gives a general idea of how the university’s campus student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, while consistency in similar situations is a priority, these procedures are flexible, and are not exactly the same in every situation.
    - (a) These proceedings are administrative procedures and do not follow the specific steps, methods, or standards of proof of evidence used in civil or criminal courts.
    - (b) Any member of the university community may report violations of “The Student Code of Conduct” alleging student and/or group/organization misconduct. The report shall be prepared in writing and directed to the student conduct officer. A report of a violation of “The Student Code of Conduct” shall be submitted as soon as possible after the incident occurs, but not later than thirty days following the university becoming aware of an incident. Exceptions to this limitation period will be reviewed by the student conduct administrator and may be granted in his/her discretion.

- (c) The student conduct officer shall review reports of violation(s) and may initiate investigations of possible violation(s) of “The Student Code of Conduct” to determine if the charges have merit. In reviewing the reports, the student conduct officer will determine whether the alleged violation(s) may be resolved through a conduct conference or a conduct hearing. Students or groups/organizations that might be subject to university suspension or expulsion shall automatically be provided a hearing before a hearing panel.
  - (d) The standard of proof utilized in all university student conduct proceedings shall be a preponderance of evidence, i.e., more likely than not that the alleged conduct occurred.
- (2) **Student Conduct Conference.** Any student, student group, or student organization (hereinafter referred to as the respondent) who has been charged with an alleged violation of the prohibited conduct section of “The Student Code of Conduct” will first be scheduled for a conduct conference with the student conduct officer or deputy conduct officer assigned to review the allegation. The respondent (accused student) will be notified in writing of the date, time, and location of the conduct conference. Written notification will include:
- (a) The specific charges pending against the respondent;
  - (b) A brief summary of the referral;
  - (c) Statement of rights and responsibilities; and
  - (d) If applicable, a statement notifying the respondent that the alleged conduct is significant enough that they may face suspension or expulsion if the charge is substantiated.

The conduct conference is the first step in “The Student Code of Conduct” process, and serves to provide the respondent with the opportunity to discuss the allegations that led to the referral. The respondent will receive more information regarding the student

conduct process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions for the violation in question should the charges be substantiated. After a discussion regarding the incident and review of relevant information, the respondent will have an opportunity to accept or deny responsibility for the charge(s). If the respondent accepts responsibility for the charge(s), the student conduct officer will sanction the respondent as part of the conduct conference. The respondent will be asked to sign the student conduct agreement form, which will outline all of the sanctions offered to the student. While the student may sign the form immediately, they have up to three university working days to do so. The student has the option to accept the charge but contest the sanction or agree to both the charge and sanction. Once the form is signed, the decision is final and there is no appeal process.

If the respondent denies responsibility for one or more of the charges, the student conduct officer will proceed to schedule a hearing for the student.

- (3) **Student Conduct Board Hearing.** The purpose of a hearing is to provide an equitable forum for the review of the available information regarding an alleged incident of misconduct. The student conduct hearing panel will decide by the preponderance of evidence whether or not the respondent is found responsible for the charge(s). All hearings are closed to the public, with the exception of advisors for the complainant and respondent. All parties directly participating in the hearing (the respondent, complainant, and staff member from the office of student conduct or housing and residence life who is presenting the information) may remain present the entire time, excluding deliberations.

Student conduct board hearings are presided over by members of the student conduct board. Each student conduct board hearing will have a hearing board chair. The chair is responsible for keeping the proceedings moving forward. If the respondent fails to appear at a scheduled student conduct board hearing and the absence is not excused, the hearing may proceed in the respondent's absence or may be rescheduled at the discretion of the chair. Each student conduct board hearing is assigned a hearing board advisor. The role of the advisor is to ensure the conduct

process is adhered to and to answer procedural questions posed by any party during the hearing. The hearing board advisor will also keep the proceedings focused on issues relevant to the specific allegations. The hearing board advisor will not participate in a determination of a finding or sanction. However, the board advisor may be summoned by student conduct board members during deliberations to answer questions regarding the conduct process.

(4) Hearing Procedures.

(a) Guidelines.

- (i) The chair of the student conduct board will explain the respondent's rights and responsibilities, and, if applicable, the complainant's rights and responsibilities.
- (ii) The chair (in conjunction with the board advisor, if applicable), is responsible for assuring that these rights as well as the process described in this section are adhered to during the hearing.
- (iii) The respondent or the complainant (if applicable) may ask for the removal of a student conduct officer or deputy conduct officer by providing written or verbal evidence of bias. In cases before a hearing board, the charge of bias is made to the chairperson who will determine whether it is valid. If the charge of bias is against the chairperson, the hearing board advisor shall decide whether it is valid. If bias is found, the hearing will be rescheduled.
- (iv) The student conduct officer may ask questions of any party at any time throughout the hearing.
- (v) The chair is responsible for determining the relevancy of questions asked during a hearing. The chair may deem certain questions irrelevant and not allow them to be answered. In student conduct



board hearings, the hearing board advisor may assist the chair in those determinations.

- (vi) The chair may exclude persons from the hearing if they are disruptive, or postpone the hearing because of disruptive behavior of participants or observers.
- (b) Introduction.
- (i) Each party in the room will introduce themselves and explain their role in the hearing.
  - (ii) The chair will ask the student conduct officer to briefly introduce themselves and explain why they have requested the hearing.
- (c) Presentation of Information.
- (i) Following the introduction, the student conduct officer will provide the student conduct board with a detailed summary of the incident and, if applicable, any subsequent investigation.
  - (ii) If there is a complainant, the complainant will then have an opportunity to provide the student conduct board with a summary of their role and perspective on the incident. The complainant may be represented by the student conduct officer.
  - (iii) The student conduct board will then ask the respondent to describe their involvement in the matter at hand as it pertains to the charges being considered in the hearing. The student conduct officer may question the respondent at this time.
  - (iv) The student conduct officer will then present any relevant witnesses or documentary information to the student conduct board. The student conduct board, respondent, and complainant (if applicable) will each in turn have the opportunity to ask questions regarding the information presented.

- (v) The respondent will then present any relevant witnesses or documentary information to the student conduct board. The student conduct board and the student conduct officer will each in turn have the opportunity to ask questions regarding the information presented.
  - (vi) The student conduct officer will have an opportunity to make a summary statement.
  - (vii) The complainant, if applicable, will have an opportunity to make a summary statement.
  - (viii) The respondent will have an opportunity to make a summary statement.
- (d) Deliberation and finding.
- (i) The student conduct board will go into closed session to determine by the preponderance of evidence whether the respondent will be found in violation of the charges pending in this matter. Student conduct boards determine findings by majority vote.
  - (ii) The hearing will re-convene for the announcement of the finding. If the respondent is not found responsible for the violation, the case will be dismissed. If the respondent is found responsible for a violation of one or more of the pending charges, the hearing will proceed to sanctioning.
- (e) Sanctioning.
- (i) The staff member from the office of student conduct will give an overview of the respondent's disciplinary history, if any.
  - (ii) If the respondent was presented with a possible sanction during their student conduct conference,

the staff member from the office of student conduct will share that proposed sanction with the student conduct board.

- (iii) The student conduct board will consider the following in determining a sanction:
    - (a) Statements and evidence presented at the hearing;
    - (b) Seriousness of the violation;
    - (c) Prior disciplinary record of the respondent; and
    - (d) Disciplinary precedent.
  - (iv) The student conduct board will go into closed session to determine a sanction.
  - (v) The hearing will reconvene for the announcement of the sanction. In student conduct hearings, the sanction is recommended to the associate vice president for student experience or designee, who will make the final decision. While normally the board's recommendation will be the sanction imposed, the associate vice president for student experience or designee may impose a different sanction. The associate vice president for student experience or designee will send the student written notification of the decision including all parties involved.
- (5) Student rights and responsibilities. The following rights and responsibilities apply to those involved in a matter being addressed by the student conduct process.
- (a) Rights of respondent. All respondents in the student conduct process have the following rights:

- (i) Written notice of the charge(s) made against them and the basis of the allegation that led to the charge(s).
- (ii) In matters that could result in a sanction of suspension or expulsion, the above mentioned notification will alert the respondent to the possible severity of the outcome.
- (iii) The right to an advisor.
- (iv) To request reasonable accommodations due to disability.
- (v) Reasonable access to inspect and review their own case file, which includes all information that would be used during the conduct process, to the extent permitted by confidentiality laws.
- (vi) Explanation of the resolution options available to them through the conduct process.
- (vii) To be presumed not responsible for a violation of prohibited conduct until found in violation by a preponderance of the evidence.
- (viii) To speak or not speak on their own behalf.
- (ix) The opportunity to respond to information used as part of the decision-making process.
- (x) To deny responsibility for the charge(s) facing them and request a hearing.
- (xi) To question any witness that participates as part of a hearing.
- (xii) The right to appeal.
- (xiii) To waive any of the above stated rights provided that the waiver is made freely and in writing.

- (b) **Rights of the complainant. All complainants in the conduct process have the following rights:**
- (i) To pursue criminal or civil charges where a legal case exists (without university assistance).
  - (ii) Explanation of the resolution options available to them through the conduct process.
  - (iii) To be free from harassment and intimidation from respondents and others as they engage in this process.
  - (iv) The right to an advisor.
  - (v) To request reasonable accommodations due to disability (see “Reasonable accommodation for students with disabilities” section (6) below).
  - (vi) To provide information for consideration during the conduct process, and to know the results of the process to the extent allowed under federal laws and university policies.
  - (vii) The opportunity to appear at any hearing that may take place in order to provide relevant information.
  - (viii) The opportunity to submit a written impact statement for use in a hearing, even if the complainant chooses not to attend the hearing.
- (c) **Responsibilities of respondents, complainants, and witnesses. All respondents, complainants, and witnesses in the conduct process have the following responsibilities:**
- (i) To be honest and forthright in all information they provide during the conduct process. Presenting false and misleading information during this process is a violation of prohibited conduct as outlined in this policy.

- (ii) To attend all scheduled meetings, conferences, or hearings, unless alternate arrangements are made in advance.
  - (iii) To refrain from disruption of the hearing process. Disruption of this process is a violation of this policy (see section (D) Student conduct standards/prohibited conduct).
  - (iv) Respondents have the responsibility to prepare and present their entire case as well as secure the presence of any witnesses who will speak on his/her behalf.
- (6) Reasonable accommodation for students with disabilities. Any student with a disability involved in this process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the center for student progress (CSP) disability services. Students do not have to disclose information about the complaint or charge to CSP disability services to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations. Accommodations are determined on an individual basis by CSP disabilities services staff and implemented in consultation with the office of student conduct. Examples of reasonable accommodation include but are not limited to sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.
- (7) Sanctions. If the student and/or organization is found in violation of any policy, sanctions will be issued. A conduct sanction imposed or other action taken by any student conduct body shall become effective upon written notification to the accused student or group/organization. The notification will be provided by personal delivery, or by certified or regular U.S. mail delivery to the accused student or group/organization. Notification will also be sent to the accused student's official university email address.

The decision of the conduct officer may be appealed according to paragraph (E) (9) of this policy. If the individual files a written letter of appeal with the student conduct administrator, and if the appeal is denied, the sanction shall take effect upon exhaustion of the appeals process and shall be retroactive to the effective date stated in the original notification to the student.

- (a) The following sanctions may be imposed upon any student that has been found responsible for a violation of “The Student Code of Conduct”. Sanctions are typically issued in a progressive fashion, however each situation differs, and the severity of a violation and the impact on the campus community will be taken into consideration in determining a sanction.
  - (i) **Warning.** A written notification statement that the student is violating or has violated “The Student Code of Conduct”. Continuation or repetition of inappropriate conduct may be cause for more severe student conduct action. A warning will remain in effect for a period not to exceed one academic year.
  - (ii) **Conduct probation.** Notice in writing that the violation of “The Student Code of Conduct” is serious, flagrant, or a repeated violation of policy and a warning that any subsequent violation(s) of university regulations may result in suspension or expulsion and/or imposition of restrictions or conditions consistent with the offense committed and the rehabilitation of the student.
  - (iii) **Conduct probation with restrictions.** Notice in writing that the violation of University regulations is a serious, flagrant, or repeated violation, and a warning that any subsequent violation(s) of “The Student Code of Conduct” may result in suspension or expulsion. In addition, an order preventing the student from holding university elective office, student employment, participating in any intercollegiate activity or sport, participating in any university sponsored program/organization, or

representing the university in any other manner will be attached to this sanction.

- (iv) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement and may be required in addition to other sanctions as described in this section.
- (v) Academic/developmental sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above, e.g., community service, counseling, educational assignments.
- (vi) Deferred suspension. Separation of the student from the university and/or residence halls is deferred for a specified period (not to exceed one academic year). If the student is found in violation of any subsequent violations of “The Student Code of Conduct”, the suspension takes effect immediately and may not be appealed. Additional sanctions appropriate to the new violation may also be issued.
- (vii) Residence hall suspension. Separation of the student from the residence halls for a specified period of time (not to exceed one academic year), after which time the student is eligible to return. During the suspension period, the student is prohibited from accessing any university housing facilities.
- (viii) University suspension. Separation of the student from the university for a specified period of time (not to exceed one academic year), after which time the student is eligible to return. During the suspension period, the student does not have access to the university and is prohibited from participating in any academic or other university activities.



- (ix) Residence hall expulsion. Permanent separation of the student from the residence halls. An expulsion denies the student access to all university housing facilities on a permanent basis.
  - (x) University expulsion. Permanent separation of the student from the university. An expulsion denies the student the right to participate in any academic or university activities on a permanent basis.
  - (xi) Revocation of admission and/or degree. Revocation of admission to or awarding of a degree from the university for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for serious violations committed by a student prior to graduation.
  - (xii) Withholding degree. Withholding the awarding of a degree otherwise earned until the completion of the process set forth in “The Student Code of Conduct”, including the completion of all sanctions imposed, if any.
  - (xiii) Fines. Fines for violations of “The Student Code of Conduct” will be assessed and charged to the student’s account. A list of fines for all violations will be determined at the discretion of the associate vice president for student experience who will submit a list of the fines structure to the university board of trustees for approval on an annual basis. The fines structure must be included as a part of “The Student Code of Conduct” when published and presented to students.
- (b) More than one of the sanctions listed above may be imposed for any single violation.
  - (c) The following sanctions may be imposed upon groups or organizations:
    - (i) Those sanctions as outlined in (E) (7) of this policy.

- (ii) **Deactivation.** Loss of all privileges, including university recognition, for a specified period of time.
  - (d) In each case in which a student conduct body determines that a student and/or group/organization has violated “The Student Code of Conduct”, the sanction(s) shall be determined and imposed by the same student conduct body. The student conduct administrator shall be responsible for recommending sanctions to the hearing panel and for ensuring that sanctions imposed by the hearing panel and conduct officers are consistent with the violation and sanctions imposed for similar violations.
- (8) **Interim measures.** In certain circumstances, the associate vice president for student experience may impose an interim measure prior to a hearing or conference before the student conduct body, including but not limited to university or residence hall suspension,
- (a) Interim suspension may be imposed only:
    - (i) To ensure the safety and well-being of members of the university community or to preserve university property;
    - (ii) To ensure the student’s own physical or emotional safety and well-being;
    - (iii) If the student poses a threat of disruption or interference with the normal operations of the university; or
    - (iv) If a student is charged with the commission of a criminal offense as defined in section 2901.01 of the Revised Code.
  - (b) In the event that an interim suspension is imposed, the student or group/organization will be notified either in person or by regular U.S. or certified mail of the cause for suspension. The student will also be notified by email to

their current university address. The interim suspension becomes effective immediately upon notification. A hearing panel will convene as expeditiously as possible to review the case. The hearing will follow the procedures outlined in (E) (4) and may proceed before, during, or after any criminal proceedings.

- (c) During the interim suspension, the student or group/organization shall be denied access to all housing facilities and/or to the campus (including classes) and/or all other university activities or privileges for which the student or group/organization might otherwise be eligible, unless determined otherwise by the student conduct administrator.

(9) Appeals.

- (a) The decision or sanction imposed by a student conduct body may be appealed by the accused student or group/organization or complainant (“the appellant”) within seven days of notification of the decision. If an appeal is not received within this time frame, the decision reached by the student conduct body will be final.
- (b) Appeals shall be in writing and shall be mailed or delivered to the office of student conduct. The letter of appeal should indicate the grounds on which the decision is being appealed, referencing at least one of the grounds for the appeal (see paragraph (d) below) along with supporting information.
- (c) Once an appeal request has been submitted until the appeal decision has been communicated to the appellant, all sanctions, except any issued as interim measures, such as interim suspensions, will be held in abeyance. The burden of proof rests with the appellant filing the appeal.
- (d) Appeals are not a re-hearing of the student conduct case. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial

hearing and supporting documents for one or more of the following grounds:

- (i) A claim that the original hearing was conducted in violation of procedural requirements set forth in “The Student Code of Conduct” and to determine whether these violations could have affected the outcome of the hearing.
  - (ii) A claim that the decision reached regarding the accused student or group/organization did not have a reasonable basis for the conclusion reached and that it was not based on proof by a preponderance of the evidence.
  - (iii) A claim that the sanction(s) imposed was/were disproportionate and without basis to the violation of “The Student Code of Conduct” which the student or group/ organization was found to have committed.
  - (iv) A claim that there is new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known by the appellant at the time of the original hearing.
- (e) The appellant may, in preparing the request for appeal, have access to records of the case, which must be reviewed in the office of student conduct.
- (f) Appeals of decisions or sanctions imposed by a conduct officer will be reviewed by the student conduct administrator. Appeals of decisions by a hearing panel will be reviewed by an appellate board. An appellate board is composed of three members from the student conduct board selected by the student conduct administrator who will review the appeal.

- (g) The appellate board or the student conduct administrator will review the appeal to determine whether one of the grounds listed in this policy has been met.
- (h) If an appellate board or student conduct administrator determines that an appeal has met the grounds, the following options are available:
  - (i) The case may be remanded for reconsideration.
  - (ii) The appeals body may reverse the finding of responsibility in whole or in part.
  - (iii) The appeals body may uphold, reduce, or increase the sanctions.
  - (iv) The appeals body may dismiss the appeal if the appeal is not based upon one of the grounds listed above in this policy.
  - (v) The appeals body may deny the appeal.
- (i) The decision of the appellate board or student conduct administrator after an appellate review is final.
- (10) Conduct procedures for university housing. Deputy conduct officers have been designated by the student conduct administrator to review misconduct cases originating within university housing.
  - (a) The responsibility for the enforcement of rules and regulations governing student conduct in the residence houses, as outlined in the “Resident Handbook”, is delegated by the student conduct administrator to a conduct officer.
  - (b) Any student, faculty member, or university official may file a written report against any student living in a residence house for misconduct within the residence house, campus dining facilities, or at any residence house function.

- (c) Upon receipt of a written report, the deputy conduct officer will conduct an investigation to determine whether there is a reasonable cause to believe that a violation of “The Student Code of Conduct” may have occurred. If so, the conduct officer will follow the procedures outlined in section (E) (4).
- (11) Student conduct record. The student conduct administrator shall maintain all student conduct records of information received and action taken by the respective student conduct bodies.
  - (a) Conduct sanctions shall not be made part of the student’s academic record but shall become part of the student’s conduct record. Student conduct records shall be expunged seven years after final disposition of the case with the exception of residence hall expulsions, university suspension of a student, and revocation or withholding of a degree which shall be expunged fifteen years after final disposition of the case. University expulsion and university suspension of a student organization conduct records shall be kept indefinitely. Upon graduation, the student may petition the student conduct administrator for removal of all files contained in his or her student conduct records. The student may appeal a negative response of the student conduct officer and/or the student conduct board to the student conduct administrator.
  - (b) All material gathered from a substantiated conduct case (residence house, academic, and other) shall become part of any new case against the same individual(s) after the new charges have been substantiated.
  - (c) Student conduct records are maintained only in the names of students found to have violated regulations.
- (12) Special procedures. To ensure continued participation of students, faculty, and administration in the student conduct process, and to ensure speedy disposition of conduct cases, the president of the university is empowered to develop a subcommittee structure in the event of a large number of student conduct cases. Such subcommittee shall be empowered to hear and dispose of cases in

accordance with the provisions of “The Student Code of Conduct” and shall ensure that all elements of procedural due process delineated in this article are observed.

(F) Article V/Academic dishonesty and student academic grievance procedures.

- (1) Academic dishonesty. Academic honesty is essential to the educational process and serves to protect the integrity of the university community. Therefore, all members of the university community have a responsibility of maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty constitute a serious violation of university conduct regulations.

Students should consult with the faculty member if they are not sure what constitutes academic dishonesty. Students suspected of academic dishonesty may be charged with a violation of university conduct regulations under paragraph (D) (1) of this policy. Cases of alleged academic dishonesty shall be resolved in the following manner:

- (a) Identification of Academic Dishonesty.
- (i) After the faculty member has gathered evidence supporting academic dishonesty, they shall notify the student within forty-eight hours in writing, via university email, of the allegations and invite the student to participate in an academic integrity conference. The faculty member and student may hold the conference without written notification.
- (ii) An academic integrity conference to discuss the allegations shall occur within seven working days of the written notification. If the student fails to attend a conference within seven working days, the following will occur:
- (a) The faculty member will complete the academic integrity form and will forward this form (without the student’s signature) to

- the departmental chairperson for signature. If the faculty member fails to submit the academic integrity form, the claim of academic dishonesty will be dismissed.
- (b) The chairperson will then forward the form to the dean for their signature.
  - (c) The dean will then forward the form to the student conduct office to be placed in the student's file. The dean and chairperson have the option to submit written statements to be included with the academic integrity form. The dean of the college of graduate studies will be notified and provided a copy of the form for cases involving graduate students.
  - (d) The conduct office will forward the unsigned academic integrity form along with supporting documents to the judicial chair of the student academic grievance subcommittee for further action.
- (iii) During the academic integrity conference, the faculty member shall discuss the allegations with the student and determine whether the student is responsible.
- (a) If the faculty member determines that the student is not responsible, no further action is warranted.
  - (b) If the faculty member concludes that the student is responsible, the faculty member shall determine the sanction to be imposed (see (F) (3)) and complete the academic integrity form. While the student may sign the form immediately, he/she has up to three university working days to do so. The student has the option to accept the charge



but contest the sanction or agree to both the charge and the sanction. Once the form is signed, the decision is final and there is no appeal process.

- (c) If the student signs the academic integrity form, acknowledging the incident and the sanction, then no committee action is required unless the recommendation is suspension or expulsion.
  - (i) The student will return the form to the faculty member.
  - (ii) In turn, the faculty member will forward the form to the departmental chairperson for signature acknowledging the case has been brought to the chair's attention.
  - (iii) The chairperson will then forward the form to the dean for signature acknowledging the case has been brought to the dean's attention.
  - (iv) The dean will then forward the form to the student conduct office to be placed in the student's file. The dean and chairperson have the option to submit written statements to be included with the academic integrity form. The dean of the college of graduate studies will be notified and provided a copy of the form for cases involving graduate students.
- (d) Regardless of whether the academic integrity form is signed, in situations where suspension or expulsion from the university is recommended by the faculty member, the case will immediately be sent to the student

conduct office and forwarded to the judicial chair to initiate a panel hearing. A representative from the student conduct office must be present at all university suspension and expulsion hearings to serve in an advisory capacity.

- (b) Academic integrity hearing panel structure. The academic integrity panel shall consist of:
- (i) Judicial chair. Associate provost for academic administration or designee appointed by the provost.
  - (ii) Faculty members are appointed by the academic senate and serve a two year term. One faculty member shall be selected from each of the six colleges. At least three of these appointees will have graduate faculty status. A seventh faculty member shall be selected by the graduate council to represent the graduate college.
  - (iii) Student members are appointed by the associate vice president for student experiences and serve a two year term. Graduate students may be appointed to a one year term.
    - (a) Students must complete an application available at the student experience office.
    - (b) Two student members, one undergraduate and one graduate, are selected from each of the six colleges.
    - (c) Students must have a minimum GPA of 2.5 for undergraduate students and a 3.0 for graduate students.
    - (d) Students must not have a previous judicial record.

- (e) Students should be sophomore status or above.
      - (f) A graduate student shall be appointed by the dean of the graduate college.
- (c) Sanctions. If the faculty member concludes that the student was responsible, they may impose a sanction which may include but is not limited to one of the following:
  - (i) Warn the student;
  - (ii) Lower the grade on the exam, paper, and/or the assignment related to the incident;
  - (iii) Lower the final grade for the course; and/or
  - (iv) Request additional action from the student academic grievance subcommittee, such as removal from a course, university suspension, or expulsion.
- (d) Role of the student conduct administrator (SCA) in matters of academic dishonesty.
  - (i) To create/maintain a student conduct file containing the completed academic integrity form and supporting documents.
  - (ii) To expunge all records, with the exception of expulsion, after seven years. Please note that if within seven years another institution, as a result of the student transferring or applying to graduate school, requests a copy of the student disciplinary record, these records may be revealed.
  - (iii) In instances where the academic integrity form is signed, the SCA will acknowledge receipt of this form by emailing the student, faculty member, chairperson, and dean.
  - (iv) In instances where the student already has one prior academic dishonesty offense, any additional

offenses will constitute a violation of “The Student Code of Conduct” and will require the student to undergo a student code of conduct hearing through the office of student conduct.

- (e) Academic integrity hearing procedures.
  - (i) In cases where the academic integrity form was not signed and/or was not returned to the faculty member, or the faculty member recommended university suspension or expulsion, a hearing of the academic grievance subcommittee is initiated.
  - (ii) Within five university working days of receiving the academic integrity form and any supporting evidence from the faculty member, the judicial chair shall contact the student involved and request a statement and any evidence they would like to be considered in the case. The student will have five university working days to submit the statement and evidence to the judicial chair.
  - (iii) Within two university working days of receiving the statement and evidence, the judicial chair shall distribute copies of the academic integrity form and any evidence produced by the student and/or faculty member to the academic grievance subcommittee, the student, faculty member, department chairperson, and appropriate dean. The academic integrity form, course syllabus (submitted by the faculty member, student, or both), and any evidence produced by the student and/or faculty member, chairperson or dean combined are considered to be the academic Integrity packet.
  - (iv) A hearing date, time, and location for the academic integrity hearing will be established by the judicial chair. Academic grievance subcommittee members shall have a minimum of three days to review all written materials in the academic integrity packet submitted by the affected parties. The academic

integrity hearing notice shall be sent to the parties directly involved in the grievance procedure, except advisors and witnesses. Parties directly involved in the academic integrity procedure:

- (a) Faculty/student. The party who files the academic integrity form and the party against whom the claim of academic dishonesty is filed. If either party cannot or refuses to attend the hearing, they may provide written statements to be submitted for evidence. Faculty members are permitted to have a substitute who will exercise all the rights and responsibilities of the absent faculty member.
- (b) Department Chairperson. The chairperson of the department in which the faculty member resides. The chairperson's attendance is optional. If the chairperson is in attendance, they will be brought in to speak during the grievance hearing but will not remain in the room throughout the hearing.
- (c) Dean. The dean of the college in which the faculty member's department is housed. The dean's attendance is optional. If the dean is in attendance, they will be brought in to speak during the grievance hearing but will not remain in the room throughout the hearing.
- (d) Academic integrity hearing panel. Derived from the membership of the student academic grievance subcommittee of the academic senate. At minimum, it consists of three faculty members, three undergraduate students, and the judicial

chair. This panel conducts the formal hearing and renders a decision.

- (e) **Advisors.** The student and the faculty member may avail themselves of the services of an advisor throughout the academic integrity process. Such an advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the respondent. They are permitted, however, to give notes or whisper instructions/advice to the student or faculty member involved. Examples of advisors include a parent, attorney, clergy, other faculty member, or coach. The advisor may not be the chairperson or dean for the faculty member or student. In situations where a graduate assistant is considered the instructor of record, the chairperson may serve as an advisor and stay throughout the hearing.
- (f) **Witness(es).** Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number that presents repetitive testimony may be limited.
- (g) **No member of an academic integrity hearing panel will hear a case directly involving him/her.**
- (v) **During the hearing.**

  - (a) **The following rights are guaranteed to the student and the faculty member:**

    - (i) **The right to be present; the right to be accompanied by an advisor of their choice;**



the student when assigning an appropriate sanction.

- (vii) Documentation of academic integrity hearing panel's decision.
  - (a) Both parties shall be informed of the academic integrity hearing panel's decision in writing as soon as reasonably possible. This statement shall be prepared and signed by the judicial chair and forwarded to the office of student conduct, graduate school dean when appropriate, provost and all parties directly involved in the academic integrity procedure, except advisors and witnesses within three university working days.
  - (b) The forwarding of the written statement of the academic integrity hearing panel's decision ends the student academic grievance subcommittee's involvement in the disposition of the violation.
  - (c) A file of all pertinent documents for all academic integrity hearings shall be kept by the office of the provost and the office of student conduct.
  - (d) Any change of grade as a result of the committee ruling should be made by the faculty member and signed by the respective chairperson and/or dean within five university working days. If the faculty member, chairperson and/or dean refuse to sign, then the provost will sign off on the grade change form.
- (viii) At the discretion of the judicial chair, the timeline stated above may be extended.



(ix) Appeals.

(a) Only students may appeal the decision of the academic integrity hearing panel regarding academic dishonesty. The appeal can only be based on procedural violations and must be submitted within five university working days from the date the academic integrity hearing panel's decision was made. The request for an appeal is submitted in writing to the judicial chair.

(b) The judicial chair will forward the written appeal to the academic senate executive committee within two university working days.

(i) If the academic senate executive committee determines that no procedural violations occurred, or that any procedural violations were minor and did not affect the academic integrity hearing panel's decision, the decision of the academic integrity hearing panel is upheld and the matter is closed.

(ii) If the academic senate executive committee determines that procedural violations may have occurred and were potentially substantive, the case will be referred to a three-person committee made of one student and two faculty members to hear the case. This will take place within twelve university working days of receipt of the written appeal. The decision reached by this committee is final and may not be appealed.

- (c) Appeal panel.

  - (i) No member of the appeal panel will hear a case directly affecting him/her.
  - (ii) Prior to the appeals review, members of the appeal panel shall review all submitted materials.
  - (iii) The chair of the appeal panel shall inform both parties of the decision as soon as reasonably possible.
  - (iv) A written statement of the decision shall be prepared and signed by the chair of the panel, forwarded to the student and faculty member and to the office of student conduct and/or office of the provost within five working days of the decision using university email address.
  - (v) A file of all pertinent documents for all appeals shall be kept by the office of student conduct and/or office of the provost.
  - (vi) The decision reached by the appeal panel is final and may not be appealed.
- (d) At the discretion of the chair of the appeal panel, the timeline under the appeal process may be extended.
- (e) If the appeal results in a grade change, the grade change form should be completed by the faculty member and signed by the respective chairperson and/or dean within three university working days. If the faculty

member, chairperson and/or dean refuse to sign, then the provost will sign off on the grade change form.

- (G) Article VI/Revised Code Section 3345.22; the “1219” hearing process.
- (1) **Background. Disruptive behavior and the “1219” procedure.**  
 The Ohio Campus Disruption Act, also known as Ohio House Bill 1219, is codified in Revised Code sections 3345.22 and 3345.23. The purpose of the law is to protect university students, faculty, staff, and other members of the campus community from crimes of violence committed in the vicinity of the University or upon people or property at the university.
- A “1219” hearing is appropriate when a student is arrested for a crime of violence committed on or near the university. If a student is convicted of an offense of violence that occurred on or near the university, the student will be automatically suspended pursuant to Revised Code sections 345.23. The purpose of the “1219” hearing is to remove students from campus that may be a threat to the safety and security of the student body and campus community.
- (2) **Definition of a Crime of Violence.** There are over 30 crimes of violence considered violations of the “1219” law including, but not limited to, the following: arson, assault, burglary, domestic violence, discharged firearm, felonious assault, gross sexual imposition, inciting to violence, inducing panic, intimidation, kidnapping, menacing, murder, rape, riot, robbery, sexual battery, and voluntary manslaughter.
- (3) **Jurisdiction of the “1219” Hearing.**
- (a) If a student is arrested for a crime of violence referenced in Revised Code Sections 3345.23 (D), he/she may be temporarily suspended from the university according to “The Student Code of Conduct”, which is referred to as an interim suspension. This suspension will last during the process of the “1219” hearing and continue until the student meets with the office of student conduct. The

results of the “1219” hearing discussed below, does not alter the student’s status under an interim suspension.

- (b) A “1219” hearing, which is distinctly separate from a student conduct conference or a student conduct hearing, will be held shortly after a student’s arrest for a crime of violence. The hearing can be continued for good cause. The purpose of the “1219” hearing is to determine by a preponderance of the evidence whether the student committed an offense of violence.
- (c) If the referee, as appointed by the university (office of the general counsel), finds that the student did commit an offense of violence on or near the university, the referee will then determine if the student should be under strict probation or suspended from the university pending the outcome of the criminal case. However, as noted above if the student is under an interim suspension, the student will remain suspended, even if they only receive strict probation from the referee, until the conclusion of the conduct process administered by the office of student conduct.
- (d) Following the “1219” hearing, the criminal case outcome will determine the student’s status under R.C. 3345.23. If the student is convicted of an offense of violence in the criminal case, the student will be suspended from the university for at least one year.
- (e) Upon acquittal, or upon any final judicial determination not resulting in conviction of an offense of violence, the “1219” suspension automatically terminates, and the person suspended shall be reinstated and the record of the “1219” suspension expunged from the person’s university record. The criminal process and “1219” hearing are separate. The outcome of the “1219” hearing has no bearing on the criminal case.
- (f) When a student is found not guilty, he or she may return to school but upon conclusion of the “1219” hearing and possibly while the criminal case is still underway, the university may, and in nearly all cases will, initiate the

student conduct process. The student may also be under the restriction of an interim suspension. Unless the student is not under an interim suspension or has been found responsible of a violation of “The Student Code of Conduct”, the student would be permitted to return to s School.

- (g) If the student is found guilty at the criminal trial for an offense of violence on or near the university, he/she will be dismissed from Youngstown state university for the period of one year. The student will receive a written notice of the dismissal from the office of student conduct. The student must receive approval from the board of trustees to be permitted to return to the university. This one-year suspension will still be imposed even if the student is found not responsible under “The Student Code of Conduct”.
- (4) The “1219” Hearing Process. The “1219” hearing will be an adversary proceeding. Unlike a student conduct hearing, a “1219” hearing will be conducted by a referee appointed by the university. A university attorney will present the evidence at the hearing on behalf of the university. The student has the right to:
  - (a) Be represented by an attorney.
  - (b) To cross-examine witnesses called by the State (the university).
  - (c) Call upon his/her own witnesses.
  - (d) To present evidence.
  - (e) To give a statement (but not required to do so). If the student does not appear at the hearing, the student will be suspended. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a person whose suspension is being considered, given at the

hearing, shall not subsequently be used in any criminal proceeding against the person.

- (5) **Burden of proof.** Preponderance of the evidence is the standard use for all “1219” hearings. Preponderance of the evidence is known as the balance of probabilities, met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true. The referee must find that the student committed the offense by a preponderance of the evidence.
- (H) **Article VII/Parental/guardian notification policy.** Youngstown state university is committed to an educational environment that promotes the safety, responsible decision-making, and social and intellectual development of all students. Furthermore, the university is concerned with taking a proactive approach in regards to students that may be experiencing problems with alcohol or other drugs. It is the policy of Youngstown state university to notify parents of students under 21 years of age if such students have been found responsible for violating institutional policies regarding alcohol or other drugs, in an effort to create a positive support network for students.
1. **Parameters.**
    - (a) This policy will be applied in situations where students under the age of 21 have been found responsible for a violation of university conduct regulations regarding drugs or alcohol.
    - (b) The office of student conduct shall be responsible for administering all procedures of the Parental/guardian notification policy.
  2. **Procedures.**
    - (a) Parents/guardians shall be notified when the underage student is found responsible for drug or alcohol violations.
    - (b) The associate vice president for student experience, or designee, may make an exception to the Parental/guardian

notification policy if in his/her judgment it is determined that harm would come to the student as a result of parental/guardian notification.

- (c) The notification will be provided in writing from the office of student conduct and will be mailed to the student's home address.
  - (d) The notification letter will inform parents or guardians that their student has been found responsible for a violation of alcohol or other drugs. Included with the letter will be answers to frequently asked questions. Parents or guardians will be encouraged to discuss the incident with the student.
  - (e) The office of student conduct will be responsible for responding to questions from parents/guardians. If a parent or guardian is interested in reviewing his/her student's conduct file, the student generally must sign a waiver to release information. There are exceptions to this that will be determined on a case by case basis.
- (I) Article VIII/Interpretation and revisions. Any question of interpretation or application regarding "The Student Code of Conduct" shall be referred to the student conduct administrator for final determination.

The "Student Code of Conduct" shall be reviewed every three years under the direction of the student conduct administrator. Any member of the university community may recommend a change to "The Student Code of Conduct" to the associate vice president for student experience. The associate vice president for student experience shall distribute the recommendation to the appropriate areas and gather feedback. If the change is endorsed by the associate vice president for student experience, the change shall be presented to the board of trustees for adoption.

- (J) Glossary of Terms. When used in the "Student Code of Conduct":
- (1) The terms "accused student" or "respondent" shall mean any student accused of violating "The Code of Student Conduct".

- (2) The term “appellate board” shall mean any person or persons authorized on a case-by-case basis by the student conduct administrator to consider an appeal from a student conduct body’s determination that a student has violated “The Code of Student Conduct” or from the sanctions imposed by the student conduct body.
- (3) The terms “can,” “may,” or “should” specify a discretionary provision of “The Code of Student Conduct”.
- (4) The term “complainant” shall mean any person who submits a referral alleging that a student violated “The Code of Student Conduct”.
- (5) The term “faculty member” shall mean any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty. In certain situations, a person may be both “student” and “faculty member.” One’s status in a particular situation shall be determined by the relevant circumstances..
- (6) The terms “file” or “records” mean information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept, or maintained.
- (7) The term “function” shall mean all student activities or events occurring at the university or sponsored by registered student organizations, groups, or members of the academic community.
- (8) The term “group” shall mean a number of students who are associated with each other and who have not complied with university requirements for registration as an organization.
- (9) The term “student conduct officer” is the associate director of student conduct who is the university official assigned to serve as the primary charging administrator by the student conduct administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct”.



- (10) The term “deputy conduct officer’ shall mean a University official authorized on a case-by-case basis by the student conduct Administrator to serve as a charging administrator to review complaints, determine responsibility, and impose sanctions upon students found to have violated “The Student Code of Conduct”.
- (11) The term “student conduct administrator” is the associate vice president for student experience, or designee, who shall be responsible for the administration of the code and the university student conduct process.
- (12) The term “student conduct body” shall mean student conduct officer, any deputy conduct officer or the student conduct hearing panel authorized by the student conduct administrator to determine whether a student has violated “The Student Code of Conduct” and to recommend imposition of sanctions.
- (13) The term “may” is used in the permissive sense.
- (14) The term “member of the university community” shall include any person who is a student, faculty member, university official, any other person employed by the university, or any person lawfully present on university premises.
- (15) The term “misconduct” means student behavior that violates codified or explicitly stated university rules and regulations, including but not limited to “The Student Code of Conduct”..
- (16) The term “organization” shall mean a university-registered student organization which as complied with formal requirements of official registration.
- (17) The term “policy” shall be defined as the written regulations of the university as found in, but not limited to, “The Student Code of Conduct”, “Resident Handbook”, “Penguin Student Handbook”, the university website, undergraduate/graduate catalogs, university policies, and board of trustees policies.

- (18) The terms “shall,” “must,” “will,” or “is required” specify a mandatory requirement of the code.
- (19) The term “student” shall include all persons registered for courses, seminars, and workshops at the university, either full-time or part-time, pursuing undergraduate, graduate, professional studies, or continuing education programs. Also included are those individuals accepted for admission or living in the residence halls, whether or not actually enrolled at the university.
- (20) The terms “university” or “institution” means Youngstown state university and collectively those responsible for its operation.
- (21) The term “University premises” shall be defined as all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university including adjacent streets, sidewalks, and parking lots.
- (22) The term “university official” shall mean any person employed by, appointed to, authorized to act on behalf of or performing administrative or professional work for the university.
- (23) The term “university working day” refers to any day of the week excluding Saturdays, Sundays, or official holidays.
- (24) The term “weapon” shall have the same meaning as in rule 3356-7-03 of the Administrative Code, “Possession of weapons on campus.” (see also university policy 3356-7-03 “Possession of weapons on campus”).
- (25) All other terms have their natural meaning unless the context otherwise dictates.

**RESOLUTION TO MODIFY  
INTEGRITY IN RESEARCH – USE OF HUMAN PARTICIPANTS, 3356-10-14  
(PREVIOUS POLICY NUMBER 1014.01)**

**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 Integrity in Research – Use of Human Participants policy has been reviewed in accordance with the scheduled review dates 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 Integrity in Research – Use of Human Participants policy, policy number 3356-10-14 (previous Policy Number 1014.01) shown as Exhibit **D** attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-10-14 Integrity in research – use of human participants.**

Previous Policy Number: 1014.01  
Responsible Division/Office: ~~Graduate Studies and~~ Research  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: June 1999; December 2010; June 2016  
Board Committee: Academic and Student Affairs  
**Effective Date:** ~~December 10, 2010~~ June 15, 2016  
Next Review: ~~2015~~ 21

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- (A) Policy statement. The university conducts research with integrity requiring the protection of the rights, well-being, and personal privacy of all persons utilized as participants. The university is responsible for the development of procedures that are in conformance with, but not limited to, relevant federal and state regulations. All research conducted under university auspices that involves human subjects shall fall under the purview of this policy and its procedures.
- (B) Parameters.
- (1) The associate provost for research and dean of graduate studies and research is responsible for the administration of this policy and its procedures.
  - (2) The associate ~~provost for~~ vice president for research ~~and dean of graduate studies and research~~ annually forms an institutional review board composed of both university and non-university personnel. The committee is charged with maintaining review procedures for research projects and programs that utilize human subjects.
- (C) Procedures. The institutional review board has established procedures that are in accordance with federal regulations to review, approve, modify, or disapprove research activities involving human participants. These procedures and other information concerning human subjects issues and procedures are available in the office of ~~grants and sponsored programs~~ research.

Agenda Item F.1.e  
Exhibit D

**3356-10-14 Integrity in research – use of human participants.**

Previous Policy Number: 1014.01  
Responsible Division/Office: Research  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: June 1999; December 2010; June 2016  
Board Committee: Academic and Student Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. The university conducts research with integrity requiring the protection of the rights, well-being, and personal privacy of all persons utilized as participants. The university is responsible for the development of procedures that are in conformance with, but not limited to, relevant federal and state regulations. All research conducted under university auspices that involves human subjects shall fall under the purview of this policy and its procedures.
- (B) Parameters.
- (1) The associate provost for research and dean of graduate studies and research is responsible for the administration of this policy and its procedures.
  - (2) The associate vice president for research annually forms an institutional review board composed of both university and non-university personnel. The committee is charged with maintaining review procedures for research projects and programs that utilize human subjects.
- (C) Procedures. The institutional review board has established procedures that are in accordance with federal regulations to review, approve, modify, or disapprove research activities involving human participants. These procedures and other information concerning human subject issues and procedures are available in the office of research.

**RESOLUTION TO MODIFY  
OBJECTIVITY IN RESEARCH – AVOIDANCE OF CONFLICTS OF INTEREST  
AND/OR COMMITMENT IN SPONSORED RESEARCH, 3356-10-17  
(PREVIOUS POLICY NUMBER 1017.01)**

**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 Objectivity in Research – Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research policy has been reviewed in accordance with the scheduled review dates 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 Objectivity in Research – Avoidance of Conflicts of Interest and/or Commitment in Sponsored Research policy, policy number 3356-10-17 (previous Policy Number 1017.01) shown as Exhibit E attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-10-17 Objectivity in research – avoidance of conflicts of interest and/or commitment in sponsored research.**

Previous Policy Number: 1017.01  
Responsible Division/Office: ~~Graduate Studies and~~ Research  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: June 1999; June 2010; June 2016  
Board Committee: Academic and Student Affairs  
**Effective Date:** ~~June 11, 2010~~ 15, 2016  
Next Review: ~~2015~~ 21

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- (A) Policy statement. Recognizing the need for objectivity in research, the university shall maintain procedures that control conflicts and potential conflicts in funded research. ~~Such procedures are consistent with the Youngstown state university- professional conduct policy (see rule 3356-9-06 of the Administrative Code) and relevant state and federal laws.~~
- (B) Purpose. The intent of this policy and these procedures is to ensure that the design, conduct, and reporting of research projects and other sponsored activities are not compromised ~~by~~, nor would reasonably appear to be affected, by any significant financial interest of the responsible faculty and staff members.
- (C) Definitions.
- (1) “Project” is an externally funded scholarly activity such as basic, applied, or developmental research, instructional or curricular activities, student aid, career development, or other activity conducted by faculty or staff members on behalf of the university.
  - (2) “Investigator” includes the principal investigator, co-investigators, and other persons (e.g., technicians, students, research associates) responsible, in whole or in part, for the design, conduct, or reporting of the project; and for reporting purposes, includes the investigator’s spouse and dependent children.
  - (3) “Significant financial interest” is anything of monetary value including, but not limited to, salary or other payments for services such as consulting fees or honoraria; equity interests such as stocks, stock options, or other ownership interests; and intellectual property rights such as patents, copyrights and royalties from such rights.

Not included in this definition are:

- (a) Salary, royalties, promotion in rank, or other remuneration from the university;
  - (b) Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
  - (c) Income from service on advisory committees or review panels from public or nonprofit entities;
  - (d) Financial interest arising solely by reason or investment in a business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control;
  - (e) Equity interest that when aggregated for the investigator and the investigator's spouse and dependent children, does not exceed ten thousand dollars in value, as determined by public prices or other reasonable measures of fair market values, and does not represent more than five per cent ownership interest for any one enterprise or entity;
  - (f) Salaries, royalties, or other payments that when aggregated for the investigator and the investigator's spouse and dependent children over the next twelve months, are not expected to exceed ten thousand dollars; and
  - (g) The financial interest is an ownership interest in a business which is the applicant organization under phase I of a small business innovative research ("SBIR") program or phase I of a small business technology transfer ("SBTR") program and the university is a subcontractor under the business' application.
- (4) "Conflict of interest" means an action, omission, or situation that may or may reasonably appear to affect or compromise the objectivity or integrity of an investigator's design, conduct or reporting of a project. (A potential conflict of interest may exist if the director of grants and sponsored programs determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of a project.)
- (5) "Disclosure" is a written statement submitted by the investigator describing the nature of any significant financial interests and the relationship of such interests to the externally funded project.



## (D) Parameters.

- (1) All faculty and staff members or other university-affiliated individuals who apply for, receive, or are currently working on a grant, contract, cooperative agreement, sub-grant, subcontract, or sub-cooperative agreement which is funded in whole or in part by federal funds or other external sources must adhere to this policy and its procedures.
- (2) ~~The director~~The associate vice president for ~~of grants and sponsored programs~~research is designated to solicit and review financial disclosure statements from investigators.

## (E) Principles.

- (1) Complex relationships among universities, government agencies, and industry require adherence to standards of conduct in federally funded and other externally sponsored activities. Application of these standards must serve both project requirements and the public interest. Protecting the integrity of cooperating entities requires that both real and perceived conflicts of interest be avoided.
- (2) Faculty or staff members engaging in a federally or other externally sponsored project are subject to the provisions of federal and state laws and any requirements of the sponsoring or entity.
- (3) To avoid bias in the design, conduct, or reporting of the sponsored project, full disclosure must be made when a faculty or staff member consults for a business, nonprofit agency, government agency, or other non-university contractor, in the same technical field as the externally sponsored project.

## (F) Procedures.

- (1) Prior to submitting an application to conduct an externally funded project, the investigator shall disclose to the ~~director of~~associate vice president for research ~~grants and sponsored programs~~ any significant financial interests or other possible conflict situations:
  - (a) That would appear to be affected by the project for which the funding is sought; and
  - (b) In entities whose financial interests would appear to be affected by such project.

A conflict of interest statement ~~form~~ shall be included ~~with~~within the proposal ~~authorization routing form~~form process (~~“Blue~~

~~Sheet")~~ and shall be circulated ~~as part of the~~ for review approval and approval process for all proposals, ~~when a significant financial interest exists.~~

- (2) ~~During the course of~~ Throughout the duration of a sponsored -an award research project, investigators shall update the conflict of interest statement at least annually. If an investigator acquires a significant new-reportable ~~significant~~ financial interest in an entity, the investigator shall submit a revised or new conflict of interest statement to the ~~director~~ associate vice president of for grants and sponsored programs research within five working days after acquisition.
- (3) The ~~director~~ associate vice president for research shall review the disclosure and make an initial determination whether a potential conflict of interest exists. If the disclosure is determined not to be a potential conflict of interest, the associate vice president for research~~director~~ shall provide documentation of this determination that shall be retained with the other project records and shall so advise the investigator, the chair, and the appropriate college dean, ~~and the associate provost for research and dean of graduate studies and research.~~
- (4) ~~If the director determines that a potential conflict of interest exists, the director shall promptly notify the associate provost for research and dean of graduate studies and research in writing.~~
- (54) If the disclosure is determined to be a potential conflict of interest, ~~The the~~ the ~~associate provost vice president~~ associate provost vice president for research ~~and dean of graduate studies and research~~ shall consult with the dean of the college and the university general counsel. They shall review the disclosure, consult with the investigator, and seek any additional information to determine whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall determine a plan of action, and document in writing ~~consisting of~~ the conditions or restrictions that shall be required by the university to manage, reduce, or eliminate such actual or apparent conflict of interest. If all parties accept the plan, the ~~associate provost vice president~~ associate provost vice president for research ~~and dean of graduate studies and research~~ shall notify all involved parties and the provost of the final determination in writing.
- (65) If a mutually acceptable method for managing, reducing, or eliminating the conflict of interest cannot be agreed upon, the ~~associate provost vice president~~ associate provost vice president for research ~~and dean of graduate studies and research~~ shall refer the disclosure to the provost, who shall consult with the university general counsel prior to appointment a conflict of interest review committee for final

determination.

- (76) The provost shall notify the investigator, the investigator's chairperson and dean, and the associate ~~provost~~ vice president for research ~~and dean of graduate studies and research~~ of the final determination.
  - (87) In addition to possible legal ~~penalties~~ action, the university may take disciplinary action against individuals who fail to file a disclosure statement or intentionally file an incomplete or misleading disclosure statement. Breaches of this policy may be referred to a conflict of interest review committee to investigate and recommend sanctions. If sanctions are necessary, they will be imposed in accordance with any applicable university policy, procedure, or collective bargaining agreement.
  - (98) Prior to the expenditure of any funds under a federally funded project award, the university will, as required by law, report to the appropriate federal agency the existence of a conflict of interest and assure that the conflict has been managed, reduced, or eliminated.
  - (109) When the university identifies a conflict of interest subsequent to the university's initial report under the federally funded project award, the university will report the conflict of interest to the appropriate federal agency and manage, reduce, or eliminate the conflict within sixty days of identifying the same.
  - (110) The ~~director and the~~ associate ~~provost for~~ vice president for research ~~and dean of graduate studies and research~~ shall ensure that the required records, identifiable to each award, are retained for a period of not less than three years after the termination of the award, or until three years after the resolution of any action taken by the sponsor involving these records, whichever is longer. Records for proposals that are not funded by sponsoring agencies will be retained for a period of one year after the decision of the sponsoring agency.
- (G) ~~Note: Further information may be found in the "Guide to Sponsored Programs Development" and the office of grants and sponsored programs and 42 C.F.R. Part 50, Subpart F and 45 C.F.R. Part 94.~~

**3356-10-17 Objectivity in research – avoidance of conflicts of interest and/or commitment in sponsored research.**

Previous Policy Number: 1017.01  
Responsible Division/Office: Research  
Responsible Officer: Provost and Vice President for Academic Affairs  
Revision History: June 1999; June 2010; June 2016  
Board Committee: Academic and Student Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. Recognizing the need for objectivity in research, the university shall maintain procedures that control conflicts and potential conflicts in funded research. Such procedures are consistent with the Youngstown state university professional conduct policy (see rule 3356-9-06 of the Administrative Code) and relevant state and federal laws.
- (B) Purpose. The intent of this policy and these procedures is to ensure that the design, conduct, and reporting of research projects and other sponsored activities are not compromised, nor would reasonably appear to be affected, by any significant financial interest of the responsible faculty and staff members.
- (C) Definitions.
- (1) “Project” is an externally funded scholarly activity such as basic, applied, or developmental research, instructional or curricular activities, student aid, career development, or other activity conducted by faculty or staff members on behalf of the university.
  - (2) “Investigator” includes the principal investigator, co-investigators, and other persons (e.g., technicians, students, research associates) responsible, in whole or in part, for the design, conduct, or reporting of the project; and for reporting purposes, includes the investigator’s spouse and dependent children.
  - (3) “Significant financial interest” is anything of monetary value including, but not limited to, salary or other payments for services such as consulting fees or honoraria; equity interests such as

stocks, stock options, or other ownership interests; and intellectual property rights such as patents, copyrights and royalties from such rights.

Not included in this definition are:

- (a) Salary, royalties, promotion in rank, or other remuneration from the university;
  - (b) Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
  - (c) Income from service on advisory committees or review panels from public or nonprofit entities;
  - (d) Financial interest arising solely by reason or investment in a business by a mutual, pension, or other institutional investment fund over which the employee does not exercise control;
  - (e) Equity interest that when aggregated for the investigator and the investigator's spouse and dependent children, does not exceed ten thousand dollars in value, as determined by public prices or other reasonable measures of fair market values, and does not represent more than five per cent ownership interest for any one enterprise or entity;
  - (f) Salaries, royalties, or other payments that when aggregated for the investigator and the investigator's spouse and dependent children over the next twelve months, are not expected to exceed ten thousand dollars; and
  - (g) The financial interest is an ownership interest in a business which is the applicant organization under phase I of a small business innovative research ("SBIR") program or phase I of a small business technology transfer ("SBTR") program and the university is a subcontractor under the business' application.
- (4) "Conflict of interest" means an action, omission, or situation that may or may reasonably appear to affect or compromise the

objectivity or integrity of an investigator's design, conduct or reporting of a project. (A potential conflict of interest may exist if the director of grants and sponsored programs determines that a significant financial interest could directly and significantly affect the design, conduct, or reporting of a project.)

- (5) "Disclosure" is a written statement submitted by the investigator describing the nature of any significant financial interests and the relationship of such interests to the externally funded project.

(D) Parameters.

- (1) All faculty and staff members or other university-affiliated individuals who apply for, receive, or are currently working on a grant, contract, cooperative agreement, sub-grant, subcontract, or sub-cooperative agreement which is funded in whole or in part by federal funds or other external sources must adhere to this policy and its procedures.
- (2) The associate vice president for Research is designated to solicit and review financial disclosure statements from investigators.

(E) Principles.

- (1) Complex relationships among universities, government agencies, and industry require adherence to standards of conduct in federally funded and other externally sponsored activities. Application of these standards must serve both project requirements and the public interest. Protecting the integrity of cooperating entities requires that both real and perceived conflicts of interest be avoided.
- (2) Faculty or staff members engaging in a federally or other externally sponsored project are subject to the provisions of federal and state laws and any requirements of the sponsoring or entity.
- (3) To avoid bias in the design, conduct, or reporting of the sponsored project, full disclosure must be made when a faculty or staff member consults for a business, nonprofit agency, government agency, or other non-university contractor, in the same technical field as the externally sponsored project.

(F) Procedures.

- (1) Prior to submitting an application to conduct an externally funded project, the investigator shall disclose to the associate vice president for research any significant financial interests or other possible conflict situations:
  - (a) That would appear to be affected by the project for which the funding is sought; and
  - (b) In entities whose financial interests would appear to be affected by such project.

A conflict of interest statement shall be included within the proposal routing form process and shall be circulated for review and approval for all proposals..

- (2) Throughout the duration of a sponsored research project, investigators shall update the conflict of interest statement at least annually. If an investigator acquires a significant reportable financial interest in an entity, the investigator shall submit a revised or new conflict of interest statement to the associate vice president for research within five working days after acquisition.
- (3) The associate vice president for research shall review the disclosure and make an initial determination whether a potential conflict of interest exists. If the disclosure is determined not to be a potential conflict of interest, the associate vice president for research shall provide documentation of this determination that shall be retained with the other project records and shall so advise the investigator, the chair, and the appropriate college dean.
- (4) If the disclosure is determined to be a potential conflict of interest, the associate vice president for research shall consult with the dean of the college and the university general counsel. They shall review the disclosure, consult with the investigator, and seek any additional information to determine whether a conflict of interest exists. If they determine that a conflict of interest exists, they shall determine a plan of action, and document in writing the conditions or restrictions that shall be required by the university to manage,

reduce, or eliminate such actual or apparent conflict of interest. If all parties accept the plan, the associate vice president for research shall notify all involved parties and the provost of the final determination in writing.

- (5) If a mutually acceptable method for managing, reducing, or eliminating the conflict of interest cannot be agreed upon, the associate vice president for research shall refer the disclosure to the provost, who shall consult with the university general counsel prior to appointment a conflict of interest review committee for final determination.
- (6) The provost shall notify the investigator, the investigator's chairperson and dean, and the associate vice president for research of the final determination.
- (7) In addition to possible legal action, the university may take disciplinary action against individuals who fail to file a disclosure statement or intentionally file an incomplete or misleading disclosure statement. Breaches of this policy may be referred to a conflict of interest review committee to investigate and recommend sanctions. If sanctions are necessary, they will be imposed in accordance with any applicable university policy, procedure, or collective bargaining agreement.
- (8) Prior to the expenditure of any funds under a federally funded project award, the university will, as required by law, report to the appropriate federal agency the existence of a conflict of interest and assure that the conflict has been managed, reduced, or eliminated.
- (9) When the university identifies a conflict of interest subsequent to the university's initial report under the federally funded project award, the university will report the conflict of interest to the appropriate federal agency and manage, reduce, or eliminate the conflict within sixty days of identifying the same.
- (10) The associate vice president for research shall ensure that the required records, identifiable to each award, are retained for a period of not less than three years after the termination of the award, or until three years after the resolution of any action taken



by the sponsor involving these records, whichever is longer. Records for proposals that are not funded by sponsoring agencies will be retained for a period of one year after the decision of the sponsoring agency.



**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.

**Board of Trustees Meeting  
June 15, 2016  
YR 2016-**

Agenda Item F.1.g

# FACULTY RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 1, 2016)

NAME	TITLE	YEARS of SERVICE	STATUS
Steven Brown	Professor English	21	Faculty Emeritus
Michael Crist	Interim Dean Dean's Office, College of Creative Arts & Communication	33	Faculty Emeritus
Maria Delost	Professor Health Professions	34	Faculty Emeritus
William Greenway	Professor English	30	Faculty Emeritus
Shirley Keller	Professor Social Work	20	Faculty Emeritus
Ganesh Kudav	Professor Mechanical & Industrial Engineering	28	Faculty Emeritus
Salvatore Pansino	Professor Electrical & Computer Engineering	35	Faculty Emeritus
Teresa Riley	Senior Associate Provost Office of the Provost	31	Faculty Emeritus <i>(posthumously)</i>
Patricia Sarro	Professor Art	20	Faculty Emeritus
Jennie Wood	Professor Nursing	26	Faculty Emeritus
Anne York	Professor History	24	Faculty Emeritus



**RESOLUTION TO MODIFY  
APPOINTMENT OF GRADUATE ASSISTANTS, GRADUATE ASSISTANT INTERNS,  
AND TEACHING ASSISTANTS, 3356-9-03.1  
(PREVIOUS POLICY NUMBER 9003.03)**

**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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of Appointment of Graduate Assistants, Graduate Assistant Interns, and Teaching Assistants policy, policy number 3356-9-03-1 (previous Policy Number 9003.03) shown as Exhibit F attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-9-03.1 Appointment of graduate assistants, graduate assistant interns, and teaching assistants.**

Previous Policy Number: 9003.03  
Responsible Division/Office: College of Graduate Studies  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: January 2000; March 2010; June 2015; [June 2016](#)  
Board Committee: Academic Quality and Student Success  
**Effective Date:** **June 15~~7~~, 2016~~5~~**  
Next Review: 2021~~0~~

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- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.
- (B) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. Academics must drive our cost structure. How the assistantship enhances the student's education must be apparent.
- (C) Parameters.
- (1) A graduate assistant ("GA") will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties, but should not be the instructor of record. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in real life experiences related to their fields of study. [A student appointed as a graduate assistant \(GA, TA and GA/I\) will be paid a stipend.](#) The department/ agency of service will provide a stipend to the university which will be paid to the student through the normal stipend process [for GA/I appointments](#). A teaching assistant

(“TA”) will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. GA, GA/I, and TA appointments are covered by this policy.

(2) The graduate dean is responsible for the administration of the program and appointment of graduate assistants, graduate assistant interns, and teaching assistants.

(3) The graduate dean shall make available the “Graduate College Premiere Scholarship”, which shall normally be provided to students receiving an assistantship. The scholarship shall include instructional fees, nonresident tuition surcharge, and applicable music performance fees for graduate courses required to complete a single degree program. Scholarship awards may also be provided for instructional fees for the summer term.

~~(34)~~ The total number of graduate assistantships, ~~and~~ teaching assistantships, and “Graduate College Premiere Scholarships” shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. ~~The graduate dean will allocate available funding to support the remission of instructional fees for graduate assistant internships.~~ Colleges, departments, or external sources can also provide funds to support additional assistantships.

~~(45)~~ Additional assistantship positions may be created by the graduate dean when external funding has been obtained through the office of research. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

## (D) Procedures.

- (1) The dean of the college of graduate studies shall allocate graduate assistants approved within the university budget across the institution. The deans of the academic colleges and appropriate standing committees of the graduate council shall be consulted as part of the allocation process. ~~The allocation of teaching assistants shall be completed by the provost.~~
- (2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the graduate dean with sufficient justification from the recommending department. ~~An assistant~~ GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.
- (3) Recommendation to appoint a GA, GA/I and/or TA, and recommendations to award a "Graduate College Premiere Scholarship", must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are ~~then~~ forwarded to the graduate dean, who makes the official appointment ~~of the assistants~~. Until the appointment has been made by the graduate dean, no department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GA/I, or TA. The college of graduate studies supports the "April 15<sup>th</sup> Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools ("CGS"). Appointments and communications regarding appointments will adhere to said resolution of CGS as described on their webpage at: <http://www.cgsnet.org/april-15-resolution>.
- (4) Appointment as a GA, GA/I, or TA will normally occur for ~~an academic year the fall or spring semester or a semester~~ and be made prior to the beginning of the fall semester. In cases where a spring semester appointment is made the appointment will be for the semester only. ~~‡~~In which an appointment becomes available in the middle of a semester due to the availability of external funding, the

stipend ~~and tuition~~ will be prorated to accommodate the period of time covered. Tuition may be covered by award of a “Graduate College Premiere Scholarship” for the full semester when funding is provided through an external award, which will fund the ~~tuition~~ scholarship. Regardless of funding source, ~~The tuition and~~ stipend may ~~also~~ be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.

- ~~(5)~~ ~~—An assistantship appointment for a complete spring or fall semester in the preceding academic year includes funding for tuition for the next summer term.~~
- ~~(56)~~ Graduate assistants (GA ~~, or~~ GA/I, or TA) ~~or teaching assistants~~ shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the graduate dean.
- ~~(76)~~ A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GA/I, and TA positions.
- ~~(87)~~ All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- ~~(98)~~ Additional information about graduate assistants, graduate assistant interns, ~~or~~ teaching assistants, and the “Graduate College Premiere Scholarship” may be found in the “Graduate Bulletin,” the “College of Graduate Studies Policy Book,” and the “Handbook for Graduate Assistants.” Copies are available ~~in~~ online.



**3356-9-03.1 Appointment of graduate assistants, graduate assistant interns, and teaching assistants.**

Previous Policy Number: 9003.03  
Responsible Division/Office: College of Graduate Studies  
Responsible Officer: Provost and VP for Academic Affairs  
Revision History: January 2000; March 2010; June 2015; June 2016  
Board Committee: Academic Quality and Student Success  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.
- (B) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. Academics must drive our cost structure. How the assistantship enhances the student's education must be apparent.
- (C) Parameters.
- (1) A graduate assistant ("GA") will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties, but should not be the instructor of record. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in real life experiences related to their fields of study. A student appointed as a graduate assistant (GA, TA and GA/I) will be paid a stipend. The department/ agency of service will provide a stipend to the university which will be paid to the student through the normal stipend process for GA/I appointments. A teaching assistant

(“TA”) will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. GA, GA/I, and TA appointments are covered by this policy.

- (2) The graduate dean is responsible for the administration of the program and appointment of graduate assistants, graduate assistant interns, and teaching assistants.
  - (3) The graduate dean shall make available the graduate premiere scholarship, which shall normally be provided to students receiving an assistantship. The scholarship shall include instructional fees, nonresident tuition surcharge, and applicable music performance fees for graduate courses required to complete a single degree program. Scholarship awards may also be provided for instructional fees for the summer term.
  - (4) The total number of graduate assistantships, teaching assistantships, and “Graduate College Premiere Scholarships” shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.
  - (5) Additional assistantship positions may be created by the graduate dean when external funding has been obtained through the office of research. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.
- (D) Procedures.
- (1) The dean of the college of graduate studies shall allocate graduate assistants approved within the university budget across the institution. The deans of the academic colleges and appropriate

standing committees of the graduate council shall be consulted as part of the allocation process.

- (2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the graduate dean with sufficient justification from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.
- (3) Recommendation to appoint a GA, GA/I and/or TA, and recommendations to award a "Graduate College Premiere Scholarship", must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the graduate dean, who makes the official appointment. Until the appointment has been made by the graduate dean, no department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GA/I, or TA. The college of graduate studies supports the "April 15<sup>th</sup> Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools ("CGS"). Appointments and communications regarding appointments will adhere to said resolution of CGS as described on their webpage at: <http://www.cgsnet.org/april-15-resolution>.
- (4) Appointment as a GA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. In cases where a spring semester appointment is made the appointment will be for the semester only. In which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Tuition may be covered by award of a "Graduate College Premiere Scholarship" for the full semester when funding is provided through an external award, which will fund the scholarship. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.

- (5) Graduate assistants (GA , GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the graduate dean.
- (6) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GA/I, and TA positions.
- (7) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- (8) Additional information about graduate assistants, graduate assistant interns, teaching assistants, and the “Graduate College Premiere Scholarship” may be found in the “Graduate Bulletin,” the “College of Graduate Studies Policy Book,” and the “Handbook for Graduate Assistants.” Copies are available online.

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby authorize that the selection for honorary degrees in the 2016-2017 academic year be granted from the candidates listed in the roster attached hereto.

**Commencement Speaker Suggestions**  
**Academic Events Committee**

Updated: 04/12/2016

**Alphabetical Master List**

**New Names**

William E. Brown  
Laurie Brlas  
Sophia Brooks  
Marla Mitchell-Cichon  
Gary Daichendt  
Harold Danko  
Presley Gillespie  
John Guffey  
Shirley M. Martin  
George Young

**Names from the Old List**

Alan Brass  
Barbara Brothers  
Paul Brubaker  
James Cossler  
Sam Covelli  
Denise DeBartolo-York  
Joe Hamrock  
Brian Wolf

Agenda Item F.1.i  
Support Material

## Biographies

### **William E. Brown-**

A Youngstown native, entered the US Air Force in 1968 and began his distinguished career providing rescue and emergency medical services to downed pilots during the Vietnam war as a Pararescueman in the US Air Force Special Operations Forces. He was awarded the Distinguished Flying Cross for "heroism" for the rescue of two pilots shot down behind enemy lines in North Vietnam in 1971. In addition, he was awarded an Air Medal with 3 oak leaf clusters, Vietnam Service Medal, Expeditionary Forces Medal, Good Conduct Medal, and Expert Rifleman Medal.

Following his military service, he completed five years of undergraduate education at YSU, with an Associate Degree in Applied Sciences in 1976 with a major in both nursing and political science, and a Bachelor of Science in AS with a dual major in Nursing and Law Enforcement Administration in 1977. He continued his education at Indiana University where he received a Master of Science degree in Health and Safety Education in 1979.

During his college years at YSU, he served as the President of Student Government, was recognized as a Best-All-Around student. He is best known as "The man who saved the rock" in front of Kilcawley Center with his lobbying efforts against the moving of the rock off-campus.

William Brown worked at Wishard Memorial Hospital Emergency Department, returned to YSU to serve as the Paramedic Program Director in the Department of Allied Health, completed two years of post-graduate education at the University of Akron and was appointed the Executive Director, and Chief Executive Officer of the national EMS (Emergency Medical Services) certification agency, where he served for 25 years. During his service, he was appointed by the US Department of Transportation to serve on many committees and lectured and presented in all 50 states.

Mr Brown was awarded many prestigious awards such as 2009 Rocco V. Morando Lifetime Achievement Award in EMS, the highest national recognition awarded to an EMS professional, National Association of EMS Physicians (NAEMSP) Ronal D. Stewart MD Lifetime Achievement Award, National Association of EMTs Presidential Leadership Award, Armstrong Industries Literary Award, etc. to name just a few. In recognition of Mr. Brown's dedication to achieving excellence in EMS, the YSU EMS Paramedic program instituted the William E. Brown, Jr. Academic Excellence Award, which is given to students with the highest academic average in the program.

### **Laurie Brlas-**

Laurie Brlas is a FL native and a YSU alumni, who has received a degree in Accounting in 1993. Worked as the Executive VP and CFO with Newmont Mining Corp. In her employment with Cliffs Natural Resources as Executive VP and CFO she oversaw all of global finance, and at various times oversaw human resources, information technology, business development and corporate strategy.

### **Sophia Brooks-**

An 80 year old native of Youngstown, attended the Dana School of Music and the Cleveland Institute of Music. Was the first African American Soloist at the First Christian, First Presbyterian and the Saint John's Episcopal churches. She traveled across the nation as a vocalist as well as appeared with the Youngstown Symphony Orchestra. For over a decade, she was the first local female African American to host a television show, called "Expressions" with WKBN.

### **Marla Mitchell-Cichon-**

Received a HHS degree in Criminal Justice in 1981 from YSU. Worked as a professor/director at Thomas M. Cooley Law School. Director of the Cooley Innocence Project which works to secure the release of factually innocent Michigan prisoners through the use of post-conviction DNA testing. She also works closely with the Access to Justice Clinic to assist individuals with the collateral consequences related to their involvement with the criminal justice system and family courts. She has received the Justice for All Award from the Criminal Defense Attorneys of Michigan in 2014.

### **Gary Daichendt-**

Graduated from Mathematics in 1983 from YSU. Retired Senior VP Cisco Systems, Current Polycom Board of Directors. He served as Executive Vice President Worldwide Operations at Cisco, where he was responsible for global sales, support, distribution, manufacturing and strategic alliances. He spent eight years at Wang Laboratories, serving as its Vice President of Central Operations and Vice President of Marketing. He was also President and Chief Operating Officer at Nortel Networks and spent 10 years in various sales, marketing and management positions at IBM. 64 years-old, lives in Laguna Beach, CA.

### **Harold Danko-**

Harold Danko is well recognized from long-term associations with impressive jazz legends including Chet Baker, Gerry Mulligan, Thad Jones/Mel Lewis, Lee Konitz and Woody Herman,



in performances at major jazz venues throughout the world as well as on recordings, television and video. During the last two decades he has become increasingly known as a band leader, composer, and solo pianist, and is well documented in those capacities on more than thirty CDs on the SteepleChase and SunnySide labels.

As a leader he has been featured at the Rochester International Jazz Festival, Lincoln Center's "Meet the Artist" series, Washington DC Performing Arts Society series at J.F.K. Center, and numerous jazz festivals both in the USA and abroad. Throughout the 1990's he performed with and composed for his quartet with Rich Perry (tenor saxophone), Scott Colley (bass) and Jeff Hirshfield (drums), and in 1995 received an NEA Fellowship to perform his own works in a series of concerts in New York City. More recently he has led a trio with Hirshfield and Michael Formanek or Jay Anderson (bass) in addition to adapting many of his compositions for solo piano performance. He recently returned from a professional leave of absence in the fall of 2011, during which he taught and performed in Taiwan, Italy, and Switzerland, in addition to work on two new recording projects. His latest trio CD, released in 2012, is "Unriched" on SteepleChase.

Professor Danko has been on the faculty of the Eastman School of Music in Rochester, NY, since 1998 and served as Jazz Studies Chair from 2002 – 2011. Prior to his appointment at Eastman he served on the faculties of the Manhattan School of Music, the New School/Mannes, Hartt College, and other institutions. Beginning his piano studies at the age of five, Harold became serious about pursuing a career in jazz at the age of fifteen when he commenced studies with Gene Rush in Youngstown, Ohio. After graduation from Youngstown State University and a stint in the U.S. Army band, Harold landed the piano chair in Woody Herman's Thundering Herd, which launched his career as a much sought after jazz musician. He also developed a reputation as a respected jazz educator in New York City and throughout the world.

Currently at Eastman he teaches jazz piano, directs the Jazz Performance Workshops, and heads the Eastman Jazz Trio, and Quartet. The group released their first CD in 2003 and continues to perform in the region. In addition to his own educational video, *Jazz Keyboard Techniques*, available only in Brazil, he can be seen and heard on video performances with Gerry Mulligan, Chet Baker, and Lee Konitz. Harold's featured column, "Solo Piano", appeared in *Keyboard Magazine* for more than five years, and his keyboard improvisation method, the *Illustrated Keyboard Series*, is a widely used reference work. In 2007 he received a Bridging Fellowship to do research in University of Rochester Linguistics Department on the relationship of speech and music, and continues to advise students who are pursuing this line of research. Harold has won ASCAP awards yearly since the early 80's for the value of his catalog of original compositions.

**Presley Gillespie-**

YSU alumni. Graduated with a degree in Speech Communications in 1992. President of Neighborhood Allies of Pittsburgh (inaugural president), a non-profit focused on resources, services and connections to neighborhood organizations with a focus on distressed areas. Former VP with Key Bank of Youngstown and the initial Executive Director of the Youngstown Community Development Corp. Presley has served on numerous boards locally and nationally, and currently serves on the Board of Directors of The Center for Community Progress, the Advisory Board of the Greater Pittsburgh Nonprofit Partnership, and the Western Pennsylvania Regional Data Center Advisory Board. In 2015 Presley was selected by Mayor William Peduto as a Daniel Rose Fellow with the Rose Center for Public Leadership, a fellowship established to encourage and support excellence in land use decision making by local governments. 49 years old, lives in Pittsburgh, PA.

#### **John Guffey-**

Received a degree in Industrial Engineering in 1962 from YSU. Retired CEO of Coltec Industries. Was the Chairman of the Board and Chief Executive Officer of Coltec Industries Inc. since January 1998. Mr. Guffey served as the Chief Operating Officer of Coltec Industries from 1993 to January 1995. He worked at Coltec Industries for 12 years in a series of successively more responsible management positions. He served as the Chief Executive Officer of Gleason Corp. since January 2005. Mr. Guffey served as the Chairman of the Board, Chief Executive Officer and President of Coltec Industries Inc. from February 1995 to December 1997. He serves as Vice Chairman of Gleason Corp. and has been its Director since 1995. He serves as a Director of Coltec Industries Inc. He served as a Director of Giddings & Lewis, Inc. since 1995. He served as a Director of Keystone International Inc. 78 years old, lives in SC.

#### **Shirley M. Martin-**

Received a degree from YSU in Home Economics in 1973. Vice President of Grants US Soldiers Foundation. Served 12 years in the active Army as an enlisted soldier and an officer and 24 years in the Army Reserve. She was deployed to Germany to support contingency ops in Bosnia and mobilized for 14 months for Operation Iraqi Freedom. She is currently the Louisiana Dept President of the Reserve Officer Association to advise legislative officials on military issues. 65 years old, lives in New Orleans, LA.

#### **George Young-**

YSU graduate from Chemistry in 1983. CEO of Kalypso LP. Prior to founding Kalypso, George was a partner with Deloitte Consulting where he focused on product development and lifecycle

management. He also held R&D, plant management and business management positions with BF Goodrich. George holds four US patents and was named the 1994 Northeast Ohio Inventor of the Year. He is a member of The Ohio State University's Technology Review Board to promote the commercialization of emerging technologies. George holds a PhD in Organic Chemistry from The Ohio State University and an MBA in Finance and Strategic Planning from Rice University. 54 years old, lives in Cleveland, OH.

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### **Alan Brass-**

Mr. Alan W. Brass, F.A.C.H.E. serves as Chief Executive Officer of The Toledo Hospital. Mr. Brass served as the Chief Executive Officer of ProMedica Health Systems Inc. until October 1, 2009. He served as the Chief Executive Officer of ProMedica Health System in Toledo. Prior to joining ProMedica, he was with BJC Health System at Washington University in St. Louis, he oversaw the operation of the System's 50-member merged and affiliated hospitals and six long-term care facilities. Prior to BJC, he was in charge of Operations at the University of Michigan Medical Center and at The OSU and Children's Hospital in Columbus, Ohio. He has been Trustee of The Ohio State University since 2006. Mr. Brass is also a Faculty Member at Ohio State University. He is a retired Member of American Hospital Association; American College of Healthcare Executives; Council of Retired Directors for Children's Miracle Network; Health Management Academy - Chief Executive Officer Forum Health System; National Association Children's Hospitals & Related Institutions (NACHRI); Michigan Hospital Association and Ohio Hospital Association. He earned a Bachelor's degree in biology and chemistry from Youngstown State University, and a Master's degree in hospital and health services administration and finance from The Ohio State University.

Alan Brass retired as CEO of ProMedica in 2010, one of the largest and fastest growing healthcare systems in the Midwest. He has served on the Board of Trustees at Children's Miracle Network, Lake Erie Health Alliance, and the Toledo Symphony. Born and raised in Youngstown, OH; Mr. Brass earned his bachelor's degree in biology and chemistry from Youngstown State University. He then continued his education at The Ohio State University where he received his master's in hospital and health services administration and finance. Prior to his role at ProMedica, Mr. Brass served as Executive Vice President and Chief Operating Officer at BJC Health Systems and as President of the Missouri Baptist Medical Center.

### **Barbara Brothers-**

Barbara (Hoover) Brothers earned a bachelor's degree in English from Youngstown University in 1958, a master's degree from Western Reserve University in 1962 and a PhD in English from Kent State University in 1973. She taught English at Austintown Fitch High School and was an adjunct faculty member at Youngstown University from 1960-1967, serving as director of Humanities and teacher for Upward Bound in 1966 and 1967, at which time she joined the YSU

faculty as an English instructor. She rose through the ranks and was promoted to full professor in 1983. From 1974 to 1992, she chaired the Department of English and played a significant role in shaping many academic and outreach programs that still exist today, including Professional Writing and Editing (now Professional and Technical Writing), Peace and Conflict Studies, Women's Studies and American Studies. In 1993, after serving as acting graduate dean, she was appointed dean of the College of Arts and Sciences. Encouraging excellence in others, Brothers set a high standard for herself as well, publishing numerous scholarly articles and a monograph, co-editing five scholarly books and two national journals, serving as the writer or co-writer of more than \$3.5 million in grants, delivering numerous presentations at state, national and international scholarly conferences and reviewing manuscripts for scholarly journal and presses. She was named a Distinguished Member of the Honor Society of Phi Kappa Phi, received College English Association Professional Achievement Awards in 1999 and 2001 and a Distinguished Service Award in 1994, Kent State English Department Distinguished Alumnus Award in 1994 and YSU Arts and Sciences Distinguished Alumnus in 1991. She received the Watson Distinguished Professor Award in 1974, the YSU Distinguished Professor award three times and the Watson Distinguished Department Chair Award four times. At the state and national levels, Brothers provided leadership to the College English Association of Ohio, the Ohio Humanities Council, the national College English Association, the Association of Departments of English, the Modern Language Association, the State Library Board, and the National Endowment for the Humanities. On campus, among her many service roles were the Senate Executive Committee, Chair of Graduate Council, Chair of Academic Standards and Events and hiring committees for University President and two deans. She has also served and continues to serve the community through participation and leadership in numerous organizations, including the League of Women Voters of Greater Youngstown, YWCA Capital Campaign, Youngstown Symphony, Park Vista Board, Youngstown Chapter of AAUW and the Citizen's League of Youngstown. She helped to endow the YSU Poetry Center through the Drs. Barbara Brothers and Gratia Murphy Fund. She is a Gould Society Member, the local YSU liberal arts honor society, to which she was elected in 1958, the year of its founding. She is the mother of two children, Mark and Jill Brothers, and two step-children, Emily Ludwig and Marla Haims Cohen. She is married to Lawrence Haims, and they have nine grandchildren. Brothers retired in 2001 and was bestowed the title Administrator Emeritus.

### **Paul Brubaker-**

Paul Brubaker is a graduate of Youngstown State University in Political Science and Government. He has an MPA degree in Public Administration from Kent State University.

He has extensive leadership experience in the private sector and government. He was nominated by President George W. Bush to serve as Administrator of the U.S. Department of Transportation's (DOT) Research and Innovative Technology Administration (RITA). Mr. Brubaker previously served as CEO of Procentrix; a firm that helps organizations plan, manage and achieve measurable performance improvement through the effective use of process and technology. Prior to this role, Mr. Brubaker served as Executive Vice President and Chief Marketing Officer of *SI International*, one of the nation's fastest growing government contractors. Mr. Brubaker previously served as Deputy Assistant Secretary and Deputy Chief Information Officer at the U.S. Department of Defense (DoD) where he was the Department's

second highest-ranking technology official and supervised DoD's \$50 billion annual Information Technology expenditure. Before serving at DoD, Mr. Brubaker held various executive positions within the public and private sectors, including Vice President of Strategic Programs for Litton PRC, Vice President of Business Development for Federal Data Corporation, and in senior positions within the U.S. Senate and General Accounting Office. He has also won numerous awards including the Association for Information Resource Management's (AFFIRM) Government Executive Leadership Award in 2000. He was named to Federal Computer Week's Federal 100 in 1996 and 2002, and was appointed to the board of the Virginia Innovative Technology Authority in 1998 where he served as chairman from 2001 to 2003. He recently ended terms as chairman of the technical committee of the Armed Force Communications and Electronics Association (AFCEA) and president of its D.C. Chapter. Currently serves on the advisory board at Xceedium and the board of the Churchill Centre. He lives with his family in Oakton, Virginia.

### **James Cossler-**

Jim Cossler officially is the Chief Executive Officer of the Youngstown Business Incubator, but is better known throughout the country as the organization's Chief Evangelist.

From his position as Senior Vice President for Corporate Services of the Regional Chamber of Commerce, Jim joined YBI in 1997 as its C.E.O when it was positioned as a traditional, "mixed use" incubator and became the primary architect of its transformation into the nationally known incubator, accelerator and managed technology cluster that YBI is today. His primary role is to serve as a mentor and entrepreneurial expert to YBI's portfolio of companies as well as to build and manage the internal and external relations and networks necessary for their growth and success.

Jim serves on Business and Computer Science Advisory Boards at Kent State University, the University of Akron, Hiram University and Youngstown State University of which he is an alumnus with a major in Philosophic Literature. With a major like that, the whole Chief Evangelist thing starts to make sense.

### **Sam Covelli-**

Entrepreneur Sam Covelli is the owner and chief executive officer of Covelli Enterprises. For over 50 years the company has been headquartered in Covelli's hometown of Warren, Ohio. Covelli Enterprises currently employs about 35,000 people, including 2,000 in the Mahoning Valley.

The company is the single largest franchisee of Panera Bread and O'Charley's Restaurants and was recently named the 4th largest restaurant franchisee in the nation.

In May 2012, the Covelli was the first Panera Bread franchisee to take the concept

internationally with a record-breaking opening in Toronto, Canada. By the end of 2015, Covelli Enterprises will have over 275 Panera Bread locations in Ohio, Pennsylvania, West Virginia, Kentucky, Florida and Toronto, Canada, including a new location in Boardman.

Covelli opened his first O'Charley's Restaurant in Niles in 2006 and his second in Erie, Pennsylvania in 2007. Since then, he has opened three additional sites in Boardman, Cuyahoga Falls and Orlando, Florida. Covelli plans to open another O'Charley's location in Northeast Ohio in the coming years.

In 2012, Covelli Enterprises took on a third restaurant concept and began developing Dairy Queen locations. The company currently owns nine Dairy Queen stores, including two on the Ohio Turnpike.

Covelli Enterprises has a long history of giving back to the community. Throughout its existence, the company has donated millions of dollars to local charitable organizations. Most recently, In December of 2014, Covelli celebrated more than 25 years as the largest local contributor to the U.S. Marine Corps Toys for Tots program, with a \$15,000 dollar donation. This August, the company will host the area's largest fundraising event, the 6st annual Panerathon, a 10K/2 Mile walk/ which has hosted more than 30,000 people and has raised over One Million dollars for the Joanie Abdu Breast Comprehensive Breast Care Center at St. Elizabeth Health Center over the past five years.

Covelli Enterprises supports many other local charities, including the Salvation Army, the Disabled American Veterans, the Animal Welfare League, the American Heart Association, Akron Children's Hospital of the Mahoning Valley and Second Harvest Food Bank. For his commitment to the community, Covelli was recognized in 2012 with the Salvation Army's Distinguished Community Service Award, the American Red Cross Spirit of the Mahoning Valley Award and was named 2013 Corporate Philanthropist of the Year in the Mahoning Valley. In 2014, Covelli received the Salvation Army Project Bundle up Award and the 2014 Association of Fundraising Professionals of Greater Cleveland Corporate Leadership Award.

In 2014, Covelli Enterprises donated over \$23 million dollars in unsold bread product to local food banks and hunger relief agencies to help feed needy people in the communities where it does business.

In 2012, Covelli made the largest donation in history to the Ohio State Athletics Department to assist in funding the construction of a multi-sport arena. The \$10 million dollar gift will provide critical amenities for student-athletes in men's and women's volleyball, gymnastics, fencing and wrestling, including new locker rooms, offices, training and treatment rooms.

Covelli Enterprises continually wins the most awards for exceptional service, cleanliness, customer service and expansive growth of its locations. For all his achievements, Covelli has earned numerous awards including: Ohio Entrepreneur of the Year, Ernst & Young Entrepreneur of the Year for Northeast Ohio, YSU Alumni Association Distinguished Citizen of the Year and Youngstown Area Restaurateur of the Year. Covelli attributes his success to the hiring of dedicated and passionate employees who deliver superior customer service in clean and friendly environments.

Covelli has received proclamations from U.S. Senators John Glenn and Mike DeWine, Congressmen Tim Ryan and Steve LaTourette, Ohio Senator Harry Meshel, and the Mayors of Warren, Niles, Youngstown, OH and Sharon, PA. Covelli was the founder of the Ronald McDonald House Charities of the Mahoning Valley and Western Pennsylvania, and was a founding sponsor of the Giant Eagle LPGA Tournament Classic.

He currently serves on the Board of Trustees for the Cleveland Clinic, The Ohio State Athletics Board, Velosano Steering Committee, Mercy Health Foundation Board, Better Business Bureau Board of Directors, Warren Economic Development Foundation Board, Diocese of Youngstown Blue Ribbon Executive Committee, Western Reserve Port Authority Board, as well as the Urology Care Foundation of the American Urological Association.

Sam and his wife, Caryn proudly live in Warren, OH and have three children: Candace, Albert and Danielle.

### **Denise DeBartolo-York-**

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

DeBartolo grew up in a family famous for real estate development. She attended Saint Mary's College of Indiana. After graduation, she joined the family business, The DeBartolo

Corporation, and became its executive vice president. In 1994, following her father's death, she became company chairman. Since acquiring the firm, she has diversified its assets, buying several retail and restaurant chains. In 1981, The DeBartolo Corporation purchased the National

Hockey League's Pittsburgh Penguins. DeBartolo York was president of the Penguins from

1988–1991, including their 1990–1991 championship season, and only the 2nd woman to serve as President of a Stanley Cup winning team. In 1991, the year following the championship,

The DeBartolo Corporation sold the Penguins. In 2000, DeBartolo York and her husband John

York gained control of the 49ers and other sporting assets from her brother, Edward J. DeBartolo Jr. She currently resides in the Youngstown suburb of Canfield, Ohio.

Denise and John York have been major supporters with their resources and time to Youngstown State University and the athletic department. The Yorks helped in the development of Stambaugh Stadium's DeBartolo Stadium Club and in February 2002 made a contribution of \$500,000 to YSU's women's athletic programs. Their other recent contribution to the university was a \$1.5 million donation for the Wellness and Recreation Center. Also, the Edward J. DeBartolo Memorial Scholarship Foundation has provided thousands of dollars to area high school students to continue their higher education at YSU.

With more than 25 years of experience in the field of sports management and real estate development and operations, Denise DeBartolo York has received accolades as one of the most successful business women in the United States.

#### **Joe Hamrock-**

Joe Hamrock, president and CEO of NiSource Inc. assumed this role upon the separation of Columbia Pipeline Group from NiSource on July 1, 2015, and was also elected to the NiSource Board of Directors.

Hamrock previously served as executive vice president and Group CEO for NiSource's Gas Distribution segment, which included local gas distribution companies in Kentucky, Maryland, Massachusetts, Ohio, Pennsylvania and Virginia.

In that role, he had comprehensive responsibility for all financial, operational, regulatory and commercial performance at NiSource's gas distribution operations. In coordination with leadership teams across each of these areas, he focused on driving the company's long-term growth plan, premised on executing a steady stream of infrastructure improvements and growth investments, synchronized with complementary regulatory and customer program initiatives.

Hamrock joined NiSource in May 2012 after serving in a variety of senior executive positions with American Electric Power (AEP), including president and chief operating officer of AEP Ohio, and roles in engineering, transmission and distribution operations, customer service, marketing and information technology.

He began his energy industry career as an electrical engineer in transmission and distribution planning at AEP in Steubenville, Ohio. He went on to work in commercial and industrial customer services, and held leadership roles in commercial marketing and customer services, strategic development and other executive roles. Prior to becoming president of AEP Ohio,



Hamrock was senior vice president and chief information officer in AEP's Shared Services organization from 2003-2007, and from 2002 to 2003 was senior vice president - General Services.

Hamrock received a bachelor's degree in electrical engineering from Youngstown State University and a master's degree in business administration from the Massachusetts Institute of Technology, where he was a Sloan fellow.

### **Brian Wolf-**

Brian Wolf is the Executive Director at the Marion G. Resch Foundation. The Foundation has given over \$2 million to YSU and focuses on students who live in the tri-county area. Mr. Wolf has been the Executive Director since 2001 and meets with the scholarship recipients on a semi-annual basis in order to help keep them on track within the scholarship requirements.

Brain Wolf is a graduate of Liberty High School. He earned his Bachelor of Arts Degree in English Education from the College of William and Mary and his Master's Degree from Youngstown State in 1972. He is a member of the Kappa Sigma Fraternity. He served as the principal of Poland High School from 1986-2003.



**RESOLUTION TO APPROVE  
BACHELOR OF ENGINEERING IN MANUFACTURING ENGINEERING DEGREE**

**WHEREAS**, a Bachelor of Engineering in Manufacturing Engineering degree will serve the needs of people in Northeast Ohio and Western Pennsylvania who wish to earn a degree with an emphasis of manufacturing content in the curricula; and

**WHEREAS**, manufacturing accounts for the second highest number of regional jobs and is the largest contributor to regional payrolls; and

**WHEREAS**, the program will reside in the Department of Mechanical and Industrial Engineering; and

**WHEREAS**, the Department of Mechanical and Industrial Engineering and the College of Science, Technology, Engineering, and Mathematics possesses the essential facilities to allow for the addition of said program; and

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

**WHEREAS**, it is the intention of the Department of Mechanical and Industrial Engineering to seek accreditation for the degree through ABET, Inc.; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University approves the offering of the Bachelor of Engineering in Manufacturing Engineering degree, subsequent to the approval of said degree by the Ohio Department of Higher Education.

## **YSU Program Proposal – Narrative**

### **B.E. in Manufacturing Engineering**

**A. Indicate the title of the proposed program, and indicate whether it is a new degree, a new degree program and/or option within an existing program, or modification of an existing program.**

Manufacturing Engineering – The proposed curriculum is a new degree program to be offered by the Department of Mechanical and Industrial Engineering. (A departmental name change is also being explored to make it the Department of Mechanical, Industrial, and Manufacturing Engineering – MIME.)

**B. State the rationale for initiating this action.**

Manufacturing is a cornerstone of the national economy and a key economic driver for this region. Over the past 40 years, manufacturing has shifted from a labor-intensive industry to a technology-intensive industry. Per-capita output has increased dramatically through improved processes and systems. To remain competitive, manufacturers rely on a skilled workforce that is able to function effectively within this evolving manufacturing paradigm.

With the advent of Additive Manufacturing (AM), also known as 3D printing, the rate of evolution of manufacturing has dramatically increased. With at least seven (7) new fundamental process families added to the five or so processes traditionally used in manufacturing, the complexity of component design and manufacturing options has increased exponentially. Companies require engineering support to assist them in making appropriate choices for product design and process selection based on the full range of current and emerging process options.

Manufacturing Engineering as a standalone discipline is relatively younger than its cousins, Mechanical Engineering and Industrial Engineering. It sits squarely between the two disciplines, incorporating the fundamentals of mechanical engineering for understanding process mechanics and material behaviors while drawing upon the emphases of modern industrial engineering to support systems level integration and an optimization philosophy.

The TechBelt region, spanning roughly from Pittsburgh to Cleveland, represents one of the most heavily industrialized and productive manufacturing regions in the nation. Even so, there are almost no programs in the region to support manufacturing engineering. Based on a recent search on the Ohio Means Jobs website, there were 35 current, unfilled job opening for “Manufacturing Engineer” within a 50 mile radius of Youngstown State University. There are currently only 20 accredited manufacturing engineering programs in the entire country, only one of which is in the state of Ohio (Miami of Ohio). The nearest accredited program is in Pittsburgh at Robert Morris University.

With its historical roots in manufacturing, and with its prominent association with the nation’s first National Manufacturing Institute, America Makes, Youngstown State University is uniquely positioned at this time to establish a best-in-class manufacturing program that will attract students from around the country and that will serve as a source for highly skilled manufacturing engineering professionals to support the regional, state, and national manufacturing industries.

**C. Provide information regarding the relationship of the proposed program action to the overall mission of the institution. Indicate whether the program is a part of an ongoing traditional mission, or related to current strategies for modifying or redirecting institutional objectives.**

YSU, in its commitment as an urban research university, has a mission to serve both its students and the region. The proposed program in Manufacturing Engineering is responsive to the current and future workforce needs of the region's manufacturers. It complements YSU's substantial commitment to manufacturing and builds upon the unique opportunities afforded to YSU through its relationship with America Makes – the National Additive Manufacturing Innovation Institute.

The manufacturing industry contributes more than \$2-trillion to the U.S. economy. The State of Ohio represents nearly 5% of that contribution. Representing 35% of the state's manufacturing output, Northeast Ohio manufacturing is a critical economic driver.<sup>1</sup> As manufacturing continues to evolve from a labor-intensive profession to one driven by technology, the workforce continues to evolve as well. This is reflected in the high demand for manufacturing engineers and the high wages for manufacturing professionals. Ohio's Department of Jobs and Family Services has identified Manufacturing Engineers as one of the most in-demand occupations in the state. There is a need within the state to fill 120 positions each year, and the median salary for those holding a bachelor's degree is \$84,060.<sup>2</sup>

Youngstown State University has worked closely with representatives from the Mahoning Valley Manufacturer's Coalition, the OH-PENN Manufacturing Coalition, Eastern Gateway Community College, and regional career and technical centers to identify the workforce needs in manufacturing. The proposed program will be part of an integrated career pathways network that supports stackable credentials and career ladders. Through this program and those relationships, students who might not have recognized the opportunities available to them in advanced manufacturing careers may enter the workforce pipeline at their current level of training and may grow to whatever level of academic attainment suits their ambitions.

**D. Indicate the proposed implementation date for this action.**

Implementation of the program is anticipated for Fall 2016.

**E. Indicate the department(s) or other organizational unit(s) responsible for this program.**

The Department of Mechanical and Industrial Engineering

**F. Describe, in catalog style, the program, including each concentration or option. Include program level outcomes and a table listing all courses in the major and the number of semester hours for each, plus the total number of hours for the program (and subtotals if there are categories within the program), including the number of hours of general education required beyond the major. Indicate any prerequisites that students must take that do not apply toward the major. Also indicate approved capstone course within the major. If the proposed change is an additional option within an existing program, be explicit about how the new option differs from the original program and/or other options within the program. If the proposed change is a modification of an existing program, include both old**

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<sup>1</sup> Bureau of Economic Analysis – Regional Data, GDP and Personal Income – Accessed 7/14/2015 - <http://bea.gov/itable/iTable.cfm?ReqID=70&step=1#reqid=70&step=10&isuri=1&7003=200&7035=-1&7004=naics&7005=-1,12,70&7006=00000,39000&7036=-1&7001=1200&7002=1&7090=70&7007=2014&7093=levels>

<sup>2</sup> Ohio Means Jobs.com – All In Demand Occupations – Accessed 10/1/2015 - <http://jfs.ohio.gov/owd/OMJResources/State-AllWages.stm>

and new curriculum sheets, and indicate the specific changes, both in an accompanying description and by bolding or shading within the curriculum sheets. Please note: Attach course proposals for any new courses or proposed course revisions within the program. You may submit forms simultaneously to the Academic Programs Committee (APC) and the Undergraduate Curriculum Committee (UCC), but you must provide documentation that the revised or new courses have been approved by the UCC before the APC can approve a program proposal.

### **1. Program Description**

The Bachelor of Engineering degree in Manufacturing Engineering provides students with expertise that focuses on the processes needed to produce physical goods and materials. Students will gain a strong foundation in materials, mechanical engineering, and design to support their understanding of the mechanics of processes. They will also gain foundational understanding of industrial engineering concepts to support their ability to optimize production systems for maximum efficiency. Topics will include traditional manufacturing as well as modern digital manufacturing (additive manufacturing / 3D printing) processes and automation. Graduates from this program will be well prepared for careers in a wide range of industries including: traditional manufacturers, primary materials producers, and high-tech manufacturing (including defense, aerospace, and biomedical).

### **2. Program level outcomes**

The goal of the B.E. in Manufacturing Engineering degree program at YSU is to provide our graduates with a strong foundation of theoretical and applied skills equipping them for success to pursue careers in manufacturing or to continue on to advanced study in a related field.

The learning objectives for the major in Manufacturing Engineering include:

- (1) Students will demonstrate an understanding of the fundamentals of manufacturing engineering, including significant elements from Mechanical Engineering, Industrial Engineering, and manufacturing process design and analysis.
- (2) Students will demonstrate independent and critical thinking.
- (3) Students will demonstrate competency in the use of modern engineering computational tools including solid modeling and finite element analysis software.
- (4) Students will be able to acquire and interpret experimental data using appropriate instrumentation, sensing, data acquisition, and computational tools.
- (5) Students will demonstrate the ability to effectively communicate information orally and in writing.

**3. Table listing all courses in the program (major courses in BOLD)**

**Total Hours Required: 128 s.h.** (Note: Though this number exceeds the University recommended 124 hours, it is consistent with both other engineering programs at YSU as well as at other universities and reflects the depth/breadth requirements of the program.)

**GER Hours: 39**

**Capstone Hours: 3 (MFG 4821)**

Course (name / number)	credit hours (s.h.)	Major / Core / Technical	Gen. Ed.	Elective	OTM, TAG, or CT2 equivalent Course	New / Existing Course
CEEN 2601 Statics	3	X				Existing
CHEM 1515 General Chemistry 1 (GER, NS)	4		X		X	Existing
CMST 1545 Communication Foundations (GER, O)	3		X			Existing
ECEN 2614 Basis of Electrical Engineering	3	X				Existing
ENGL 1550 Writing 1 (GER, W)	3		X			Existing
ENGL 1551 Writing 2 (GER, W)	3		X			Existing
ENGR 1500 Engineering Orientation	1	X				Existing
ENGR 1550 Engineering Concepts	2	X				Existing
ENT 3700 - Entrepreneurship New Venture Creation	3			x		Existing
GER Elective ( SPA ) 1	3		X			Existing
GER Elective (AH) 1	3		X			Existing
GER Elective (AH) 2	3		X			Existing
GER Elective (SPA) 2	3		X			Existing
GER Elective (SS) 1	3		X			Existing
GER Elective (SS) 2	3		X			Existing
ISEN 3710 Engineering Statistics *	3	X				Existing
ISEN 3716 Systems Analysis and Design	3	X				Existing
ISEN 3720 Statistical Quality Control	3	X				Existing
ISEN 3724 Engineering Economy	3	X				Existing
ISEN 5823 Automation	3	X				Existing
MATH 1571 Calculus 1 (GER, MA)	4		X		X	Existing
MATH 1572 Calculus 2 (GER, MA)	4		X		X	Existing
MATH 2673 Calculus 3	4	X				Existing
MATH 3705 Differential Equations	3	X				Existing
MECH 1560 Engineering Communication with CAD	2	X				Existing
MECH 2603 Thermodynamics 1	3	X				Existing

MECH 2606 Engineering Materials	3	X				Existing
MECH 2641 Dynamics	3	X				Existing
MECH 3720 Fluid Dynamics	3	X				Existing
MECH 3762 Design of Machine Elements	3	X				Existing
MECH 3762L Design of Machine Elements Laboratory	1	X				Existing
MECH 5836 Fluid Power and Control	3	X				Existing
MET 3710. Tool Design	3	X				
<b>MFG 3723 Manufacturing Processes</b>	3	X				New
<b>MFG -3723L - Manufacturing Processes Laboratory</b>	1	X				New
<b>MFG-3771 –Additive and Digital Manufacturing</b>	3			X		New
<b>MFG 4821 –Manufacturing Capstone</b>	3	X				New
<b>MFG-4823 – Advanced Manufacturing Processes</b>	3	X				New
<b>MFG-4823/L - Advanced Manufacturing Processes Laboratory</b>	1	X				New
<b>MFG-4861 – Design for Manufacturability</b>	3	X				New
<b>MFG 5871 – Stress, Plasticity, and Deformation (with FEA)</b>	3			X		New
PHIL 2626 Engineering Ethics (GER, AH)	3		X			Existing
PHYS 2610 General Physics 1 (GER, NS)	4	X			X	Existing
PHYS 2611 General Physics 2 (GER, NS)	4	X			X	Existing

#### Major Course Descriptions:

**CEEN 2601 – Statics** – Principles of engineering mechanics as applied to statics with vector applications to forces and moments; centroid and center of gravity; equilibrium; friction; moments of inertia: relationship between loads, stress and strain in tension, compression, torsion and bending. Prereq.: MATH 1572 and PHYS 2610 or concurrent. 3 s.h. CHEM 1515 Chem 1 (GER, NS)

**CMST 1545 - Communication Foundations** -- Theories, strategies, and skills for competent participation in interpersonal, group, and public communication situations. Application exercises in interpersonal, group, and public communication. Prereq.: Qualified to take ENGL 1550. 3 s.h. ECEN 2614 Elec Engr Basics

**ENGL 1550 - Writing 1**- Strategies for writing as a means of critical inquiry, with focus on writing processes and on the roles of writer, audience, and purpose as they affect writing. Students divide their time between regular classrooms and computer classrooms, where they have the opportunity to acquire and develop basic word-processing and electronic communication skills. Open to students on the basis of Composition and Reading Test results or successful completion of ENGL 1509, ENGL 1539 or ENGL 1540. Grading is ABC/NC. 3 s.h.

**ENGL 1551 - Writing 2** -- Practice in writing with emphasis on the process of investigation: exploration of topics, formulation of tentative theses, collection of data from suitable primary and secondary sources, and clear and appropriate presentation of the results of these inquiries. Students divide their time between regular classrooms and computer classrooms, where they have the opportunity to perform research on the World Wide Web. Grading is ABC/NC. Prereq.: ENGL 1550 or ACT English score of 28 or higher, or appropriate Composition and Reading Test results. 3 s.h.

**ENGR 1500 - Engr Orientation** - Introduction to engineering careers and the different engineering disciplines. Academic success strategies and university resources to support student success. 1 s.h.

**ENGR 1550 - Engineering Concepts** -- Introduction to the basic skills needed in engineering including engineering computing and an introduction to the engineering design process utilizing science, technology, engineering, and mathematics (STEM) fundamentals. One hour lecture and three hours laboratory per week. Prereq.: Eligibility to take MATH 1513 or higher level math course. 2 s.h.

**ENT 3700 - Entrepreneurship New Venture Creation** - An examination of the entrepreneurial process from opportunity recognition and assessment through the launch of the new firm. Emphasis placed on exploring creativity and innovation. Students will develop a feasible business idea, present the idea as an elevator pitch, and write a business proposal. Prereq.: BUS 1500; sophomore standing; GPA 2.5. 3 s.h.

**ISEN 3710 - Engineering Statistics** -- Applications of data collection and analysis techniques to engineering problems. Techniques for data structuring, data modeling, parameter estimation, and design of experiments utilizing engineering data. Prereq.: MATH 1571. 3 s.h.

**ISEN 3720 - Statistical Quality Control** - Concepts of data-based quality control techniques. Intermediate design of experiments as an off-line quality control technique using ANOVA techniques. Process control chart construction and applications as on-line quality control techniques. Basics of acceptance sampling systems and standards. Prereq.: ISEN 3710 or equivalent. 3 s.h.

**ISEN 3724 - Engineering Economy** -- The analysis and evaluation of factors that affect the economic success of engineering projects. Topics include interest, depreciation, cost classification, comparison of alternatives, make-buy decisions, replacement models and after-tax analysis. Prereq.: MATH 1571. 3 s.h.

**ISEN 5823 – Automation** -- Principles and applications of sensing, actuation and control. Emphasis on hydraulic and pneumatic systems. Industrial process controllers, sensors and machine vision. Design and cost considerations for industrial automation applications. Prereq.: MECH 2641, ECEN 2614 or consent of instructor. 3 s.h.

**MATH 1571, 1572. Calculus 1, 2.** A sequence of integrated courses in analytic geometry and calculus. A detailed study of limits, derivatives, and integrals of functions of one and several variables with applications. Prereq.: MATH 1571 requires at least Level 70 on the Mathematics Placement Test, or MATH 1513. MATH 1571 for MATH 1572. 4 + 4 s.h.

**MATH 2673 - Calculus 3** -- A sequence of integrated courses in analytic geometry and calculus. A detailed study of limits, derivatives, and integrals of functions of one and several variables with applications. Prereq.: MATH 1572. 4 s.h.



**MATH 3705 - Differential Equations** -- Methods and theory of solving differential equations with applications. Existence, uniqueness. First order equations. Higher order linear equations. Introduction to partial differential equations and boundary value problems, including Laplaces equation. Prereq.: MATH 2673. 3 s.h.

**MECH 1560 - Engineering Communication with CAD** -- Commercially available software typically used in engineering practice will be used to develop traditional 2D engineering drawings and 3D solid models representing engineering components and systems. Teams of students will complete an engineering design project. One hour lecture and three hours laboratory per week. Prereq.: ENGR 1555 or concurrent. 2 s.h.

**MECH 2603 - Thermodynamics 1** -- Thermodynamic properties of gases and vapors, and their relationships in energy transformations. The First and Second Laws of thermodynamics. Introduction to thermodynamic cycles and efficiencies of power and refrigeration systems. Prereq.: MATH 1572, CHEM 1515. 3 s.h.

**MECH 2606 - Engineering Materials** -- Properties and uses of engineering materials, manufacturing processes, including heat treatments and forming operations. Introduction to mechanical testing methods. Listed also as MTEN 2606. Prereq.: MATH 1571. 3 s.h.

**MECH 2641 - Dynamics** -- Kinematics of particles and rigid bodies. Newtons laws of motion, work-energy, and impulse momentum techniques applied to particle and rigid body motion using a vector approach. Prereq.: CEEN 2601. 3 s.h.

**MECH 3720 - Fluid Dynamics** -- Study of stationary fluids, and fluid dynamics of compressible and incompressible flows; dimensional analysis; boundary layers; subsonic and supersonic flows; lift and drag on bodies immersed in incompressible flows. Prereq.: MECH 2604, MATH 3705, MECH 2641. 3 s.h.

**MECH 3762 - Design of Machine Elements** -- Application of fundamental engineering principles to the design of various elements found in machines. Elements include connections, shafts, keys, couplings, springs, gears, belts, chains, bearings, clutches, brakes, screws, etc. Prereq.: MECH 2641 and 3751. Must be taken concurrently with MECH 3762L. 3 s.h.

**MECH 3762L - Design of Machine Elements Laboratory** -- Practical design problems incorporating analysis, material selection, and sizing of machine components utilizing the computer. Three hours laboratory per week. Must be taken concurrently with MECH 3762. 1 s.h.

**MECH 5836 - Fluid Power and Control** -- Theory of prime movers, turbomachinery, and control systems. Modeling of hydraulic and pneumatic systems and components. Hydraulic fluids, pumps, cylinders, valves, motors, compressors, and actuators. Hydraulic and pneumatic circuit applications and control. Prereq.: MECH 3725. 3 s.h.

**MET 3710 - Tool Design** -- Design and selection of cutting tools, fixtures, bending and forming dies, inspection and gauging instruments, and material feed mechanisms. Two hours lecture, three hours lab per week. Prereq.: C or better in MET 3707. 3 s.h.

**ISEN 3723 - Manufacturing Processes** -- Introduction to properties and uses of engineering materials. Introduction to mechanical testing methods, metrology, tolerances, testing and inspection; semi-finished product manufacturing; macro-processing (forming, casting, powder metallurgy, metal working, composite fabrication); joining; nontraditional manufacturing processes; and surface processing. Prereq. Math 1572 and MECH 2606. 3 s.h.

**MFG -3723/L - Manufacturing Processes Laboratory** - Laboratory to accompany MFG 3723. Students will gain hands-on experiences with basic manufacturing processes, mechanical testing methods, metrology equipment. Prereq. or concurrent MFG 3723. 1 s.h.

**MFG 3771 – Additive and Digital Manufacturing** – Introduction to the principles and practices of digital manufacturing with emphasis on additive manufacturing processes. Historical and modern perspectives on geometric representation and file formats. Toolpath generation. Capabilities, limitations, and design criteria for additive manufacturing processes. Digital representation of part geometries. Pre-processing, post-processing, and inspection of additively manufactured parts. Contemporary issues of data management for digital manufacturing. Prereq.: MFG 3723. 3 s.h.

**MFG 4821 – Manufacturing Capstone** – The application of manufacturing engineering techniques to real-world, open-ended questions. Problems will include elements of process and component analysis and design and will incorporate manufacturability, performance, and cost criteria. Design exercises will include data gathering, simulation, prototyping, and design verification. Students will be required to submit a final written report and accompanying technical documentation, including drawings. Grading is Traditional/PR. Prereq or concurrent MFG 4823 and MFG 4861 and 96 credits s.h. of engineering degree credit. 3 s.h.

**MFG-4823 – Advanced Manufacturing Processes** – Broad discussion of manufacturing processes and underlying phenomena with analytical methods. Builds upon foundational understanding of processes established in MFG 3723 and focuses on the development of appropriate mathematical models to predict process parameters and effects on produced geometries and material properties. Prereq.: ISEN 3723 and must be taken concurrently with MFG 4823/L. 3 s.h.

**MFG-4823/L - Advanced Manufacturing Processes Laboratory** – Laboratory to accompany Manufacturing Processes II. Experimental validation of manufacturing process analyses. Experimental design methods. Data collection, process automation, monitoring and control. Prereq.: must be taken concurrently MFG 4823. 1 s.h.

**MFG-4861 – Design for Manufacturability** – Introduction to the concepts of “Design for X” with particular emphasis on Design for Manufacturability and Assembly (DFMA). Implications of emerging additive manufacturing processes and associated Design for Additive Manufacturing (DFAM) principles will be discussed. Prereq.: MFG 3723 3 s.h.

**MFG 5871 -- Stress, Plasticity, and Deformation (with FEA) for Manufacturing** – Theories of deformation, stress-strain relationships, and emphasis on mechanisms and models of plastic deformation. Simulation of elastic / plastic deformation using finite element computational methods. Prereq.: MFG 3723. 3 s.h.

**PHIL 2625 - Introduction to Professional Ethics** -- An examination of the ideals and virtues central to professionalism; study of selected codes of professional ethics and their roots in classical ethical traditions; and analysis of selected ethical issues and problems in a variety of professions. 3 s.h.

**PHYS 2610. General Physics 1.** A course in mechanics; the kinematics and dynamics of masses in translation and rotation; Newtons Laws; gravity; the conservation laws of energy and momentum; simple harmonic motion and introduction to wave motion and sound. Prereq.: High school physics or PHYS 1501. Prereq. or concurrent: MATH 1571. 4 s.h.

**PHYS 2611. General Physics 2.** Study of electric and magnetic fields and their effects; introduction to electric circuits; light as an electromagnetic wave; introduction to geometrical and physical optics. Prereq.: PHYS 2610. Prereq. or concurrent: MATH 1572. 4 s.h.

## Program Sequence

Time period	Curriculum component	Time period	Curriculum component
<b>Year 1</b>	<b>Courses/Activities</b>	<b>Year 1</b>	<b>Courses/Activities</b>
Fall Semester	CHEM 1515 Chem 1 (GER, NS)	Spring Semester	CMST 1545 Speech (GER, O)
	ENGL 1550 Writing 1 (GER, W)		ENGL 1551 Writing 2 (GER, W)
	ENGR 1500 Engr Orientation		MATH 1572 Calc 2 (GER, MA)
	ENGR 1550 Engr Concepts		MECH 1560 Engr Comm w/CAD
	MATH 1571 Calc 1 (GER, MA)		PHYS 2610 Phys 1 (GER, NS)
	GER Elective (SPA) 1		
<b>Time period</b>	<b>Curriculum component</b>	<b>Time period</b>	<b>Curriculum component</b>
<b>Year 2</b>	<b>Courses/Activities</b>	<b>Year 2</b>	<b>Courses/Activities</b>
Fall Semester	CCET 2601 Statics	Spring Semester	ECEN 2614 Elec Engr Basics
	MATH 2673 Calculus 3		ISEN 3716 Sys. Anal. and Design
	MECH 2606 Engineering Materials		MATH 3705 Diff Equations
	PHYS 2611 Phys 2 (GER, NS)		MECH 2603 Thermodynamics 1
	ISEN 3723 Manu Proc		MECH 2641 Dynamics
	MFG -3723L - Manufacturing Processes Laboratory		
<b>Time period</b>	<b>Curriculum component</b>	<b>Time period</b>	<b>Curriculum component</b>
<b>Year 3</b>	<b>Courses/Activities</b>	<b>Year 3</b>	<b>Courses/Activities</b>
Fall Semester	MFG 3771 - Additive and Digital Manufacturing	Spring Semester	ISEN 3720 Stat Qual Cont
	ISEN 3724 Engineering Economy		GER Elective (SPA) 2
	ISEN 3710 Engr Statistics *		GER Elective (SS) 1
	MECH 3720 Fluid Dyn		GER Elective (SS) 2
	MECH 3762 Machine Design		ISEN 3720 Stat Qual Cont
	MECH 3762L Mach Des Lab		
<b>Time period</b>	<b>Curriculum component</b>	<b>Time period</b>	<b>Curriculum component</b>
<b>Year 4</b>	<b>Courses/Activities</b>	<b>Year 4</b>	<b>Courses/Activities</b>
Fall Semester	GER Elective (AH) 2	Spring Semester	GER Elective (AH) 1
	PHIL 2625 Prof Ethics (GER, AH)		ISEN 5823 CAM & Automation
	MFG-4823 – Advanced Manufacturing Processes		MECH 5836. Fluid Power and Control
	MFG-4823/L - Advanced Manufacturing Processes Laboratory		ENT 3700 - Entrepreneurship New Venture Creation
	MFG 5871 - Elective - Stress, Plasticity, and Deformation (with FEA) - for Manufacturing		MFG 4821 – Manufacturing Capstone
	MFG-4861 –Design for Manufacturability		MFG Technical Elective (Select from List)

### 4. Curriculum Proposals

Attached as “YSU Program Proposal - Appendix A”.

**G. Provide details regarding the source of students. Provide estimates of the numbers of students (FTE) expected to enroll in the proposed program over the next four-year period. Indicate whether these will be current students or new students, and how many are estimated to be full-time and/or part-time.**

Initial enrollment will include attraction of some current students to the program. However, because this program will be nationally prominent in an exciting and rapidly growing field, this program is expected to have broad recruiting appeal for both regional and extra-regional students.

<b>Year:</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>Total Enrollment:</b>	4	10	18	28
<b>FT / PT</b>	4/0	10/0	18/0	28/0
<b>Current / New</b>	2/2	4/6	5/13	6/22

**H. Indicate the availability of other such programs within fifty miles.**

There are no other manufacturing engineering programs within 50 miles. There is only one other such program in the state (Miami University in Oxford, Ohio). The nearest manufacturing engineering program is at Robert Morris University in Moon, Pennsylvania.

**I. Describe the impact this program will have on facilities, faculty, and support services.**

The growth in manufacturing equipment and facilities needs are already present in our existing teaching and research programs and will continue to grow with or without the development of a Manufacturing Engineering degree program. As such, it is not anticipated that the formal creation of such a program will significantly alter those needs. As this program will build upon our successful and rapidly growing multidisciplinary activities in manufacturing, it will provide a common theme around which to organize our efforts in equipment acquisition. It will strengthen our ability to successfully pursue infrastructure to support not only the Manufacturing Engineering program but also many related disciplines across the university.

The core faculty members needed to initiate this program are already in place. The most recent four hires within the Industrial and Systems Engineering program have all been principally from a manufacturing background and will serve as the primary faculty for the program. Additionally, several of the recent hires in Mechanical Engineering as well as several of the senior faculty in both ME, IE, and MET all have relevant backgrounds and will be able to support the program as appropriate.

The program that will be most significantly impacted by the establishment of this degree program is industrial engineering. It is expected that the manufacturing faculty will continue to support the manufacturing components of the IE curriculum, consistent with their various backgrounds in manufacturing and materials science. As enrollment between the two programs grows, it is reasonable to expect that additional faculty resources in both programs may be required.

General support services (computing, classroom support, etc.) are not anticipated to change significantly as a result of the establishment of the manufacturing program. Support services unique to manufacturing engineering (laboratory technician) will be required regardless of the establishment of

the program and will be principally provided as part of the planned Innovation Complex being developed in cooperation with STEM and WCBA.

**J. Estimate total costs, over and above current levels of operation, associated with this proposed program during the next four years.**

The core Manufacturing Engineering faculty will be drawn from the Mechanical and Industrial Engineering programs. Because the curricula of the three programs (ME, IE, and MFG) overlap so heavily, these faculty will continue to support the two existing programs with their current course offerings. However, the additional courses offered in the MFG program will require some amount of supplemental teaching capabilities to enable the faculty to develop and deliver the new curriculum.

The core faculty are also very actively involved in externally funded projects, having collectively brought in more than \$8-million of funding over the past 5 years. This rate of production is expected to continue for the foreseeable future and will be an important element of the growth and sustainment of the Manufacturing Engineering program. As such, it is expected that there will need to be additional full-time faculty brought on board by the third year of the program.

Expenses for additional faculty resources have been budgeted at a fully-burdened rate of \$50k/ year in Year 1 and Year 2 to cover approximately 12 s.h. / year (1/2 FTE) of limited service teaching to offset the additional teaching loads. An additional full-time faculty member would be expected to be brought on board in Year 3 at a budgeted fully-burdened cost of \$130k/year.

The nature of the program will require that students have access to substantial materials and resources to support project work, especially in their capstone projects. A budgetary estimate of \$5k-\$10k has been included to allocate funds for that purpose.

***Estimated New Costs:***

<b>Year:</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>Limited Service Faculty</b>	\$50,000	\$50,000		
<b>Full-Time Faculty</b>			\$130,000	\$130,000
<b>Materials</b>	\$5,000	\$5,000	\$7,500	\$10,000
<b>Total New Costs:</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$137,500</b>	<b>\$140,000</b>

**K. Review the potential impact of the program change on minors in your department or in other departments. Is there an impact, and if so, what is the impact? (Check any official minors in your program or affecting other departments and programs to see if you need to change a minor based on changes in the program.)**

There is not expected to be any appreciable negative impact on minors in our department or others. Any students pursuing a minor in Industrial Engineering would still be supported by the Manufacturing Engineering courses relevant to their minor. A possible positive impact on minors may be that the manufacturing program, by straddling the space between mechanical and industrial engineering, may provide a bridge to entice more students to consider minors.

## **YSU Program Proposal**

### **Appendix A - New Course Proposals**

- MFG 3723 – Manufacturing Processes
- MFG 3723/L – Manufacturing Processes Laboratory
- MFG 3771 – Additive and Digital Manufacturing
- MFG 4821 – Manufacturing capstone
- MFG 4823 – Advanced Manufacturing Processes
- MFG 4823/L – Advanced manufacturing processes laboratory
- MFG 4861 – Design for Manufacturability
- MFG 5871 – Stress, plasticity, and deformation (with FEA)

## Course Proposal – MFG 3723

Course Proposal –

What do you want to do? [Change](#) / Add / Delete / View

### New Course Information

Course Prefix MFG

Course Number 3723

Course Title Manufacturing Processes

### Title Abbreviation

**Course Description** Introduction to properties and uses of engineering materials. Introduction to mechanical testing methods, metrology, tolerances, testing and inspection; semi-finished product manufacturing; macro-processing (forming, casting, powder metallurgy, metal working, composite fabrication); joining; nontraditional manufacturing processes; and surface processing.

**Prerequisites** Math 1572 and MECH 2606

Do you want variable credit? No

Course Semester Hours 3

Is this a semester lab? No

### E-bulletin

Workload Entry manually

Choose from list

CIP Code

CIP Code Family: 14

CIP Code 14.3601

Course Type (press Ctrl to select more than one) Lecture / Seminar / Recitation / Lab



**Justification and Syllabus:**

**Justify Course Proposal :** This course is being added to serve as the introductory manufacturing course for YSU engineering students, particularly those in Industrial Engineering and the newly formed Manufacturing Engineering. With the creation of a Manufacturing Engineering program, it is more appropriate that this course be offered under that program.

**\* Faculty :** Dr. Darrell Wallace, Dr. Brett Conner, Dr. Guha Manogharan

**Syllabus** (Attached)

**Cross Listing**

**Cross List?** No

**Proposal and Memo**

**Will proposal affect another department?** No

## **ABET SYLLABUS - MFG 3723**

**1. Course number and name:** MFG 3723 – Manufacturing Processes

**2. Credits and contact hours:** 3 s.h.

**3. Instructor or course coordinator's name:** Darrell Wallace

**4. Textbook, title, author, and year:**

Mikell P. Groover, Fundamentals of Modern Manufacturing, 5<sup>th</sup> Ed., , Wiley, 2012

**4.a. Other supplemental materials:** course handouts

**5. Specific course information**

**a. brief description of the content of the course (catalog description):**

Introduction to properties and uses of engineering materials. Introduction to mechanical testing methods, metrology, tolerances, testing and inspection; semi-finished product manufacturing; macro-processing (forming, casting, powder metallurgy, metal working, composite fabrication); joining; nontraditional manufacturing processes; and surface processing.

**b. prerequisites or co-requisites** Prereq. Math 1572 and MECH 2606.

**c. indicate whether a required or elective course in the program:** Required

**6. Specific goals for the course:**

- The student will demonstrate the ability to identify appropriate processes to achieve desired geometric and performance properties for a particular material.
- The student will demonstrate the ability to identify likely methods of manufacturing used to produce a given physical artifact.
- The student will be able to perform basic engineering analyses of manufacturing processes to determine force, energy, performance, and costs associated with a process.
- Student will demonstrate an understanding of the effects of processing on material properties.

**7. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

- a. an ability to apply knowledge of mathematics, science and engineering**
- b. an ability to design and conduct experiments, as well as to analyze and interpret data
- c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability**
- d. an ability to function on multidisciplinary teams
- e. an ability to identify, formulate, and solve engineering problems**
- f. an understanding of professional and ethical responsibility
- g. an ability to communicate effectively (3g1 orally, 3g2 written)
- h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- i. a recognition of the need for, and an ability to engage in life-long learning
- j. a knowledge of contemporary issues
- k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.**

**8. Brief list of topics to be covered:**

- Material properties
- Solidification processes
- Material removal processes
- Deformation processes (bulk and sheet)
- Polymer processes
- Welding and joining processes
- Fastening and assembly
- Design for Manufacturability

**Course Proposal – MFG 3723/L**

**What do you want to do?** Change / **Add** / Delete / View

**New Course Information**

**Course Prefix** MFG

**Course Number:** 3723/L

**Course Title:** Manufacturing Processes Laboratory

**Title Abbreviation :**

**Course Description:** Laboratory to accompany MFG 3723. Lab provides hands-on experience with basic manufacturing processes including: casting, forming, machining, welding, and injection molding.

**Prerequisites:** Prereq. or concurrent MFG 3723

**Do you want variable credit?** No

**Course Semester Hours** 1

**Is this a semester lab?** Yes

**E-bulletin**

**Workload** Entry manually

**Choose from list**

**CIP Code**

**CIP Code Family:** 14

**CIP Code** 14.3601

**Course Type (press Ctrl to select more than one)** Lecture / Seminar / Recitation / Lab

**Justification and Syllabus:**

**Justify Course Proposal**

This course is being added to serve as the introductory manufacturing course for YSU engineering students, particularly those in Industrial Engineering and the newly formed

Manufacturing Engineering. With the creation of a Manufacturing Engineering program, it is more appropriate that this course be offered under that program.

**Faculty:** Dr. Darrell Wallace, Dr. Brett Conner, Dr. Guha Manogharan

**Syllabus:** Attached

**Cross Listing**

**Cross List?** No

**Proposal and Memo:**

**Will proposal affect another department?** No

**ABET SYLLABUS - MFG 3723/L**

**1. Course number and name:** MFG 3723/L – Manufacturing Processes Lab

**2. Credits and contact hours:** 1 s.h.

**3. Instructor or course coordinator's name:** Darrell Wallace

**4. Textbook, title, author, and year:**

Mikell P. Groover, Fundamentals of Modern Manufacturing, 5<sup>th</sup> Ed., , Wiley, 2012

**4.a. Other supplemental materials:** course handouts / lab manual

**5. Specific course information**

**a. brief description of the content of the course (catalog description):**

Laboratory to accompany MFG 3723. Lab provides hands-on experience with basic manufacturing processes including: casting, forming, machining, welding, and injection molding.

**b. prerequisites or co-requisites** Prereq. or concurrent MFG 3723

**c. indicate whether a required or elective course in the program:** Required

**6. Specific goals for the course:**

- Student will demonstrate basic understanding of fundamental manufacturing processes including: casting, machining, forming,

**7. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

- a. an ability to apply knowledge of mathematics, science and engineering
- c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- e. an ability to identify, formulate, and solve engineering problems
- k an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**8. Brief list of topics to be covered:**

- Material properties

- Solidification processes
- Material removal processes
- Deformation processes (bulk and sheet)
- Polymer processes
- Welding and joining processes
- Fastening and assembly
- Design for Manufacturability

**Course Proposal – MFG 3771**

**What do you want to do?** [Change](#) / [Add](#) / [Delete](#) / [View](#)

**New Course Information**

**Course Prefix** MFG

**Course Number** 3771

**Course Title** Additive and Digital Manufacturing

**Title Abbreviation**

**Course Description** Introduction to the principles and practices of digital manufacturing with emphasis on additive manufacturing processes. Historical and modern perspectives on geometric representation and file formats. Toolpath generation. Capabilities, limitations, and design criteria for additive manufacturing processes. Digital representation of part geometries. Pre-processing, post-processing, and inspection of additively manufactured parts. Contemporary issues of data management for digital manufacturing. Prereq.: MFG 3723. 3 s.h.

**Prerequisites** MFG 3723

**Do you want variable credit?** No

**Course Semester Hours** 3

**Is this a semester lab?** No

**E-bulletin**

**Workload** Entry manually

**Choose from list**

**CIP Code**

**CIP Code Family:** 14

**CIP Code** 14.3601

**Course Type (press Ctrl to select more than one)** Lecture / Seminar / Recitation / Lab

**Justification and Syllabus:**



**Justify Course Proposal :** This course addresses the most significant and rapidly growing segment of manufacturing technologies. This is the dominant growth area in manufacturing and is not covered in-depth anywhere else in the YSU curricula.

**\* Faculty :** Dr. Darrell Wallace, Dr. Brett Conner, Dr. Guha Manogharan

**Syllabus** (Attached)

**Cross Listing**

**Cross List?** No

**Proposal and Memo**

**Will proposal affect another department?** No

**ABET SYLLABUS – MFG 3771**

**1. Course number and name:** MFG 3771

**2. Credits and contact hours:** 3 s.h.

**3. Instructor or course coordinator's name:** Darrell Wallace

**4. Textbook, title, author, and year:** Additive Manufacturing Technologies (2010; Springer) by Brent Stucker , David Rosen , and Ian Gibson ISBN 978-1-4419-1120-9

**4.a. Other supplemental materials:** course handouts

**5. Specific course information**

**a. brief description of the content of the course (catalog description):** Introduction to the principles and practices of digital manufacturing with emphasis on additive manufacturing processes. Historical and modern perspectives on geometric representation and file formats. Toolpath generation. Capabilities, limitations, and design criteria for additive manufacturing processes. Digital representation of part geometries. Pre-processing, post-processing, and inspection of additively manufactured parts. Contemporary issues of data management for digital manufacturing.

**b. prerequisites or co-requisites** MFG 3723

**c. indicate whether a required or elective course in the program:** Elective

**6. Specific goals for the course:**

Upon completion of the course, students shall be able to:

- make critical choices between competing processes based on geometric, material, cost, and performance criteria
- prepare, repair, and modify various incoming file formats for 3D printing
- identify relative capabilities and limitations of common data formats in terms of fidelity, efficiency, security, flexibility, and interoperability
- interpret and generate basic G- and M- codes for toolpath creation

**7. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

- a. an ability to apply knowledge of mathematics, science and engineering

- c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- e. an ability to identify, formulate, and solve engineering problems
- h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- j. a knowledge of contemporary issues
- k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**8. Brief list of topics to be covered:**

- additive manufacturing processes (capabilities, limitations)
- additive manufacturing materials
- geometry specification file formats: point cloud, wireframe, boundary representation (b-rep), Bezier, NURBS, Constructive Solid Geometry (CSG), STEP, Standard Tessellation Language (STL)
- File exchange formats (STEP, IGES, DXF, etc.)
- toolpath definition (G-code, M-Codes, proprietary variants)
- history of NC and CNC
- inspection of digitally manufactured components
- data management and security

**Course Proposal – MFG 4821**

**What do you want to do?** [Change](#) / Add / Delete / View

**New Course Information**

**Course Prefix** MFG

**Course Number** 4821

**Course Title** Manufacturing Capstone

**Title Abbreviation**

**Course Description** The application of manufacturing engineering techniques to real-world, open-ended questions. Problems will include elements of process and component analysis and design and will incorporate manufacturability, performance, and cost criteria. Design exercises will include data gathering, simulation, prototyping, and design verification. Students will be required to submit a final written report and accompanying technical documentation, including drawings. Grading is Traditional/PR.

**Prerequisites** Prereq or concurrent MFG 4823 and MFG 4861 and 96 credits s.h. of engineering degree credit.

**Do you want variable credit?** No

**Course Semester Hours** 3

**Is this a semester lab?** No

**E-bulletin**

**Workload** Entry manually

**Choose from list**

**CIP Code**

**CIP Code Family:** 14

**CIP Code** 14.3601

**Course Type (press Ctrl to select more than one)** Lecture / Seminar / Recitation / Lab

**Justification and Syllabus:** This will be the capstone course (as required by YSU policies) for the newly proposed Manufacturing Engineering program.

**Justify Course Proposal :**

**\* Faculty :** Dr. Darrell Wallace, Dr. Brett Conner, Dr. Guha Manogharan

**Syllabus** (Attached)

**Cross Listing**

**Cross List?** No

**Proposal and Memo**

**Will proposal affect another department?** No

**ABET SYLLABUS – MFG 4821**

**1. Course number and name:** MFG 4821

**2. Credits and contact hours:** 3 s.h.

**3. Instructor or course coordinator's name:** Darrell Wallace

**4. Textbook, title, author, and year:** N/A

**4.a. Other supplemental materials:** course handouts

**5. Specific course information**

**a. brief description of the content of the course (catalog description):**

The application of manufacturing engineering techniques to real-world, open-ended questions. Problems will include elements of process and component analysis and design and will incorporate manufacturability, performance, and cost criteria. Design exercises will include data gathering, simulation, prototyping, and design verification. Students will be required to submit a final written report and accompanying technical documentation, including drawings. Grading is Traditional/PR.

**b. prerequisites or co-requisites** Prereq or concurrent MFG 4823 and MFG 4861 and 96 credits s.h. of engineering degree credit.

**c. indicate whether a required or elective course in the program:** Required

**6. Specific goals for the course:**

Students will demonstrate the ability to solve a real-world manufacturing problem including:

- listening to customer needs
- formulating a clear problem statement
- gathering available information and identifying additional data required to solve the problem
- gathering additional data or making documented, justifiable assumptions
- stating findings and recommended solution with accompanying data and engineering calculations
- presentation of technical findings in both written and oral presentation formats

**7. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

- a. an ability to apply knowledge of mathematics, science and engineering
- b. an ability to design and conduct experiments, as well as to analyze and interpret data
- c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- d. an ability to function on multidisciplinary teams
- e. an ability to identify, formulate, and solve engineering problems
- f. an understanding of professional and ethical responsibility
- g. an ability to communicate effectively (3g1 orally, 3g2 written)
- h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- i. a recognition of the need for, and an ability to engage in life-long learning
- j. a knowledge of contemporary issues
- k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**8. Brief list of topics to be covered:**

- professional presentation and reporting expectations
- broad-based application of core concepts throughout the manufacturing engineering curriculum

**Course Proposal – MFG 4823**

**What do you want to do?** Change / Add / Delete / View

**New Course Information**

**Course Prefix** MFG

**Course Number** 4823

**Course Title** Manufacturing Processes II

**Title Abbreviation**

**Course Description** Broad discussion of manufacturing processes and underlying phenomena with analytical methods. Builds upon foundational understanding of processes established in MFG 3723 and focuses on the development of appropriate mathematical models to predict process parameters and effects on produced geometries and material properties.

**Prerequisites** ISEN 3723 and must be taken concurrently with MFG 4823/L

**Do you want variable credit?** No

**Course Semester Hours** 1

**Is this a semester lab?** Yes

**E-bulletin**

**Workload** Entry manually

**Choose from list**

**CIP Code**

**CIP Code Family:** 14

**CIP Code** 14.3601

**Course Type (press Ctrl to select more than one)** Lecture / Seminar / Recitation / Lab

**Justification and Syllabus:**

**Justify Course Proposal :** This course offers a rigorous treatment of the underlying physical phenomena in a wide range of manufacturing processes. This course goes into greater analytical depth than is present in the introductory course (MFG 3723) and requires a both a



basic understanding of manufacturing processes as well as a high degree of competency in calculus, physics, materials, and mechanical engineering fundamentals. This is a core course for the proposed program in Manufacturing Engineering.

**\* Faculty :** Dr. Darrell Wallace, Dr. Brett Conner, Dr. Guha Manogharan

**Syllabus** (Attached)

**Cross Listing**

**Cross List?** No

**Proposal and Memo**

**Will proposal affect another department?** No

**ABET SYLLABUS – MFG 4823**

**1. Course number and name:** MFG 4823

**2. Credits and contact hours:** 3 s.h.

**3. Instructor or course coordinator's name:** Darrell Wallace

**4. Textbook, title, author, and year:** Mikell P. Groover, Fundamentals of Modern Manufacturing, 5<sup>th</sup> Ed., , Wiley, 2012

**4.a. Other supplemental materials:** course handouts

**5. Specific course information:**

**a. brief description of the content of the course (catalog description):**

Broad discussion of manufacturing processes and underlying phenomena with analytical methods. Builds upon foundational understanding of processes established in MFG 3723 and focuses on the development of appropriate mathematical models to predict process parameters and effects on produced geometries and material properties.

**b. prerequisites or co-requisites** ISEN 3723 and must be taken concurrently with MFG 4823/L

**c. indicate whether a required or elective course in the program:** Required

**6. Specific goals for the course:**

Students shall demonstrate the ability to:

- explain underlying physical phenomena to basic manufacturing processes
- develop analytical models that reasonably model processes and predict process outcomes
- utilize a range of analytical tools, including computer simulation, to model process behavior

**7. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

a. an ability to apply knowledge of mathematics, science and engineering

c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability

e. an ability to identify, formulate, and solve engineering problems

k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**8. Brief list of topics to be covered:**

- Physical models of common manufacturing processes (e.g. casting, forming, material removal, joining, welding, polymer processes)
- Simulation tools (FEA, Matlab)
- Limitations of analytical models

**Course Proposal – MFG 4823/L**

**What do you want to do?** [Change](#) / Add / Delete / View

**New Course Information**

**Course Prefix** MFG

**Course Number** 4823/L

**Course Title** Manufacturing Processes II Lab

**Title Abbreviation**

**Course Description** Laboratory to accompany Manufacturing Processes II. Experimental validation of manufacturing process analyses. Experimental design methods. Data collection, process automation, monitoring and control.

**Prerequisites** Must be taken concurrently MFG 4823

**Do you want variable credit?** No

**Course Semester Hours** 1

**Is this a semester lab?** Yes

**E-bulletin**

**Workload** Entry manually

**Choose from list**

**CIP Code**

**CIP Code Family:** 14

**CIP Code** 14.3601

**Course Type (press Ctrl to select more than one)** Lecture / Seminar / Recitation / Lab

**Justification and Syllabus:**

**Justify Course Proposal :**

**\* Faculty :** Dr. Darrell Wallace, Dr. Brett Conner, Dr. Guha Manogharan

**Syllabus** (Attached)

**Cross Listing**

**Cross List? No**

**Proposal and Memo**

**Will proposal affect another department? No**

**ABET SYLLABUS – MFG 4823/L**

**1. Course number and name:** MFG 4823/L

**2. Credits and contact hours:** 1 s.h.

**3. Instructor or course coordinator's name:** Darrell Wallace

**4. Textbook, title, author, and year:** Mikell P. Groover, Fundamentals of Modern Manufacturing, 5<sup>th</sup> Ed., , Wiley, 2012

**4.a. Other supplemental materials:** course handouts

**5. Specific course information**

**a. brief description of the content of the course (catalog description):** Laboratory to accompany Manufacturing Processes II. Experimental validation of manufacturing process analyses. Experimental design methods. Data collection, process automation, monitoring and control.

**b. prerequisites or co-requisites**

**c. indicate whether a required or elective course in the program:** Required

**6. Specific goals for the course:**

Student shall demonstrate:

- ability to analytically predict the behavior of manufacturing processes
- ability to design experiments to verify analytical predictions
- ability to interpret experimental results and propose appropriate theories to explain discrepancies between analytical predictions and experimental findings
- ability to appropriately use measurement tools, sensors, instrumentation, and data acquisition tools to gather experimental data
- ability to use computational tools, including FEA and Matlab to perform data analysis

**7. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

a. an ability to apply knowledge of mathematics, science and engineering

b. an ability to design and conduct experiments, as well as to analyze and interpret data

c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability

e. an ability to identify, formulate, and solve engineering problems

g. an ability to communicate effectively

k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**8. Brief list of topics to be covered:**

- design of experiments
- metrology
- use of sensors and data acquisition
- experimental validation of process analyses for common processes (casting, forming, welding, polymer processes, etc.)

**Course Proposal – MFG 4861**

**What do you want to do?**    [Change](#) / Add / Delete / View

**New Course Information**

**Course Prefix** MFG

**Course Number**        4861

**Course Title**    Design for Manufacturability

**Title Abbreviation**

**Course Description**    Introduction to the concepts of “Design for X” with particular emphasis on Design for Manufacturability and Assembly (DFMA). Implications of emerging additive manufacturing processes and associated Design for Additive Manufacturing (DFAM) principles will be discussed.

**Prerequisites** MFG 3723

**Do you want variable credit?**        No

**Course Semester Hours**        3

**Is this a semester lab?** No

**E-bulletin**

**Workload**        Entry manually

**Choose from list**

**CIP Code**

**CIP Code Family:**        14

**CIP Code**        14.3601

**Course Type (press Ctrl to select more than one)**    Lecture / Seminar / Recitation / Lab

**Justification and Syllabus:**

**Justify Course Proposal :** This course introduces the concept that product design must be evaluated against a criterion of optimality. This concept is generalized at “Design for X” where X represents the optimization criterion. Most commonly, the most significant driver is cost.



Costs can be significantly reduced by designing products to utilize optimized manufacturing and assembly techniques. The application of these concepts has grown significantly more complex with the introduction of additive manufacturing processes. This course is an essential element of the new Manufacturing Engineering program curriculum.

**\* Faculty :** Dr. Darrell Wallace, Dr. Brett Conner, Dr. Guha Manogharan

**Syllabus** (Attached)

**Cross Listing**

**Cross List?** No

**Proposal and Memo**

**Will proposal affect another department?** No

**ABET SYLLABUS - MFG 4861**

**1. Course number and name:**

**2. Credits and contact hours:** 3 s.h.

**3. Instructor or course coordinator's name:** Darrell Wallace

**4. Textbook, title, author, and year:** Product Design for Manufacture & Assembly, Peter Dewhurst, Winston Knight, Geoffrey Boothroyd, Marcel Dekker; 2nd edition, ISBN: 082470584X

**4.a. Other supplemental materials:** course handouts

**5. Specific course information**

**a. brief description of the content of the course (catalog description):** Introduction to the concepts of "Design for X" with particular emphasis on Design for Manufacturability and Assembly (DFMA). Implications of emerging additive manufacturing processes and associated Design for Additive Manufacturing (DFAM) principles will be discussed.

**b. prerequisites or co-requisites** MFG 3723

**c. indicate whether a required or elective course in the program:** Elective

**6. Specific goals for the course:**

Students shall demonstrate the ability to

- evaluate design objectives and choose appropriate strategy for design optimization
- perform structured design analysis by any of several methodologies
- apply DFMA principles to minimize manufacturing costs
- apply current best practices to assess designs for additive manufacturing

**7. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

a. an ability to apply knowledge of mathematics, science and engineering

c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability

- e. an ability to identify, formulate, and solve engineering problems
- h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- j. a knowledge of contemporary issues
- k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**8. Brief list of topics to be covered:**

- Introduction to DFx
- The design process (objectives, theories, participants, plans)
- DFMA
- New Product Design (NPD)
- Functional requirements, design parameters, and process variables
- Stage gate review process
- Modular vs. integral design
- Design for assembly - assembly method selection
- Design efficiency
- Cost estimation
- Emerging design methodologies for AM processes
- Case studies

**Course Proposal – MFG 5871**

**What do you want to do?** Change / Add / Delete / View

**New Course Information**

**Course Prefix** MFG

**Course Number** 5871

**Course Title** Stress, Plasticity, and Deformation (with FEA) for Manufacturing

**Title Abbreviation** Plasticity

**Course Description** Investigation of the deformation characteristics of various manufacturing materials with emphasis on the plastic regime. Temperature and strain rate effects will be discussed. Applicability to the analysis of manufacturing deformation processes will be emphasized.

**Prerequisites** ISEN 3723

**Do you want variable credit?** No

**Course Semester Hours** 3

**Is this a semester lab?** No

**E-bulletin**

**Workload** Entry manually

**Choose from list**

**CIP Code**

**CIP Code Family:** 14

**CIP Code** 14.3601

**Course Type (press Ctrl to select more than one)** Lecture / Seminar / Recitation / Lab

**Justification and Syllabus:**

**Justify Course Proposal :** This course emphasizes material behavior in the plastic deformation regime. While understanding of plastic deformation is essential to many manufacturing processes, this regime is not covered extensively in other courses, as plastic

deformation is generally associated with component failure in most other engineering disciplines.

**\* Faculty :** Dr. Darrell Wallace, Dr. Brett Conner, Dr. Guha Manogharan

**Syllabus** (Attached)

**Cross Listing**

**Cross List?** No

**Proposal and Memo**

**Will proposal affect another department?** No

**ABET SYLLABUS – MFG 5871**

**1. Course number and name:** MFG 5871

**2. Credits and contact hours:** 3 s.h.

**3. Instructor or course coordinator's name:** Darrell Wallace

**4. Textbook, title, author, and year:** The Mathematical Theory of Plasticity, R. Hill, 1998, Oxford University Press, ISBN 978-0198503675

**4.a. Other supplemental materials:** course handouts

**5. Specific course information**

**a. brief description of the content of the course (catalog description):** Theories of deformation, stress-strain relationships, and emphasis on mechanisms and models of plastic deformation. Simulation of elastic / plastic deformation using finite element computational methods.

**b. prerequisites or co-requisites:** MFG 3723

**c. indicate whether a required or elective course in the program:** Elective

**6. Specific goals for the course:**

Students shall demonstrate the ability to:

- characterize the stress-strain relationships of engineering materials using common simplified stress-strain models
- apply plasticity theory to predict stress-strain relationships of materials in the plastic deformation regime
- apply analytical methods to predict deformation in common manufacturing processes
- apply computational methods to predict and analyze complex deformation processes

**7. Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**

a. an ability to apply knowledge of mathematics, science and engineering

b. an ability to design and conduct experiments, as well as to analyze and interpret data

c. an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability

e. an ability to identify, formulate, and solve engineering problems

k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

**8. Brief list of topics to be covered:**

- ideal stress-strain relationships
- strain hardening
- Strain-rate sensitivity
- Yield criteria
- Simple loading: bending, torsion, tension, compression, and shear
- Complex Plastic-elastic problems
- Plane strain
- Introduction to finite element methods
- Boundary conditions
- Mesh generation
- Model validation

**YSU Program Proposal**  
**Appendix B - Draft Ohio Department of Higher Education**  
**(formerly OBOR) Proposal**





**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**, Youngstown State University's original completion plan was submitted to the Chancellor of the Ohio Department of Higher Education by the June 30, 2014, deadline; and

**WHEREAS**, current legislation calls for each institution to update and submit completion plans to the Chancellor by June 30, 2016; and

**WHEREAS**, many of the goals of 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 update 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 authorizes that it be submitted as required to the Chancellor of the Ohio Department of Higher Education.

**CAMPUS COMPLETION PLAN**  
**OF**  
**YOUNGSTOWN STATE UNIVERSITY**

**Approved by the YSU Board of Trustees**

**June 15, 2016**

## Executive Summary

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. 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 2015 12,471 students were enrolled at YSU. Because of our open access 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.

Overall, the University made great strides in achieving the goals established in the 2014 plan. Many of the original strategies have been completed, while several more have been deemed effective and will be continuing. Several new strategies have been developed and will be utilized to enhance our efforts over the next several years.

Youngstown State University provides significant value to the Youngstown-Warren metropolitan area, northeast Ohio, the state and the nation through research, scholarship, innovation, creative/scholarly activities, and service and workforce development. Our academic and workforce development priorities include those “in-demand” industries identified by JobsOhio which are poised to transform Ohio. In support of Workforce Development, YSU is committed to cultivating and sustaining appropriate bilateral and multilateral engagements amongst faculty, staff, students, and regional business, technological enterprises, industry, and non-profit organizations.

## 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 six academic colleges: the Williamson College of Business Administration; the Beeghly College of Education; the College of Creative Arts and Communications; 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. In addition, there is an overarching College of Graduate Studies that administers all graduate programs on campus, and an Honors College that provides enrichment experiences for students enrolled in our honors program. The University offers over 100 undergraduate majors, 35 master's programs, doctorates in educational leadership (Ed.D.) and physical therapy (DPT), and a PhD in Materials Science and Engineering. In the 2015-16 academic year YSU awarded 191 associates degrees, 1689 bachelor's degrees, 382 master's degrees, and 48 doctoral and educational specialist degrees, including the first every PhD in YSU history.

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 2015 12,471 students were enrolled at YSU. Approximately 10 percent of the students are enrolled in graduate programs. About 65% percent of new students are residents of Mahoning, Trumbull, or Columbiana county, Mahoning county residents alone account for 38% of the freshmen class. Approximately 17 percent of new 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 2015-16 Undergraduate Bulletin: “Applicants who have graduated from a public or chartered high school or successfully completed the General Education Development (GED) test are eligible for admission to the University.” Because of this open access 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	87% of YSU students receive financial aid
Being academically underprepared	45% 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 33% 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	35% of YSU students are first-generation
Receive Pell Grant	42% of YSU students receive a Pell Grant
Coming from an underrepresented population	17% of YSU students are from underrepresented populations
Conditionally admitted	More than 10% of our new students are conditional admits (ACT<17 or HS gpa < 2.0)
Adult learners	26% of YSU students are older than 24

All of these risk factors represent continuing concerns as we endeavor to increase the educational attainment of the citizens of our region. Although overall educational attainment continues to lag behind state averages (this trend is largely due to the area’s 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 its region, Youngstown State University has established programs and services that are data-driven and based on persistence and completion research and best practice.

### **3. Progress towards goals established in the initial completion plans**

Overall, as can be seen by the chart below, the University made great strides in achieving the goals established in the 2014 plan. Many of the concepts established in the plan were good concepts and ones that will be utilized again in the 2016 plan with different measurable outcomes associated with them. A more detailed description of the progress on each of these completion goals is included following the summary chart.

COMPLETION STRATEGY FROM 2014 REPORT	Not Met	Moderately Met	Met
1 Adoption of "Student Success" as a quality initiative proposal	[Red]	[Orange]	[Green]
2 Implement a first year experience/orientation course	[Red]	[Orange]	[Green]
3 Develop programs for faculty advisors to keep them informed	[Red]	[Orange]	[Green]
4 Align systems of advising	[Red]	[Orange]	[Green]
5 Improve orientation	[Red]	[Orange]	[Green]
6 Examine and revise admission/retention requirements	[Red]	[Orange]	[Green]
7 Tighten enforcement of conditional admissions	[Red]	[Orange]	[Green]
8 Implement dual enrollment with Eastern Gateway (EGCC)	[Red]	[Orange]	[Green]
9 Coordinate academic programming with EGCC	[Red]	[Orange]	[Green]
10 Develop collaborative partnerships with PK-12	[Red]	[Orange]	[Green]
11 Create Early Warning processes	[Red]	[Orange]	[Green]
12 Improve course completion rates	[Red]	[Orange]	[Green]
13 Increase % of students meeting with advisor re: graduation audit	[Red]	[Orange]	[Green]
14 Enhance learning assessment endeavors	[Red]	[Orange]	[Green]
15 Support faculty development in teaching and learning	[Red]	[Orange]	[Green]
16 Formalize exit interviews	[Red]	[Orange]	[Green]
17 Improve affordability; raise more money for scholarships	[Red]	[Orange]	[Green]
18 Ensure that courses are available when needed	[Red]	[Orange]	[Green]
19 Improve time to completion of degree	[Red]	[Orange]	[Green]
20 Streamline academic experiences (3-year-degrees, etc.).	[Red]	[Orange]	[Green]
21 Offer flexibly scheduled, altern. delivery and distance ed. Courses	[Red]	[Orange]	[Green]
22 Increase College in High School (CHS) and SB 140 opportunities	[Red]	[Orange]	[Green]
23 Peer mentoring for all 1st time and transfer students	[Red]	[Orange]	[Green]
24 Increase tutoring services, including e-Tutoring	[Red]	[Orange]	[Green]
25 Increase supplemental instruction	[Red]	[Orange]	[Green]

### **Completion Strategy from 2014:**

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.*

#### **Current Status:**

Student Success Division has been formed and Institutional Emphasis on Student Success is becoming engrained in the culture.

#### **Moving Forward**

No further action is planned.

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### **Completion Strategy from 2014:**

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.*

#### **Current Status:**

A 1st Year Course has been established in each college. Each course has also been streamlined to contain basic core curriculum designed to enhance student success

#### **Moving Forward**

A 1st year course will be required for all students starting in FA17. Specific population sections will also be explored (i.e. Conditional Admits).

---

### **Completion Strategy from 2014:**

3. *Develop programs for faculty advisors to keep them informed about changes in graduation requirements and explore a certification system for faculty advisors.*

#### **Current Status:**

Each college has successfully created avenues to assist faculty advisors in staying current with graduation requirements.



## **Moving Forward**

No further action is planned.

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### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

E-Bulletin is in progress. This will be operational by Fall 2016. Aligning systems of advising is underway with the hiring of a Director of Career and Academic Advising, as well as an organizational restructure to create a ladder of progression for Academic Advisors.

## **Moving Forward**

We will continue to look at policies and practices that better streamline what all advisors are doing. In 2016-17 we will implement the course management system of the e-bulletin. For Fall 2017 the new degree audit system will be in place.

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### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

Orientation has been improved with the items outlined in the strategies.

## **Moving Forward**

We will create learning outcomes for both parents and guests, providing greater assessment of our programs.

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### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

Since October 2013 when then-President Randy Dunn transitioned YSU from open admission to selective admission, the academic quality of the freshmen classes has increased substantially in three consecutive years. The quality gains have been made both by an increase at the top end of the applicant pool (through strategic use of scholarship dollars), and at the bottom end of the applicant pool (by limiting access for students with less than a 15 ACT). For the foreseeable future that will continue to be our approach, that is, modest adjustments upwards for what it takes to earn admission, and an annual increase in the very best academic students enrolling.

#### **Moving Forward**

No further action is planned.

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### **Completion Strategy from 2014:**

*7. Tighten enforcement of conditional admissions. We implemented a new conditional admission policy which provides "best practices" structure and support for underprepared students.*

#### **Current Status:**

The conditional admission policy was updated to include:

- Mandatory weekly visits with an academic coach
- Student must end the semester in good academic standing.

If the student failed to meet the requirements, the policy called for dismissal. Because of these consequences, students were much more diligent in attending coaching sessions and were therefore more successful. We have seen an increase in GPA and percentage of courses completed since the policy changes for this at-risk population.

#### **Moving Forward**

No further action is planned.

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#### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

We have assembled a committee of faculty and staff from both YSU and EGCC to examine opportunities for better alignment. However, there has been little progress in this area at this time.

#### **Moving Forward**

The committee will continue to look at ways to better collaborate with EGCC.

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#### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

Each college has established (where appropriate and feasible) 2+2 agreements for many of their programs.

#### **Moving Forward**

No further action is planned.

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#### **Completion Strategy from 2014:**

*10. Develop collaborative partnerships with PK-12. We plan to significantly enhance our relationships and dialogue with our educational partners in PK-12.*

#### **Current Status:**

We continue to partner with local schools as appropriate.

## Moving Forward

Continue at similar levels.

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### Completion Strategy from 2014:

*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.*

#### Current Status:

Results have been good since the 2011 implementation of the Starfish Early-Alert program. Undergraduate course completion rates have increased from 78% in 2011 to 86.8% in 2015. We have also seen significant increases in course completions by first-year students. In 2011 the yield of credit hours earned vs. credit hours attempted for first-year students was 77.34% vs. 83% for the F14 cohort of first year students. Another positive indicator of the success of the early-alert program is the decrease in the number of students earning either an NAF or NC for a course from 4.41% for F11 cohort to .82% for the F14 cohort.

## Moving Forward

We will be evaluating the Starfish system to see if it meets the current needs of the institution. We will also be looking at ways to increase the percentage of faculty that are utilizing the system.

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### Completion Strategy from 2014:

*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.*

#### Current Status:

Minimal success was seen in advancing the course completion rate.

## Moving Forward

We will be looking closer at the top 10 courses which have the highest D/F/W rate in order to better understand the characteristics of both the successful and unsuccessful students in order to create solutions that will positively impact these courses.

### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

YSU is in the process of making communication and contact time between advisor and student more convenient and more frequent. Through assessing the completion of the general education model for each graduating class beginning May 2015, we discovered that the process to clear a student for graduation is very non-systematic. Each college not only has their own style of senior sheet, but they have their own process of clearing the potential graduate prior to the term they intend to graduate.

A committee has convened to remedy this situation and we intend to implement a more systematic way of clearing students for graduation by the fall of 2016. In addition, other measures are being put into place to insure that the student's degree audit is accurate and complete by the time they graduate so it correctly reflects what the student has completed toward their intended degree.

Furthermore, the implementation of new degree audit software in the fiscal year 2016/2017 will allow the advisor to interact with their students in real time via the new U.Achieve system. It will give advisors greater control over the student's course choices and allow the student as well as the advisor to see where the student is in terms of making progress toward completing their 4-year plan and toward successfully completing the courses in which they enroll each semester.

The new degree audit software will also give the university the ability to clear students electronically for graduation through a batch audit process.

#### **Moving Forward**

Implementation of the new degree audit software system.

---

### **Completion Strategy from 2014:**

*14. Enhance learning assessment endeavors. We are making numerous enhancements to the manner in which we measure learning.*

#### **Current Status:**

Since 2014, "enhance learning assessment endeavors" as a support to completion has focused in two main areas. First, the university has strengthened the structures supporting student learning assessment. To strengthen structures, assessment has worked with programs to focus on closing the loop through use of assessment data to improve learning; partnered with general education to articulate the intersection of general education outcomes within the majors through curriculum mapping; and integrated program assessment into the newly developed program review processes.

Second, the university has fostered a vital campus community with faculty and staff engaged in meaningful student learning assessment activities. Building a positive culture is advanced by programs to build capacity in assessment and increase knowledge and skills of faculty and staff in this area. Two major programs supporting this work include the Best Practices in Student Learning Assessment Poster Competition, an opportunity for faculty and staff to share the good work being done to support student learning, and the Assessment Innovation Mini-Grant Program, small grants provided to seed sustainable student learning assessment activities.

### **Moving Forward**

Moving forward, assessment endeavors can be advanced through implementation of long term assessment cycle planning, currently in the planning phase as a part of program review implementation. Assessment would also benefit from expanding professional development and consultation, to advance practitioner knowledge and skills. Finally, expanding programs to foster assessment innovation, perhaps with a focus on currently under-represented groups (such as part-time faculty) could further integrate assessment activities and benefits.

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### **Completion Strategy from 2014:**

*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.*

### **Current Status:**

The faculty development program is more robust than ever. Key activities include: (1) Orientation programs for new full and part time faculty and department chairs, (2) A "new faculty mentorship" program, (3) Six active faculty learning communities (another was just added on distance education), (4) The opportunity for individual faculty consultation on teaching strategies, and (5) two series of workshops, one for new faculty and one for all faculty (this included a two day seminar in January). The budget has been increased for 2015-2016, so more resources have been committed to faculty development.

### **Moving Forward**

Next year, we will continue these activities, and plan to add even more, especially with regard to online development opportunities.

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### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

The online exit interview was established in Spring 2015 and the process has worked well. Students must complete the interview before they can completely withdraw. The survey is short and concise. Our referral process allows the Student One Stop to reach back out to these students and provide personal assistance they otherwise would not have received. The referral process also provides the related departments the opportunity to also reach out to assist the student. Notable results from the surveys:

Primary reasons for withdrawal were: family/relationship concerns, work schedule changes, financial concerns, and health reasons. Only a very small number noted Instruction/advisement, lack of social connections, or lack of campus services as reasons for withdrawal. In addition, 85% of the respondents indicated that there was nothing specifically the university could have done to help them stay at YSU.

#### **Moving Forward**

We will continue to utilize the results of the study in the allocation of retention resources.

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### **Completion Strategy from 2014:**

*17. Improve affordability; raise more money for scholarships.*

#### **Current Status:**

Significant changes have been made over the past 18 months in the way that merit based scholarship awards have been distributed. A reduction in the number of “full ride” Cochran Scholarships, and the redistribution of those savings, has allowed us to provide significant awards (\$1,000-3,000 annually in addition to whatever they were already receiving) to all students accepted to the Honors College. The creation of housing awards (primarily for those outside of our local region) for Honors College admits (\$1,000-3,000), Living Learning Communities in each college (\$1,000-3,000) and a new Trailblazer Award (first generation, low income, ethnic minority or Appalachian county resident) in the amount of \$2,000 have all added to the affordability of a YSU education for many, many more students. In addition to all of the above, YSU has frozen both tuition (by state mandate) and housing (by choice) for the following year. This will continue to be our strategy in the coming 2-3 years.

**YSU Foundation**  
**Gifts, Payments and Pledges/Planned Giving to Scholarships and Endowments**

	FY14		FY15		FY16 to Mar. 18, 2016 (8.5 Mos.)	
	<u>Number</u>		<u>Number</u>		<u>Number</u>	
	<u>of Gifts</u>	<u>Amount</u>	<u>of Gifts</u>	<u>Amount</u>	<u>of Gifts</u>	<u>Amount</u>
Cash Gifts	1,763	\$2,677,692	1,975	\$3,236,696	1,376	\$2,422,621
Payments	921	\$560,519	649	\$1,415,299	359	\$2,127,099
<b>Total Cash/Payments</b>	<b>2,684</b>	<b>3,238,211</b>	<b>2,624</b>	<b>4,651,995</b>	<b>1,735</b>	<b>4,549,720</b>
Pledges/Planned Giving	74	\$2,940,410	65	\$3,471,081	85	\$5,022,204

### Moving Forward

No further action is planned.

### Completion Strategy from 2014:

18. *Ensure that courses are available when needed.*

#### Current Status:

The creation and updating of curriculum sheets and 4 year “road maps” has enabled students to better track their degree completion. In turn, the University is better able to track the need for specific courses by students.

### Moving Forward

The new e-bulletin software provides a mechanism for updating, maintaining and distributing information at the programmatic level. Further work is needed in this area.

### Completion Strategy from 2014:

19. *Improve time to completion of degree.*

#### Current Status:

Since 2014, we have increased the number of transfer articulation agreements with other institutions. As of February 2014, we had approximately 12 active agreements with other schools in Ohio and Western Pennsylvania. Today, we have 52 active agreements and each semester add additional agreements.



In addition to articulations, YSU is one of the leading institutions in the Northeast region for Prior Learning Assessment and Military Credit initiatives. In fact, YSU serves as a case study for Prior Learning Assessment because we have made significant progress in this initiative in one year's time.

YSU also participates in the American Council on Education Alternative Credit Project which allows non-traditional students to transfer credits from non-traditional sources to YSU to get a jump on their college careers.

### **Moving Forward**

No further action is planned.

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### **Completion Strategy from 2014:**

*20. Streamline academic experiences (3-year-degrees, etc.). We continue to identify and publicize pathways for students to accelerate their degree completion.*

### **Current Status:**

We have worked with each of our academic programs to identify the quickest routes to degrees. Furthermore, we have continued to grow the College Credit Plus program, thus recruiting more students who come to us with transferrable hours.

### **Moving Forward**

No further action is planned.

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### **Completion Strategy from 2014:**

*21. Offer flexibly scheduled, alternative delivery and distance education courses and programs.*

### **Current Status:**

We have a successful distance education program and continue to assess the needs of students.

### **Moving Forward**

No further action is planned.

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## Completion Strategy from 2014:

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.

### Current Status:

Change and growth have been a constant in YSU's dual enrollment programs. The SB 140 program came together with the high school based "College in High School" dual enrollment, resulting in a 100% increase in on-campus enrollment. Growth was boosted when the Ohio Department of Higher Education enacted the College Credit Plus (CCP) legislation expanding access to students by standardizing admission criteria and making the program no-cost to students. YSU's CCP program continued to increase the numbers of districts served and the menu of courses being offered in the high school. YSU faculty provide robust professional development opportunities in content specific workshops for the high school based faculty. YSU began an on-campus orientation and advisement program, as well as an interactive text-messaging platform that enables "just in time" assistance to students with questions or in need of help. Followers of the CCP program's social media increased from a handful to over 800.

2013-14 to 2015-16

#### Program Growth

- Students enrolled: 770 to 1,404 (82% increase)
- Credit hours enrolled: 5005 to @ 10,000 (100% increase)
- District partnerships: 44 to 65 (47% increase)
- Courses offered: 18 to 23 (28% increase)

#### Student Success

- Average ACT Composite 25
- Course completion rate (D or higher): 99 %

#### Professional Development

YSU faculty offer two professional development workshops in each subject area to CCP instructors each year (total of 69 hours of PD/year).

### Moving Forward

We will continue to support the students in this program and attempt to recruit them to be full time YSU students upon graduation.

### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

Peer Mentoring program was evaluated and it was determined that we could do it more effectively and efficiently by attaching Peer Leaders to the newly created First Year Course.

#### **Moving Forward**

Peer leaders will be hired for each First Year Course this year, and plans will be made to triple that number for next year when the course becomes mandatory.

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### **Completion Strategy from 2014:**

*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.*

#### **Current Status:**

Outcomes for students that utilize tutorial services continue to demonstrate a positive effect of 1:1 tutoring. 86% of students that used tutoring F15 passed their courses. The benefits also extend to the tutors as they receive extensive training and development of skills that will be used professionally. Usage of tutoring services continues to increase even though enrollment has not increased. E-tutoring usage however, has not increased. YSU students most often use e-tutoring for submitting papers for proof-reading although we have heavily promoted and marketed the E-tutoring service across campus.

#### **Moving Forward**

We will expand the number of tutors on staff. For S16, we have a 20% increase of pending requests from students that we have not been able to fill.

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### **Completion Strategy from 2014:**

*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.*

**Current Status:**

We have expanded our supplemental program each of the last couple years. We now have 23 courses covered by SI leaders (+21%) and have expanded into the math department by covering two developmental math courses and Calculus 2. Grades are higher for every course covered by SI for those students that attend.

**Moving Forward**

We will continue to work with faculty to identify courses that could be well served with an SI component.

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#### **4. Updated Completion Goals for 2016 - 18**

- Implement a required first year experience course
- We will hire a new First Year Program Director
- Create Learning Outcomes for Guests and Students
- Reduce the case load for individual peer leaders from 120 to 25.
- Increase use of tutoring services especially in high D/F/W Courses
- Increase opportunities for supplemental instruction.
- Align systems of advising across the colleges.
- Invest in a program that has shown results with Underrepresented populations
- Each college is working with EGCC to provide clear, simple pathways for students to progress from EGCC to YSU.
- Establish co-requisite remediation in math.
- Implement dual enrollment with Eastern Gateway Community College (EGCC).
- Administer Senior Survey to capture data designed to enhance programs
- Ensure that courses are available when needed.
- Incentive program for faculty to use free open sources in the classroom
- Needs based employment
- Increase number of hours students take to set them on a path to graduation

## 5. Completion Strategies:

Focus Area	Strategy	Leadership	Involvement	Outcome	Measure	Timeline
What are we focused on?	What will we DO?	Who's responsible	Other Constituencies	How do we know if we're successful?	How do we measure Success?	What is our Timeline?
FIRST YEAR EXPERIENCE - Course	Implement a required first year experience course	New Director	Student Success, First Year Programs, Gen Ed Committee	All students will take this class	100% of Students are enrolled in a FY class.	Aug. 2017
FIRST YEAR EXPERIENCE - Staffing	We will hire a new First Year Programs Director	Provost/Associate Provost	Student Success, First Year Programs, Gen Ed Committee	Director starts by 8/1/2016	Director is hired	Aug. 2016
FIRST YEAR EXPERIENCE - New Student Orientation	Create Learning Outcomes for Guests and Students	Leslie Page	Student Success, Academic Advisors, First year Course	Students and Guests are more connected to the institution	90% of participants will evaluate the outcomes positively	Aug. 2017
FIRST YEAR EXPERIENCE - Peer Mentoring	Reduce the case load for individual peer leaders from 120 to 25.	Karen Graves	FY course director, Faculty	higher significant contacts	Each Leader will meet with each student a minimum of 3 times	Jan. 2018
ACADEMIC ASSISTANCE - Tutoring	Increase use of tutoring services especially in high D/F/W Courses	Robin Sakonyi	Faculty, Deans/ CSP,	Less D/F/Ws	Total # of students utilizing tutoring in specific courses	Aug. 2017
ACADEMIC ASSISTANCE - Supplemental Instruction	Increase opportunities for supplemental instruction.	Sue Mark-Srasic	Faculty, Deans/ CSP,	Less D/F/Ws	Total # of students enrolled in S/I courses	Aug. 2017
ACADEMIC ASSISTANCE - Student Advising	Align systems of advising across the colleges.	Director of Career and Academic Advising	Student Success, Academic Advisors, Deans	Better advising for students	Unified Note taking and communication system	Jan. 2017
ACADEMIC ASSISTANCE - Summer Bridge & Beyond	Invest in a program that has shown results with Underrepresented populations	Mike Beverly	Student Success, Center for Student Progress, High Schools	Triple the size of the current program	100 students will participate in the program in the summer of 2018	July 2018
ACADEMIC PROGRESS - Matriculation Agreements	Each college is working with EGCC to provide clear, simple pathways for students to progress from EGCC to YSU.	Kevin Ball	Deans	Students will successfully matriculate	Initial cohort of 25 students in each college	Aug. 2017
ACADEMIC PROGRESS - Co-Requisite remediation	Establish co-requisite remediation in math.	Angela Spalsbury	Deans, faculty	Students will successfully matriculate	D/F/W rates will be reduced in these select courses	Aug. 2017
ACADEMIC PROGRESS - Dual Enrollment	Implement dual enrollment with Eastern Gateway Community College (EGCC).	Kevin Ball	Provost's Office, Deans?	Students will enroll in the best location	Initial cohort of 50 students	Aug. 2017
ACADEMIC PROGRESS - Senior Survey	Administer Senior Survey to capture data designed to enhance programs	College Deans	Chairs, Faculty	Enhance academic programs	Senior Survey is administered in all program areas	Aug. 2017
ACADEMIC PROGRESS - Course Availability	Ensure that courses are available when needed.	Kevin Ball	Dean, Chairs, Faculty	More students graduating in 6 yrs or less	Graduation Rates	Aug. 2018
INCREASED AFFORDABILITY - Text Books	Incentive program for faculty to use free open sources in the classroom	Provost	Provost, Academic Senate	Less cost to students	Number of faculty involved in the program	Aug. 2017
INCREASED AFFORDABILITY - Student work	Needs based employment	Mike Reagle	Financial Aid, Enrollment Mgmt	Utilize student work funds for financially at risk students	25% of student Work allocations will be distributed to students with high financial need	Aug. 2017
INCREASED AFFORDABILITY - Increase hours students are taking	Increase number of hours students take to set them on a path to graduation	Mike Reagle	College Deans, Student Success	More students graduating in 6 yrs or less	Graduation Rates	Aug. 2018

## **6. Workforce Development Priorities**

Youngstown State University provides significant value to the Youngstown-Warren metropolitan area, northeast Ohio, the state and the nation through research, scholarship, innovation, creative/scholarly activities, and service and workforce development. YSU views economic impact as a symbiotic relationship amongst businesses, industries, technological enterprises, government, and non-profit organizations. Regional Engagement is one of the four cornerstones of the YSU 2020 Strategic Plan and within that cornerstone, a featured theme is *providing value to business, industry, and non-profit organizations*.

### **Priorities**

Our academic and workforce development priorities include those “in-demand” industries identified by JobsOhio which are poised to transform Ohio:

1. Advanced Manufacturing
2. Aerospace & Aviation
3. Food Processing
4. Automotive
5. BioHealth
6. Shale Energy and Petrochemical
7. Financial Services
8. Information Technology
9. Logistics and Distribution

In support of Workforce Development, YSU is committed to cultivating and sustaining appropriate bilateral and multilateral engagements amongst faculty, staff, students, and regional business, technological enterprises, industry, and non-profit organizations. The University has focused building strong relationships with University faculty and the respective organizations' professional staff, leading to a broad and deep relationship amongst a variety of partners.

These partnerships result in significant and meaningful Workforce Development opportunities for YSU students, including frequent exposure to business and industry personnel, student internships, coops, clinical externships, entrepreneurial opportunities, and collaborative research.

## **Internships**

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, nearly every YSU student 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.



## **Workforce Related Initiatives:**

- YSU's Center for Innovation in Additive Manufacturing (CIAM) was created to advance research, education, workforce development, and industry partnerships in this emerging field. CIAM is the focal point for additive manufacturing activities, providing a resource for the College of Science, Technology, Engineering, and Mathematics (STEM) but also for other academic divisions, including the arts and health sciences.

This Center offers the following services:

- Materials characterization
- Process development for materials
- Precision post-processing of printed parts
- Innovative business strategies
- Digital manufacturing thread for Additive Manufacturing
- Design for Additive Manufacturing

Current assets within the CIAM:

- ExOne M-Flex and X1-Lab binder jetting printers capable of printing metal and ceramic parts. The M-Flex is a production system with a build volume of 400 x 250 x 250 mm (15.7 x 9.8 x 9.8 in.).
- 3-D printing kiosk in the lobby of Moser Hall with two MakerGear M2 printers available for use by the campus community.
- MakerBot Replicator 2X dual extruder printer capable of either printing two colors or printing a part material and a dissolvable support filament.
- A Hyrel 3-D printer with high resolution and thin wall capability.
- Siemens NX PLM software including the full suite of drawing, analysis, automation, manufacturing and production modules.
- Sintering furnace, enabling the sintering of high-temperature metals and advanced ceramics made with the lab's two high-end 3D printers. It allows final processing of 3D printed parts made from advanced materials for uses in aerospace, automotive, industrial, energy and medical applications.

The center features two high-end 3D printers available for research by both undergraduate- and graduate-level students, as well as students enrolled in the university's PhD program in materials science and engineering (First YSU PhD will be awarded in May, 2016). The lab supports education and workforce development in

additive manufacturing.

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

- The YSU *Natural Gas and Water Resources Institute* provides 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 Institute meets 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 2025 due to exploration, leasing, drilling, and pipeline construction for the Utica shale reserve.
- The *Bitonte College of Health and Human Services* provides students with the opportunity to gain important clinical education experiences in hospitals, clinics, physician offices, and at community and special events. Clinical experiences are offered in all of the Health and Human Services programs, including Nursing, Respiratory Care, Dental Hygiene, Healthcare Management, Social Work, Dietetics, and Physical Therapy. A recently signed "Affinity Agreement" with Mercy Health, Ohio's largest healthcare provider with institutions located throughout the Mahoning Valley, will provide expanded opportunities for clinical experiences for students.
- Clinical and field experiences offered by *Youngstown State University's Beeghly College of Education* (BCOE) are well planned, numerous and diverse. The nature and duration of field based activities vary in the amount of observation and participation according to the specific course and program requirements. All BCOE professional education courses have some field or clinical component(s). The progression of field experience culminates in Student Teaching, considered to be the capstone clinical experience for all teacher education program majors.
- *ConneX* is Youngstown State University's corporate communication consulting and training center. Housed in the College of Creative Arts and Communication's Department of Communication, ConneX offers some of the best (and inexpensive) communication consulting, training and services in the world. Students provide

communication and training consulting to local businesses while gaining valuable 21st Century communication skills. ConneX offers specialized training and consulting based on the expertise of experienced faculty at Youngstown State University. With the introduction of our new graduate degree program in Interdisciplinary Communication, faculty experts are able to assemble teams to assist in training, consulting, and research that fits corporate and industry needs. ConneX training areas:

- Public speaking and presentation skills
  - Public and Media Relations
  - Leadership and Team Building Skills
  - Workplace Diversity
  - Social Media Management
  - Internal/External Communication Assessment
  - Conflict Management and Negotiation
  - Corporate Video Development, Web Video, Video Storytelling
  - Business Research Methods (e.g., designing online surveys, qualitative and quantitative analysis)
- 
- The YSU History Department, in the College of Liberal Arts and Social Sciences, provides internship opportunities to its students through the *Youngstown Historical Center of Industry and Labor*. The museum features hundreds of photographs representing labor, immigration and urban history. Objects on display range from workers' tools and clothing to hundreds of photographs. In addition to exhibits, the center offers educational programs and an archives/library. Part of the Ohio Network of American History Research Centers, the archives/library serves as a repository for local government records, as well as manuscripts collected from workers, companies and labor organizations. YSU student interns are learning curation, conservation, and archival practices.
  - The *YSU Center for Nonprofit Leadership*, housed in the Williamson College of Business Administration, provides academic programming and professional development experiences for students interested in pursuing a career in nonprofit management and/or serving the community. This Center places students in academically-focused and for-credit career-related internships at regional nonprofit organizations.

## **Emerging Workforce Development Initiatives**

*The Mahoning Valley Innovation & Commercialization Center (MVICC)*, with initial capital funding support from the Ohio Legislature, will be an entrepreneurial hub connecting creative minds with the modern equipment of advanced manufacturing (including 3D printing) and the knowledge of the regional business community. By integrating innovation, technology development, entrepreneurial support, and partnerships with the business and local communities, the center will accelerate the development from concept to product, creating products and jobs that promote the quality of life throughout the region.

By working collaboratively with the business community, Eastern Gateway Community College, the cities of Youngstown and Warren, area incubators, and county K-12 educational providers, this multi-stakeholder center will become a driving force for economic growth and prosperity in the region. The center brings together essential elements in one cohesive location, combining educational and research space with a 21st century manufacturing laboratory, and the innovation and project space required for multidisciplinary collaboration, creating a unique environment in which innovation and entrepreneurship can thrive.

This 100,000 square foot facility will be located on the Youngstown State University Campus, and will be owned and operated by Youngstown State University, on behalf of partnering organizations. Collaboration will be ensured through memoranda of understanding with other entities, such as Eastern Gateway Community College, the City of Youngstown, area incubators, and K-12 educational providers for the efficient and effective use of the facility and the equipment contained therein.

The partners on this project have a long history of successful collaboration and job creation. Memoranda of understanding and collaborative agreements already exist between partner entities that support workforce development initiatives for co-op/internship programs, small business development programs, and other entrepreneurship initiatives.

We have recently demonstrated the creation and retention of 500 jobs through State IRDCP funding provided in support of the America Makes project. Support of small manufacturing businesses through integrated research, development, and education networks has been a critical component of our regional success. This project creates the collaborative space that embodies our integrative approach, leading to cost-saving efficiencies as partnering entities expand on prior successful activities and continue to create and retain jobs for our region and throughout the state.

## **Measurement and Assessment- Workforce Development**

In monitoring those variables that contribute to Completeness, Youngstown State University College of Science, Technology, Engineering, and Mathematics and YSU's Williamson College of Business Administration track activity related to Registered Internships and Coop Programs, especially with respect to the "In-Demand Industries" identified by the State.

Following are several attachments depicting the types of metrics being captured on number and type of internships, wages, and impact from each academic program. While additional details are monitored, the following charts indicate representative metrics.

Attachment A depicts several of the student coop and internship experiences from the College of Science, Technology, Engineering, and Mathematics (STEM) over the past two years, with emphasis on "in demand" jobs. Student Major, Industry NAICS Code, "In Demand Industry", Employer Name, and number of hours worked are presented for several of the past semesters.

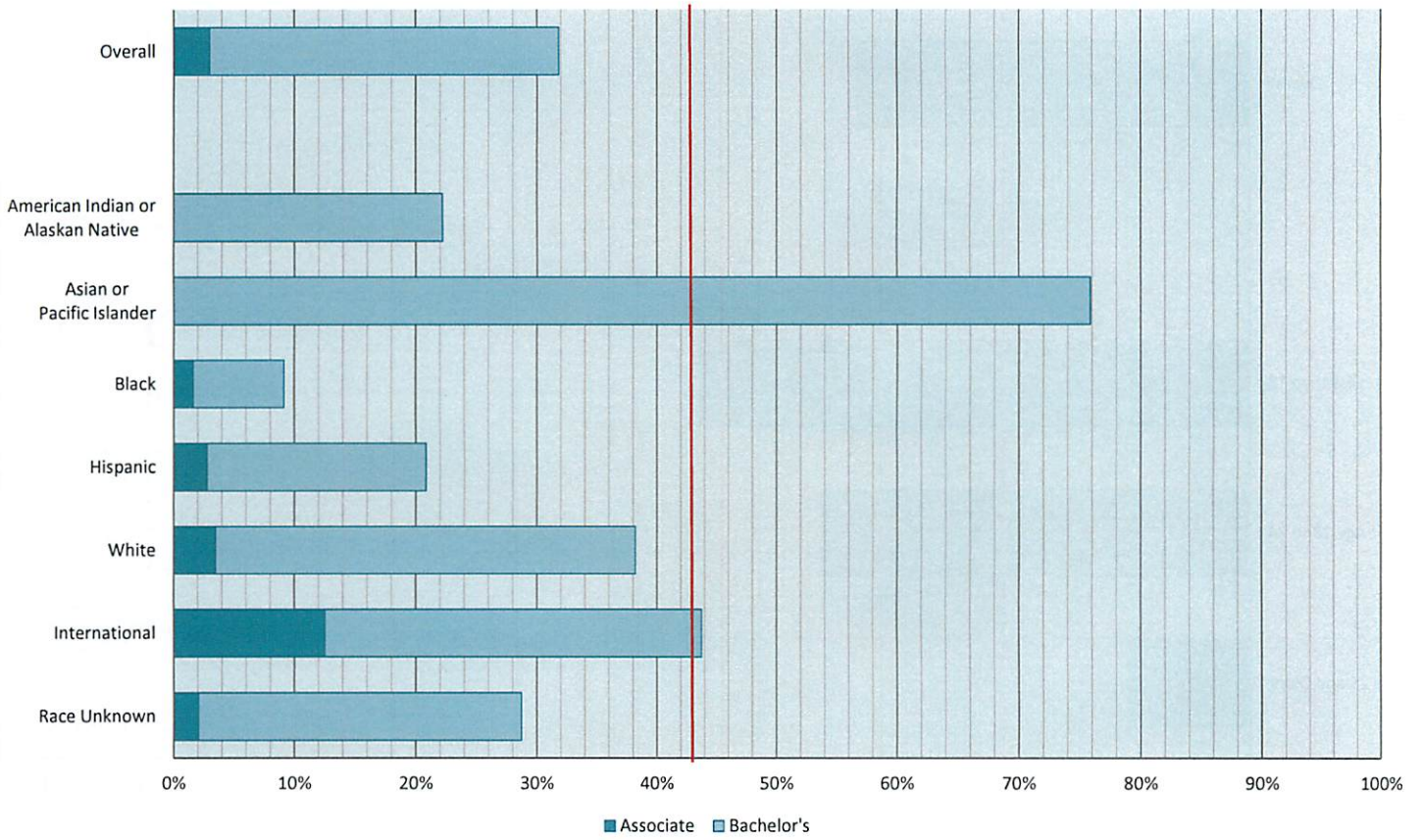
Attachment B is the STEM College Experiential Learning Report for 2015-16. It provides relevant data from internships, including wages, industries, and companies.

Attachment C summarizes coops and internships completed by students from the Williamson College of Business Administration, including

As an added metric of campus completeness, each year Youngstown State University Office of Career Services surveys graduating seniors to assess near term employment, graduate school attendance, or other status within one year of graduation. Additionally, undergraduates are asked to report starting salary, and location of employment. Attachment D depicts a portion of the more relevant data from 2014-2015, the most recently completed survey.

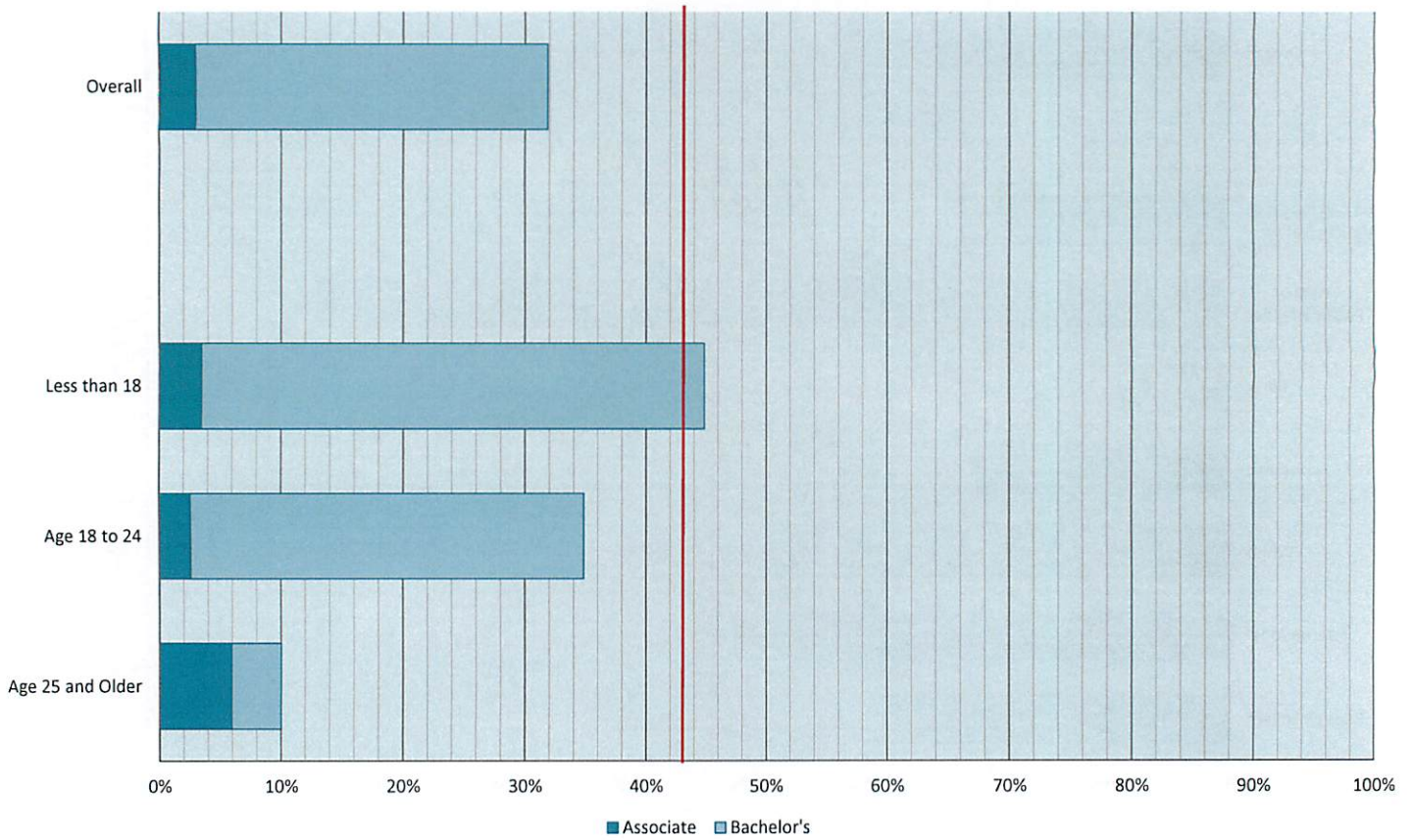
**Youngstown State University  
2009 First-Time, Full-Time Degree Seeking Undergraduate  
Six-Year Graduation Rates  
by Race/Ethnicity**

**Overall  
2020 Goal = 43%**



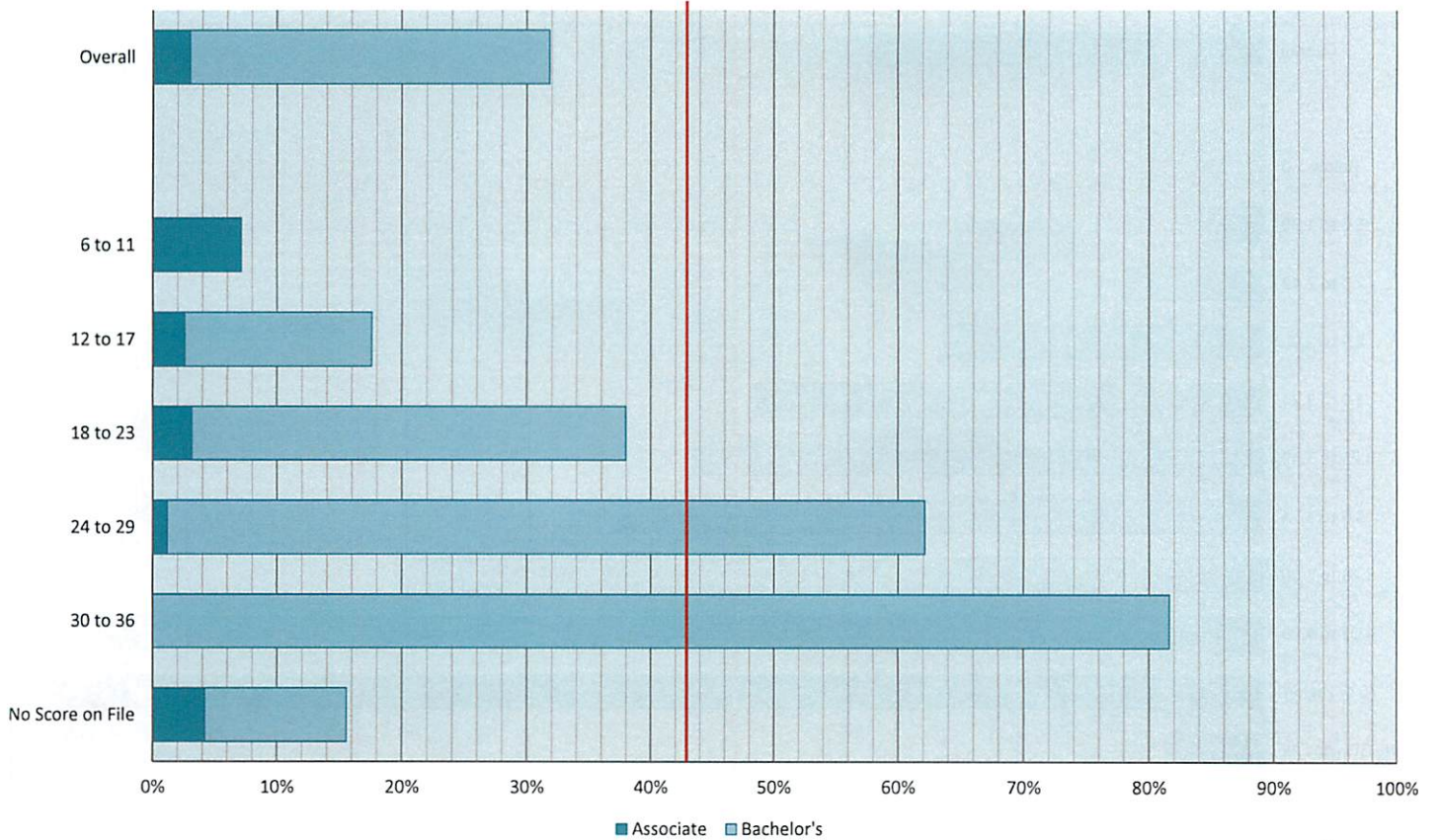
Youngstown State University  
2009 First-Time, Full-Time Degree Seeking Undergraduate  
Six-Year Graduation Rates  
by Age Group

Overall  
2020 Goal = 43%



**Youngstown State University**  
**2009 First-Time, Full-Time Degree Seeking Undergraduate**  
**Six-Year Graduation Rates**  
**by ACT Composite Score Range**

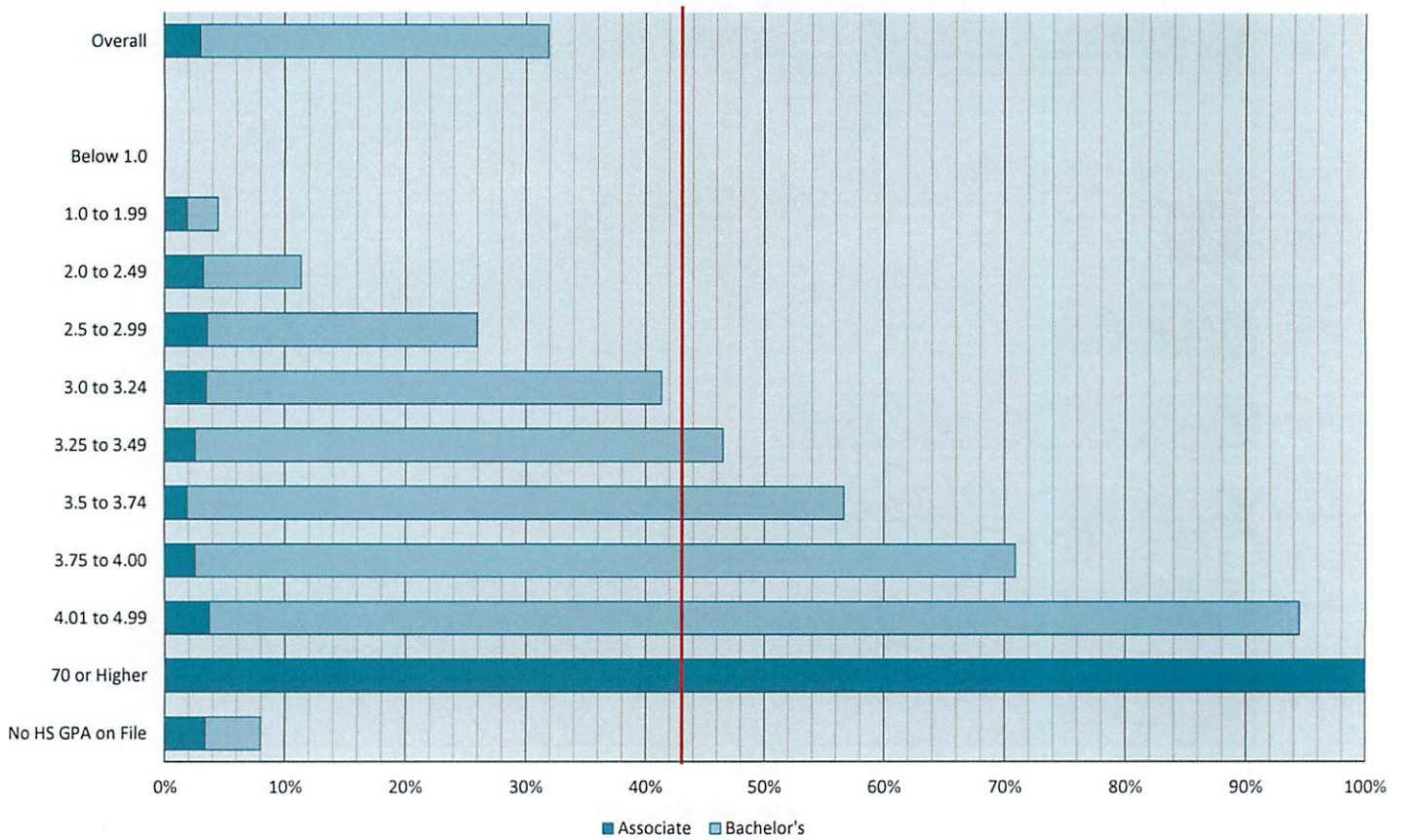
**Overall**  
**2020 Goal = 43%**





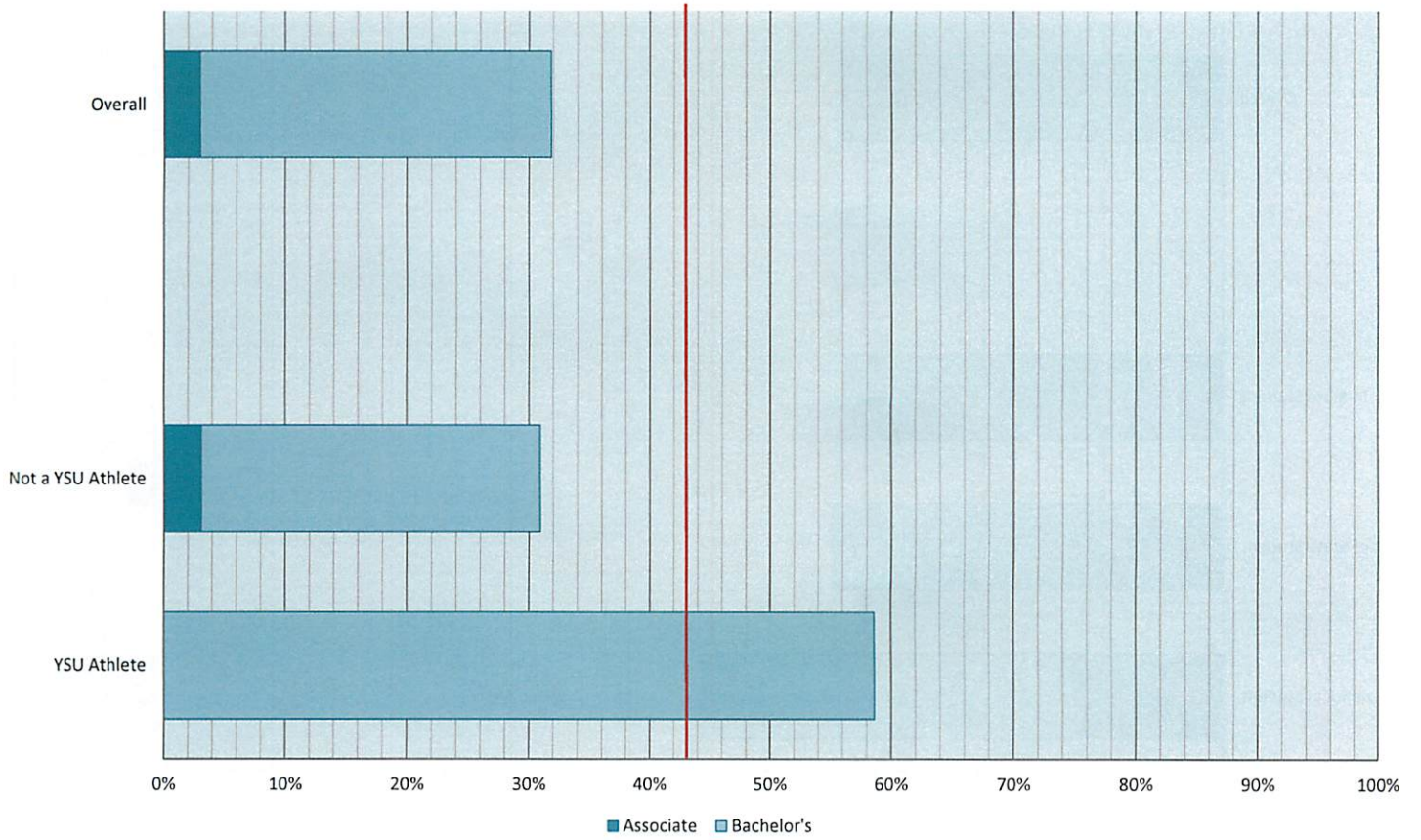
## Youngstown State University 2009 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by High School GPA Range

Overall  
2020 Goal = 43%



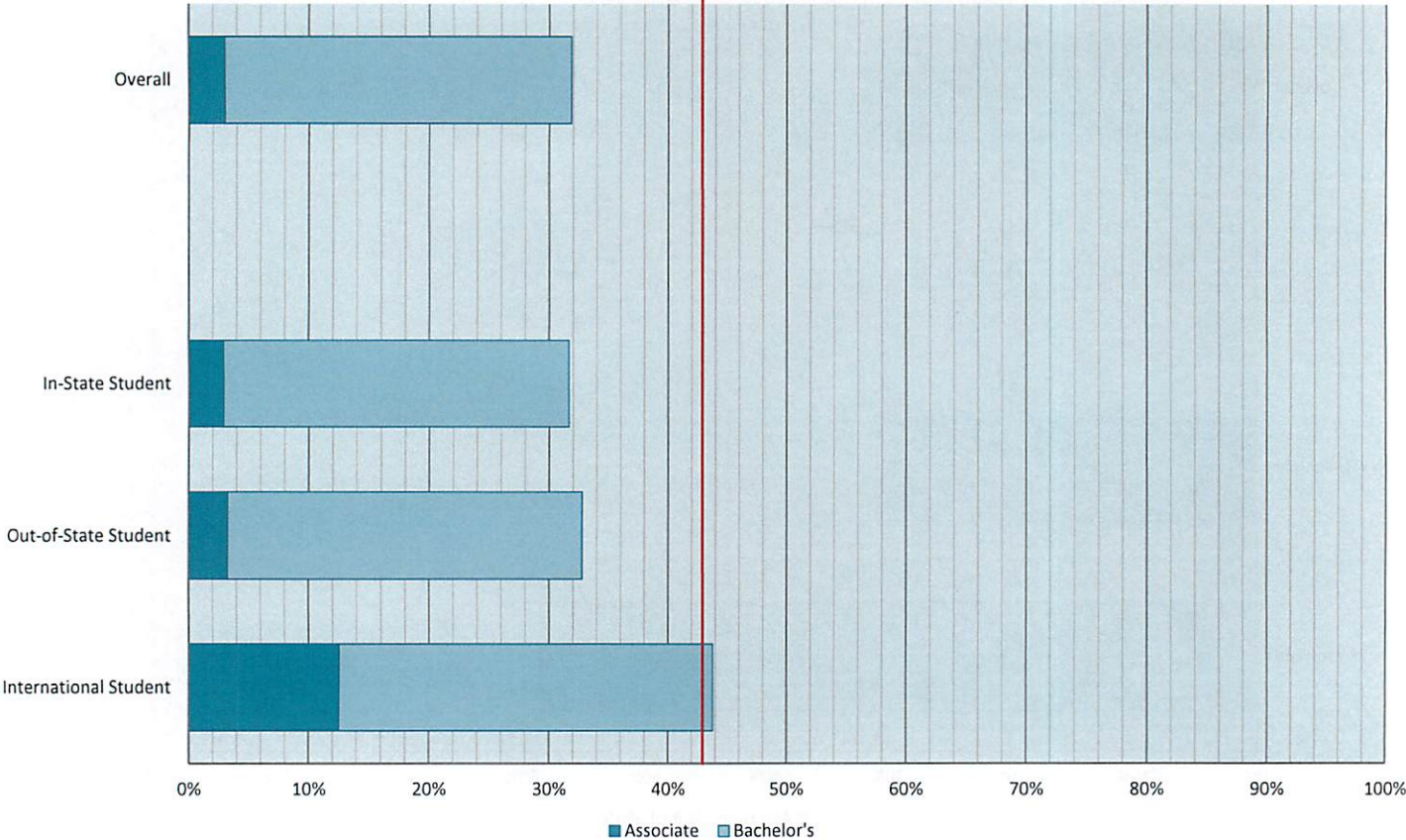
Youngstown State University  
2009 First-Time, Full-Time Degree Seeking Undergraduate  
Six-Year Graduation Rates  
by YSU Athlete Status 2009-10

Overall  
2020 Goal = 43%



**Youngstown State University**  
**2009 First-Time, Full-Time Degree Seeking Undergraduate**  
**Six-Year Graduation Rates**  
**by Residency Status**

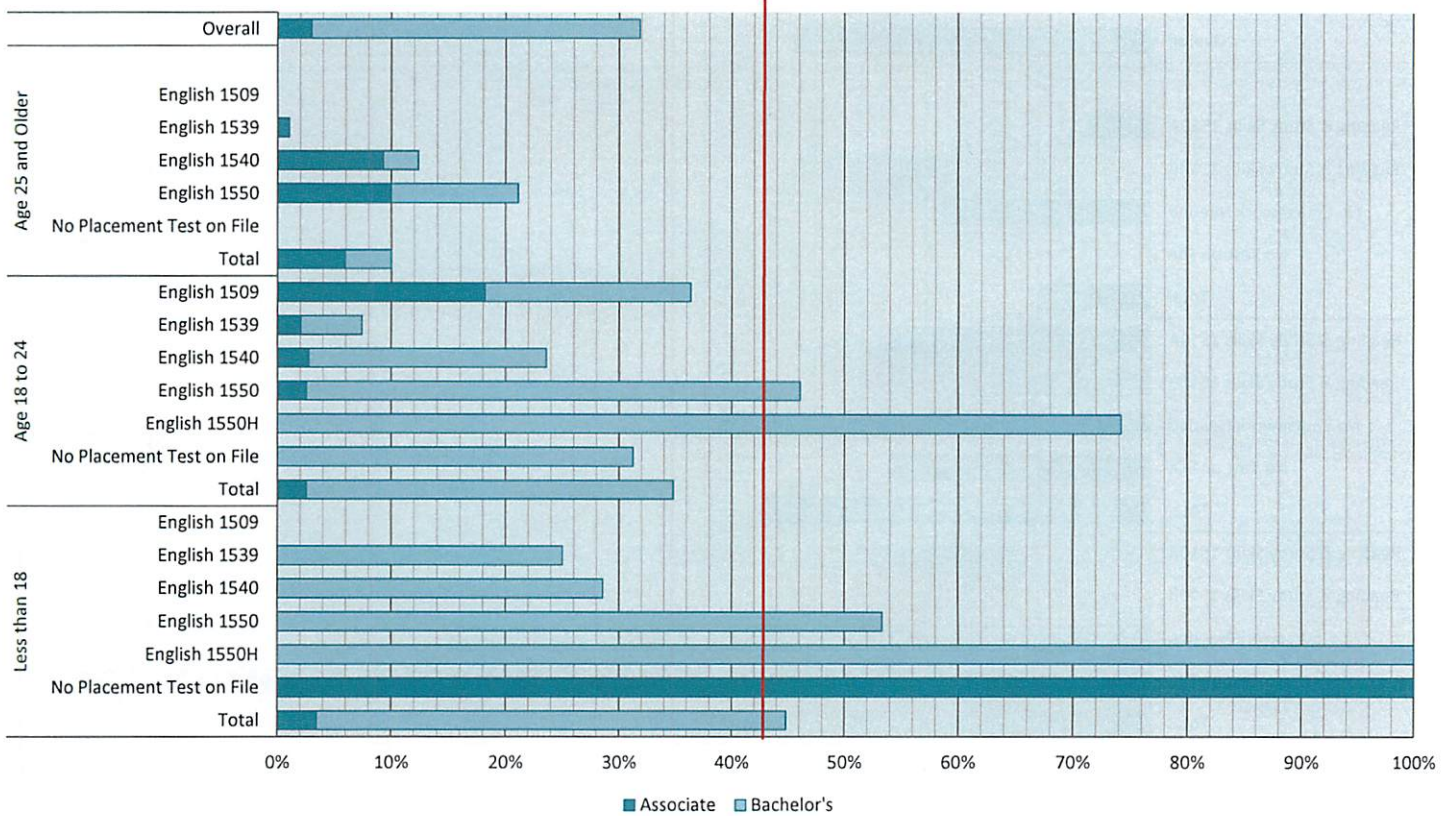
Overall  
2020 Goal = 43%



Prepared by: Becky Geltz, Institutional Research, 4/20/2016

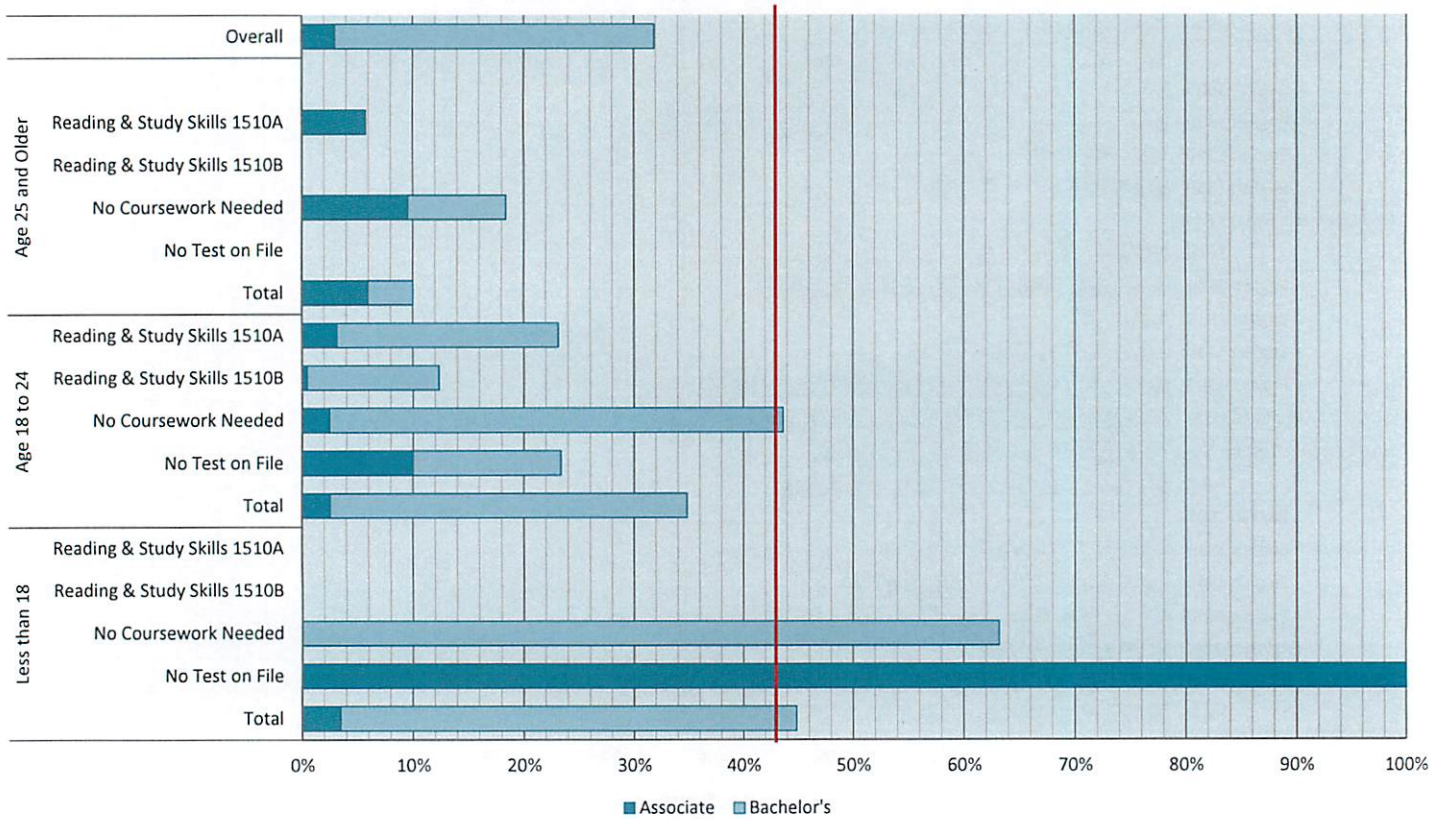
# Youngstown State University 2009 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Age Group and English Placement Recommendation

**Overall  
2020 Goal = 43%**



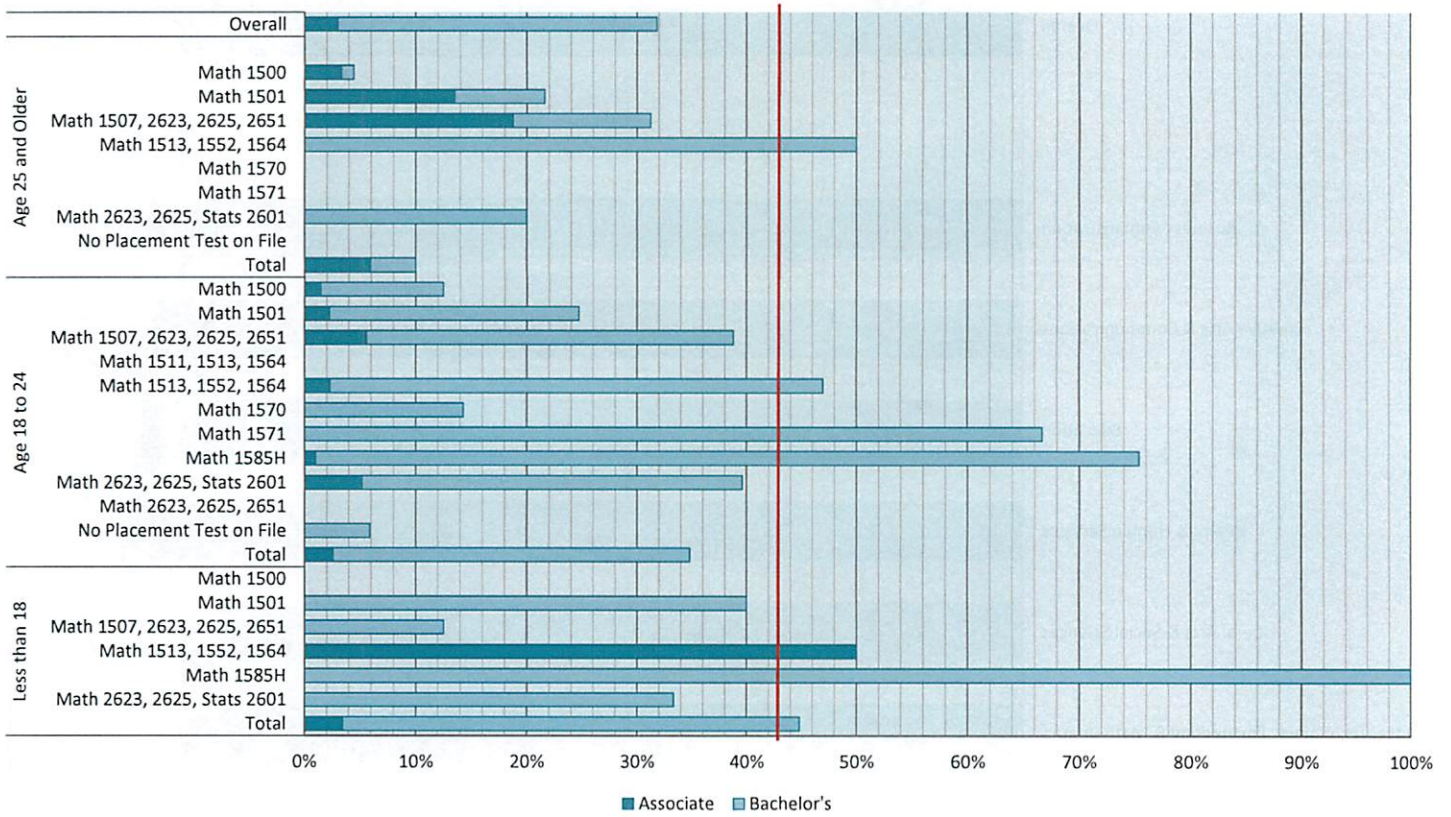
## Youngstown State University 2009 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Age Group and Reading & Study Skills Recommendation

Overall  
2020 Goal = 43%



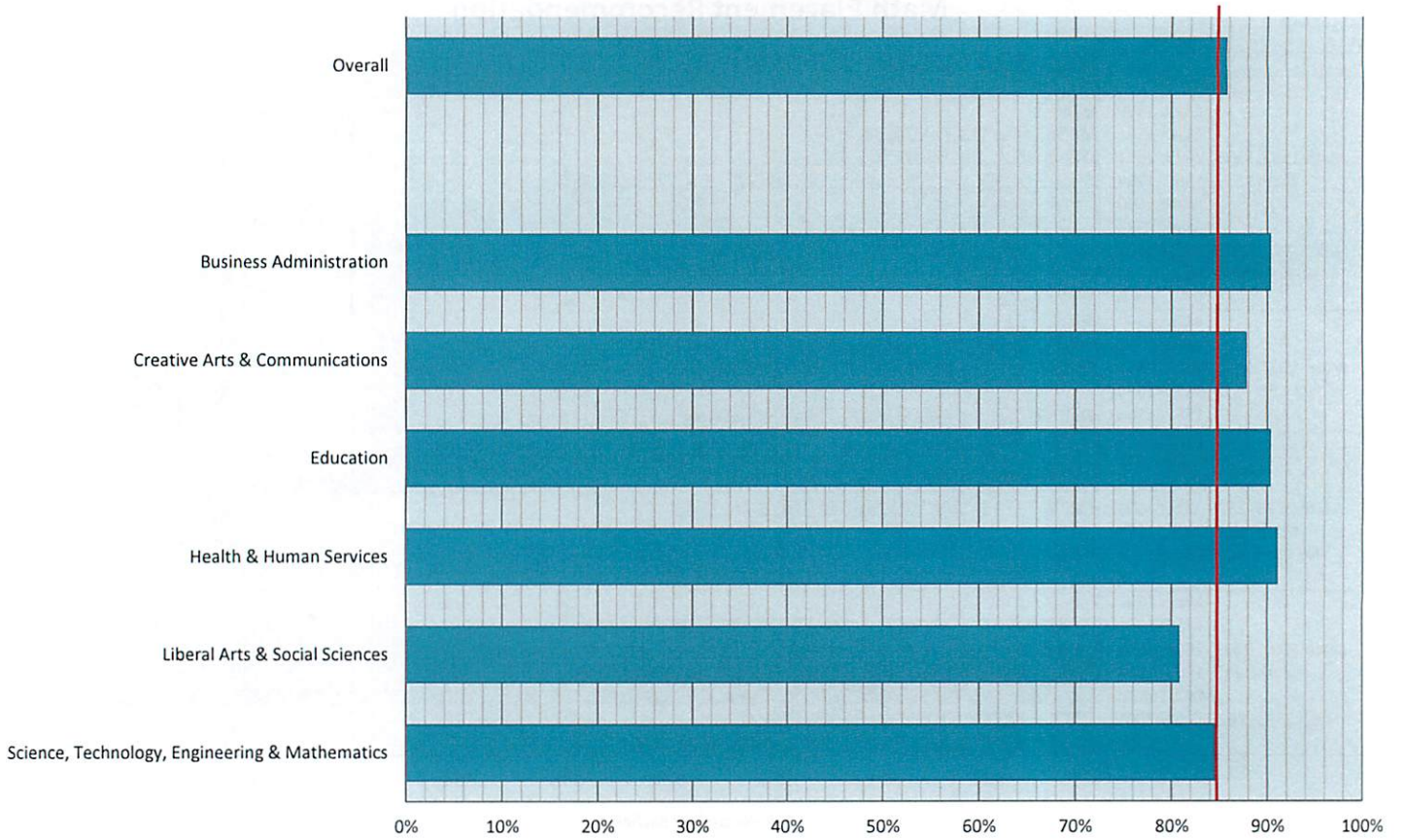
## Youngstown State University 2009 First-Time, Full-Time Degree Seeking Undergraduate Six-Year Graduation Rates by Age Group and Math Placement Recommendation

**Overall**  
2020 Goal = 43%



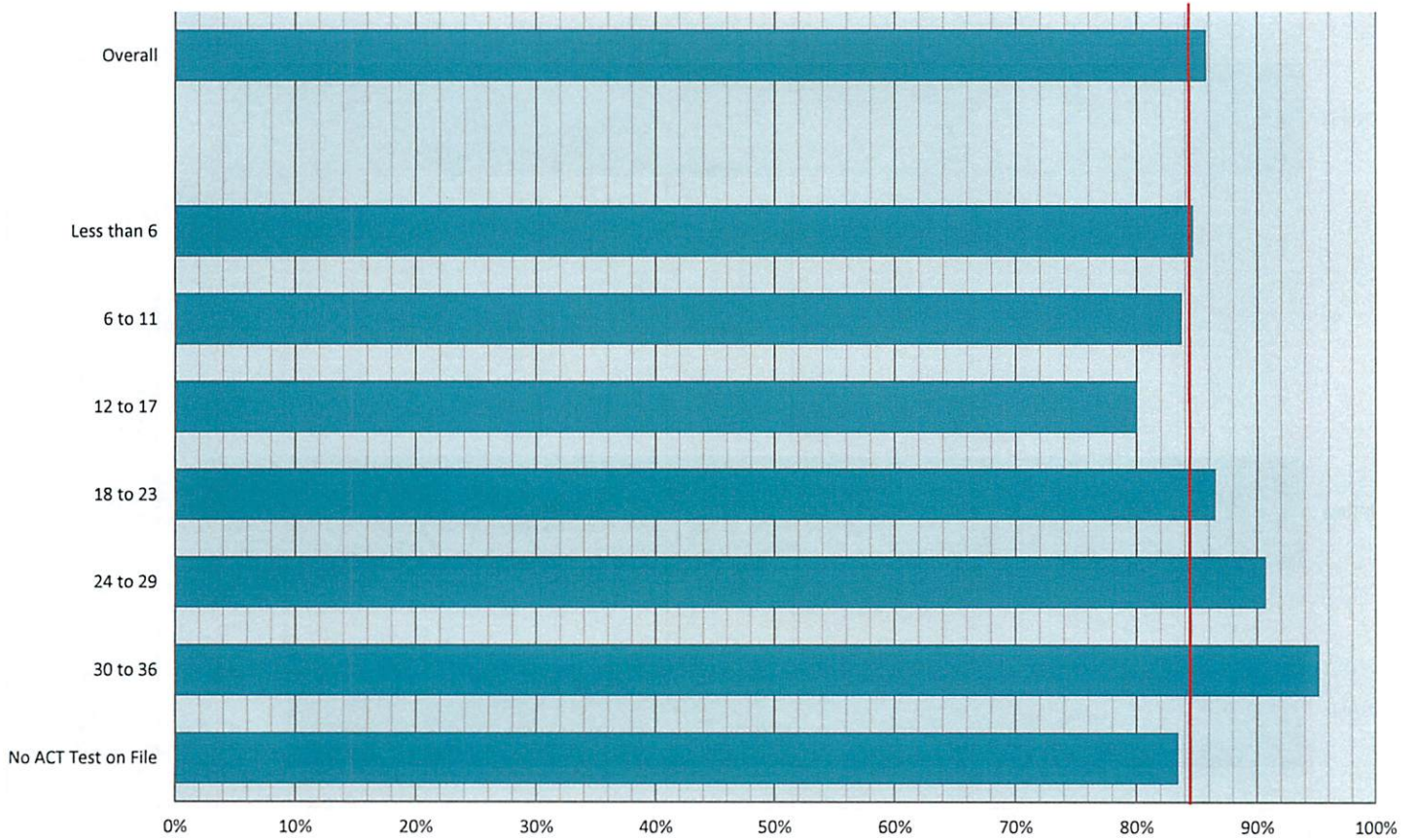
# Youngstown State University Fall 2014 Undergraduate Course Completion Rates by College of Course

Overall  
2020 Goal = 85%



# Youngstown State University Fall 2014 Undergraduate Course Completion Rates by ACT Composite Score Range

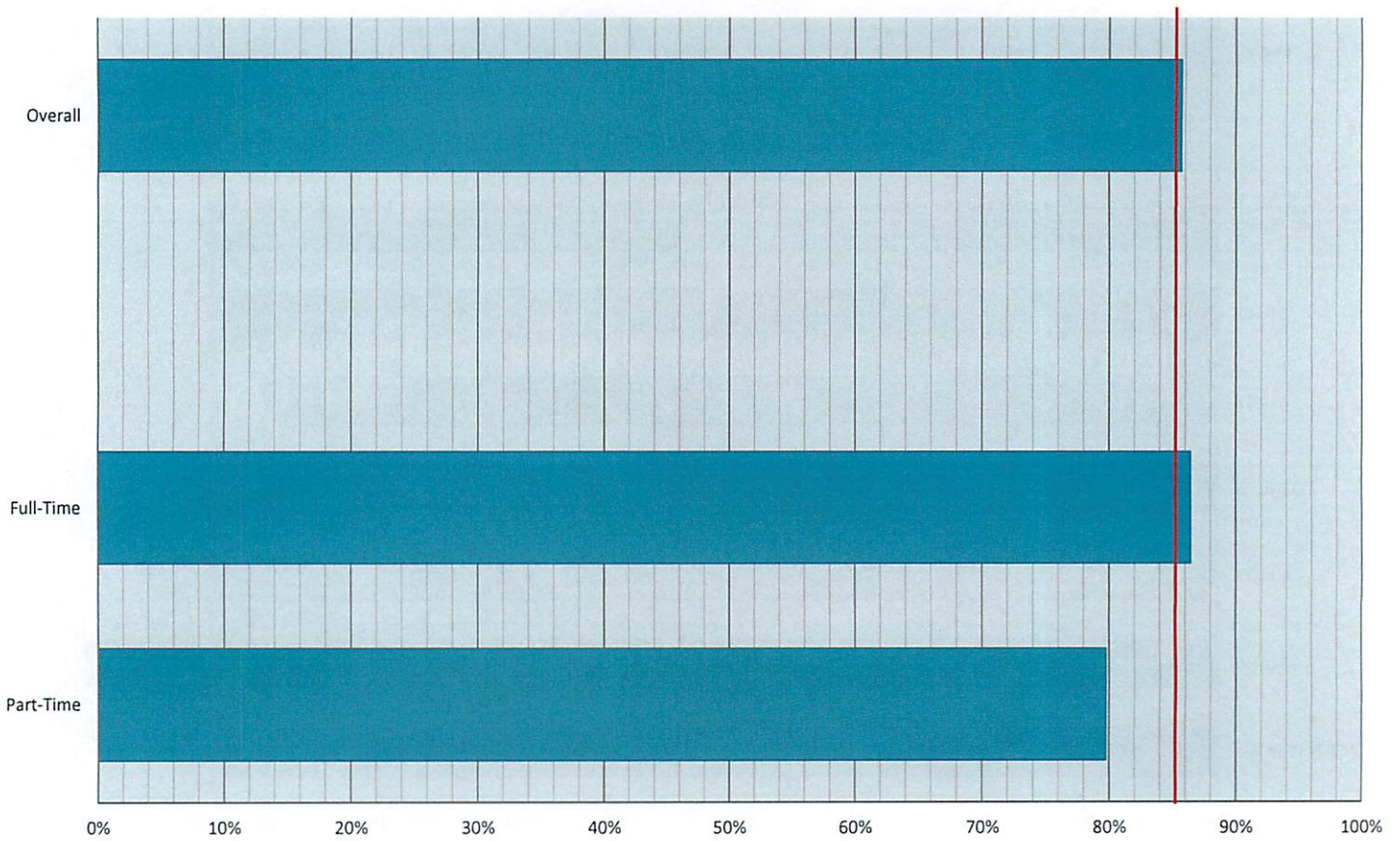
Overall  
2020 Goal = 85%





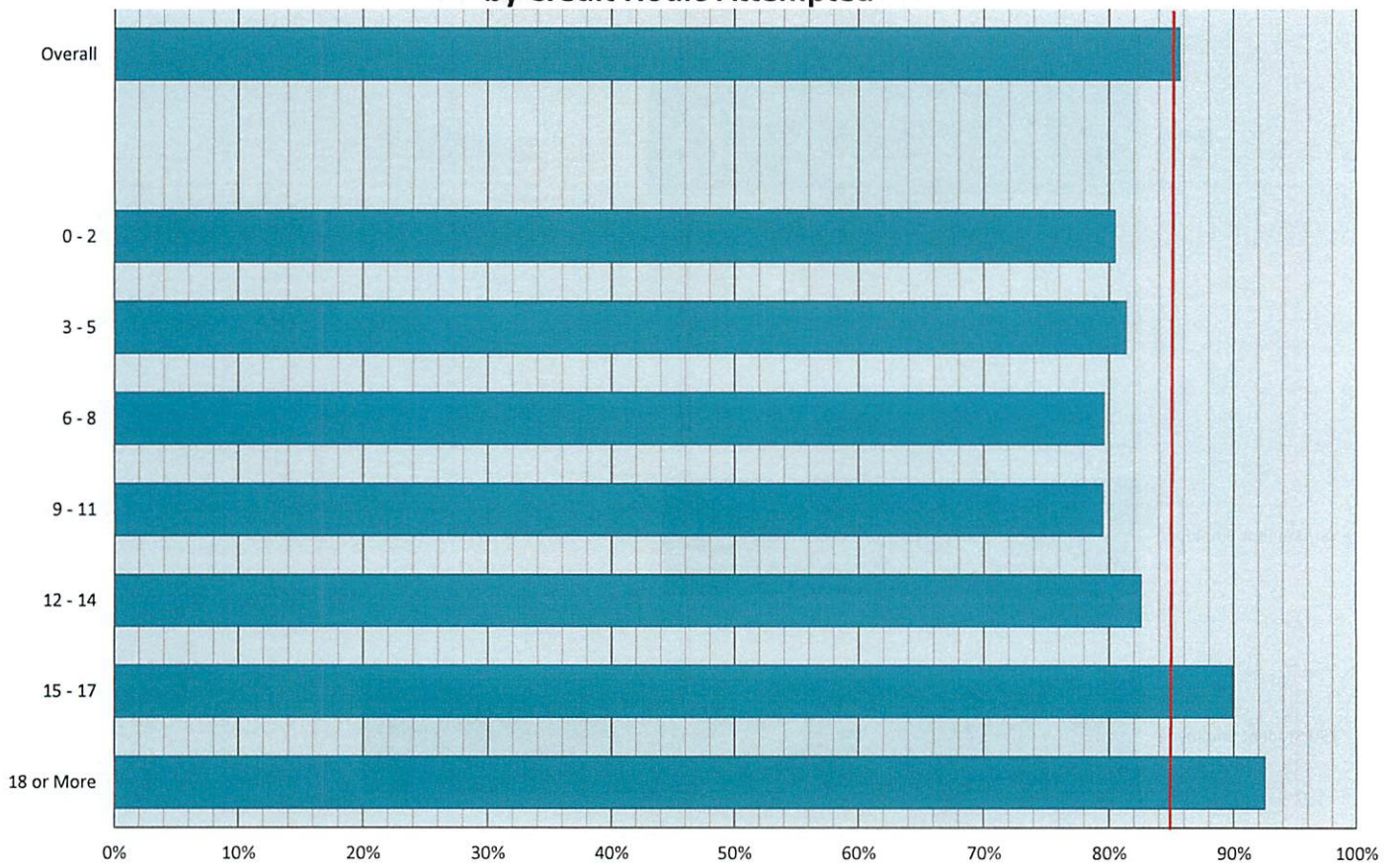
Youngstown State University  
Fall 2014 Undergraduate  
Course Completion Rates  
by Academic Load

Overall  
2020 Goal = 85%



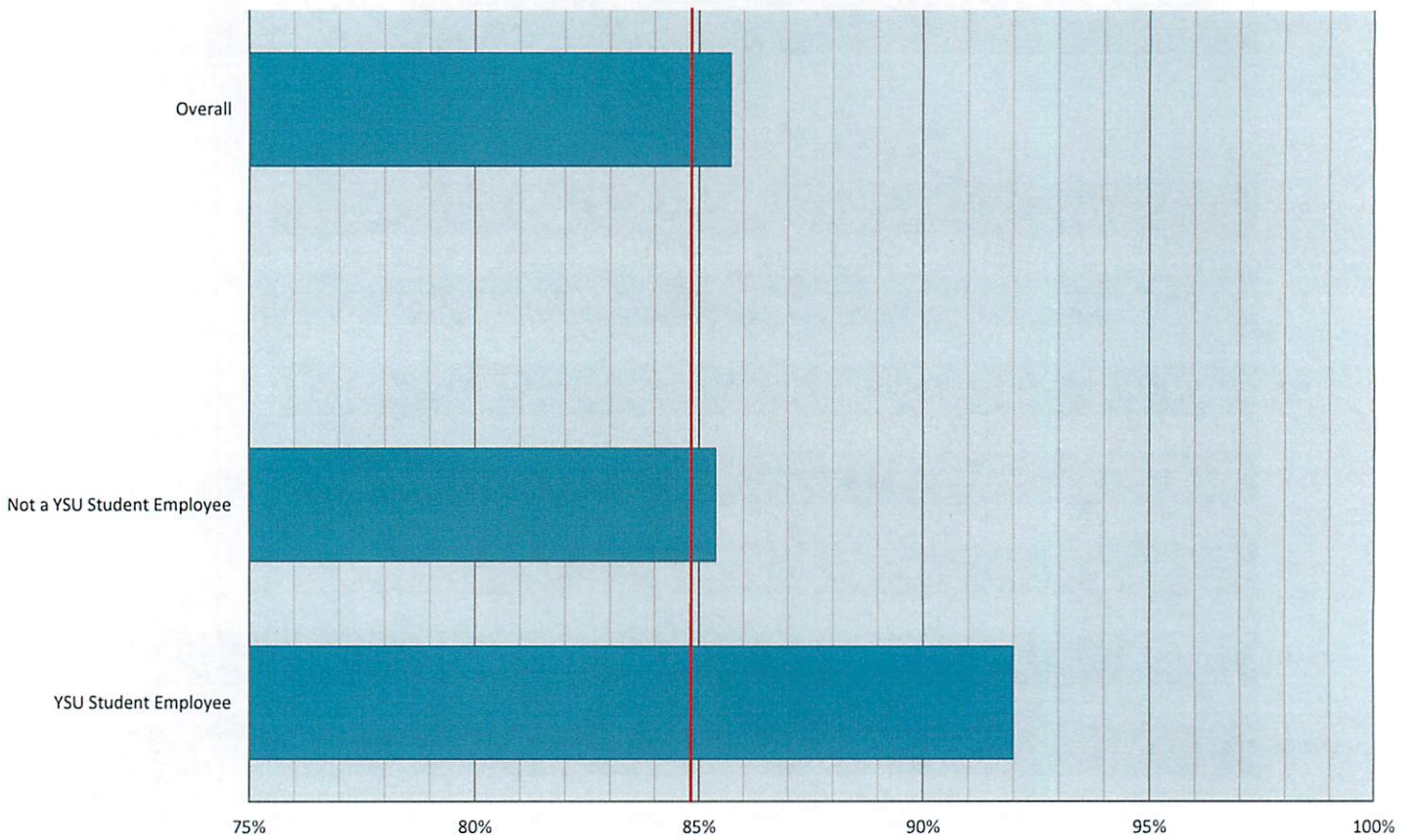
# Youngstown State University Fall 2014 Undergraduate Course Completion Rates by Credit Hours Attempted

Overall  
2020 Goal = 85%



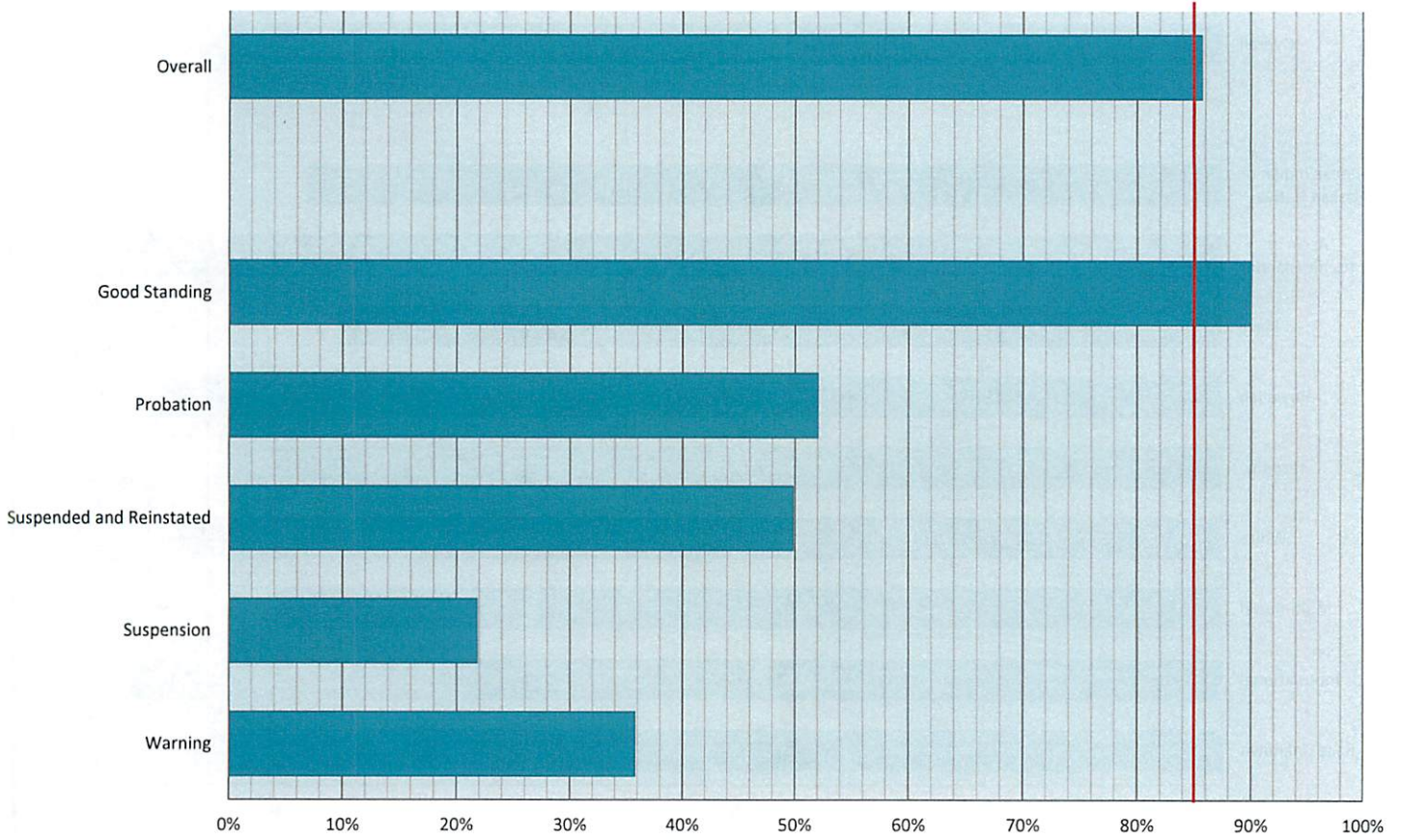
Youngstown State University  
Fall 2014 Undergraduate  
Course Completion Rates  
by Fall 2014 YSU Student Employee

Overall  
2020 Goal = 85%



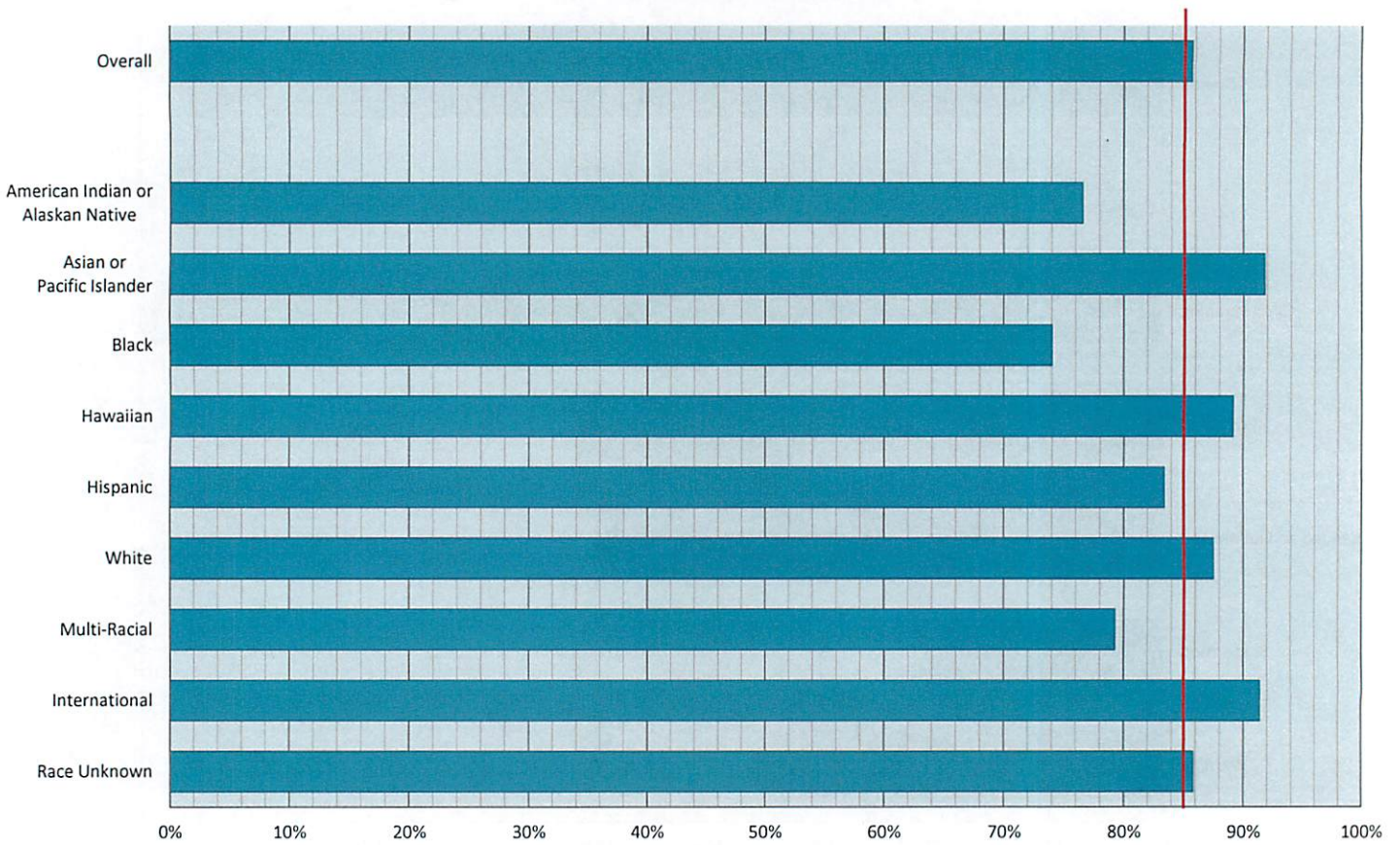
Youngstown State University  
Fall 2014 Undergraduate  
Course Completion Rates  
by End-of-Term Academic Standing

Overall  
2020 Goal = 85%



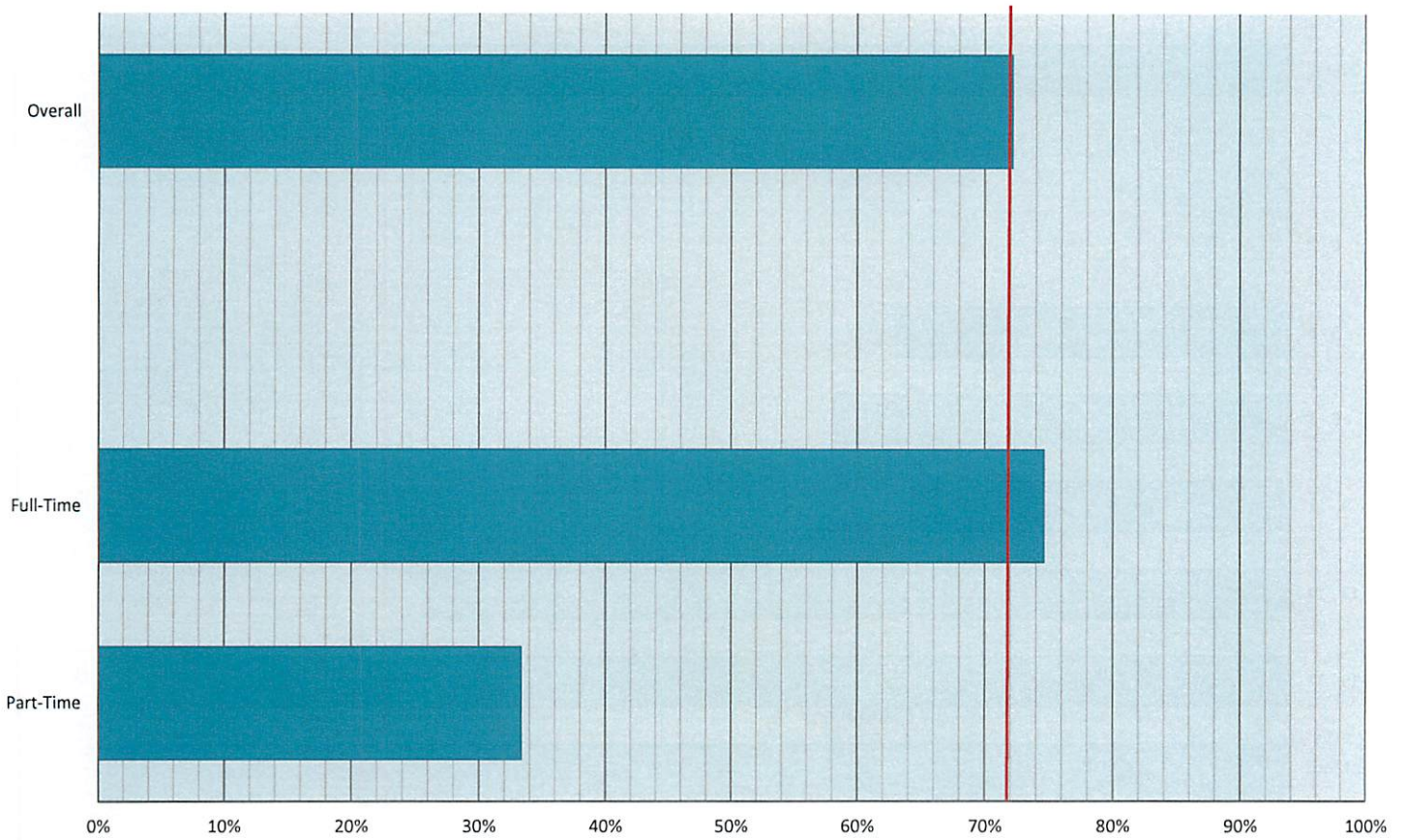
# Youngstown State University Fall 2014 Undergraduate Course Completion Rates by Race/Ethnicity

Overall  
2020 Goal = 85%



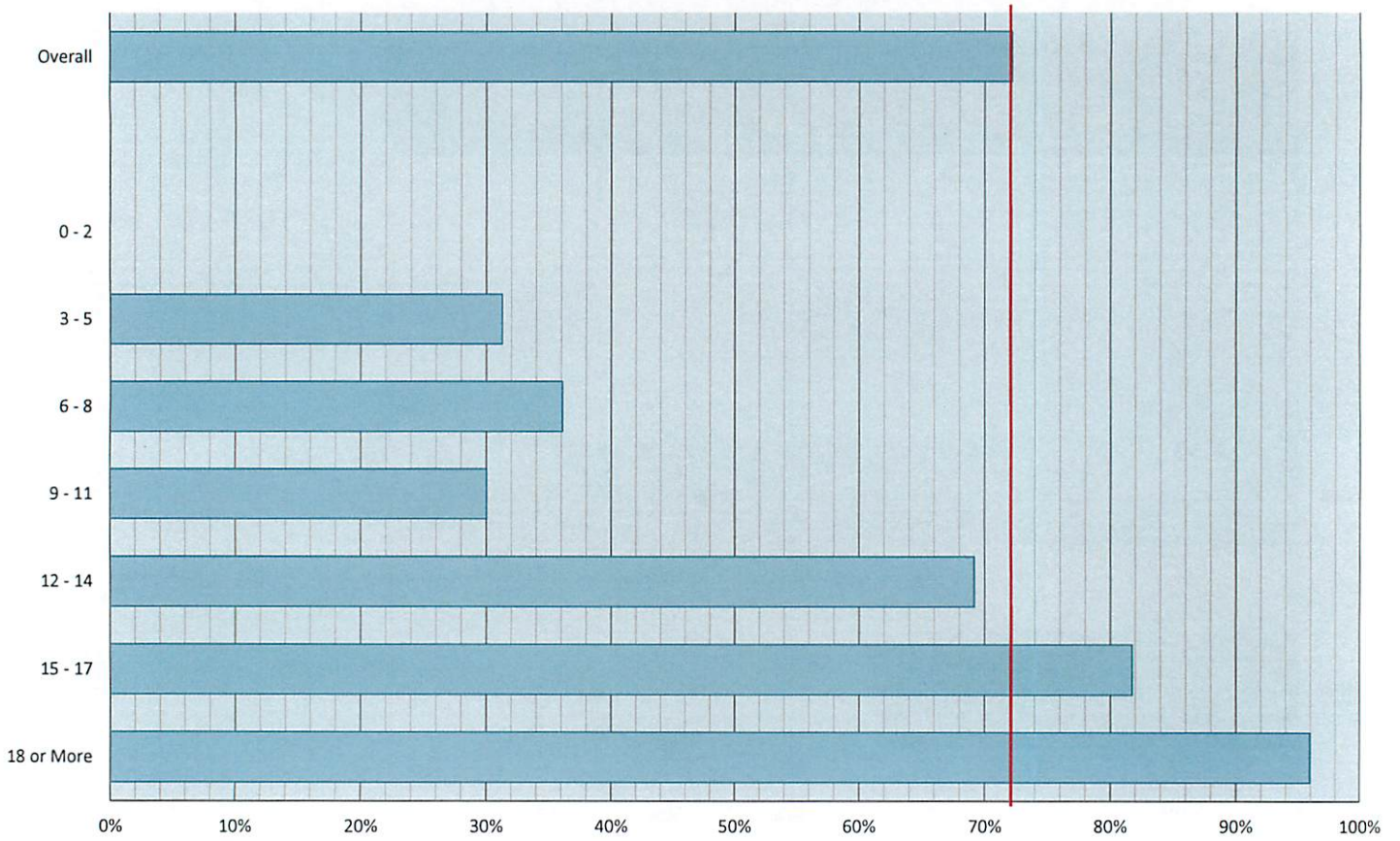
Youngstown State University  
2014 First-Time Undergraduate Degree Seeking  
Fall-to-Fall Persistence Rates  
by Fall 2014 Academic Load

Overall  
2020 Goal = 72%



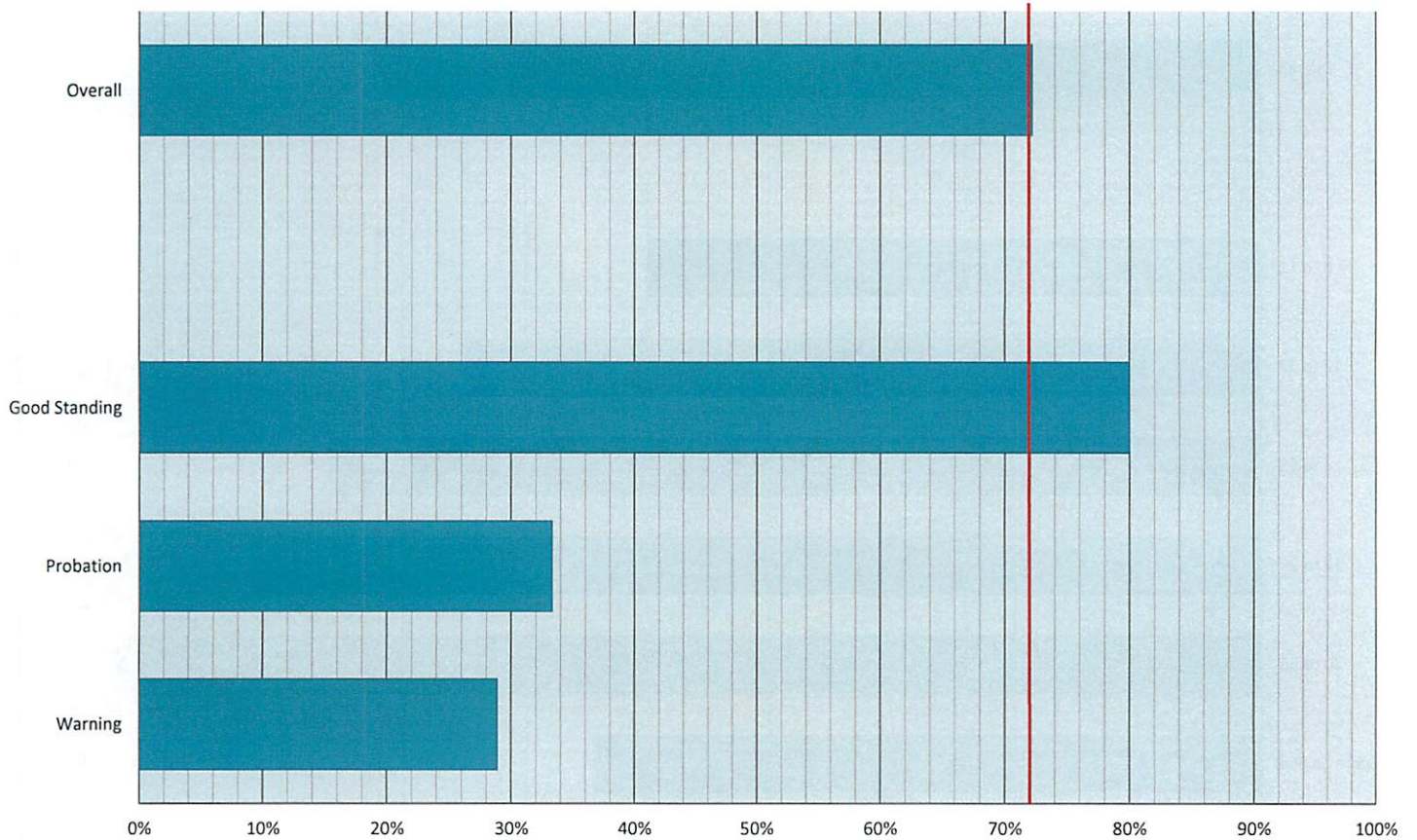
**Youngstown State University**  
**2014 First-Time Undergraduate Degree Seeking**  
**Fall-to-Fall Persistence Rates**  
**by Fall 2014 Credit Hours Attempted**

Overall  
2020 Goal = 72%



Youngstown State University  
2014 First-Time Undergraduate Degree Seeking  
Fall-to-Fall Persistence Rates  
by Fall 2014 End-of-Term Academic Standing

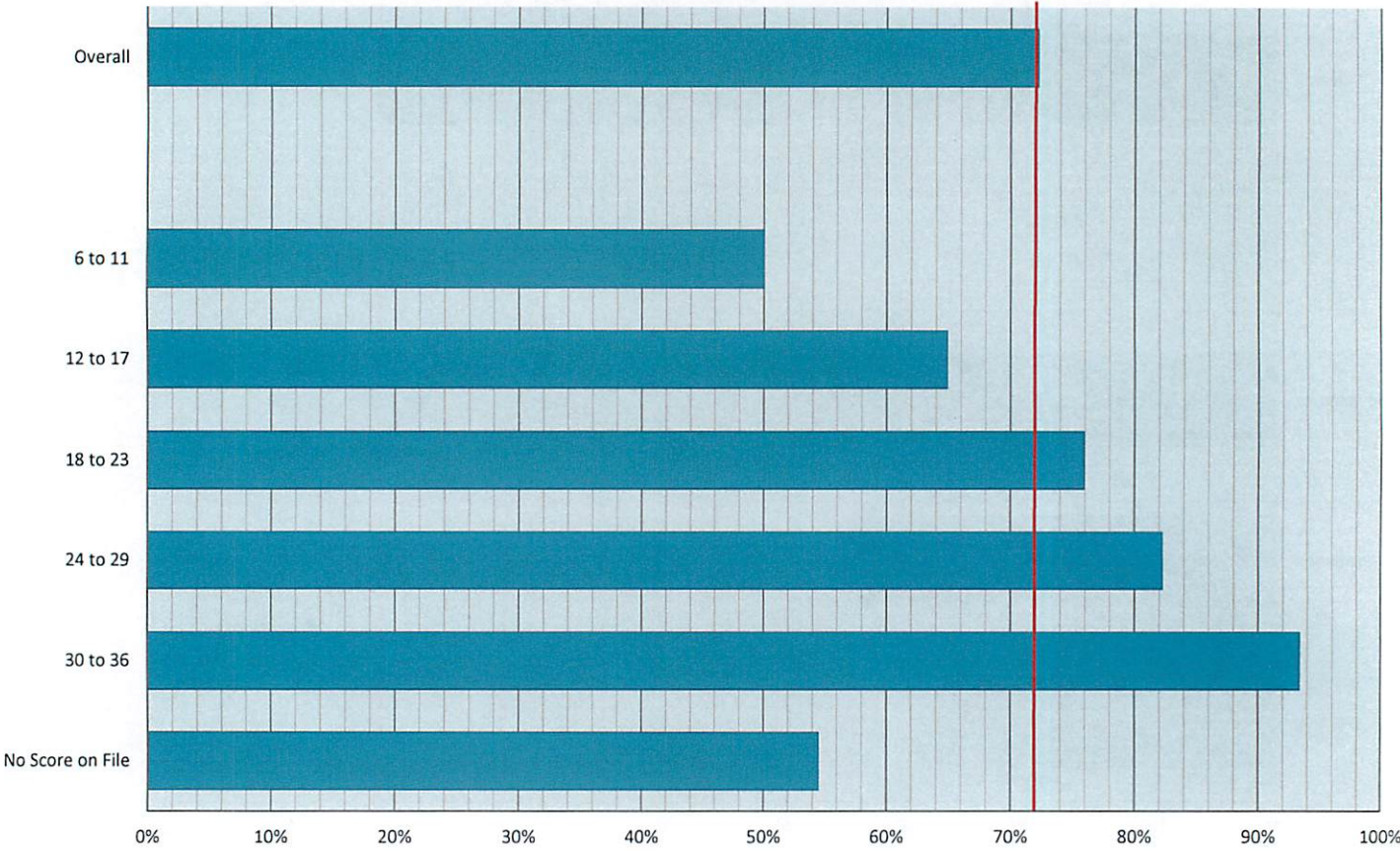
Overall  
2020 Goal = 72%





Youngstown State University  
2014 First-Time Undergraduate Degree Seeking  
Fall-to-Fall Persistence Rates  
by ACT Composite Score Range

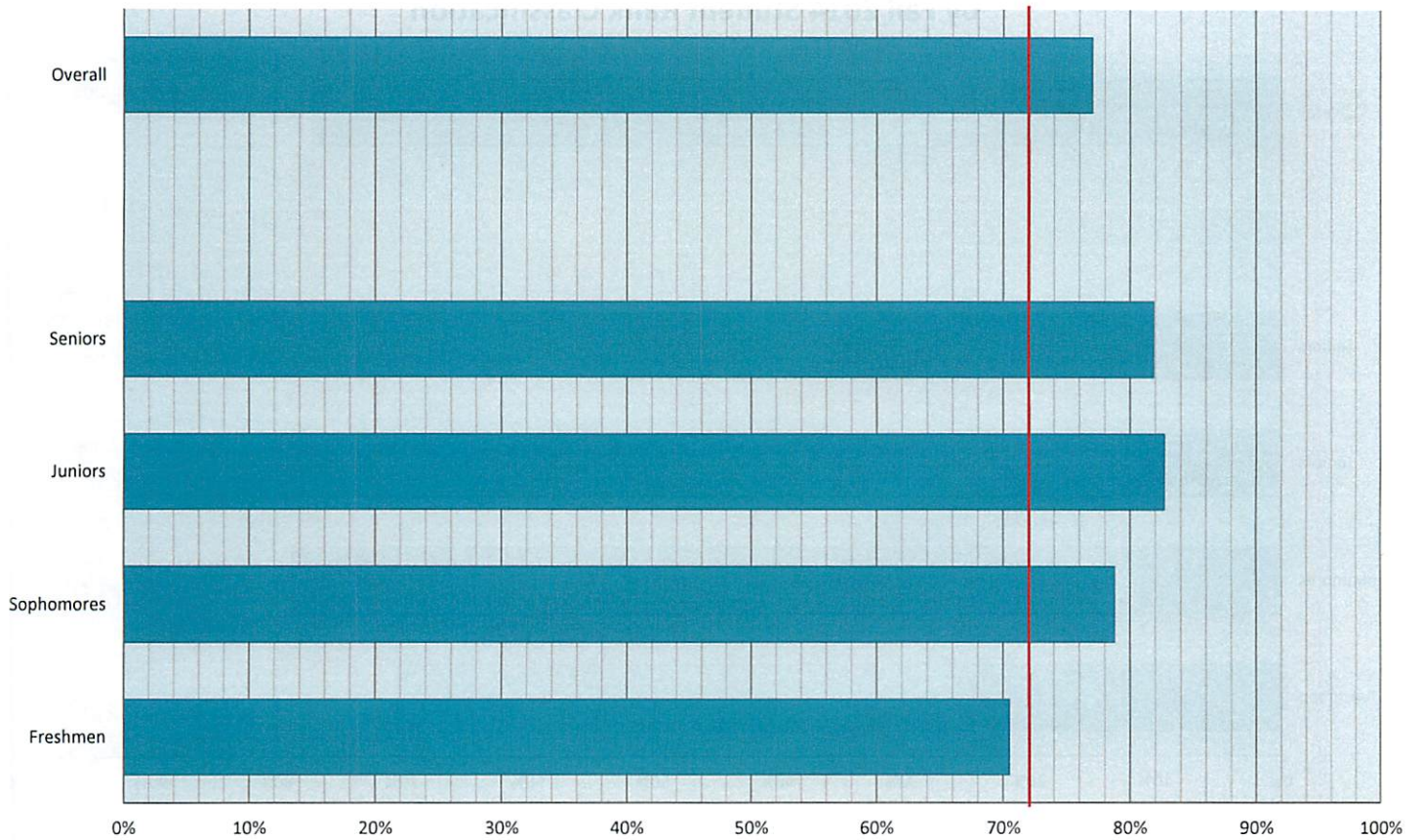
Overall  
2020 Goal = 72%



Prepared by: Becky Geltz, Institutional Research, 4/19/2016

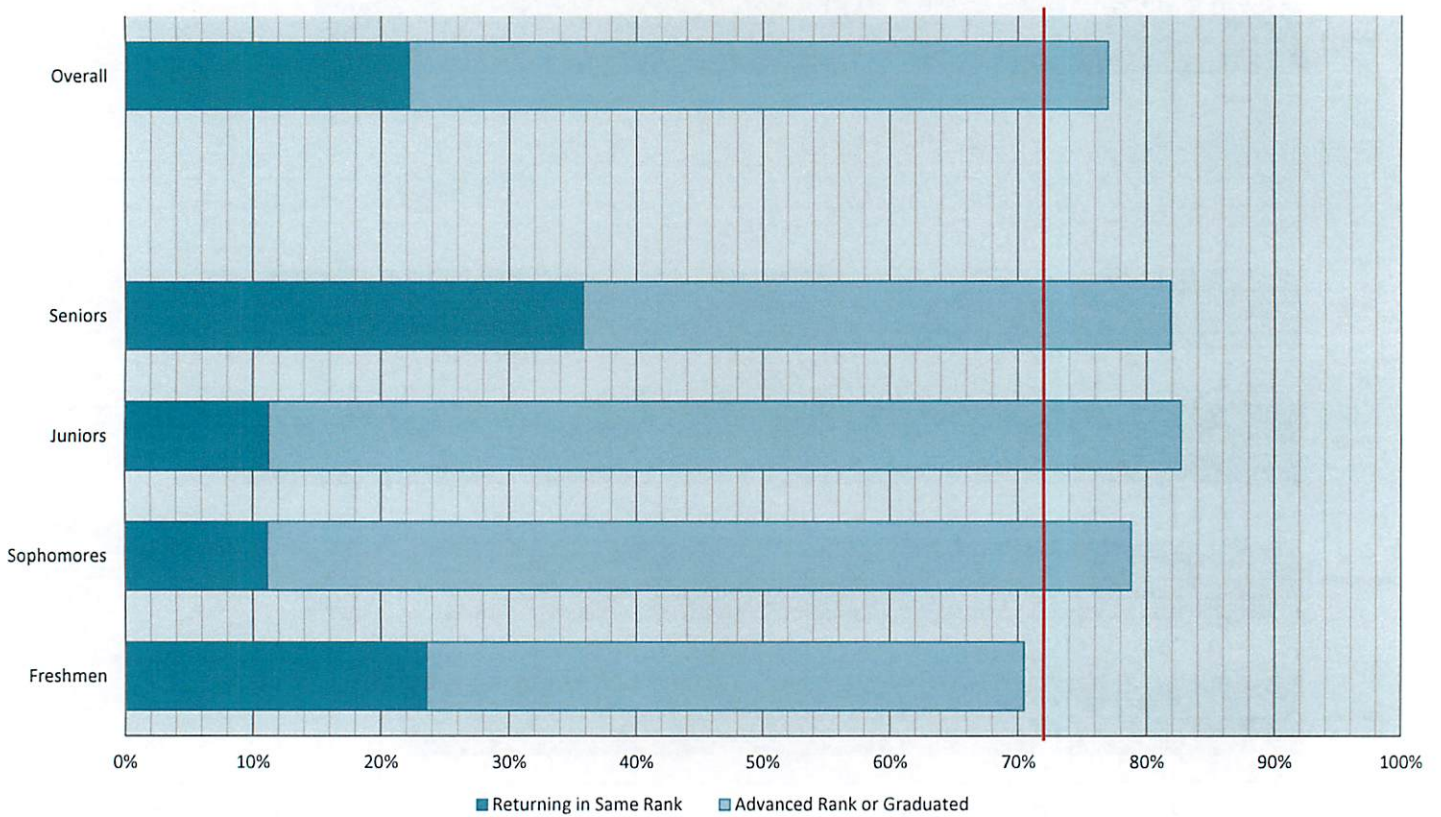
**Youngstown State University  
2014 All Undergraduate Degree Seeking Students  
Fall-to-Fall Persistence Rates  
by Fall 2014 Student Rank Classification**

**Overall  
2020 Goal = 72%**



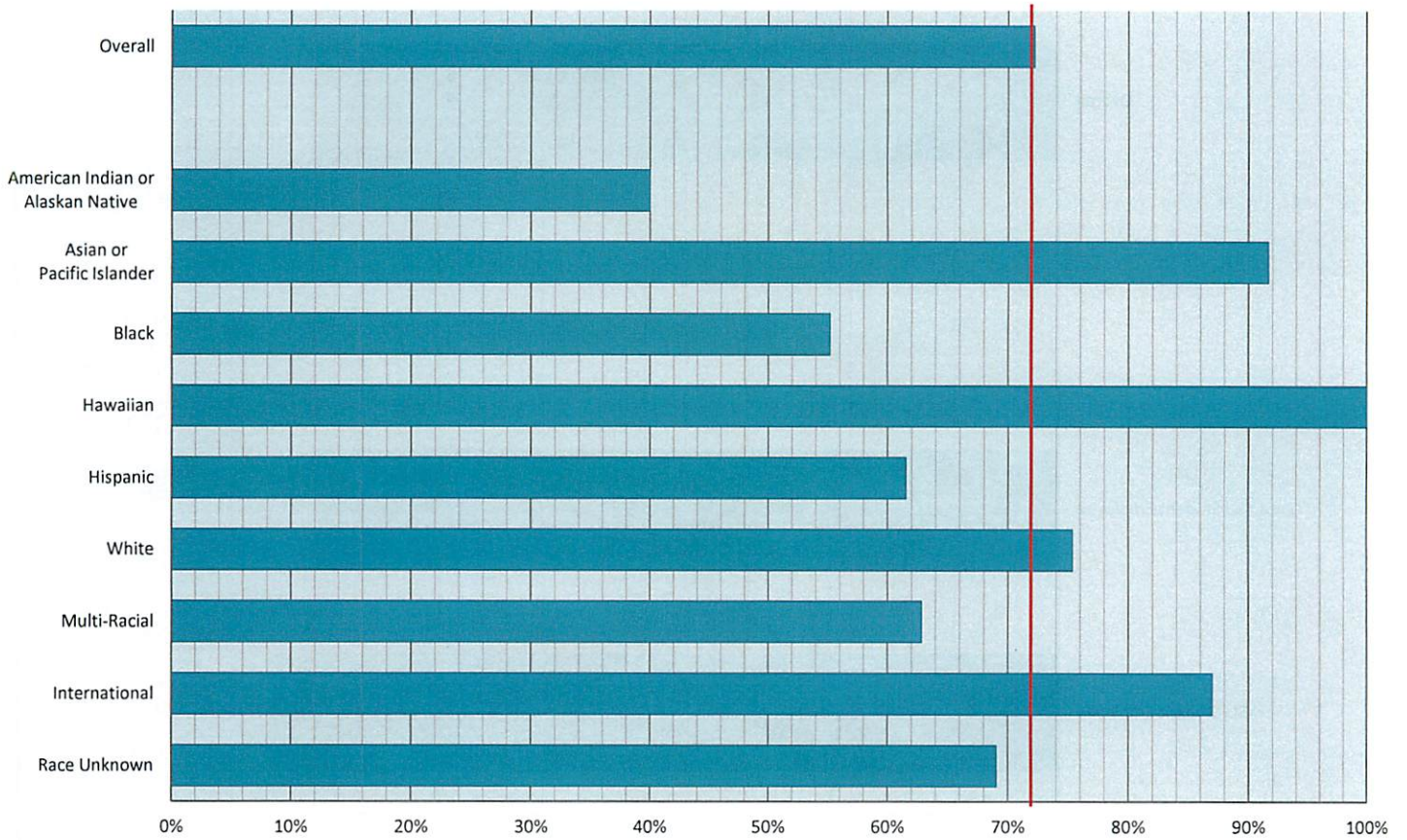
**Youngstown State University**  
**2014 All Undergraduate Degree Seeking Student**  
**Gross Progression**  
**Fall-to-Fall Persistence Rates**  
**by Fall 2014 Student Rank Classification**

**Overall**  
**2020 Goal = 72%**



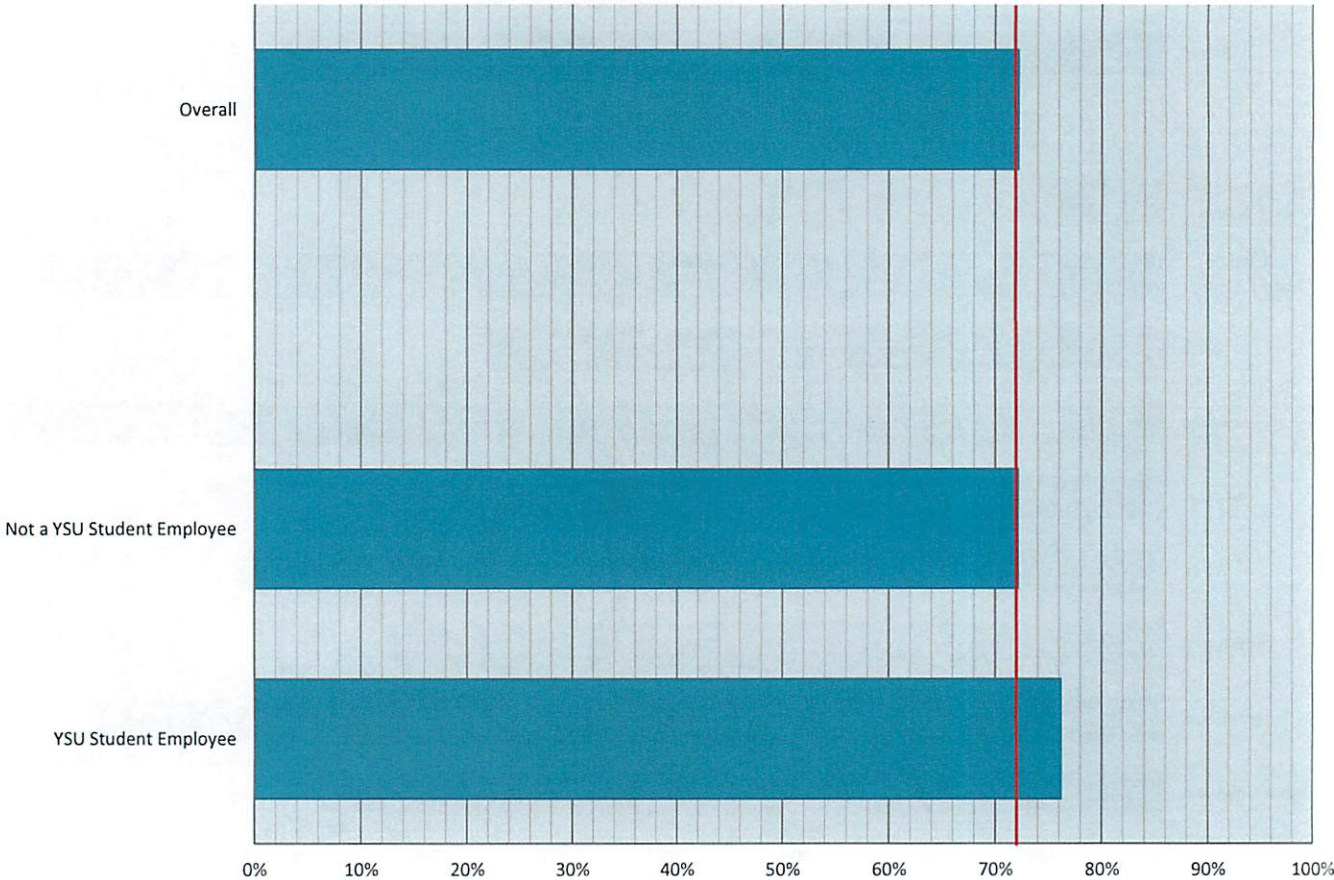
Youngstown State University  
2014 First-Time Undergraduate Degree Seeking  
Fall-to-Fall Persistence Rates  
by Race/Ethnicity

Overall  
2020 Goal = 72%



**Youngstown State University  
2014 First-Time Undergraduate Degree Seeking  
Fall-to-Fall Persistence Rates  
by Fall 2014 YSU Student Employee**

**Overall  
2020 Goal = 72%**



Prepared by: Becky Geltz, Institutional Research, 4/19/2016

## Attachment A

### College of STEM - In Demand Jobs: Internships- Fall, 2014:

Major	NAICS	JobsOhio Industry	Employers	Hours worked
Industrial Engineering	3329	Advanced Manufacturing	Taylor - Winfield Technologies	345.0
Information Technology	3329	Advanced Manufacturing	Brilex Industries Inc.	325.8
Mechanical Engineering	3329	Advanced Manufacturing	Taylor - Winfield Technologies	210.0
MET	3311	Advanced Manufacturing	Vallourec, Inc.	536.6
MET	3329	Advanced Manufacturing	Taylor - Winfield Technologies	487.8
MET	3329	Advanced Manufacturing	Taylor - Winfield Technologies	596.3
Chemical Engineering	3345	Aerospace & Aviation	ABB Inc.	656.0
Industrial Engineering	5417	Advanced Manufacturing	America Makes	328.0
Industrial Engineering	2371	Energy	Valley Electrical Consolidated	137.0
Information Technology	3118	Food Processing	Schwebel's Baking Company	459.6
Information Technology	3119	Food Processing	John Zidian	398.1
Computer Science	5415	Information Technology	Empyra	276.0
Information Technology	5182	Information Technology	DRS LLC	383.8
Information Technology	5415	Information Technology	Intellitech Corporation	401.5

**College of STEM - In Demand Jobs: Internships, Spring, 2014:**

<b>Major</b>	<b>NAICS</b>	<b>JobsOhio Industry</b>	<b>Employers</b>	<b>Hours worked</b>
Mechanical Engineering	3339	Advanced Manufacturing	Simmers Crane	377.0
Mechanical Engineering	3339	Advanced Manufacturing	Simmers Crane	639.8
Chemical Engineering	3351	Advanced Manufacturing	GE Lighting	429.0
Electrical Engineering	3351	Advanced Manufacturing	GE Lighting	617.0
Industrial Engineering	3321	Advanced Manufacturing	Commercial Metal Forming	474.0
Mechanical Engineering	3322	Advanced Manufacturing	The M.K. Morse Company	472.0
Electrical Engineering	3345	Aerospace & Aviation	ABB Inc.	447.0
Electrical Engineering	3345	Aerospace & Aviation	ABB Inc.	539.0
Mechanical Engineering	2211	Energy	Bruce and Merrilees	540.5
Mechanical Engineering	2211	Energy	Bruce and Merrilees	449.5
Electrical Engineering	2211	Energy	FirstEnergy Corporation	496.0
Mechanical Engineering	2211	Energy	FirstEnergy Corporation	428.0
Information Technology	5112	Information Technology	Turning Technologies	308.3
Civil Engineering	5112	Information Technology	Learning Egg LLC	457.3
CSIS	5112	Information Technology	Infinite Synergy	392.0
Information Technology	5191	Information Technology	GBS Corp	413.0
Environmental Studies	3252	Shale Energy and Petrochemical	Goodyear Tire	593.0
Chemistry	3259	Shale Energy and Petrochemical	Lubrizol	458.5

**College of STEM - In Demand Jobs: Internships, Fall, 2015**

<b>Major</b>	<b>NAICS</b>	<b>JobsOhio Industry</b>	<b>Employers</b>	<b>Hours worked</b>
Computer & Information System	3339	Advanced Manufacturing	Brilex Tech industries	653.7
Industrial and Systems Engineering	3354	Advanced Manufacturing	Extrudex Aluminum	192.3
Electrical Engineering	333992	Advanced Manufacturing	Taylor - Winfield Technologies	320.0
Mechanical Engineering	333992	Advanced Manufacturing	Taylor - Winfield Technologies	351.0
Industrial & System Engineering	333992	Advanced Manufacturing	Taylor - Winfield Technologies	597.0
Industrial & Systems Engineering	333992	Advanced Manufacturing	Taylor - Winfield Technologies	190.0
Industrial Engineering	3352	Advanced Manufacturing	Whirlpool	720.0
Electrical Engineering	541512-13	Advanced Manufacturing	Rovisys Building Technologies	N/A
Electrical Engineering	3345	Aerospace	ABB	651.0
Chemical Engineering	3363	Automotive	Delphi	232.0
Mechanical Engineering	336212	Automotive	MAC Trailer	217.2
Mechanical Engineering Technology	3362121	Automotive	MAC Trailer	459.1
Mechanical Engineering	332722	Automotive	PSM International	400.0
Chemical Engineering	5416	Business	Applied Systems & Technology Transfer	186.0
Information Technology	5191	Information Technology	GBS Corp	595.0



**College of STEM - In Demand Jobs: Internships, Fall, 2015**

**Continued**

<b>Major</b>	<b>NAICS</b>	<b>JobsOhio Industry</b>	<b>Employers</b>	<b>Hours worked</b>
Computer Information Systems	5112	Information Technology	Turning Technologies	231.8
Information Technology	5112	Information Technology	Turning Technologies	161.3
Computer Information Systems	5191	Information Technology	GBS Corp	426.4
Chemical Engineering	3262	Shale Energy and Petrochemical	Gold Key Processing Inc.	675.8
Chemical Engineering	3262	Shale Energy and Petrochemical	Gold Key Processing Inc.	670.8
Mechanical Engineering	32612101	Shale Energy and Petrochemical	Mercury Plastic Inc.	N/A

**College of STEM - In Demand Jobs: Internships, Spring, 2015**

<b>Major</b>	<b>NAICS</b>	<b>JobsOhio Industry</b>	<b>Employers</b>	<b>Hours worked</b>
Electrical Engineering	3372	Advanced Manufacturing	Gasser Chair Company Inc.	128.0
Electrical Engineering	3351	Advanced Manufacturing	GE Lighting	548.0
CSIS	3353	Advanced Manufacturing	Laird Technologies	504.7
Information Technology	3311	Advanced Manufacturing	Liberty Steel	450.0
Electrical Engineering	3353	Advanced Manufacturing	Rockwell Automation	480.0
Electrical Engineering	3329	Advanced Manufacturing	Roth Bros.	394.5
Mechanical Engineering	3328	Advanced Manufacturing	Treemen Industries	505.3
Electrical Engineering	3345	Aerospace & Aviation	ABB Inc.	563.0
Chemical Engineering	3345	Aerospace & Aviation	ABB Inc.	474.5
Electrical Engineering	3361	Automotive	General Motors Lordstown	358.5
Mechanical Engineering	3362	Automotive	MAC Trailer	453.4
Civil Engineering	5413	Business	ACA Engineering	388.0
Civil Engineering	5413	Business	Kohli & Kaliher Associates, Inc.	425.5
Environmental Studies	5416	Business	Lennon, Smith, Souleret Engineering, Inc.	408.0
CIS	5416	Business	SenSource, Inc.	381.0
Civil Engineering	5416	Business	GPD Group	277.0
Information Technology	2211	Energy	FirstEnergy Corporation	504.0
Information Technology	2371	Shale Energy and Petrochemical	Valley Electrical Consolidated	296.0
CIS	2371	Energy	Youngstown Computer	231.5
CIS	5191	Information Technology	GBS Corp	496.0
Mathematics	5415	Information Technology	Intellitech Corporation	392.5
Information Technology	5182	Information Technology	Involta	420.0
Computer Science	5112	Information Technology	Turning Technologies	356.8
Mechanical Engineering	3261	Shale Energy and Petrochemical	Molded Fiber Glass Company	560.2
Chemical Engineering	3261	Shale Energy and Petrochemical	PlastiPak	431.7

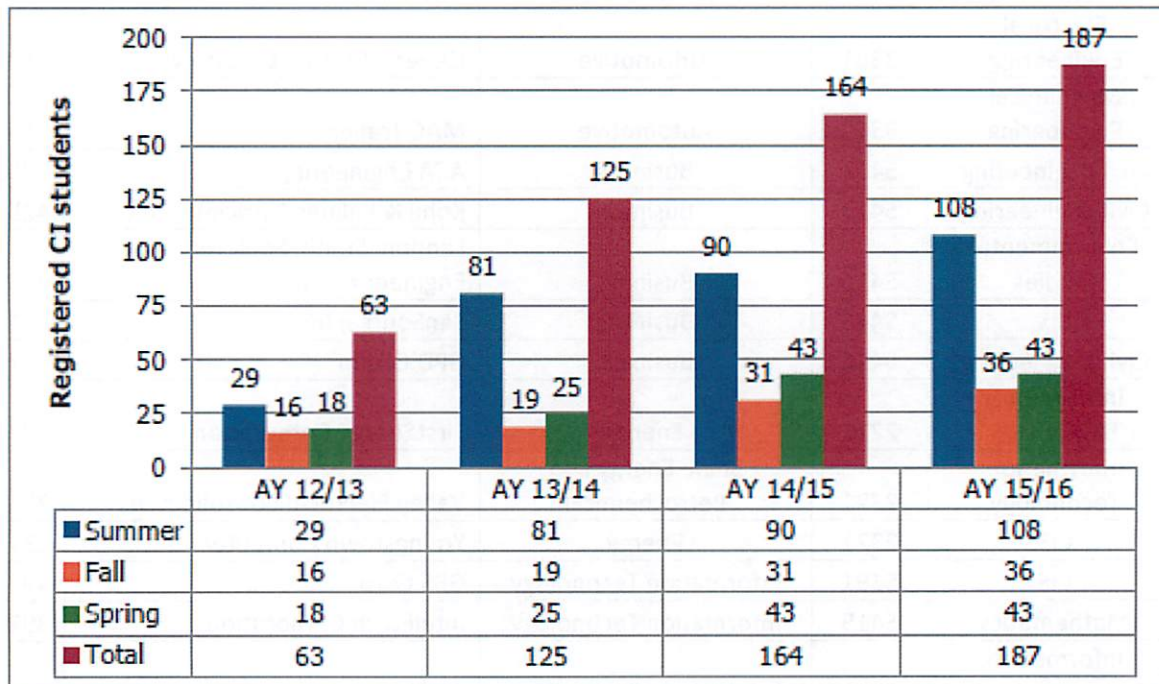
# STEM Experiential Learning Report, Summer 2015 through Spring 2016

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## History

The College of STEM began formally tracking registered interns and co-ops (CI) since Summer 2012. Though there was experiential learning activity before that time, it was not adequately tracked.

Since the formal launch of STEM Professional Services, the number of registered CIs per academic year has nearly tripled.



## Majors

### Undergraduate CIs

Major <sup>1</sup>	AY 15/16	X12-S16
<b>Science</b>	<b>15</b>	<b>56</b>
Biology	2	4
Chemistry	0	4
Environmental Studies	11	44
Geology	2	4
<b>Technology</b>	<b>47</b>	<b>154</b>
Computer Information Systems	8	18
Computer Science	11	25
Information Technology	28	111
<b>Engineering</b>	<b>101</b>	<b>266</b>
Chemical Engineering	26	61
Civil Engineering	8	25
Electrical Engineering	28	61
Industrial & Systems Engineering	8	37
Mechanical Engineering	31	82
<b>Engineering Technology</b>	<b>5</b>	<b>25</b>
Civil & Construction Engineering Technology	1	6
Drafting & Design Technology	1	1
Electrical Engineering Technology	0	1
Mechanical Engineering Technology	3	17
<b>Mathematics</b>	<b>3</b>	<b>6</b>

### Graduate CIs

Major	AY 15/16	X12-S16
<b>Science</b>	<b>0</b>	<b>4</b>
Environmental Studies	0	3
Materials Science	0	1
<b>Technology</b>	<b>15</b>	<b>23</b>
Computing & Information Systems	15	23
<b>Engineering</b>	<b>0</b>	<b>4</b>
Electrical Engineering	0	1
Industrial & Systems Engineering	0	2
Mechanical Engineering	0	1
<b>Mathematics</b>	<b>1</b>	<b>1</b>

<sup>1</sup> Students with more than one major were counted within the major of their CI transcription course

## Wages

### Unpaid Interns

During AY 15/16, seven interns received no wages. Of these, only two were at for-profit employers. This represents a significant decline from the following year, which had 16 unpaid CIs, four of whom were at for-profit employers.

### Wages of Paid CIs

Please note that for some programs the average wage is distorted due to too few students in a program.

### Undergraduate, Average Hourly Wage

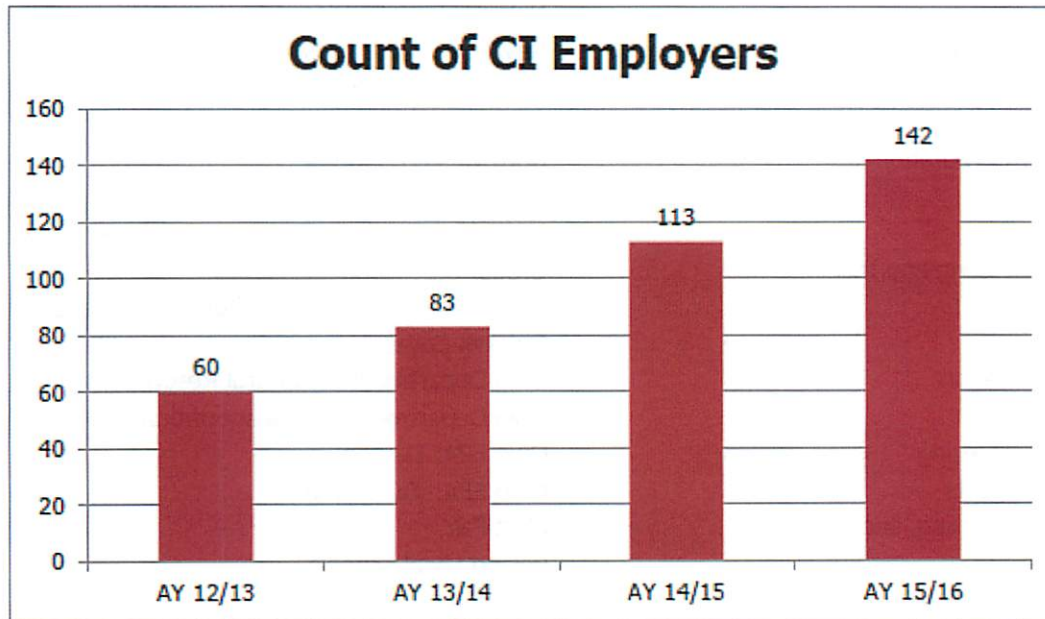
Major	AY 15/16	X12-S16
<b>Science</b>	<b>10.74</b>	<b>11.03</b>
Biology	9.50	11.50
Chemistry	-	15.86
Environmental Studies	11.14	10.51
Geology	9.75	11.38
<b>Technology</b>	<b>12.37</b>	<b>11.79</b>
Computer Information Systems	14.75	13.06
Computer Science	12.36	13.06
Information Technology	11.69	11.30
<b>Engineering</b>	<b>15.86</b>	<b>16.22</b>
Chemical Engineering	16.61	17.29
Civil Engineering	14.00	13.47
Electrical Engineering	18.20	17.45
Industrial & Systems Engineering	15.00	15.94
Mechanical Engineering	13.82	15.46
<b>Engineering Technology</b>	<b>13.60</b>	<b>14.42</b>
Civil & Construction Engineering Technology	14.00	14.67
Drafting & Design Technology	10.00	10.00
Electrical Engineering Technology	-	15.00
Mechanical Engineering Technology	14.67	14.59
<b>Mathematics</b>	<b>13.00</b>	<b>12.83</b>
<b>All Majors</b>	<b>14.46</b>	<b>14.44</b>

### Graduate, Average Hourly Wage

Major	AY 15/16	X12-S16
<b>Science</b>	-	<b>27.21</b>
Environmental Studies	-	25.88
Materials Science	-	31.20
<b>Technology</b>	<b>16.75</b>	<b>18.10</b>
Computing & Information Systems	16.75	18.10
<b>Engineering</b>	-	<b>14.33</b>
Electrical Engineering	-	14.00
Industrial & Systems Engineering	-	14.50
Mechanical Engineering	-	<i>missing</i>
<b>Mathematics</b>	<b>20.00</b>	<b>20.00</b>
<b>All Majors</b>	<b>16.98</b>	<b>18.79</b>

### Employers

As the number of CIs has grown, so has the number of employer hiring. The below chart demonstrates the growth of individual employers<sup>2</sup> over time.



<sup>2</sup> This chart counts two departments at the same location as 1 employer, whereas the below list specifies varying departments, if possible. This mostly effects interns at YSU.

During AY 15/16, registered CIs were employed at the following sites.

ABB Inc.	Innovar Systems
ACA Engineering	Intellitech Corporation
Ajax Tocco Magnethermic	Involta
Applied Systems and Technology Transfer	IT America Inc
AVCO Consulting, Inc.	JMC Steel Group; Sharon Tube
Boardman Local Schools	Johnson Matthey Process Tech, Inc.
Boardman Steel Inc.	Kohli & Kalisher Associates, Inc.
Brilex Group; Brilex Tech Services, Inc.	Laird Technologies
Brilex Group; Taylor-Winfield Technologies	Lennon, Smith, Souleret Engineering, Inc.
Butler Technologies	Liberty Steel Products, Inc.
Cafaro Company	M.K. Morse
Catullo Prime Meats	MAC Manufacturing, Inc.
Columbia Gas	Magical Computing
Commercial Metal Forming	Mahoning County Sanitary Engineers
Cuyahoga County Board of Health	Mercury Plastics
Day Environmental	MGI Computers
Delphi	Miller Industries Towing Equipment, Inc.
Digital Ninjas IT Solutions	Molded Fiber Glass Company
Dimension Consulting	Morgan Engineering
Drund	National Park Service
Environmental Design Group	Naval Sea Systems Command
Erie Insurance	Nellcom Technologies
Extrudex Aluminum, Inc.	NEOMed
FirstEnergy Corporation	Northwestern Mutual
Flashstarts, Inc.	Novelis
Flowline	Nucor Corporation; American Buildings Group
Gasser Chair Company Inc.	Nucor Corporation; Nucor Building Systems
GBS Corp	Oak Hill Collaborative
GE Lighting	Ohio Department of Natural Resources
GE Transportation	Ohio Department of Transportation; D4
General Motors	Ohio EPA; Dayton
Gerhart Engineering	Ohio EPA; Twinsburg
GLI Pool Products	PlastiPak
Gold Key Processing, Inc.	Poland Local Schools
GPD Group	Power Tool and Supply
Great Basin Institute	Printing 3D Parts, Inc
Greenwood Chevrolet	Professional Software Consulting Services
Harley-Davidson Motor Company	PSM International
Ibeam Technologies	Quaker City Castings
IDMI.NET	

Raccoon Creek State Park  
Raytheon Missile Systems  
Red Hat, Inc.  
Resco Products Inc  
Richardson Cooling Packages  
Rockwell Automation  
Roth Bros.  
Rovisys Building Technologies  
Saint Gobain  
Schedulytics  
SenSource, Inc.  
Simon Roofing and Sheet Metal  
Steelcon  
Texas Water Utilities Department  
The Counseling Center of Lisbon  
Goodyear Tire & Rubber Company  
Reserves Network  
Youngstown Vindicator Printing Co.  
Treemen Industries  
Turner Construction Company  
Turning Technologies  
Union Metal Corporation  
Valley Office Solutions  
VEC, Inc.  
via680, LLC.  
Vintech Solutions  
VMH International  
Wallace & Pancher  
Walt Disney Company  
Whirlpool  
Winner Aviation  
Xerox  
Youngstown Computer  
Youngstown State University; MAC  
Youngstown State University; EOHS  
Youngstown State University; Math & Stats  
Department  
yourSBA.com



**Attachment C**

**Williamson College of Business Administration students enrolled in Internship Courses (by Major)**

	Accounting	Fin/Econ	Management	Marketing	ICP	Total
<b>2014-15 Totals</b>						
Internships	31	11	15	26	1	84
Graduates	77	25	79	51	6	238
<b>% of graduates with at least on internship</b>	<b>40.3%</b>	<b>44%</b>	<b>19.0%</b>	<b>51.0%</b>	<b>16.7%</b>	<b>35.3%</b>
<b>2013-14 Totals</b>						
Internships	26	5	18	26	1	76
Graduates	65	26	62	53	5	211
<b>% of graduates with at least on internship</b>	<b>40.0%</b>	<b>19.2%</b>	<b>29.0%</b>	<b>49.1%</b>	<b>20.0%</b>	<b>36.0%</b>
<b>2012-2013 Totals</b>						
Internships	22	5	15	14	2	58
Graduates	78	29	69	43	2	221
<b>% of graduates with at least on internship course</b>	<b>28.8%</b>	<b>17.2%</b>	<b>21.7%</b>	<b>32.6%</b>	<b>100.0%</b>	<b>26.2%</b>
<b>2011-2012 Totals</b>						
Internships	19	3	17	19	1	59
Graduates	66	24	86	50	3	226
<b>% of graduates with at least on internship course</b>	<b>28.8%</b>	<b>14.3%</b>	<b>19.8%</b>	<b>38.0%</b>	<b>33.3%</b>	<b>26.1%</b>
<b>2010-2011 Totals</b>						
Internships	30	3	17	28	0	78
Graduates	81	23	82	61	1	248
<b>% of graduates with at least on internship course</b>	<b>37.0%</b>	<b>13.0%</b>	<b>20.7%</b>	<b>45.9%</b>	<b>0</b>	<b>31.5%</b>
<b>2009-2010 Totals</b>						
Internships	23	3	23	19	0	68
Graduates	88	21	83	53	0	247
<b>% of graduates with at least on internship course</b>	<b>26.1%</b>	<b>14.3%</b>	<b>27.7%</b>	<b>35.9%</b>	<b>0</b>	<b>27.5%</b>
<b>2008-2009 Totals</b>						
Internships	22	5	15	14	2	58
Graduates	78	29	69	43	2	221
<b>% of graduates with at least on internship course</b>	<b>28.8%</b>	<b>17.2%</b>	<b>21.7%</b>	<b>32.6%</b>	<b>100.0%</b>	<b>26.2%</b>
<b>2007-2008 Totals</b>						
Internships	16	10	15	27	1	69
Graduates	53	28	62	63	9	215
<b>% of graduates with at least on internship course</b>	<b>30.2%</b>	<b>35.7%</b>	<b>24.9%</b>	<b>42.9%</b>	<b>11.0%</b>	<b>32.1%</b>
<b>2006-2007 Totals</b>						
Internships	18	8	8	32	0	66
Graduates	60	36	70	68	5	239
<b>% of graduates with at least on internship course</b>	<b>30.0%</b>	<b>22.2%</b>	<b>11.4%</b>	<b>47.1%</b>	<b>0%</b>	<b>27.6%</b>
<b>2005-2006 Totals</b>						
Internships	30	9	14	30	0	83
Graduates	71	28	74	79	1	253
<b>% of graduates with at least on internship course</b>	<b>42.2%</b>	<b>32.1%</b>	<b>18.9%</b>	<b>37.97%</b>	<b>0%</b>	<b>32.8%</b>
<b>2004-2005 Totals</b>						
Internships	30	7	18	40	0	95
Graduates	65	33	80	93	4	276
<b>% of graduates with at least on internship course</b>	<b>46.2%</b>	<b>21.2%</b>	<b>22.5%</b>	<b>43.0%</b>	<b>0%</b>	<b>34.4%</b>
<b>2003-2004 Totals</b>						
Internships	41	10	7	35	0	93
Graduates	58	42	74	82	1	257
<b>% of graduates with at least on internship course</b>	<b>70.7%</b>	<b>23.8%</b>	<b>9.5%</b>	<b>42.7%</b>	<b>0%</b>	<b>36.2%</b>
<b>2002-2003 Totals</b>						
Internships	33	11	24	26	0	94
Graduates	56	43	99	67	6	271
<b>% of graduates with at least on internship course</b>	<b>58.9%</b>	<b>25.6%</b>	<b>24.2%</b>	<b>38.8%</b>	<b>0%</b>	<b>34.7%</b>
<b>2001-2002 Totals</b>						
Internships	58	10	17	28	0	113
Graduates	83	34	76	68	4	265
<b>% of graduates with at least on internship course</b>	<b>70%</b>	<b>29%</b>	<b>22%</b>	<b>41%</b>	<b>0%</b>	<b>42.6%</b>
<b>2000-2001 Totals</b>						
Internships	19	10	18	26	1	74
Graduates	57	35	57	56	3	208
<b>% of graduates with at least on internship course</b>	<b>33%</b>	<b>29%</b>	<b>32%</b>	<b>46%</b>	<b>33%</b>	<b>36%</b>
<b>1999-2000 Totals</b>						
Internships	25	5	16	45	0	91
Graduates	79	30	75	69	0	253
<b>% of graduates with at least on internship course</b>	<b>32%</b>	<b>17%</b>	<b>21%</b>	<b>65%</b>	<b>0%</b>	<b>36%</b>

## Williamson College of Business Administration Internships

### Summer 2014 WCBA Business Internships

Internship Type	# of Students	Average Hourly Wage	Minimum Rate	Maximum Rate	Unpaid	Stipend	Bonus/Comm
Accounting	14	\$10.70	\$7.95	\$17.00	0	0	-
Business Administration/Management	5	\$10.40	\$8.00	\$13.00	0	0	-
Economics*	1	-	-	-	-	-	-
Entrepreneurship	0	-	-	-	-	-	-
Finance	3	\$8.97	\$7.95	\$10.00	0	1	-
Human Resource Management	4	\$11.00	\$10.00	\$14.00	0	0	-
Management Information Systems	1	\$22.00	\$22.00	\$22.00	0	0	-
Marketing/Sales/Advertising/PR	19	\$10.69	\$7.95	\$16.50	0	3	-
Non-Profit Leadership	0	-	-	-	-	-	-
MBA*							
<b>Overall Total</b>	<b>46</b>	<b>\$10.88</b>	<b>\$7.95</b>	<b>\$22.00</b>	<b>0</b>	<b>4</b>	<b>-</b>

\* Wage data was not reported for Economics and MBA internships

### Fall 2014 WCBA Business Internships

Internship Type	# of Students	Average Hourly Wage	Minimum Rate	Maximum Rate	Unpaid	Stipend	Bonus/Comm
Accounting	6	\$11.08	\$10.00	\$15.75	0	0	-
Business Administration/Management	1	\$12.00	\$12.00	\$12.00	0	0	-
Economics*	1	-	-	-	-	-	-
Entrepreneurship	2	\$10.00	\$10.00	\$10.00	0	0	-
Finance	4	\$10.50	\$9.00	\$12.00	0	2	-
Human Resource Management	2	\$14.87	\$14.00	\$15.75	0	0	-
Management Information Systems	0	-	-	-	-	-	-
Marketing/Sales/Advertising/PR	19	\$11.09	\$7.95	\$17.50	0	2	-
Non-Profit Leadership	0	-	-	-	-	-	-
MBA*	1	-	-	-	-	-	-
<b>Overall Total</b>	<b>33</b>	<b>\$11.35</b>	<b>\$7.95</b>	<b>\$17.50</b>	<b>0</b>	<b>4</b>	<b>-</b>

\* Wage data was not reported for Economics and MBA internships

Spring 2015 WCBA Business Internships

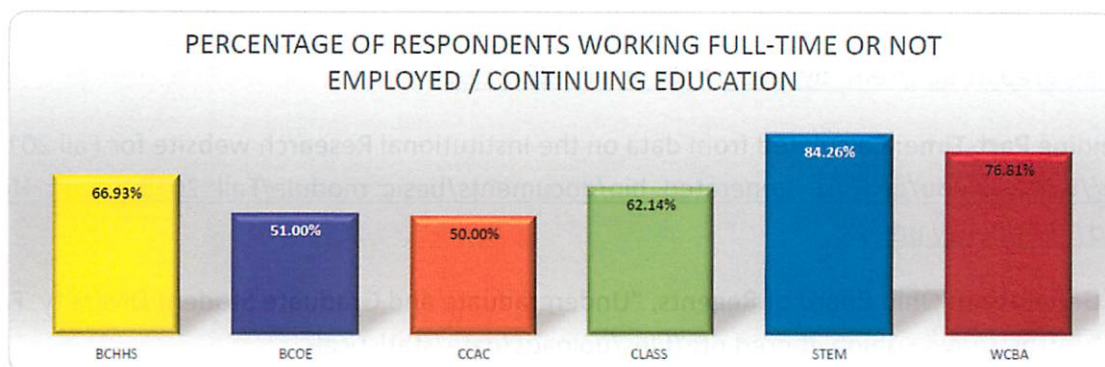
Internship Type	# of Students	Average Hourly Wage	Minimum Rate	Maximum Rate	Unpaid	Stipend	Bonus/Comm
Accounting	25	\$15.21	\$8.25	\$22.00	0	0	-
Business Administration/Management	0	-	-	-	-	-	-
Economics*	0	-	-	-	-	-	-
Entrepreneurship	2	\$10.00	\$10.00	\$10.00	0	0	-
Finance	4	\$11.50	\$8.00	\$15.00	0	1	-
Human Resource Management	1	\$10.00	\$10.00	\$10.00	0	0	-
Management Information Systems	0	-	-	-	-	-	-
Marketing/Sales/Advertising/PR	29	\$9.57	\$7.95	\$10.00	0	1	-
Non-Profit Leadership w/o Marketing	1	\$10.00	\$10.00	\$10.00	0	0	-
Non-Profit Leadership**	10	\$10.00	\$10.00	\$10.00	0	0	-
MBA*	2	-	-	-	-	-	-
<b>Overall Total</b>	<b>63</b>	<b>\$11.71</b>	<b>\$7.95</b>	<b>\$22.00</b>	<b>0</b>	<b>2</b>	<b>-</b>

\* Wage data was not reported for Economics and MBA internships

## Attachment D:

### Highlights of the 2014-2015 University Outcome Report

#### UNDERGRADUATES EMPLOYED FULL-TIME OR NOT EMPLOYED / CONTINUING EDUCATION



COLLEGE	TOTAL NUMBER OF RESPONDENTS PER COLLEGE	TOTAL # OF RESPONDENTS WORKING FULL-TIME OR NOT EMPLOYED / CONTINUING EDUCATION	% OF RESPONDENTS WORKING FULL-TIME OR NOT EMPLOYED / CONTINUING EDUCATION
BCHHS	254	170	66.93%
BCOE	100	51	51.00%
CCAC	54	27	50.00%
CLASS	140	87	62.14%
STEM	235	198	84.26%
WCBA	138	106	76.81%
<b>TOTAL</b>	<b>921</b>	<b>639</b>	<b>69.46%</b>

#### SALARIES OF YSU UNDERGRADUATES EMPLOYED FULL-TIME:

- 35.7% reported annual salaries of over \$50,000
- 13.473% reported salaries of \$40,000 - \$49,000
- 15.078% reported salaries of \$30,000 - \$39,999
- 16.1% reported salaries of \$20,000 - \$29,999
- 4.1% reported salaries of less than \$20,000
- 32.8% of the respondents employed full-time did not provide salary information

#### GRADUATES PURSUING ADDITIONAL EDUCATION:

- A total of 172 undergraduate respondents, (18.6%) reported that they were pursuing additional education at 45 different academic institutions.

## **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](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](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](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](http://web.yzu.edu/gen/ysu_generated_bin/documents/basic_module/20092013_University_Total_Feeder_HS.pdf)

**DIVIDER**

**Institutional Engagement  
Committee**

**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 G 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-March 31, 2015**

<b>Memberships Received</b>	<b>Number of Memberships</b>	<b>Amount</b>
Alumni Relations	452	\$ 23,100
WYSU-FM	1,561	\$ 206,159
<b>Total University Memberships</b>	<b>2,013</b>	<b>\$ 229,259</b>

**RESOLUTION TO APPROVE WRITTEN NOTICE OF INTENT  
TO RENEW YSU-YSUF DEVELOPMENT SERVICE AGREEMENT**

**WHEREAS**, Youngstown State University and the Youngstown State University Foundation entered into a development service agreement (“the agreement”) in December 2014; and

**WHEREAS**, section 4.2 of the agreement requires each Party to provide the other Party with written notice of its intention to renew the agreement; and

**WHEREAS**, the agreement has resulted in a highly successful fundraising endeavor with gifts to the University totaling \$12,949,112 and expectancies totaling \$4,395,000 through June 6, 2016; and

**WHEREAS**, Youngstown State University Foundation President Paul J. McFadden has delivered written notice of the Foundation’s intention to renew the agreement; and

**WHEREAS**, Youngstown State University President James P. Tressel has executed a written letter, notifying the Foundation that the University intends to renew the agreement.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the University’s letter of intent to renew the agreement between Youngstown State University and the Youngstown State University Foundation, as shown as Exhibit **H** attached hereto.

**BE IT FURTHER RESOLVED**, that the Board of Trustees of Youngstown State University does hereby accept the Foundation’s letter of intent to renew the agreement between Youngstown State University and the Youngstown State University Foundation, as shown as Exhibit **H.1** attached hereto.

**Board of Trustees Meeting**

**Agenda Item F.2.b**

**June 15, 2016  
YR 2016-**

May 5, 2016

Paul McFadden, President  
Youngstown State University Foundation  
Melnick Hall  
One University Plaza  
Youngstown, OH 44555

Dear Paul,

As we have previously discussed, section 4.2(a) of the YSUF-YSU Development Service Agreement stipulates that each party shall provide written notice of its intention to renew the agreement. As we have also discussed, the agreement has been highly impactful in strengthening YSU through increased support and financial resources for YSU students and faculty. Accordingly, I am writing to express the University's intent to renew the agreement for the first renewal period of three years, commencing on July 1, 2017.

I look forward to continuing to work together for the advancement of Youngstown State University.

Sincerely,



James P. Tressel  
President





**YOUNGSTOWN STATE UNIVERSITY**  
**FOUNDATION**

June 8, 2016

James P. Tressel  
President  
Youngstown State University  
One University Plaza  
Youngstown, OH 44555

Dear President Tressel,

Section 4.2(a) of the YSUF-YSU Development Service Agreement stipulates that each party shall provide written notice of its intention to renew the agreement. Please let this correspondence serve as the YSU Foundation's intent to renew the agreement for the first renewal period of three years, commencing on July 1, 2017.

This initial year of the YSU Foundation providing development services on behalf of the University has been one of tremendous change. The new agreement has initiated a new era of cooperation and collaboration between the University and the Foundation. As a result, philanthropic activity and production has increased benefiting both the University and the Foundation. We look forward to continuing to work together to maximize the capability of both organizations in strengthening the University and the Foundation.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul McFadden".

Paul McFadden

President

*Youngstown State University Foundation*

# **DIVIDER**

## **Finance & Facilities Committee**

**RESOLUTION TO MODIFY  
PURCHASING POLICY, 3356-3-01  
(PREVIOUS POLICY NUMBER 3001.01)**

**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 Purchasing 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 Purchasing, policy number 3356-3-01 (Previous Policy Number 3001.01), shown as Exhibit I attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-3-01 Purchasing.**

Previous Policy Number: 3001.01  
Responsible Division/Office: Procurement Services  
Responsible Officer: Vice President for Finance and  
~~Administration~~Business Operations  
Revision History: March 1999; March 2007; March 2010;  
August 2011; June 2016  
Board Committee: Finance and Facilities  
**Effective Date:** ~~December 14, 2011~~June 15, 2016  
Next Review: 201621

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- (A) Policy statement. Employees who are delegated signature authority for university accounts are authorized to make purchasing decisions for their respective areas, following applicable university procedures.
- (B) Purpose. This policy provides a means for purchasing necessary goods and services at a reasonable cost and for conducting this activity in the best interest of the university.
- (C) Parameters.
- (1) All purchases must be in conformance with applicable codes of ethics as well as federal, state of Ohio, and local laws and regulations.
  - (2) Accountability for vendor commitment and/or the actual purchase of goods or services rests with the financial manager.
  - (3) Procurement services has the primary responsibility to facilitate the purchase of goods and services and to manage and monitor the purchasing process. Authority is also delegated to ~~the Youngstown state university bookstore to purchase goods for resale and~~ the Maag library to purchase items to be added to its collection.
  - (4) The university assumes no obligation for any purchases made without following purchasing procedures. Staff who fail to follow approved processes may be subject to personal financial liability.

**Agenda Item F.3.a**  
**Exhibit I**

(5) ~~The university is committed~~ As a commitment to advancing providing opportunities for —minority socially -and economically disadvantaged business enterprises, the university participates in the Ohio Department of Administrative Services’ MBE and EDGE programs.

(D) Procedures.

- (1) Requests for purchases are made by using a university-approved procurement card, the online requisition system, or by forwarding a “Purchase Requisition Input Form” to procurement services.
- (2) ~~With the exception of authorized procurement card purchases, an~~ An authorized electronic requisition (electronic or paper) for goods or services must be processed through procurement services prior to vendor commitment and/or the actual purchase. Exceptions may be made for authorized procurement card purchases and/or in the case of an emergency, such as but not limited to unexpected building repairs that could otherwise result in catastrophic structural failure.
- (3) Competitive selection processes will be conducted in accordance with rule 3356-3-03 of the Administrative Code, “Purchasing limits for competitive selection.”
- (4) Purchases of specified goods or services must follow established procedures as delineated on the procurement services website at <http://web.yasu.edu/procure/>.



**3356-3-01 Purchasing.**

Previous Policy Number: 3001.01  
Responsible Division/Office: Procurement Services  
Responsible Officer: Vice President for Finance and  
Business Operations  
Revision History: March 1999; March 2007; March 2010;  
August 2011; June 2016  
Board Committee: Finance and Facilities  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. Employees who are delegated signature authority for university accounts are authorized to make purchasing decisions for their respective areas, following applicable university procedures.
- (B) Purpose. This policy provides a means for purchasing necessary goods and services at a reasonable cost and for conducting this activity in the best interest of the university.
- (C) Parameters.
- (1) All purchases must be in conformance with applicable codes of ethics as well as federal, state of Ohio, and local laws and regulations.
  - (2) Accountability for vendor commitment and/or the actual purchase of goods or services rests with the financial manager.
  - (3) Procurement services has the primary responsibility to facilitate the purchase of goods and services and to manage and monitor the purchasing process. Authority is also delegated to the Maag library to purchase items to be added to its collection.
  - (4) The university assumes no obligation for any purchases made without following purchasing procedures. Staff who fail to follow approved processes may be subject to personal financial liability.
  - (5) As a commitment to providing opportunities for socially and

economically disadvantaged business enterprises, the university participates in the Ohio Department of Administrative Services' MBE and EDGE programs.

(D) Procedures.

- (1) Requests for purchases are made by using a university-approved procurement card, the online requisition system, or by forwarding a "Purchase Requisition Input Form" to procurement services.
- (2) An authorized electronic requisition for goods or services must be processed through procurement services prior to vendor commitment and/or the actual purchase. Exceptions may be made for authorized procurement card purchases and/or in the case of an emergency, such as but not limited to unexpected building repairs that could otherwise result in catastrophic structural failure.
- (3) Competitive selection processes will be conducted in accordance with rule 3356-3-03 of the Administrative Code, "Purchasing limits for competitive selection."
- (4) Purchases of specified goods or services must follow established procedures as delineated on the procurement services website at <http://web.yzu.edu/procure/>.

**RESOLUTION TO MODIFY  
BUDGET-DEFICIT OPTIONS APPLICABLE TO EXCLUDED  
EMPLOYEES POLICY, 3356-3-11.2  
(PREVIOUS POLICY NUMBER 3014.00)**

**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 Budget-Deficit Options Applicable to Excluded Employees 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 Budget-Deficit Options Applicable to Excluded Employees, policy number 3356-3-11.2 (Previous Policy Number 3014.00), shown as Exhibit J attached hereto. A copy of the policy indicating changes to be made is also attached.

### 3356-3-11.2 Budget-deficit options applicable to excluded employees.

Previous Policy Number: 3014.00  
Responsible Division/Office: Finance and ~~Administration~~Business Operations  
Responsible Officer: Vice President for Finance and  
~~Administration~~Business Operations  
Revision History: November 2011; June 2016  
Board Committee: ~~University Affairs~~ Finance and Facilities  
**Effective Date:** ~~December 14, 2011~~ June 15, 2016  
Next Review: 201621

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- (A) Policy statement. The university is committed to creating a balanced budget and operating efficiently within the confines of such budget. The board of trustees is empowered to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university. This policy, therefore, allows for cost-saving measures to be implemented by the board of trustees throughout the year in order to achieve spending reductions necessitated by institutional budget deficits.
- (B) Purpose. The purpose of this policy is to provide for employee cost-sharing measures in order to achieve spending reductions due to a significant operating budget deficit. Employee cost-sharing measures include, but are not limited to, furloughs, layoffs, and employee transfers or unit reorganizations that achieve spending reductions. This list does not operate to exclude other cost-saving measures. A budget deficit is caused by a loss of state funding, a decline in institutional enrollment, or other actions that affect the operating budget in a significant manner.
- (C) Definitions.
- (1) A “furlough” is unpaid leave of absence from work for a specified period of time. Employees shall not work when taking furlough leave. Employees shall not use accrued paid leave during periods of furlough.
  - (2) “Layoff” is the permanent (lasting for more than nine months) deletion of a position from the organizational structure of the university.

**Agenda Item F.3.b**  
**Exhibit J**

- (3) “Employee transfer” is the movement of an employee from one position to the same position in another work unit without a change in pay.
- (4) “Unit reorganization” is the reassignment of duties among various positions within a work unit, i.e., combining job duties in an attempt to reduce staffing size while continuing to maintain efficiency without posting positions pursuant to the following university policies: ~~rule~~ Administrative Code rule 3356-7-42 “Selection of professional/administrative staff”; Administrative Code rule 3356-9-01 “Selection and evaluation of executive level officers of the university”; and Administrative Code rule 3356-9-02 “Selection and annual evaluation of administrative officers”. ~~of the Administrative Code.~~

(D) Procedures.

- (1) ~~If the vice president ~~of~~ for finance and business operations ~~the budget director~~ determines that a significant operating budget deficit exists, ~~they~~ he or she shall meet with the president to discuss the details of the budget. As necessary, ~~The~~ the vice president ~~of~~ for finance and business operations shall ~~then~~ make a report to the appropriate campus constituencies, which may include the president’s executive management team, the board of trustees, and cabinet, the deans, the executive and administrative staff council (“EASC”), and the president of the academic senate. Within ten days of such report, the cabinet, deans, EASC, and president of academic senate may provide feedback, comments, and analysis which shall be considered by the vice president of finance, the budget director, and the president.~~
- (2) ~~If after such consultation,~~ the president has reason to believe that a significant operating budget deficit exists, the president may recommend cost-saving measures to the board. The board of trustees may, after receiving such report, approve the implementation of cost-saving measures.
  - (a) Employees who belong to a collective bargaining group should consult their agreements.
  - (b) This policy supersedes all policies to the contrary and applies to all university employees, whether full- or part-time, externally funded, and temporary.

- (c) Healthcare, dental, and life insurance will not be affected by furlough leave.
- (d) Employees will be required to continue to make all contribution payments to healthcare, dental care, life insurance, deferred compensation, flexible spending accounts, as well as all voluntary deductions, such as credit union, charitable contributions.
- (e) Employees will be given at least thirty calendar days' notice prior to the start of a required furlough leave.
- (f) Retirement contributions will be affected by furlough leave because contributions are calculated based upon actual earnings. However, an employee's continuous service credit and review or evaluation date will not be affected by a furlough leave.
- (g) The implementation of employee cost-sharing measures or any other application of this policy may not be appealed under any other university policy or internal grievance process.

### **3356-3-11.2 Budget-deficit options applicable to excluded employees.**

Previous Policy Number: 3014.00  
Responsible Division/Office: Finance and Business Operations  
Responsible Officer: Vice President for Finance and  
Business Operations  
Revision History: November 2011; June 2016  
Board Committee: Finance and Facilities  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. The university is committed to creating a balanced budget and operating efficiently within the confines of such budget. The board of trustees is empowered to do all things necessary for the creation, proper maintenance, and successful continuous operation of the university. This policy, therefore, allows for cost-saving measures to be implemented by the board of trustees throughout the year in order to achieve spending reductions necessitated by institutional budget deficits.
- (B) Purpose. The purpose of this policy is to provide for employee cost-sharing measures in order to achieve spending reductions due to a significant operating budget deficit. Employee cost-sharing measures include, but are not limited to, furloughs, layoffs, and employee transfers or unit reorganizations that achieve spending reductions. This list does not operate to exclude other cost-saving measures. A budget deficit is caused by a loss of state funding, a decline in institutional enrollment, or other actions that affect the operating budget in a significant manner.
- (C) Definitions.
- (1) A “furlough” is unpaid leave of absence from work for a specified period of time. Employees shall not work when taking furlough leave. Employees shall not use accrued paid leave during periods of furlough.
  - (2) “Layoff” is the permanent (lasting for more than nine months) deletion of a position from the organizational structure of the university.

- (3) “Employee transfer” is the movement of an employee from one position to the same position in another work unit without a change in pay.
- (4) “Unit reorganization” is the reassignment of duties among various positions within a work unit, i.e., combining job duties in an attempt to reduce staffing size while continuing to maintain efficiency without posting positions pursuant to the following university policies; Administrative Code rule 3356-7-42 “Selection of professional/administrative staff”; Administrative Code rule 3356-9-01 “Selection and evaluation of executive level officers of the university”; and Administrative Code rule 3356-9-02 “Selection and annual evaluation of administrative officers”.

(D) Procedures.

- (1) If the vice president for finance and business operations determines that a significant operating budget deficit exists, he or she shall meet with the president to discuss the details of the budget. As necessary, the vice president for finance and business operations shall make a report to the appropriate campus constituencies, which may include the president’s executive management team, the board of trustees, and the academic senate.
- (2) If the president has reason to believe that a significant operating budget deficit exists, the president may recommend cost-saving measures to the board. The board of trustees may, after receiving such report, approve the implementation of cost-saving measures.
  - (a) Employees who belong to a collective bargaining group should consult their agreements.
  - (b) This policy supersedes all policies to the contrary and applies to all university employees, whether full- or part-time, externally funded, and temporary.
  - (c) Healthcare, dental, and life insurance will not be affected by furlough leave.
  - (d) Employees will be required to continue to make all contribution payments to healthcare, dental care, life



insurance, deferred compensation, flexible spending accounts, as well as all voluntary deductions, such as credit union, charitable contributions.

- (e) Employees will be given at least thirty calendar days' notice prior to the start of a required furlough leave.
- (f) Retirement contributions will be affected by furlough leave because contributions are calculated based upon actual earnings. However, an employee's continuous service credit and review or evaluation date will not be affected by a furlough leave.
- (g) The implementation of employee cost-sharing measures or any other application of this policy may not be appealed under any other university policy or internal grievance process.

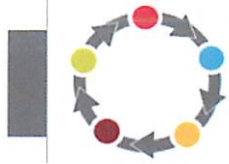
**RESOLUTION TO APPROVE  
INSTITUTIONAL EFFICIENCY REVIEW AS REQUIRED  
BY HOUSE BILL 64**

**WHEREAS**, Section 369.560 of House Bill 64 of the 131<sup>st</sup> General Assembly requires boards of trustees of state institutions of higher education in Ohio to complete, by July 1, 2016, an efficiency review based on the report and recommendations of the governor's task force on higher education affordability and efficiency; and

**WHEREAS**, the Ohio Department of Higher Education has provided a template for which to document and report each institution's efficiency review and implementation plan; and

**WHEREAS**, in concert with its Budget Advisory Council / Institutional Efficiency Council, Youngstown State University has conducted a comprehensive efficiency review in accordance with the parameters established by the state of Ohio.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the efficiency review and implementation plan, as shown in Exhibit K and made part hereof.



## 2016 Efficiency Reporting Guidance

In the early part of 2015, Gov. John R. Kasich created the Ohio Task Force on Affordability and Efficiency to make recommendations to Ohio's institutions of higher education based on three simultaneous principles 1) to be more efficient both in expense management and revenue generation 2) while offering an education of equal or higher quality and 3) decreasing costs to students and their families. The Task Force met several times during the course of 2015. In October the Task Force issued a report with ten recommendations to advise institutions on efficiency and academic practices which will improve both the quality of education and lower costs for students.

Furthermore, House Bill 64 (Section 369.550) requires each institution's board of trustees to complete an efficiency review, based on the Task Force's recommendations, by July 1, 2016, and submit their findings and implementation plans to the chancellor within 30 days, or by August 1, 2016. For additional information on each category and recommendation, please review the [Action Steps to Reduce College Costs report](#), issued by the Ohio Task Force on Affordability and Efficiency.

This document is intended to provide guidance for institutions' reports to the chancellor, based on the legislation – please modify and add additional detail as necessary. **The institutional efficiency review and the implementation plans captured by this template will serve as the data for 2016 Efficiency Advisory Committee Report. These reports are due August 1, 2016.** In 2017 and moving forward, ODHE will issue a survey to the institutions, based on the Task Force Report, as a status update to the implementation plans and will serve as the Efficiency Advisory Committee report.

Campuses will want to review the template to familiarize themselves with the format and content before beginning. The template is structured into four sections:

- **Section 1: Efficiencies** – The first section captures practices likely to yield significant savings for institutions that can then be passed on to students. This includes Procurement, Administrative and Operational, and Energy.
- **Section 2: Academic Practices** – This section covers areas such as textbooks, time to degree incentives, and academic course and program reviews. While improvements to academic processes and policies may not convey immediate cost savings, there will likely be tangible benefits that improve the quality of education for students.
- **Section 3: Policy Reforms** – This section captures additional policy reforms recommended by the Task Force.
- **Section 4: Cost Savings, Redeployment of Savings & Tangible Benefits to Students** – The last section will ask institutions to provide, if applicable, cost savings to the institution in actual dollars saved for each of the recommendations. Furthermore, the institution must advise if the institutional savings has been redeployed as a cost savings to students or offered a benefit to the quality of education for students.

## Youngstown State University

### Section I: Efficiency Practices

#### Procurement

**Recommendation 3A | Campus contracts:** Each institution must require that its employees use existing contracts for purchasing goods and services, starting with the areas with the largest opportunities for savings.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes.**

**YSU's Procurement Services office encourages campus financial managers to use existing contracts that have been negotiated by the State of Ohio Department of Administrative Services, locally by YSU, and/or by the Inter-University Council of Ohio Purchasing Group (IUC-PG) consortium. While the use of these contracts has resulted in cost-savings and efficiencies, not all goods or services are available through existing contracts; and better pricing is sometimes available through non-contracted vendors.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

**YSU will continue to participate in the IUC-PG to identify opportunities for shared contracts. Additionally, YSU will evaluate the merits of an institutional policy that would mandate the use of IUC-PG price agreements.**

**Recommendation 3B | Collaborative contracts:** Ohio's colleges and universities must pursue new and/or strengthened joint purchasing agreements in the following categories:

- Copier/printer services
- Computer hardware
- Travel services
- Outbound shipping
- Scientific Supplies and Equipment
- Office Supplies and Equipment

Contract Type	Is the institution participating in joint contracts? [yes, no, plan to]	Include additional explanation here if needed. If the institution chooses not to participate, please explain why.
Copier/printer services	Plan to	YSU's existing print services vendor, ComDoc, has multiple agreements with other IUC institutions, including Ohio State University, BGSU, and the University of Akron. YSU is working with the IUC-PG to determine if opportunities exist to standardize these individual campus contracts into a

		<p>single, state-wide agreement.</p> <p>YSU also recently concluded an in-depth self-review of copier and print services on campus. This exercise has revealed opportunities for savings through modified print management practices. Recommendations are forthcoming, which may include standardizing printers and supplies, and implementing shared printing in lieu of desktop printers.</p>
Computer hardware	Plan to	While YSU has favorable locally-negotiated contracts in place, YSU will work with the IUC-PG to develop a bid process to identify a single manufacturer with common computer configurations.
Travel services	No	YSU uses a locally-negotiated contract with Concur/Traveline and has standardized University travel by requiring all travel to be processed through this vendor, ensuring optimal pricing and policy compliance.
Outbound Shipping	Yes	YSU uses the state of Ohio contract with UPS, which provides a discount of approximately 40%. In addition, YSU's Delivery Services office utilizes rate comparison software that ensures optimal shipping pricing.
Scientific supplies & equipment	Plan to	Some IUC campuses already have favorable contracts in place, and YSU is working with the IUC-PG to identify opportunities to join these existing agreements, which may result in lower costs through greater volume.
Office supplies & equipment	Yes	YSU uses the IUC-PG price agreements for office supplies.

## Assets and Operations

### **Recommendation 4 | Assets and Operations**

**4A Asset review:** Each institution must conduct an assessment of its noncore assets to determine their market value if sold, leased or otherwise repurposed. Where opportunities exist, colleges and universities must consider coordinating these efforts with other Ohio institutions to reap larger benefits of scale.

**Please provide an overview of the process used for the institution's asset review and the key outcomes below or on additional pages:**

**In concert with the University's Institutional Efficiency Council, YSU performed a self-evaluation of campus assets, identifying campus housing and other student amenities as prime opportunities for sale or lease. In addition, YSU conducted an RFP to solicit proposals for private investment on campus-owned property. This RFP resulted in YSU leasing approximately 5.5 acres of campus property to private student housing developers. These projects will not only create new revenue streams to the University, it allows for the creation of campus amenities—at no cost to YSU—that are in demand among today's college students.**

**Additionally, YSU is working with the State of Ohio Department of Administrative Services on the potential sale the University-owned Courtyard Apartments, a 408-bed student housing facility. This would reduce the University's debt burden, reduce depreciation costs significantly, and provide an infusion of cash that could be used for other strategic investments, such as endowed scholarships.**

**4B Operations review:** Each institution must conduct an assessment of non-academic operations that might be run more efficiently by a regional cooperative, private operator or other entity. These opportunities must then be evaluated to determine whether collaboration across institutions would increase efficiencies, improve service or otherwise add value.

Please provide an overview of the process used for the institution's operations review and the key outcomes below or on additional pages:

In concert with YSU's institutional efficiency council, YSU's Finance division worked with key campus stakeholders to evaluate campus assets and operations. In addition, YSU participated in a collaborative RFP with Kent and Wright state universities to select KPMG to perform an opportunity scan of campus operations. As a result of these exercises, YSU identified a number of opportunities:

1. **Bookstore:** YSU conducted an RFP to identify a private vendor to operate the University-operated bookstore. Consequently, YSU selected Barnes & Noble College to take over bookstore operations. This is expected to result in significant economies that will reduce YSU expenses while increasing revenue opportunities.
2. **Health Clinic:** Through its affinity partnership with Mercy Health, YSU has entered into an agreement to allow Mercy to manage, operate and expand services at YSU's on-campus health clinic. This will result in direct cost savings, and will ultimately improve campus health and wellness.
3. **Print Management Services:** YSU is evaluating the Ohio State University's agreement with ComDoc, the pricing for which has been made available to other state universities. In addition, YSU is working directly with ComDoc on an in-depth analysis, print audit, and peer review, which could result in a re-negotiated contract between the parties.
4. **IT Help Desk:** YSU is participating in a collaborative RFP, led by Cuyahoga Community College, to select a private vendor to support, augment or otherwise outsource on campus IT help desk operations.
5. **Grounds:** YSU is evaluating opportunities for outsourcing some landscaping functions to private vendors.
6. **Motor Pool:** YSU is evaluating whether a fleet leasing program is more advantageous than YSU's current practice of purchasing vehicles.
7. **Real Estate Management:** The University is collaborating with private developers to lease campus property to expand campus amenities, such as student housing and retail, and to enhance campus aesthetics. YSU is also collaborating with the City of Youngstown to enhance campus gateways, including Wick and Lincoln avenues.

**4C Affinity partnerships and sponsorships:** Institutions must, on determining assets and operations that are to be retained, evaluate opportunities or affinity relationships and sponsorships that can support students, faculty and staff. Colleges and universities can use these types of partnerships to generate new resources by identifying "win-win" opportunities with private entities that are interested in connecting with students, faculty, staff, alumni or other members of their communities.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes. Yes, YSU has evaluated and continues to evaluate opportunities for affinity partnerships. This evaluation process focused on local and regional stakeholders having missions that are consistent with and complimentary of YSU's academic and research mission. As part of this process, YSU signed two (2) affinity agreements during FY 2016.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

**Please identify partnerships and sponsorships in effect for FY2016:**

Partnerships/Sponsorships	Description
<b>Mercy Health System</b>	<b>This partnership allows both parties to share physical and intellectual resources, such as classroom and lab space, YSU faculty, student interns, and Mercy nurses and physicians. For instance, Mercy Health assumed management of YSU's on-campus health clinic on May 1, 2016, which provides ready care services to the campus community. This partnership will also facilitate the development of academic programming opportunities, such as YSU's new masters program in athletic training—the first of its kind in the state of Ohio.</b>
<b>PNC Bank</b>	<b>This new partnership provides numerous benefits to YSU, namely in the form of treasury management services to support YSU operations, as well as campus workplace banking for faculty and staff, and student banking services such as financial aid and loan processing. In addition, YSU is leveraging this partnership to augment financial literacy awareness education for students, especially first-year YSU students—at no cost to YSU or to students. This agreement also provides new internship opportunities for students enrolled in YSU's Williamson College of Business Administration.</b>

### **Administrative**

#### **Recommendation 5 | Administrative cost reforms**

**5A Cost diagnostic:** Each institution must produce a diagnostic to identify its cost drivers, along with priority areas that offer the best opportunities for efficiencies. This diagnostic must identify, over at least a 10-year period:

- Key drivers of costs and revenue by administrative function and academic program;
- Distribution of employee costs — both among types of compensation and among units;
- Revenue sources connected to cost increases — whether students are paying for these through tuition and fees, or whether they are externally funded;
- Span of control for managers across the institution — how many employees managers typically oversee, by the manager's function; and
- Priority steps that would reduce overhead while maintaining quality — which recommendations would have the most benefit?

**Has the institution produced a cost diagnostic? If yes, please provide an overview of the process used and the key outcomes.**

**No, YSU has not yet produced a cost diagnostic. However, some of the main variables in a cost diagnostic are fairly straightforward, such as employee compensation, the data for which is already reported in YSU's annual budget and audited financial statements.**



Please provide details on the result of the assessment. What are the cost drivers, based on the categories above? Please discuss the institution's priority areas that offer the best opportunities for recommendation.

If the institution has not produced a cost diagnostic, is there a plan to? If yes, what is the implementation plan? If the institution has not completed a cost diagnostic and does not plan to do so, please provide the rationale. **Yes, YSU intends to produce a cost diagnostic. YSU plans to evaluate best practices for this type of diagnostic tool and plans to collaborate with other Ohio public universities in developing and employing the cost diagnostic.**

**5B Productivity measure:** The Department of Higher Education developed a common measurement of administrative productivity that can be adopted across Ohio's public colleges and universities. While the measure should be consistent, each institution should have latitude to develop its own standards for the proper level of productivity in its units. This will allow, for instance, for appropriate differences between productivity in high-volume environments vs. high-touch ones.

What steps has the institution taken to improve the productivity measure score or what are the institution's plans to improve the score?

- The ODHE has created two productivity measures: (1) Course completion ratio that is calculated by dividing course completed FTE by administrative employee headcount; and (2) degree completion ratio that is calculated by dividing student degree completions by administrative employee headcount. To improve these ratios, YSU has raised admission requirements, invested in additional academic advisors, created a new division of Student Success, and continues to hold the line on filling administrative positions.
- The ODHE has also created two efficiency measures: (1) Administrative headcount ratio that is calculated by dividing all employee headcount by administrative employee headcount; and (2) administrative expenditure ratio that is calculated by dividing E&G expenditures by administrative salary expenditures. To improve these ratios, YSU continues to hold the line on filling administrative position vacancies and has held administrative salaries flat. In addition, YSU implemented a major organizational restructuring during FY 2016 that resulted in reduced administrative salary expenditures.

Has the institution implemented or considered utilizing Lean Six Sigma methodology as a tool to evaluate the institution's processes?

Though this has not been implemented, YSU does employ some of the characteristic of Lean Six Sigma, such as continuous improvement, teamwork, waste elimination, and innovation and redesign of both academic and administrative practices.

**5C Organizational structure:** Each institution should, as part or as a consequence of its cost diagnostic, review its organizational structure in line with best practices to identify opportunities to streamline and reduce costs. The institutional reviews also should consider shared business services — among units or between institutions, when appropriate — for fiscal services, human resources and information technology.

Has the institution reviewed its organizational structure? If yes, please provide an overview of the process used and the key outcomes. **Yes, review of YSU's organizational structure is an ongoing and continuous process. Changes to YSU's organizational structure are made on the basis of need, priority, and opportunity. For example, at the onset of FY 2016, YSU recognized the**

need to enhance mission-critical areas, and took advantage of retirement and attrition among some senior administrators to implement a major management re-organization. This exercise changed reporting lines, prioritized the areas of Student Success, Student Experience, and Research, and resulted in a net reduction of 7 FTE positions that reduced payroll and benefit costs by \$1 million.

Additionally, YSU will continue to strategically evaluate certain divisional organizational structures, beginning with the area of Information Technology Services. YSU plans to conduct an independent evaluation (through a third-party engagement) to determine if opportunities exist for enhanced staffing efficiencies within the University's various IT offices. YSU intends to initiate this analysis in FY 2016, with completion and implementation expected in FY 2017.

If the institution has not reviewed the organizational structure, is there a plan to? If yes, what is the implementation plan?  
If the institution not completed a review and does not plan to do so, please provide the rationale.

**5D Health-care costs:** Like other employers, colleges and universities have experienced rapid growth in health-care costs. To drive down costs and take advantage of economies of scale, the Department of Higher Education has convened a working group to identify opportunities to collaborate. While no information on healthcare costs is required in this year's survey, please feel free to share ideas that the institution believes may be helpful for the working group to consider.

**(Optional) Has the institution identified any healthcare reforms that the working group should consider? Please describe. Yes, a statewide or regional consortium should be pursued to allow state colleges and universities to leverage purchasing power within the marketplace for health care insurance. Additionally, special legislation should be introduced that would remove health care insurance coverage from collective bargaining in the public sector. This would enable employee health care plans to be normalized across various campuses and public employers.**

**(Optional) Has the institution achieved any expected annual cost savings through health-care efficiencies? Please explain how cost savings were estimated. Yes, through the collective bargaining process, YSU has reduced and stabilized healthcare costs by raising employees' share of premium costs, and through plan design changes.**

**5E Data centers:** Institutions must develop a plan to move their primary or disaster recovery data centers to the State of Ohio Computer Center (SOCC).

Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes. **No, YSU has not implemented this recommendation.**

If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale. **Moving YSU's data centers to the State of Ohio Computer Center would result in an immediate increase in costs to the University, which is counter to the intent of these recommendations. In April 2016, however, YSU entered into a collaborative reciprocal agreement with the University of Akron to house backup data servers and other IT equipment in case an unforeseen event at either campus causes loss of or damage to critical IT infrastructure. In addition, YSU is pursuing a similar agreement with Cleveland State University.**

**5F Space utilization:** Each Ohio institution must study the utilization of its campus and employ a system that encourages optimization of physical spaces.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes. Yes, YSU is in the process of implementing this recommendation. Through a competitive RFP process, YSU selected a private firm, Stantec, to conduct a space utilization study, focused primarily on classroom and lab utilization.**

**Please provide details on the results of the assessment below or on additional pages: Detail expected to be available in May or June 2016.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

## Energy

**Energy Efficiencies** seek to refine sustainable methods utilized by institutions to procure and use energy (resulting in more efficient use of energy), including, but not limited to lighting systems, heating & cooling systems, electricity, natural gas, and utility monitoring.

**What energy efficiency projects has the institution implemented or enhanced within fiscal year 2016?**

Project	Collaborative Partnership(s)	Explanation
Phase I Energy Conservation Initiative - completion	N/A	FY 2016 marks the terminal year of a 10-year energy conservation project. In concert with YSU's energy partner, Johnson Controls Inc., YSU has enjoyed significant energy savings, primarily in the area of electricity consumption. This project focused on the replacement of electrical and lighting fixtures, and control mechanisms, resulting in significant utility cost savings and cost avoidance.
Phase II Energy Conservation Initiative - new project	N/A	Again with its energy partner, Johnson Controls, Inc., YSU has begun construction of a steam plant on campus, which will enable YSU to produce its own steam heat. This project will reduce YSU's dependence on outside utility providers, enable YSU to address deferred maintenance in its utility tunnels, and significantly reduce energy costs by \$2 million annually.

Section II:  
Academic  
Practices  
Recommendations  
6 |

### Textbook Affordability

**6A Negotiate cost:** Professional negotiators must be assigned to help faculty obtain the best deals for students on textbooks and instructional materials, starting with high-volume, high-cost courses. Faculty must consider both cost and quality in the selection of course materials.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes. Although professional negotiators have not been assigned, YSU has two initiatives underway that are intended to directly impact textbook affordability:**

1. YSU's Maag Library and Student Government Association have partnered to provide free access to textbooks for all general education sections. This program allows students to access textbooks at YSU's library—at no cost—in three-hour increments. In addition, this initiative seeks to increase student awareness of other open-source textbook options available for free in digital format, such as [gutenberg.org](http://gutenberg.org) and [open.umn.edu](http://open.umn.edu).
2. YSU is in the process of outsourcing campus bookstore operations to Barnes & Noble College (BNC). Because BNC has a larger presence in the national textbook market, textbooks can be acquired—and sold to students—at comparatively lower prices. And BNC's price-match guarantee program will ensure that textbooks at YSU's bookstore will be sold at the lowest possible price. In addition, as part of YSU's negotiated agreement with BNC, a minimum of \$10,000 per year in textbook scholarships will be made available to YSU students.

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale. After Barnes & Noble College has fully transitioned to YSU's bookstore operator, the University will evaluate the impact of outsourcing on textbook prices and re-evaluate the merits of assigning professional negotiators in the future.**

**6B Standardize materials:** Institutions must encourage departments to choose common materials, including digital elements, for courses that serve a large enrollment of students.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes. For multi-section courses, YSU's existing policy requires that all instructors use the same textbook.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

**6C Develop digital capabilities:** Institutions must be part of a consortium to develop digital tools and materials, including open educational resources, that provide students with high-quality, low-cost materials.

**Please explain your efforts to develop digital tools and materials.**

**Some YSU faculty have begun utilizing digital resources, using their own efforts to identify and secure the required materials.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale. YSU has not yet introduced a policy in this regard. During the next negotiation cycle with the faculty bargaining unit, YSU will consider implementing an incentive plan for faculty that select digital tools.**

## **Recommendation 7 | Time to Degree**

**7A Education campaign:** Each institution must develop a coordinated campaign to educate its full-time undergraduates about the course loads needed to graduate on time (two years for most associate degrees and four years for most bachelor's degrees).

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes.**

**YSU had previously produced posters encouraging students to enroll in a minimum of 15 hours per semester. Such materials have now been removed. In its place, advisors have been reminded that students need 15 - 16 hours per semester to graduate within 4 years, and they are encouraged to work with students to achieve the optimal enrollment. YSU's bulk tuition rate was extended to 18 hours, allowing students to register for 17 or 18 credit hours without an increased cost. A key message that YSU advisors are communicating to students is that by taking a heavier course load and by completing a degree program in a shorter time period, students may enjoy significant cost savings during their college career.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

**7B Graduation incentive:** Institutions should consider establishing financial incentives to encourage full-time students to take at least 15 credits per semester.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes. Beyond the built-in financial incentives that already exist, YSU has not established other incentives at this time.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.** During the summer and fall of 2016, YSU will evaluate whether its tuition/fee ERP system can be modified to accommodate a tuition guarantee program that would enable different tuition rates for different student cohorts. This type of guarantee program could be tied to academic success, creating an incentive for students to matriculate to stay eligible for a lower tuition rate. However, until the capabilities of our ERP system is fully evaluated, YSU cannot commit to this type of incentive program.

**7C Standardize credits for degree:** Institutions should streamline graduation requirements so that most bachelor's degree programs can be completed within 126 credit hours or less and an associate degree programs can be completed within 65 credit hours or less. Exceptions are allowed for accreditation requirements.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes.** Yes, the YSU academic senate approved changes to minimum graduation requirements, reducing the minimum number of credit hours needed to graduate to 120 hours. The YSU administration has been working with academic departments in an effort to reduce the number of credits required for all programs. Much progress has been made, but some programs remain above the minimum due to accreditation requirements.

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

**7D Data-driven advising:** Institutions should enhance academic advising services so that students benefit from both high-impact, personalized consultations and data systems that proactively identify risk factors that hinder student success.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes.** YSU has centralized its career and academic advising office. YSU is currently searching for a director for this office and for required additional staff. In addition, we have developed a career ladder for our advising staff and are currently aligning the staff into that ladder. This type of career ladder ensures that advisors remain up-to-date and knowledgeable of changes in their field, ensuring the best possible advising services for YSU students.

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

**7E Summer programs:** Each campus must develop plans to evaluate utilization rates for summer session and consider opportunities to increase productive activity. In particular, institutions should consider adding summer-session options for high-demand classes and bottleneck courses that are required for degree completion.

**Please provide details on the results of the assessment. In particular, please address whether the campus added summer session options for high-demand and bottleneck classes.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.** YSU has not done any direct analysis of summer course utilization. This will be a project for the upcoming academic year.

YSU has, however, implemented a summer *Jump Start* program, whereby incoming freshmen students can take up to two 3-credit hour courses for a reduced flat rate of \$500 for one course or \$1,000 for two courses from a select menu of General Education courses.

**7F Pathway agreements:** Ohio institutions should continue to develop agreements that create seamless pathways for students who begin their educations at community or technical colleges and complete them at universities.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes.** Yes, YSU is collaborating with Eastern Gateway Community College to develop appropriate pathway opportunities.

**Please provide details. In particular, how many articulation agreements does the institution have with other Ohio colleges and universities (either 2+2 or 3+1)?** YSU has entered into formal agreements in several health profession programs with Lorain and Lakeland community colleges.

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

**7G Competency-based education:** Institutions should consider developing or expanding programs that measure student success based on demonstrated competencies instead of through the amount of time students spend studying a subject.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes.** No.

**If applicable, please provide additional details. In particular, how many students does the institution estimate the competency-based education programs will serve?**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.** YSU had considered participation in a competency based program. However, it appeared that the state of Ohio was working to centralize the process for credit authorization. Consequently, YSU has deferred these efforts, pending the outcome of the state's process.

## Recommendation 8 | Course and Program Evaluation

**8 Duplicative Programs:** Institutions should consider consolidating courses and/or programs that are duplicated at other colleges and universities in their geographic area.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes.**

Yes, YSU has developed a number of partnership programs and consortia designed to cooperate with and leverage the resources among neighboring institutions. For example, YSU shares programs through partnerships with the Cuyahoga County Educational Service Center, Lakeland Community College, and Lorain County Community College (see table below for specific examples).

In YSU's College of Education, a number of programs have been discontinued due to low enrollments attributable in part to program duplication. These programs include: M.S.Ed. in Early Childhood (online), M.S.Ed. in Educational Technology (online), M.S.Ed. in Special Education (non-licensure), Administrative Specialist license (Pupil Services), B.S.Ed. in French Education, B.S.Ed. in Family and Consumer Sciences Education, B.S.Ed. in Life Sciences Education, B.S.Ed. in Physical Sciences Education, and B.S.Ed.

in Earth Sciences Education.

In YSU's College of Liberal Arts and Social Sciences, several programs have been discontinued due to low enrollments attributable in part to program duplication. These programs include the Bachelor of Arts in French and the Bachelor of Arts in Social Studies.

**What courses/programs are currently being shared with other institutions?**

<b>Course/Program</b>	<b>Partnering Institution</b>	<b>Explanation</b>
Bachelor of Science in Allied Health	Partnership programs with Lorain County Community College and Lakeland Community College	
Bachelor of Science in Applied Science in Criminal Justice	Partnership programs with Lorain County Community College and Lakeland Community College	
Bachelor of Social Work	Partnership programs with Lorain County Community College and Lakeland Community College.	
Master of Social Work	Partnership programs with Lorain County Community College and Lakeland Community College	
Shared endorsement program in Adaptive Physical Education	Otterbein University	
Collaborative program leading to endorsement in Visual Impairment (currently being developed)	Consortium being developed	
Master of Public Health	CEOMPH Consortium of Eastern Ohio Master of Public Health—partnership with The University of Akron, Cleveland State University, Northeastern Ohio College of Medicine, and Ohio University	
Master of Fine Arts in Creative Writing	NEOMFA Northeastern Ohio Master of Fine Arts in Creative Writing—partnership with Cleveland State University, Kent State University, and The University of Akron	
Doctor of Education (Educational Leadership Program)	Offered at Cuyahoga County Education Service Center	
Master of Health and Human Services	Lorain County Community College	
Master of Respiratory Care	Lorain County Community College	
<b>Course/Program</b>	<b>Partnering Institution</b>	<b>Explanation</b>
Bachelor of Science in Allied Health	Partnership programs with Lorain County	



	Community College and Lakeland Community College	
Bachelor of Science in Applied Science in Criminal Justice	Partnership programs with Lorain County Community College and Lakeland Community College	
Bachelor of Social Work	Partnership programs with Lorain County Community College and Lakeland Community College.	
Master of Social Work	Partnership programs with Lorain County Community College and Lakeland Community College	
Shared endorsement program in Adaptive Physical Education	Otterbein University	
Collaborative program leading to endorsement in Visual Impairment (currently being developed)	Consortium being developed	
Master of Public Health	CEOMPH Consortium of Eastern Ohio Master of Public Health—partnership with The University of Akron, Cleveland State University, Northeastern Ohio College of Medicine, and Ohio University	
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Doctor of Education (Educational Leadership Program)	Offered at Cuyahoga County Education Service Center	
Master of Health and Human Services	Lorain County Community College	
Master of Respiratory Care	Lorain County Community College	
<b>Course/Program</b>	<b>Partnering Institution</b>	<b>Explanation</b>
Bachelor of Science in Allied Health	Partnership programs with Lorain County Community College and Lakeland Community College	
Bachelor of Science in Applied Science in Criminal Justice	Partnership programs with Lorain County Community College and Lakeland Community College	
Bachelor of Social Work	Partnership programs with Lorain County Community College and Lakeland Community College.	

Master of Social Work	Partnership programs with Lorain County Community College and Lakeland Community College	
Shared endorsement program in Adaptive Physical Education	Otterbein University	
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Doctor of Education (Educational Leadership Program)	Offered at Cuyahoga County Education Service Center	
Master of Health and Human Services	Lorain County Community College	
Master of Respiratory Care	Lorain County Community College	

*Institutions already provided a list of low-enrollment courses to ODHE by January 31. NOTE: this benchmark will be added to the 2017 Institution Efficiency Survey.*

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

Many of YSU's most successful implementations of this recommendation have occurred in the Bitonte College of Health & Human Services. The dean of the college believes that the programs with the best possibility of partnering have now been developed. There are areas in which partnering does not make sense. Nursing, for example, is one of the largest programs in the College of Health & Human Services. Nursing programs are also offered at both Kent State and the University of Akron, institutions which also boast large, competitive programs. The size of all three nursing programs and the full accreditation status seems to support the need for all three programs to be maintained. Although YSU is always receptive to future partnership opportunities, there are no plans for program-sharing in the College of Health & Human Services at this time.

## Section III: Policy Reforms

**10A Financial advising:** Ohio’s colleges and universities should make financial literacy a standard part of students’ education.

**Has the institution implemented this recommendation? If yes, please provide an overview of the process used and the key outcomes.**

**YSU has instituted a new first-year experience course that will be recommended for students entering in fall 2016 and required of all students entering in fall 2017. Financial literacy education will be embedded within this course.**

**If the institution has not implemented this recommendation, is there a plan to implement? If yes, what is the implementation plan? If the institution has not implemented this recommendation and does not plan to do so, please provide the rationale.**

**10B Obstacles:** The state Department of Higher Education and/or state legislature should seek to remove any obstacles in policy, rule or statute that inhibit the efficiencies envisioned in these recommendations.

**What legislative obstacles or policy roadblocks, if any, inhibit efficiencies and affordability practices at the institution?**

**With so much emphasis being placed on affordability, the state should consider funding polices that recognize and reward institutions that provide comparatively more affordable educational opportunities. For example, YSU’s in-state tuition is 9% below the national average and 20% below the state of Ohio average. Yet, the state of Ohio does not recognize YSU’s affordability in any formalized way, nor does state funding policy incentivize affordability.**

**The state should also consider legislation that would eliminate barriers to universities’ ability to monetize assets. For example, the process universities must follow to lease and/or sell property is highly cumbersome and requires the approval of multiple state agencies, including the Department of Administrative Services, the Ohio Facilities Construction Commission, the Ohio Attorney General’s office, and the Governor’s Office.**

## Section IV: Cost Savings, Redeployment of Savings & Tangible Benefits to Students

The following charts allow each institution to report this information. For the first chart, please provide, if applicable, any actual cost savings to the institution for fiscal year 2016 (or expected annual cost savings) for each of the recommendations from the Task Force. (Please note this does NOT include cost avoidance.) Then the institution should indicate “yes” or “no” to the savings being redeployed to lower costs for students in terms of tuition, room and board, and/or student financial aid. If there was no savings or the institutional savings was not redeployed, please indicate “yes” or “no” to the practice providing a tangible benefit to the quality of students’ education.

For the second chart, please provide more detail as to how cost savings were deployed, specifically in the following categories: reductions in cost of attendance, student financial aid, student services, investment in efficiency and affordability tools, and student program improvements. Please use the explanation field to provide further detail.

**Please use the chart below to capture, if applicable, FY16 cost savings, or expected annual savings, to institutions in actual dollars:**

Recommendation	<b><u>If applicable</u>, provide the actual FY16 cost savings, or expected annual cost savings to the institution</b> <small>*Put NA if no savings</small>	<b>Were the savings redeployed to reduce the cost of college for students? (Yes or No)</b>	<b>Or did the practice provide tangible benefits to the quality of students’ education? (Yes or No)</b>
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<b>Efficiency Practices</b>			
3A: Campus Contracts	Under review		
3B: Collaborative contracts	Under review		
4A: Asset Review	N/A, future savings expected		
4B: Operations Review	N/A, future savings expected		
4C: Affinity partnerships and sponsorships	\$200,000	Yes	Yes
5A: Cost diagnostic	N/A		
5B: Productivity measure	Under review		
5C: Organizational Structure	\$1,000,000	Yes	Yes
5D: Health-care costs	N/A, health care reforms implemented prior to FY16		
5E: Data Centers	\$6,000	No	Yes
5F: Space utilization	N/A, space study underway during FY16; future efficiencies expected.		
Energy projects	N/A, energy project being implemented now; savings will begin in FY17		
<b>Academic Practices and Policies</b>			
6A: Negotiate cost on textbook affordability	N/A		
6B: Standardize materials	Savings vary and cannot be reasonably estimated.	No, savings for students, not YSU	Yes
6C: Develop digital capabilities	N/A		
7A: Education Campaign	Potential savings averaging \$11,000 per YSU student		
7B: Graduation Incentive	N/A		
7C: Standardize credits for degrees	\$1,348 per student	No, savings for students, not YSU	Yes
7D: Data-driven advising	Savings vary and cannot be reasonably estimated.		
7E: Summer programs	Summer Jump Start program: potential savings of \$1,000 per YSU student	Yes	Yes
7F: Pathway agreements	N/A	No, savings for students, not YSU	Yes
7G: Competency-based education	N/A		

8: Duplicative courses and programs	Savings vary and cannot be reasonably estimated.	Yes	Yes
Low-enrollment programs:	Savings vary and cannot be reasonably estimated.		
10: Financial advising:	Savings vary and cannot be reasonably estimated.		
<b>Total Expected Annual Cost Savings:</b>	Savings vary and cannot be reasonably estimated.		

Please utilize the chart below to show how the total actual cost savings listed above were redeployed to either (1) reduce the cost of college for students or (2) to provide tangible benefits for the quality of students' education:

Category	Amount Invested	Explanation
Reductions to the total cost of attendance (tuition, fees, room and board, books and materials, or related costs — such as technology)	See student financial aid response below.	YSU's financial aid and scholarship packages directly reduce the total cost of attendance for students.
Student financial aid	\$17,509,719	YSU investment, from the University and its Foundation, used for direct student aid and scholarships during FY16.
Student success services, particularly with regard to completion and time to degree	\$3,056,277	YSU investment in the newly created division of Student Success. Amounts include wages and operating costs. These operations focus heavily on student advising and academic counseling.
Investments in tools related to affordability and efficiency	N/A	
Improvements to high-demand/high-value student programs	N/A	
<i>Add other categories as needed</i>		



**RESOLUTION TO APPROVE  
THE ANNUAL OPERATING BUDGET FOR FY 2017**

**WHEREAS**, the proposed Fiscal Year 2017 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 2017, shown on Exhibit L, and as presented to the Finance and Facilities Committee of the Board of Trustees, is hereby approved for the period of July 1, 2016 through June 30, 2017.

# Fiscal Year 2017 Operating Budget



Youngstown State University  
Finance & Business Operations  
June 2016



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1. The purpose of this document is to provide a clear and concise overview of the project's objectives and scope. It is intended for use by all project team members and stakeholders.

2. The project is designed to address the current challenges faced by the organization and to provide a sustainable solution for the future.

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3. The project team is committed to maintaining the highest standards of quality and integrity throughout the project lifecycle.

4. The project will be managed in accordance with the project management plan and the organization's policies and procedures.

***Mission Statement:***

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

The University:

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

**Board of Trustees**

Carole S. Weimer, Chair	Atty. Leonard D. Schiavone, Vice Chair
Charles R. Bush, M.D.	Delores E. Crawford
David C. Deibel	Samuel W. Grooms
John R. Jakubek, M.D.	Atty. James E. "Ted" Roberts
Allan K. Metz, Student Trustee	Samantha P. Anderson, Student Trustee
	Atty. Franklin S. Bennett, Board Secretary

**Executive Officers**

James P. Tressel President	Atty. Holly A. Jacobs Vice President for Legal Affairs & Human Resources
Martin Abraham, Ph.D. Provost & Vice President for Academic Affairs	Neal P. McNally Vice President for Finance & Business Operations

### ***Introduction***

This document represents Youngstown State University's financial operating plan for the fiscal year commencing July 1, 2016. The operating budget is a spending plan that reflects University goals. The budget also includes a forecast of revenues that is based on a reading of future economic conditions. As one of the University's most important administrative tools, this budget serves as a plan of action for achieving objectives, and a standard for monitoring financial performance.

Pursuant to YSU Policy 3356-3-11, this operating budget is hereby submitted to the Board of Trustees for approval, and will thereafter serve as the University's financial governing document for FY 2017. However, the budget is based on certain assumptions and variables unknown at this time, such as student enrollment and state funding levels, and may therefore be modified or otherwise adjusted to reflect new information that becomes available during the course of FY 2017.

### ***Budget Planning Process***

For the fourth consecutive year, the YSU Budget Advisory Council led the budget planning process. Consistent with the guiding principles of the Accountability & Sustainability cornerstone of YSU's 2020 Strategic Plan, the Council continues to focus on the need to contain costs and enhance revenue opportunities. The Council also serves a dual role as the University's Institutional Efficiency Council, as called for by Governor John Kasich's Task Force on Higher Education Affordability & Efficiency.

Even though the development and execution of the annual budget ultimately resides with the University's executive management team, the Budget Advisory Council has created an environment that is consistent with the notion of shared governance. The Council format allows for broader participation in the budget process, and plays a key role in communicating budget decisions to the campus community.

## ***YSU Budget Advisory Council***

**Martin Abraham**, Provost & VP for Academic Affairs  
**Jeffrey T. Coldren**, Chair & Professor of Psychology  
**Ron Cole**, Public Information Officer  
**Gabriella Gessler**, Student Government Vice President  
**Amy Gordon**, Comprehensive Testing Center Manager  
**Eddie Howard**, Associate VP for Student Experience  
**Charles Howell**, Dean, Beechly College of Education  
**Elaine Jacobs**, Associate Athletic Director  
**Ken Learman**, Professor of Physical Therapy

**Neal McNally**, Vice President for Finance  
**Tyler Gordon-Miller**, Student Government President  
**Ray Schaffer**, Professor of Accounting & Finance  
**Leonard Schiavone**, Board of Trustees Vice Chair  
**Gary Swegan**, Associate VP Enrollment Management  
**Jeff Tyus**, Associate Professor of Communications  
**Thomas Wakefield**, Assoc. Professor of Mathematics  
**Marilyn Ward**, Academic Budget Officer  
**Carole S. Weimer**, Board of Trustees Chair

***Governor's Task Force on Affordability & Efficiency in Higher Education***

In February 2015, Governor John Kasich signed an executive order creating a task force to develop recommendations for improving the affordability and efficiency of Ohio's state-supported colleges and universities. Consisting of mainly business leaders and state legislators, the task force focused on opportunities to privatize administrative functions, monetize campus assets, and expand collaboration and shared services among institutions. In addition, House Bill 64, the state of Ohio budget legislation for the current FY 2016 and FY 2017 biennium, established reporting requirements related to the task force's recommendations.

In response, YSU conducted a comprehensive review of campus operations that focused on a variety of functions, ranging from the campus bookstore and student health clinic to space utilization and campus grounds-keeping. While this exercise generally indicated that YSU is already relatively efficient and comparatively more affordable than other state and regional universities, some opportunities for greater efficiency nonetheless exist. These include the outsourcing of the campus bookstore operations to Barnes & Noble, the potential future sale of certain real estate assets, a new affinity partnership with Mercy Health Systems, and collaboration with other universities vis-à-vis shared procurement, co-located IT data centers, and print management solutions.

**Excerpt from section 369.560 of House Bill 64:**

*"Upon submission of the Ohio task force on affordability and efficiency in higher education report as established by governor's executive order, all boards of trustees for state institutions of higher education as defined in section 3345.011 of the Revised Code, shall complete, by July 1, 2016, an efficiency review based on the report and recommendations of the task force, and provide a report to the [Chancellor] of Higher Education within 30 days of the completion of the efficiency review that includes how each institution will implement the recommendations and any other cost savings measures."*



**Executive Summary**

For the first time in five years, Youngstown State University’s annual budget for FY 2017 is presented without a structural operating deficit. Since 2012, when state funding support dropped sharply and YSU’s student enrollment levels continued to fall, the University experienced revenue shortfalls that outpaced efforts to reduce expenses. But through a combination of strategic investments in student recruitment, modest revenue enhancements, and reductions in expenses, the budget deficit has been erased.

<b>General Fund</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>	<b>Percent Change</b>	<b>Dollar Change</b>
<b>Revenue:</b>				
Tuition & Fees	\$104,510,433 *	\$104,777,958	0.3%	\$267,525
State Appropriations	41,842,183 *	42,755,237	2.2%	913,054
Other Sources	4,427,665	4,266,805	-3.6%	(160,860)
	<u>\$150,780,281 *</u>	<u>\$151,800,000</u>	0.7%	\$1,019,719
<b>Expenses:</b>				
Personnel	\$100,375,780	\$98,401,409	-2.0%	(\$1,974,371)
Operations	27,656,760	28,236,504	2.1%	579,744
Transfers	25,467,460	25,162,087	-1.2%	(305,373)
	<u>\$153,500,000</u>	<u>\$151,800,000</u>	-1.1%	(\$1,700,000)
Budgeted Deficit	<b>(\$3,096,008)</b>	\$0	-100.0%	\$3,096,008
<b>Auxiliaries</b>				
Net of Gen. Fund support	\$23,378,100	\$17,979,488	-23.1%	(\$5,398,612)
<b>Total Operating Budget</b>	<b><u>\$174,158,381</u></b>	<b><u>\$169,779,488</u></b>	<b>-2.5%</b>	<b><u>(\$4,378,893)</u></b>

\* To enhance year-to-year comparison, certain FY 2016 figures have been restated using updated information.

**FY 2017 Revenue Assumptions:**

1. A 0.0% change in full-time equivalent (FTE) student enrollments relative to prior year actual enrollment levels.
2. No change in undergraduate tuition rates and an increase in graduate tuition of 2.5%.
3. A 2.2% increase in state funding appropriations, based on preliminary estimates provided by the Ohio Department of Higher Education.
4. A reduction in investment earnings, based in part on current year performance and market volatility.
5. Bookstore commission income from the University’s new agreement with Barnes & Noble.

**FY 2017 Expense Assumptions:**

1. A 2.0% base salary increase and rank-based bonus payments for continuing full-service faculty, pursuant to the University’s agreement with the OEA faculty union.
2. The continuation of changes made to the employer health care program, including a 15% premium share for covered employees.
3. The continuation of expense reductions made during prior fiscal years, and the implementation of new expense reductions to operating and personnel budgets.
4. Completed construction of a steam plant on campus, which will directly reduce the University’s energy costs and result in lower capital lease payments.

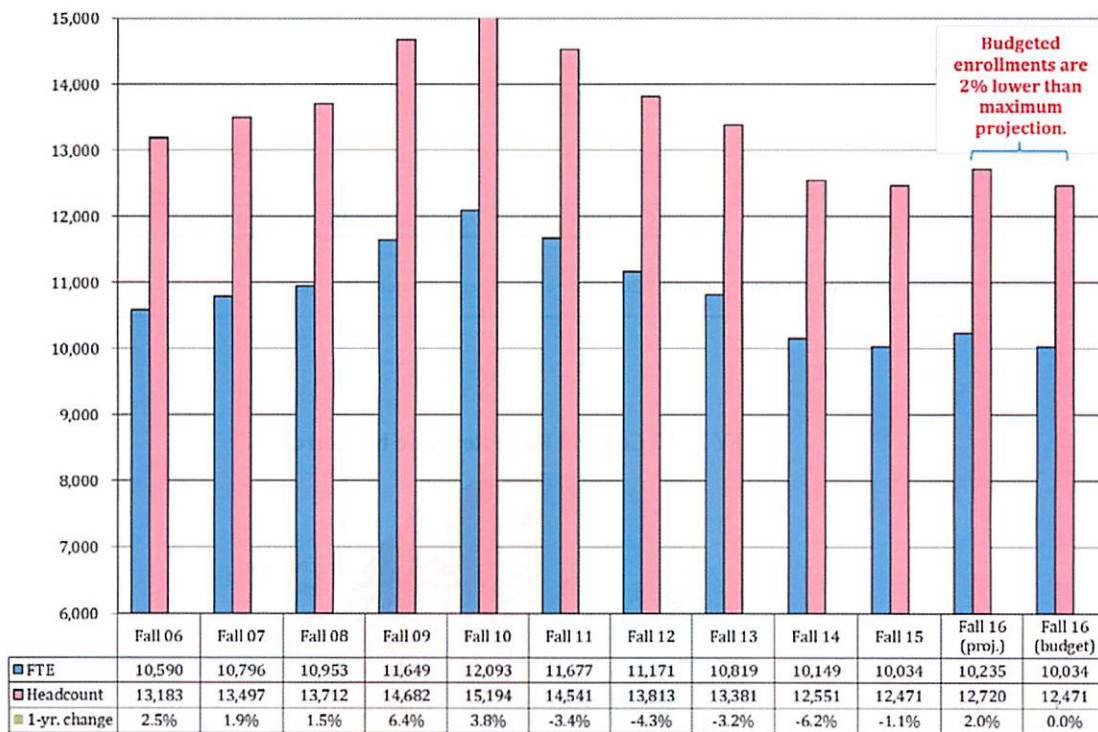
### Student Enrollment Levels

After a four-year enrollment decline of over 17%, fall 2015 achieved stabilization in student enrollment (headcount down just 0.33%), with an increase of 13.52% in the freshmen class, and improvement in freshmen to sophomore retention of 6% (67.02% up to 73.02%). Spring semester 2016 brought the first enrollment increase (year over year) since spring 2011.

Fall 2016 promises to continue a positive trajectory, with headcount increases in the range of 1.5% to 2.0% expected. This projected growth is the result of enhanced outreach efforts on the part of campus Admissions staff, augmented by the professional services of Royall & Company, a private firm specializing in student recruitment.

This projected enrollment increase notwithstanding, the FY 2017 budget assumes no growth in enrollments, underscoring the conservative nature of the University's revenue projections.

**Fall Semester Student Enrollment Trends**



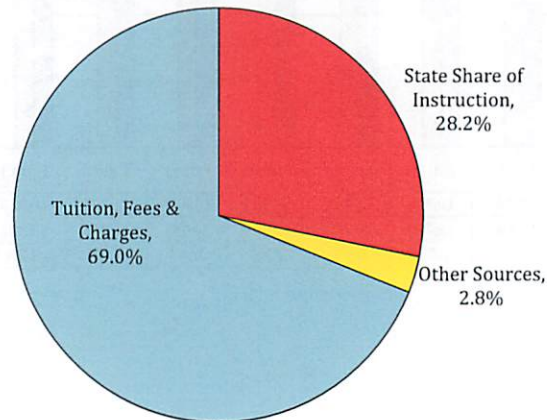
**General Fund Revenues**

As depicted in the table below, FY 2017 budgeted general fund revenues total \$151.8 million, an increase of \$1 million over the revised budget for the prior year. This projected increase in revenue is mainly attributable to three variables: (1) the expectation that overall enrollment levels will remain stable at the prior year's actual levels; (2) the tuition rate for graduate students will increase by 2.5% next year; and (3) the expectation that the State Share of Instruction funding support will increase by 2.2% as was projected in May 2016 by the Ohio Department of Higher Education.

Summaries of general fund revenue are provided in the table and chart below.

Source	FY 2016	FY 2017	Percent Change	Dollar Change
	Revised Budget	Proposed Budget		
<i>Tuition, Fees &amp; Other Student Charges</i>				
Instructional & Mandatory Fees	\$92,387,766 *	\$92,469,697	0.1%	\$81,931
Other Tuition, Fees & Charges	12,122,666	12,308,261	1.5%	185,595
<b>Total Tuition &amp; Fees</b>	<b>\$104,510,433</b>	<b>\$104,777,958</b>	<b>0.3%</b>	<b>\$267,525</b>
<i>State Appropriations</i>				
State Share of Instruction	\$41,842,183 *	\$42,755,237	2.2%	\$913,054
<b>Total State Appropriations</b>	<b>\$41,842,183</b>	<b>\$42,755,237</b>	<b>2.2%</b>	<b>\$913,054</b>
<i>Other Sources</i>	\$4,427,665	\$4,266,805	-3.6%	(\$160,860)
<b>Total General Fund Revenue</b>	<b>\$150,780,281 *</b>	<b>\$151,800,000</b>	<b>0.7%</b>	<b>\$1,019,719</b>

\* To enhance year-to-year comparison, certain FY 2016 figures have been restated using updated information.

**FY 2017 General Fund Revenue by Source**


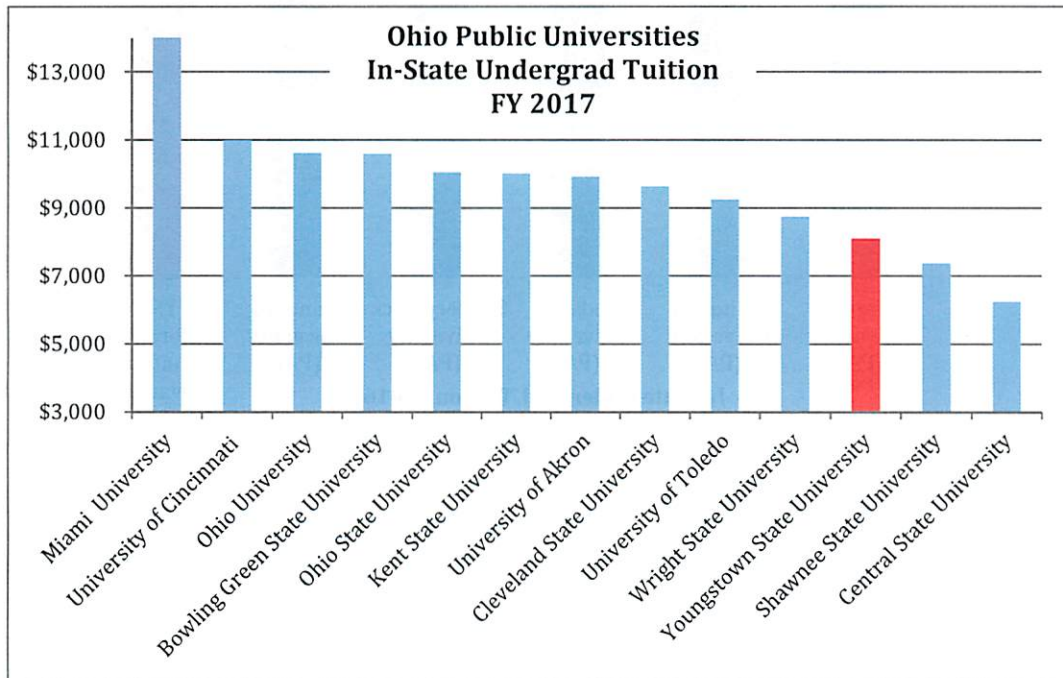


***Tuition and Fees***

House Bill 64, the state budget legislation for the FY 2016-2017 biennium prohibits state-supported universities from increasing tuition for in-state undergraduate students. While this prohibition limits the University’s ability to generate additional income, YSU retains its standing as one of the most affordable universities in the state. With a full-time undergraduate tuition rate of \$8,087 per year, YSU is expected to be \$1,565 below the statewide average. The only two Ohio universities with tuition lower than YSU—Central State and Shawnee State—both serve under-represented student populations and, consequently, receive special supplemental funding from the state that is designed to keep these universities’ tuition rates low.

Moreover, YSU is especially affordable in northeast Ohio, having an undergraduate tuition price that is on average approximately \$1,800 lower than Cleveland State University, Kent State University and the University of Akron.

Not only is YSU’s affordability consistent with the goals of the Governor’s task force, it makes YSU competitively well-positioned in the state and regional higher education marketplace, especially in light of growing public concern over rising college costs and student debt.

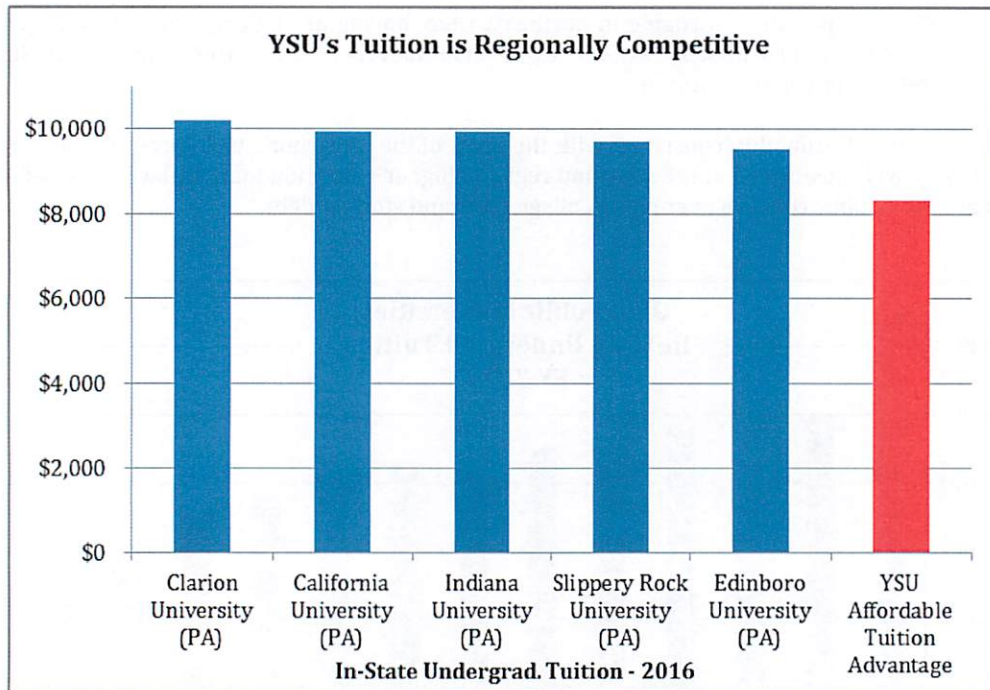




**Tuition and Fees (continued)**

To remain regionally competitive, YSU's *Affordable Tuition Advantage* surcharge will remain at \$10.00 per credit hour, resulting in a full-time nonresident tuition rate of \$8,327 per year for students from this defined region, which encompasses 18 counties in western Pennsylvania, 3 counties in West Virginia, and Chautauqua County in New York.

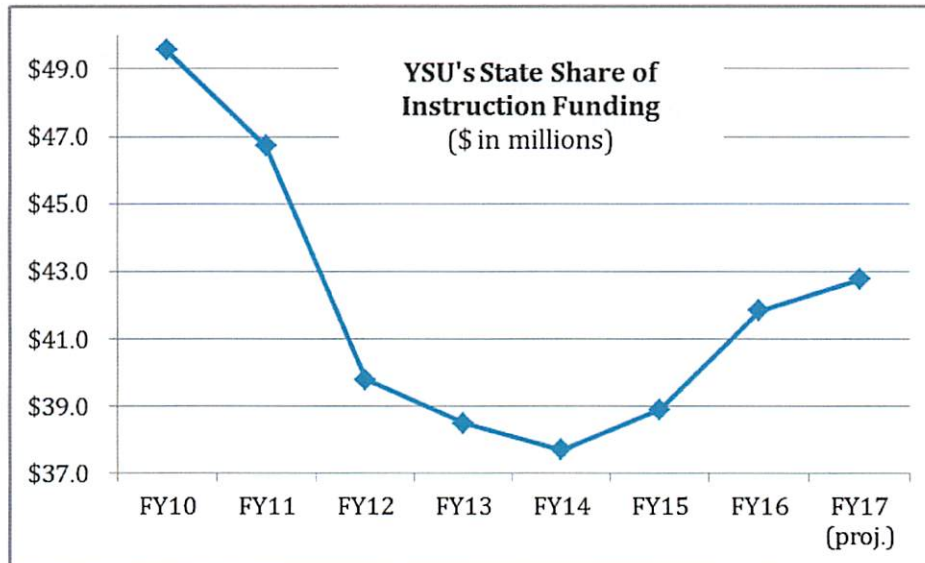
The table below illustrates YSU's favorable competitive position in the western Pennsylvania corridor. YSU's *Affordable Tuition Advantage* rate is lower than the in-state rate among the five Pennsylvania universities surveyed.



***State Operating Appropriations***

Based on the most recent estimate provided by the Ohio Department of Higher Education in May 2016, State Share of Instruction (SSI) funding for YSU is expected to rise by \$913,054. This increase is partially the result of a 4% increase in the statewide SSI appropriation. This increase is also attributable to the results of strategic decisions YSU has made to better position itself in the performance-based SSI funding formula. Since the SSI formula is designed to financially reward campuses on the basis of successful course completions and the number of degrees conferred, YSU's decision to increase admission standards has resulted in greater state funding.

The table below depicts a recent history of YSU's SSI funding levels, which since FY 2010 have ranged from nearly \$50 million to as a low as \$37 million in FY 2014. And while the overall trajectory is decidedly negative, YSU's funding levels have trended upward for the past three years.



### *Other Income Sources*

Other sources of general fund revenue include unrestricted gifts, overhead fees charged to University auxiliaries, bookstore commissions, and realized investment income. In FY 2017, these revenue sources are expected to generate \$4.27 million, a 3.6% decrease below the prior year's budgeted levels. On the plus-side, the University's decision to outsource the campus bookstore will result in a \$275,000 increase in gross income, as shown on the table below.

With regard to investment income, the University's non-endowment short-term investment pool earned +0.2% on a one-year basis through March 31, 2016. These investments for FY 2017 are expected to return +0.3%, which is indicative of a low interest rate environment. The non-endowment long-term pool was down -1.0% on a one-year basis through March 31, 2016. Global market volatility increased in late 2015 and early 2016 as a result of falling commodity prices (notably declining oil prices), higher U.S. equity market valuations, and challenging global economic growth (international markets were down -8.8% on a one-year basis). YSU's portfolio allocation to equities (35%) detracted from results while fixed income and alternative investments mitigated some volatility. For FY 2017, these investments are projected to return between 3% and 4%, which is indicative of low interest rates and low global growth expectations. Consequently, the University has taken a conservative approach for budgeting investment income, which for FY 2017 is 31% lower than the prior year's estimate.

	<b>FY 2016 BUDGET</b>	<b>FY 2017 BUDGET</b>	<b>CHANGE</b>	<b>PERCENT CHANGE</b>	<b>PERCENT of TOTAL</b>
<b>OTHER SOURCES</b>					
Investment Income for Operations	\$1,530,000	\$1,053,492	(\$476,508)	-31.1%	0.69%
Administrative Charge - Bookstore	500,000	N/A	(500,000)	N/A	0.00%
Bookstore Commissions	N/A	775,000	775,000	N/A	0.51%
Administrative Charge - Other Auxiliaries	971,413	971,413	0	0.0%	0.64%
Alumni Relations	80,500	76,000	(4,500)	-5.6%	0.05%
Sales & Services of Educational Activities	68,400	40,200	(28,200)	-41.2%	0.03%
Private Gifts, Unrestricted	139,000	150,000	11,000	7.9%	0.10%
Facility Rental, Athletics and University	115,000	275,000	160,000	139.1%	0.18%
Indirect Cost Recoveries	480,000	340,000	(140,000)	-29.2%	0.22%
Revenue Sharing, NEOMED and other	190,000	190,000	0	0.0%	0.13%
Other-Miscellaneous	353,352	395,700	42,348	12.0%	0.26%
<b>Subtotal - Other Sources</b>	<b>\$4,427,665</b>	<b>\$4,266,805</b>	<b>(\$160,860)</b>	<b>-3.6%</b>	<b>2.81%</b>

**General Fund Expenses**

General fund expenses are summarized by expense category in the table below. Overall, budgeted expenses are \$1.7 million lower than in the prior fiscal year. Additional detail is provided in the narrative on the following pages and in Appendix C.

General Fund Expenses	FY 2016 Budget	FY 2017		Change	Percent Change
		Proposed Budget	Percent of Total		
<b>Personnel</b>					
Faculty	\$39,456,930	\$39,702,912	26.2%	0.6%	\$245,982
Staff	31,637,624	30,982,633	20.4%	-2.1%	(654,991)
Students	3,909,290	3,893,609	2.6%	-0.4%	(15,681)
Fringe Benefits	25,371,936	23,822,255	15.7%	-6.1%	(1,549,681)
<b>Total Personnel</b>	<b>\$100,375,780</b>	<b>\$98,401,409</b>	<b>64.8%</b>	<b>-2.0%</b>	<b>(\$1,974,371)</b>
<b>Operating Expenses</b>					
Supplies	\$1,859,004	\$1,784,673	1.2%	-4.0%	(\$74,331)
Travel and Related Expenses	1,082,386	1,186,765	0.8%	9.6%	104,379
Information & Communication	1,451,643	1,461,675	1.0%	0.7%	10,032
Maintenance/Repairs/Utilities	9,033,345	7,254,765	4.8%	-19.7%	(1,778,580)
Equipment and Vehicles	373,876	377,753	0.2%	1.0%	3,877
Scholarships and Aid	5,447,726	7,427,726	4.9%	36.3%	1,980,000
Library Acquisitions	966,445	966,445	0.6%	0.0%	0
Fees and Services	3,441,738	3,584,316	2.4%	4.1%	142,578
Miscellaneous/Bad Debt/Rentals	2,264,006	2,313,735	1.5%	2.2%	49,729
Area Contingency Accounts	4,952,367	1,878,651	1.2%	-62.1%	(3,073,716)
<b>Total Operating Expenses</b>	<b>\$30,872,536</b>	<b>\$28,236,504</b>	<b>18.6%</b>	<b>-8.5%</b>	<b>(\$2,636,032)</b>
<b>Other</b>					
Transfers (see Appendix)	\$25,467,460	\$25,162,087	16.6%	-1.2%	(\$305,373)
Structural Operating Deficit	(3,215,776)	0	0.0%	-100.0%	3,215,776
<b>Total Other</b>	<b>\$22,251,684</b>	<b>\$25,162,087</b>	<b>16.6%</b>	<b>13.1%</b>	<b>\$2,910,403</b>
<b>Total General Fund Expenses</b>	<b>\$153,500,000</b>	<b>\$151,800,000</b>	<b>100.0%</b>	<b>-1.1%</b>	<b>(\$1,700,000)</b>



**General Fund Personnel Expenses**

Because the University has experienced a decline in revenue, and because personnel expenses comprise nearly 65% of overall general fund costs, serious efforts have been made to control and reduce personnel costs. This is evidenced by the nearly \$2 million reduction in FY 2017 personnel expenses shown in the table below.

PERSONNEL	FY 2016	FY 2017		PERCENT CHANGE
	ORIGINAL BUDGET	PROPOSED BUDGET	CHANGE	
Full Service Faculty				
Full-Time Faculty	\$29,620,154	\$30,355,273	\$735,119	2.5%
Faculty Rank Bonus	636,900	319,200	(317,700)	-49.9%
Faculty Vacancies (pooled)	234,165	234,165	0	0.0%
Subtotal - Full Service Faculty Salaries	\$30,491,219	\$30,908,638	\$417,419	1.4%
Temporary / Part-Time Faculty	\$8,965,711	\$8,794,274	(\$171,437)	-1.9%
Total Faculty Salaries	\$39,456,930	\$39,702,912	\$245,982	0.6%
Permanent Staff				
Professional/Administrative	\$15,734,280	\$15,797,562	\$63,282	0.4%
Classified & Police	15,120,094	14,254,408	(865,686)	-5.7%
Subtotal - Permanent Staff Salaries	\$30,854,374	\$30,051,970	(\$802,404)	-2.6%
Temporary Staff	\$783,250	\$930,663	\$147,413	18.8%
Total Staff Salaries	\$31,637,624	\$30,982,633	(\$654,991)	-2.1%
Students	\$3,909,290	\$3,893,609	(\$15,681)	-0.4%
Total - Faculty, Staff & Student Salaries	\$75,003,844	\$74,579,154	(\$424,690)	-0.6%
Fringe Benefits	\$25,371,936	\$23,822,255	(\$1,549,681)	-6.1%
Total Personnel	\$100,375,780	\$98,401,409	(\$1,974,371)	-2.0%

\*Faculty expenses do not include retirement incentive payments, which are reflected under transfers. These payments total \$180,000 in FY 2016 and \$280,000 in FY 2017.

As shown in the table above, the items negotiated in the OEA faculty agreement have been fully budgeted for FY 2017. These adjustments include a 2% base salary adjustment and rank-based bonus payments to continuing full-service faculty, retirement incentive payments, and net salary savings resulting from those retirements. As also shown above, temporary / part-time faculty expenses have been reduced to reflect negotiated changes to summer instruction and extending teaching service.

### *General Fund Personnel Expenses (continued)*

Salaries and wages for staff will remain generally flat in FY 2017, though net expenses will be approximately \$800,000 lower than the previous year's budget. This reduction is indicative of the University having removed from the budget a number of staff vacancies.

Fringe benefits are budgeted as a percentage of wages and based on a detailed analysis of actual fringe benefit costs for the 12-month period ending March 31, 2016. For FY 2017, the aggregate budgeted fringe benefit rate will be 32% of wages, totaling \$23.8 million in general fund costs. Fringe benefits include employee healthcare insurance, Medicare, employer contributions to the state's retirement systems, tuition remission, parking, unemployment and life insurance, and workers compensation. The reduction in fringe benefit expenses in FY 2017 is attributable to two main factors: (1) an overall reduction in wages; and (2) shifting tuition remission for graduate assistantships from a fringe benefit expense to a scholarship expense.

### *Scholarships and Aid*

Scholarships and financial aid for students will remain key components to the University's enrollment and student success strategies in FY 2017. By offering competitive scholarship and aid packages, YSU has been able to attract a greater number of academically-prepared students, made college accessible to countless individuals, and helped reduce the debt burden facing many students. Scholarship recipients are more likely to graduate and even more likely to graduate on-time. Given the impact that scholarships and aid have on students' finances, a robust scholarship program also helps students learn about philanthropy and the importance of giving back.

During this past year, the YSU Honor's program changed significantly. Historically, YSU had offered full merit-based scholarships to approximately 40 students per year. Effective last year, however, the University awarded fewer full scholarships and increased the number of partial scholarships to expand the Honors College. This change spread the same scholarship dollars over a larger cohort of students, thereby expanding the number of students receiving scholarships without increasing scholarship expenses, yielding an 82% increase in incoming Honors students.

As part of ongoing efforts to enhance graduate programs and expand research activity, the University has modified the way it will administer funding for graduate assistantships. In the past, the graduate dean allocated available funding to support fee remission for graduate assistantships. Beginning in FY 2017, the graduate dean will instead make available *Graduate College Premiere Scholarships* for students receiving graduate assistantships, effectively shifting dollars from fringe benefits to student scholarships. This modification is consistent with recent changes to institutional policy 3356-9-03.1, and represents a strategic decision that will make YSU more attractive to prospective graduate students and to external granting agencies. This new policy also provides greater flexibility in allocating graduate support.

For FY 2017, the University has budgeted \$7.4 million in scholarship funds, which includes a \$1.7 million increase for *Graduate College Premiere Scholarships*. In addition, scholarship support from the YSU Foundation in FY 2017 will be \$8 million—an increase of approximately \$500,000.

***Divisional General Fund Expense Budgets***

The table below presents the general fund budget organized by executive division as is consistent with University policy 3356-9-01, which delineates executive officers. Within each division, there are a number of colleges and subdivisions.

	FY 2016 Budget	FY 2017		Change	Percent Change
		Proposed Budget	Percent of Total		
<b><i>Academic Affairs</i></b>					
Academic Support	\$6,819,843	\$6,273,163	4.1%	(\$546,680)	-8.0%
Williamson College of Business	6,546,748	6,810,930	4.5%	264,182	4.0%
College of Creative Arts & Comm.	7,872,679	8,147,601	5.4%	274,922	3.5%
College of Liberal Arts & Social Sciences	12,409,695	11,702,203	7.7%	(707,492)	-5.7%
Beeghly College of Education	5,055,882	4,936,750	3.3%	(119,132)	-2.4%
Graduate Studies	4,367,639	4,753,457	3.1%	385,818	8.8%
Bitonte College of HHS	11,443,364	11,472,088	7.6%	28,724	0.3%
Provost	10,142,463	10,713,810	7.1%	571,347	5.6%
College of STEM	16,407,399	17,001,914	11.2%	594,514	3.6%
Student Success	3,295,308	2,798,256	1.8%	(497,052)	-15.1%
Subtotal	\$84,361,020	\$84,610,171	55.7%	\$249,151	0.3%
<b><i>Finance &amp; Business Operations</i></b>					
Facilities Maintenance	\$8,886,634	\$9,133,611	6.0%	\$246,977	2.8%
Finance	4,007,619	3,841,680	2.5%	(165,939)	-4.1%
Institution-wide	4,853,349	4,374,148	2.9%	(479,201)	-9.9%
Technology	8,825,350	8,701,137	5.7%	(124,213)	-1.4%
Utilities	7,539,666	5,030,684	3.3%	(2,508,982)	-33.3%
Subtotal	\$34,112,618	\$31,081,260	20.5%	(\$3,031,358)	-8.9%
<b><i>Legal Affairs &amp; Human Resources</i></b>					
General Counsel	\$920,093	\$938,235	0.6%	\$18,142	2.0%
Human Resources	1,267,424	1,401,344	0.9%	133,920	10.6%
Athletics (transfer)	11,064,728	11,293,200	7.4%	228,472	2.1%
Subtotal	\$13,252,245	\$13,632,779	9.0%	\$380,534	2.9%
<b><i>President</i></b>					
Diversity & Multicultural Affairs	\$312,047	\$243,115	0.2%	(\$68,932)	-22.1%
Enrollment Management	10,539,912	10,840,510	7.1%	300,598	2.9%
President	846,127	714,750	0.5%	(131,377)	-15.5%
Student Experience	3,279,270	3,742,255	2.5%	462,985	14.1%
University Relations	6,796,761	6,935,160	4.6%	138,399	2.0%
Subtotal	\$21,774,117	\$22,475,790	14.8%	\$701,673	3.2%
Grand Total	\$153,500,000	\$151,800,000	100.0%	(\$1,700,000)	-1.1%

The Academic Affairs budget includes all costs, instructional and administrative, in each college, academic support unit, and in the Provost's Office. Also included in the Academic Affairs budget is the division of Student Success, which focuses on improving student retention and success rates. The FY 2017 Academic Affairs budget is generally flat, with year-to-year changes mostly reflective of faculty and staff resignations and replacements, the latter of which are done strategically, creating disproportionate fluctuations among colleges and subdivisions.

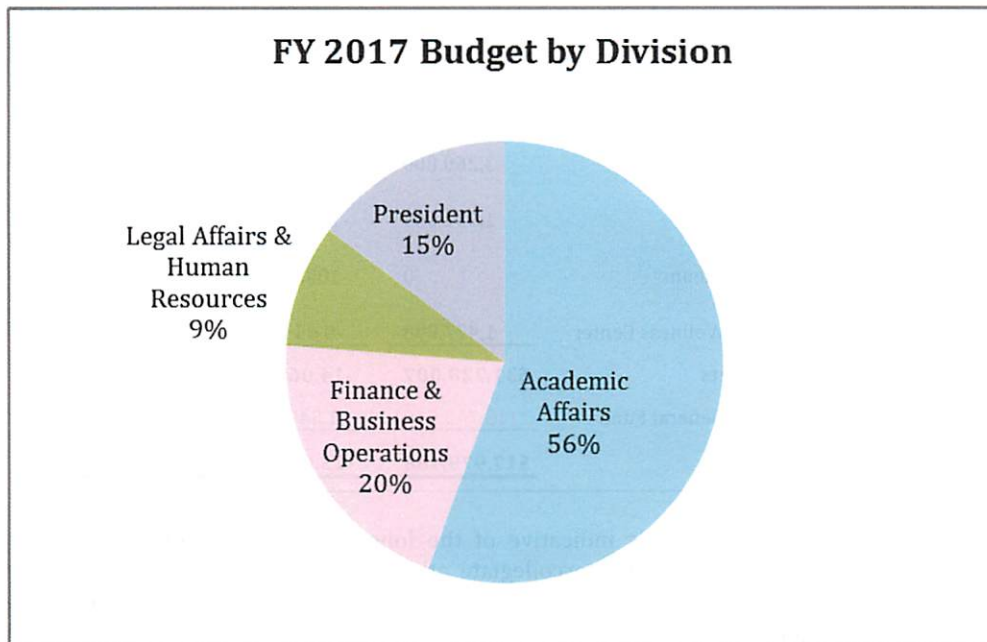
Finance & Business Operations includes the Controller's and Budget offices, Procurement Services, Payroll, Bursar, Facilities Maintenance and Grounds, Information Technology Services, utilities and certain institution-wide costs, such as bad debt expenses and transfers to the University's debt service reserves. The budget reductions shown here are largely attributable to two related factors:



(1) a lower capital lease expense for the University's steam plant project, which is significantly less than the capital lease expense during the prior year, which was retired during FY 2016; and (2) lower utility expenses resulting from the recently constructed steam plant on campus that will enable the University to produce its own steam heat beginning in FY 2017.

The division of Legal Affairs & Human Resources includes the Office of the General Counsel, Equal Opportunity and Policy Compliance, Human Resources, and Intercollegiate Athletics. The overall increase shown here reflects the hiring of additional staff in the HR office; and a \$228,472 increase in general fund support for Intercollegiate Athletics that is mainly attributable to enhancements for Gender Equity as approved by the Board of Trustees in June 2015.

The President's divisional budget includes the Office of the President, Multicultural Affairs, University Relations, Enrollment Planning & Management, and Student Experience. The increases shown for Enrollment Management reflect an expansion of the University's contract with Royall & Company, and increased student application processing in the Admissions Office. The 14% increase in the Student Experience budget reflects a \$125,000 increase in the Student Government Association's appropriations budget; and the reallocation of funds from the Student Success budget resulting from the dissolution of the Vice President for Student Affairs budget during the prior fiscal year.



### *Auxiliary Services*

Auxiliaries provide a variety of services that enhance campus life for YSU students, faculty, staff, alumni and guests. Auxiliaries also generate revenue through sales and services, which helps support their operations. As shown in the table below, the combined FY 2017 budgets for the University's auxiliary units total approximately \$31.7 million, which includes \$13.7 million in general fund support and roughly \$18 million in earned income. Overall, auxiliary budgets will be nearly \$5.4 million less in FY 2017, primarily as a result of the University outsourcing the campus bookstore to Barnes & Noble, effective June 2016. Outsourcing the bookstore will result in lower University expenses, create efficiencies by reducing indirect overhead costs, and increase revenue in the form of sales commissions.

Also effective in FY 2017, the Labor & Industry Steel Museum will be treated as a sponsored program, instead of an auxiliary. This change in designation is consistent with how the Ohio History Connection now supports state-funded historical museums in Ohio. Consequently, funding for the Steel Museum will be handled by the Grants & Sponsored Research Office and outside the University's regular budget process, as is the case with all externally-funded programs.

<b>Auxiliary Services:</b>	<b>FY 2017 Budget</b>	<b>Percent Change</b>	<b>Dollar Change</b>
Intercollegiate Athletics	\$14,829,700	2.02%	\$293,472
Housing Services	10,466,600	-1.62%	(171,840)
Bookstore	0	-100.0%	(5,000,000)
Parking Services	3,269,800	0.63%	20,440
Kilcawley Center	1,734,009	-10.91%	(212,405)
Labor & Industry Steel Museum	0	-100.0%	(111,100)
Andrews Recreation and Wellness Center	1,427,898	-0.65%	(9,293)
<b>Total Auxiliary Budgets</b>	<b>\$31,728,007</b>	<b>-14.06%</b>	<b>(\$5,190,726)</b>
Less: Support from General Fund	(13,748,519)	1.54%	(207,886)
<b>Total Earned Income</b>	<b>\$17,979,488</b>	<b>-23.09%</b>	<b>(\$5,398,612)</b>

The \$14.5 million Athletics budget is indicative of the long-standing institutional decision to support an NCAA-compliant Division I intercollegiate athletic program. The 2% increase in the Athletics budget is due to a 2% increase in support from the University's general fund budget, which supports scholarship costs, as well the University's commitment to continue investing in the Title IX Gender Equity Plan that was approved by the Board of Trustees in June 2015.

The budget for Housing Services reflects a planned occupancy rate of 95% in the University's inventory of residence halls and apartments, which total 1,278 beds. In an effort to provide some price relief for students and to remain competitive with other private housing options near campus, room rental rates at YSU-owned facilities will not be raised in FY 2017.

Kilcawley Student Center's FY 2017 budget is nearly 11% lower than in the prior year, mainly due to shifting administration of the University's ComDoc print management contract from Kilcawley Center to Support Services.

***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 sources and does not receive direct funding support from the University. The University does, however, provide approximately 15,500 square feet of rent-free space in Fedor Hall to house the Rich Center's classrooms, labs and administrative offices.

<b><u>Rich Center for Autism</u></b>	<b><u>FY 2017 Budget</u></b>	<b><u>Percent Change</u></b>	<b><u>Dollar Change</u></b>
<b>Revenues</b>			
Noncredit Tuition	\$2,473,000	36.7%	\$663,343
Private Grants/Contracts Foundation	54,000	-64.0%	(96,000)
Cash Gifts	303,250	3.7%	10,717
Pledge Income	52,700	5.4%	2,700
Misc. Income	13,770	-34.4%	(7,230)
<b>Total Revenues</b>	<b>\$2,896,720</b>	<b>24.7%</b>	<b>\$573,530</b>
<b>Expenses</b>			
<b><i>Personnel</i></b>			
Full- and Part-time Staff	\$1,682,180	19.1%	\$269,916
Temporary Staff	41,500	-36.3%	(23,696)
Fringe Benefits	622,406	27.5%	134,076
<b>Total Personnel</b>	<b>\$2,346,086</b>	<b>19.3%</b>	<b>\$380,296</b>
<b><i>Operating Expenses</i></b>			
Supplies	\$100,600	33.3%	\$25,150
Travel and Related Expenses	11,000	-40.5%	(7,500)
Information & Communication	20,900	-25.5%	(7,150)
Facility Rental/Maintenance/Repairs	1,200	0.0%	0
Fees & Services	271,500	66.7%	108,600
Events & Promotions	120,434	100.7%	60,434
Miscellaneous	25,000	121.2%	13,700
<b>Total Operating Expenses</b>	<b>\$550,634</b>	<b>54.1%</b>	<b>\$193,234</b>
<b>Total Rich Center Expenses</b>	<b>\$2,896,720</b>	<b>24.7%</b>	<b>\$573,530</b>



# APPENDICES

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**APPENDIX A - Auxiliaries**

<u>INTERCOLLEGIATE ATHLETICS</u>			
	<u>FY 2017</u>	<u>PERCENT CHANGE</u>	<u>CHANGE</u>
<b>EARNED INCOME</b>			
Football Tickets	\$460,000	0.0%	\$0
Basketball Tickets	130,000	-3.7%	(5,000)
Guarantees	690,000	-26.2%	(245,000)
Program Sales	6,500	0.0%	0
Campus Vending Concessions	80,000	-5.9%	(5,000)
Concession Commission	35,000	-22.2%	(10,000)
Royalty Commission	45,000	12.5%	5,000
NCAA Revenue Sharing	900,000	33.3%	225,000
Program Ad. Sales/Recognition	215,000	7.5%	15,000
Radio/Television Income	60,000	0.0%	0
Pouring Rights & Miscellaneous	155,000	24.0%	30,000
Football Tailgate	70,000	7.7%	5,000
Scoreboard Advertising:			
Football	180,000	24.1%	35,000
Basketball	80,000	23.1%	15,000
Stadium Loge Rentals	430,000	0.0%	0
<b>Total Earned Income</b>	<b>\$3,536,500</b>	<b>1.9%</b>	<b>\$65,000</b>
<b>GENERAL FUND ALLOCATION</b>			
Scholarship Support	\$4,869,933	3.4%	\$158,895
Operating Support	6,423,267	1.1%	69,577
<b>Total General Fund Support</b>	<b>\$11,293,200</b>	<b>2.1%</b>	<b>\$228,472</b>
<b>TOTAL RESOURCES</b>	<b>\$14,829,700</b>	<b>2.0%</b>	<b>\$293,472</b>
<b>EXPENSES</b>			
Permanent Staff	\$3,859,918	-1.2%	(\$45,502)
Temporary Staff	425,690	14.3%	53,337
Fringe Benefits	1,447,701	-1.0%	(15,307)
Debt Service (transfer)	120,492	-21.1%	(32,168)
Scholarships	4,869,933	3.4%	158,895
Operating	4,105,966	4.4%	174,217
<b>TOTAL EXPENSES</b>	<b>\$14,829,700</b>	<b>2.0%</b>	<b>\$293,472</b>



<b><u>KILCAWLEY CENTER</u></b>			
	<b><u>FY 2017</u></b>	<b><u>PERCENT CHANGE</u></b>	<b><u>CHANGE</u></b>
<b>EARNED INCOME</b>			
Food Services Commissions	\$455,000	19.74%	\$75,000
Candy Counter	60,000	20.00%	10,000
Duplication Services	0	-100.00%	(300,000)
Graphic Center	60,000	0.00%	0
Recreation Room	5,000	25.00%	1,000
Room Rental	42,488	69.95%	17,488
Vending and Misc. Sales & Service	31,100	-15.26%	(5,600)
<b>Total Earned Income</b>	<b>\$653,588</b>	<b>-23.62%</b>	<b>(\$202,112)</b>
<b>OTHER RESOURCES</b>			
General Fund Allocation	\$1,080,421	-0.94%	(\$10,293)
<b>TOTAL RESOURCES</b>	<b>\$1,734,009</b>	<b>-10.91%</b>	<b>(\$212,405)</b>
<b>EXPENSES</b>			
Permanent Staff	\$437,764	12.12%	\$47,327
Temporary Staff (students)	210,000	-6.88%	(15,527)
Fringe Benefits	174,044	10.62%	16,709
Administrative Charge	126,000	0.00%	0
Operating	786,201	-24.92%	(260,914)
<b>TOTAL EXPENSES</b>	<b>\$1,734,009</b>	<b>-10.91%</b>	<b>(\$212,405)</b>

<b><u>ANDREWS RECREATION AND WELLNESS CENTER</u></b>			
	<b><u>FY 2017</u></b>	<b><u>PERCENT CHANGE</u></b>	<b><u>CHANGE</u></b>
<b>EARNED INCOME</b>			
Faculty & Staff Memberships	\$26,000	0.00%	\$0
Guest Passes	8,000	0.00%	0
Program Fees	18,000	0.00%	0
Sponsorship income	1,000	New	1,000
<b>Total Earned Income</b>	<b>\$53,000</b>	<b>1.92%</b>	<b>\$1,000</b>
<b>OTHER RESOURCES</b>			
General Fund Allocation	\$1,374,898	-0.74%	(\$10,293)
<b>TOTAL RESOURCES</b>	<b>\$1,427,898</b>	<b>-0.65%</b>	<b>(\$9,293)</b>
<b>EXPENSES</b>			
Permanent Staff	\$300,445	0.67%	\$2,000
Temporary Staff	412,100	-2.14%	(9,000)
Fringe Benefits	138,810	-12.58%	(19,973)
Administrative Charge	77,600	0.00%	0
Student Scholarships	33,320	New	33,320
Operating	465,623	-3.25%	(15,640)
<b>TOTAL EXPENSES</b>	<b>\$1,427,898</b>	<b>-4.21%</b>	<b>(\$9,293)</b>



<b>HOUSING SERVICES</b>			
	<b>FY 2017</b>	<b>CHANGE</b>	<b>PERCENT CHANGE</b>
<b>EARNED INCOME</b>			
Room Rentals and Board	\$10,165,600	(\$171,840)	-1.66%
Meal Plans	160,000	0	0.00%
Vending Machine Commissions	6,000	0	0.00%
Food Commissions	5,000	0	0.00%
Rentals-Guests and Special Groups	130,000	0	0.00%
<b>Total Earned Income</b>	<b>\$10,466,600</b>	<b>(171,840)</b>	<b>-1.62%</b>
<b>TOTAL REVENUE</b>	<b>\$10,466,600</b>	<b>(171,840)</b>	<b>-1.62%</b>
<b>EXPENDITURES</b>			
Permanent Staff	\$548,284	(\$6,243)	-1.13%
Temporary Staff	388,000	0	0.00%
Fringe Benefits	242,190	(40,559)	-14.34%
Debt Service	2,323,911	(283,644)	-10.88%
Administrative Charge	612,813	0	0.00%
Operating	6,313,152	120,356	1.94%
Scholarships	38,250	38,250	
<b>TOTAL EXPENDITURES</b>	<b>\$10,466,600</b>	<b>(171,840)</b>	<b>-1.62%</b>

<b>PARKING SERVICES</b>			
	<b>FY 2017</b>	<b>CHANGE</b>	<b>PERCENT CHANGE</b>
<b>EARNED INCOME</b>			
Faculty & Staff Permits	\$515,000	\$10,000	1.98%
Student Transportation Fee/Permits	2,533,500	5,440	0.22%
Parking Fines	35,000	0	0.00%
Parking Fees-Special Events	100,000	0	0.00%
Daily Parking Fees	45,000	5,000	12.50%
Parking Meters	7,000	0	0.00%
Parking Permits-Contracted Service	25,000	0	0.00%
Control Card Replacement	300	0	0.00%
Weekly Permits	9,000	0	0.00%
<b>Total Earned Income</b>	<b>\$3,269,800</b>	<b>\$20,440</b>	<b>0.63%</b>
<b>TOTAL RESOURCES</b>	<b>\$3,269,800</b>	<b>\$20,440</b>	<b>0.63%</b>
<b>EXPENDITURES</b>			
Permanent Staff	\$439,185	(\$38,770)	-8.11%
Temporary Staff	432,000	0	0.00%
Fringe Benefits	223,843	(16,074)	-6.70%
Administrative Charge	150,000	0	0.00%
Debt Service	293,447	100,418	52.02%
Maintenance	222,000	0	0.00%
Shuttle Service	363,000	0	0.00%
Other Operating	751,200	0	0.00%
Reserve	395,125	(25,134)	-5.98%
<b>TOTAL EXPENDITURES</b>	<b>\$3,269,800</b>	<b>\$20,440</b>	<b>0.63%</b>





**APPENDIX B – Miscellaneous Salary Rates**

<b><i>Part-Time Faculty (per semester hour workload)</i></b>	
With Baccalaureate	\$650
With Masters or J.D.	\$800
With Doctorate	\$1,050
<b><i>Doctoral Fellowships</i></b>	\$10,000
<b><i>Ph.D. Assistantships Stipends (sciences and engineering)</i></b>	\$23,500-\$30,000
<b><i>Graduate Assistants</i></b>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$7,500
<b><i>Graduate Teaching Assistants</i></b>	
Stipend for students in STEM departments	\$10,000
Stipend for students in all other academic departments	\$8,750
<b><i>Student Employee Hourly Wage Rates*</i></b>	
Research Assistants	\$9.50
Student Assistants	\$8.10
Student Exception Rates ( <i>as approved by the Assoc. VP for Student Experience</i> )	\$8.40 - \$14.00
<p>*Note: Student employee hourly wage rates are subject to revision, pending any applicable cost of living adjustments, as required by Ohio minimum wage law.</p>	

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Assessment	Graduate Assistant Interns	\$0	\$7,500	\$7,500
Academic Affairs	Assessment	Postage Freight and UPS	\$20	\$20	\$0
Academic Affairs	Assessment	Miscellaneous	\$355	\$355	\$0
Academic Affairs	Assessment	Business-Related & Entertainment	\$2,000	\$2,000	\$0
Academic Affairs	Assessment	Contractual Fees and Services	\$2,000	\$2,000	\$0
Academic Affairs	Assessment	Graduate Assistants	\$7,500	\$0	(\$7,500)
Academic Affairs	Assessment	Travel	\$8,000	\$8,000	\$0
Academic Affairs	Assessment	Supplies	\$11,000	\$11,000	\$0
Academic Affairs	Assessment	Awards Non-Financial Aid	\$13,000	\$13,000	\$0
Academic Affairs	Assessment	Classified Full Time	\$25,968	\$25,968	\$0
Academic Affairs	Assessment	Fringe Expense Chargeback	\$40,913	\$55,551	\$14,638
Academic Affairs	Assessment	PA Full Time	\$64,260	\$121,053	\$56,793
	<b>Assessment Total</b>		<b>\$175,016</b>	<b>\$246,447</b>	<b>\$71,431</b>
Academic Affairs	Assoc Degree and Tech Prep Prgm	Dues and Memberships	\$100	\$100	\$0
Academic Affairs	Assoc Degree and Tech Prep Prgm	Miscellaneous	\$100	\$100	\$0
Academic Affairs	Assoc Degree and Tech Prep Prgm	Postage Freight and UPS	\$200	\$200	\$0
Academic Affairs	Assoc Degree and Tech Prep Prgm	Official Business Travel	\$500	\$500	\$0
Academic Affairs	Assoc Degree and Tech Prep Prgm	Business-Related & Entertainment	\$600	\$600	\$0
Academic Affairs	Assoc Degree and Tech Prep Prgm	Publication of University Material	\$600	\$600	\$0
Academic Affairs	Assoc Degree and Tech Prep Prgm	Cell Phone	\$725	\$725	\$0
Academic Affairs	Assoc Degree and Tech Prep Prgm	Supplies	\$3,074	\$3,074	\$0
Academic Affairs	Assoc Degree and Tech Prep Prgm	Fringe Expense Chargeback	\$26,342	\$26,712	\$370
Academic Affairs	Assoc Degree and Tech Prep Prgm	PA Full Time	\$71,194	\$72,194	\$1,000
	<b>Assoc Degree and Tech Prep Prgm Total</b>		<b>\$103,435</b>	<b>\$104,805</b>	<b>\$1,370</b>
Academic Affairs	Continuing Education Courses	Subscriptions Books and Reports	\$100	\$0	(\$100)
Academic Affairs	Continuing Education Courses	Awards Non-Financial Aid	\$100	\$0	(\$100)
Academic Affairs	Continuing Education Courses	Dues and Memberships	\$800	\$0	(\$800)
Academic Affairs	Continuing Education Courses	Reserve	\$800	\$0	(\$800)
Academic Affairs	Continuing Education Courses	Bank Fees	\$2,604	\$0	(\$2,604)
Academic Affairs	Continuing Education Courses	Travel	\$3,668	\$0	(\$3,668)
Academic Affairs	Continuing Education Courses	Postage Freight and UPS	\$4,500	\$0	(\$4,500)
Academic Affairs	Continuing Education Courses	Supplies	\$5,000	\$0	(\$5,000)
Academic Affairs	Continuing Education Courses	Miscellaneous	\$6,292	\$0	(\$6,292)
Academic Affairs	Continuing Education Courses	Fringe Expense Chargeback	\$9,237	\$0	(\$9,237)
Academic Affairs	Continuing Education Courses	Publication of University Material	\$10,000	\$0	(\$10,000)
Academic Affairs	Continuing Education Courses	Business-Related & Entertainment	\$11,596	\$0	(\$11,596)
Academic Affairs	Continuing Education Courses	Public Relations and Advertising	\$13,560	\$0	(\$13,560)
Academic Affairs	Continuing Education Courses	Reserve for Uncollected Income	\$16,600	\$0	(\$16,600)
Academic Affairs	Continuing Education Courses	Continuing Education Faculty	\$54,338	\$0	(\$54,338)
Academic Affairs	Continuing Education Courses	Contractual Fees and Services	\$66,681	\$0	(\$66,681)
	<b>Continuing Education Courses Total</b>		<b>\$205,876</b>	<b>\$0</b>	<b>(\$205,876)</b>
Academic Affairs	Ctr - International Studies & Prog	Public Relations and Advertising	\$211	\$211	\$0
Academic Affairs	Ctr - International Studies & Prog	Business-Related & Entertainment	\$400	\$400	\$0
Academic Affairs	Ctr - International Studies & Prog	Student Wages	\$422	\$422	\$0
Academic Affairs	Ctr - International Studies & Prog	Telephone	\$597	\$597	\$0
Academic Affairs	Ctr - International Studies & Prog	Dues and Memberships	\$635	\$635	\$0
Academic Affairs	Ctr - International Studies & Prog	Postage Freight and UPS	\$800	\$800	\$0
Academic Affairs	Ctr - International Studies & Prog	Travel	\$1,375	\$1,375	\$0
Academic Affairs	Ctr - International Studies & Prog	Supplies	\$2,233	\$2,233	\$0
Academic Affairs	Ctr - International Studies & Prog	Classified Full Time	\$40,165	\$40,165	\$0
Academic Affairs	Ctr - International Studies & Prog	Fringe Expense Chargeback	\$85,327	\$107,179	\$21,852
Academic Affairs	Ctr - International Studies & Prog	PA Full Time	\$187,134	\$246,195	\$59,061
	<b>Ctr - International Studies &amp; Prog Total</b>		<b>\$319,299</b>	<b>\$400,212</b>	<b>\$80,913</b>
Academic Affairs	Ctr for Urban & Regional Studies	Classified Full Time	\$0	\$50,877	\$50,877
Academic Affairs	Ctr for Urban & Regional Studies	Dues and Memberships	\$23	\$23	\$0
Academic Affairs	Ctr for Urban & Regional Studies	Postage Freight and UPS	\$160	\$160	\$0
Academic Affairs	Ctr for Urban & Regional Studies	Travel	\$601	\$601	\$0
Academic Affairs	Ctr for Urban & Regional Studies	Miscellaneous	\$1,016	\$1,016	\$0
Academic Affairs	Ctr for Urban & Regional Studies	Supplies	\$3,208	\$3,208	\$0
Academic Affairs	Ctr for Urban & Regional Studies	Fringe Expense Chargeback	\$122,516	\$70,105	(\$52,411)
Academic Affairs	Ctr for Urban & Regional Studies	PA Full Time	\$331,125	\$134,471	(\$196,654)
	<b>Ctr for Urban &amp; Regional Studies Total</b>		<b>\$458,649</b>	<b>\$260,461</b>	<b>(\$198,188)</b>
Academic Affairs	Degree Audit	Supplies	\$250	\$250	\$0
Academic Affairs	Degree Audit	Travel	\$1,000	\$1,000	\$0
Academic Affairs	Degree Audit	Classified Temp Intermittent	\$14,900	\$14,900	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Degree Audit	Softwre Licenses Maint & Other Fees	\$21,200	\$21,200	\$0
Academic Affairs	Degree Audit	PA Full Time	\$55,000	\$55,000	\$0
Academic Affairs	Degree Audit	Fringe Expense Chargeback	\$60,427	\$23,628	(\$36,799)
Academic Affairs	Degree Audit	Classified Full Time	\$91,997	\$0	(\$91,997)
	<b>Degree Audit Total</b>		\$244,774	\$115,978	(\$128,796)
Academic Affairs	Distance Learning	Telephone	\$0	\$400	\$400
Academic Affairs	Distance Learning	Contractual Fees and Services	\$0	\$1,500	\$1,500
Academic Affairs	Distance Learning	Supplies	\$0	\$10,000	\$10,000
Academic Affairs	Distance Learning	Travel	\$0	\$10,000	\$10,000
Academic Affairs	Distance Learning	Dues and Memberships	\$0	\$14,000	\$14,000
Academic Affairs	Distance Learning	Softwre Licenses Maint & Other Fees	\$0	\$15,000	\$15,000
Academic Affairs	Distance Learning	Public Relations and Advertising	\$0	\$62,000	\$62,000
Academic Affairs	Distance Learning	Reserve	\$0	\$75,350	\$75,350
Academic Affairs	Distance Learning	Supplementary Salaries	\$0	\$100,000	\$100,000
Academic Affairs	Distance Learning	Taxable Fringes	\$5,352	\$5,352	\$0
Academic Affairs	Distance Learning	Student Wages	\$24,500	\$99,500	\$75,000
Academic Affairs	Distance Learning	Classified Full Time	\$51,375	\$51,375	\$0
Academic Affairs	Distance Learning	Fringe Expense Chargeback	\$96,881	\$117,631	\$20,750
Academic Affairs	Distance Learning	PA Full Time	\$202,990	\$202,990	\$0
Academic Affairs	Distance Learning	Transfers Other	\$450,000	\$0	(\$450,000)
	<b>Distance Learning Total</b>		\$831,098	\$765,098	(\$66,000)
Academic Affairs	English Language Institute	Repairs and Maintenance	\$0	\$200	\$200
Academic Affairs	English Language Institute	Telephone	\$0	\$498	\$498
Academic Affairs	English Language Institute	Travel	\$0	\$925	\$925
Academic Affairs	English Language Institute	Student Wages	\$0	\$2,000	\$2,000
Academic Affairs	English Language Institute	Subscriptions Books and Reports	\$0	\$5,476	\$5,476
Academic Affairs	English Language Institute	Faculty Overload	\$0	\$7,800	\$7,800
Academic Affairs	English Language Institute	Supplies	\$0	\$7,938	\$7,938
Academic Affairs	English Language Institute	Fringe Expense Chargeback	\$0	\$19,181	\$19,181
Academic Affairs	English Language Institute	Part Time Faculty	\$0	\$88,776	\$88,776
Academic Affairs	English Language Institute	Reserve	\$0	\$139,108	\$139,108
Academic Affairs	English Language Institute	Student Scholarships	\$0	\$280,000	\$280,000
	<b>English Language Institute Total</b>		\$0	\$551,902	\$551,902
Academic Affairs	General Education Program	Publication of University Material	\$227	\$227	\$0
Academic Affairs	General Education Program	Travel	\$500	\$500	\$0
Academic Affairs	General Education Program	Fringe Expense Chargeback	\$510	\$510	\$0
Academic Affairs	General Education Program	Supplies	\$1,050	\$1,050	\$0
Academic Affairs	General Education Program	Continuing Education Faculty	\$3,000	\$3,000	\$0
	<b>General Education Program Total</b>		\$5,287	\$5,287	\$0
Academic Affairs	Honors College	Miscellaneous	\$153	\$153	\$0
Academic Affairs	Honors College	Dues and Memberships	\$200	\$200	\$0
Academic Affairs	Honors College	Travel	\$230	\$230	\$0
Academic Affairs	Honors College	Publication of University Material	\$300	\$300	\$0
Academic Affairs	Honors College	Awards Non-Financial Aid	\$500	\$500	\$0
Academic Affairs	Honors College	Public Relations and Advertising	\$600	\$600	\$0
Academic Affairs	Honors College	Postage Freight and UPS	\$1,500	\$1,500	\$0
Academic Affairs	Honors College	Supplies	\$2,726	\$2,726	\$0
Academic Affairs	Honors College	Occasional Service Payment	\$4,600	\$11,100	\$6,500
Academic Affairs	Honors College	Student Wages	\$5,120	\$5,120	\$0
Academic Affairs	Honors College	Supplementary Salaries	\$5,700	\$5,700	\$0
Academic Affairs	Honors College	Task Based Stipends	\$6,500	\$0	(\$6,500)
Academic Affairs	Honors College	Classified Temp Intermittent	\$6,619	\$6,619	\$0
Academic Affairs	Honors College	Reserve	\$10,295	\$10,295	\$0
Academic Affairs	Honors College	Classified Full Time	\$23,552	\$23,552	\$0
Academic Affairs	Honors College	Fringe Expense Chargeback	\$80,834	\$45,383	(\$35,451)
Academic Affairs	Honors College	PA Full Time	\$182,771	\$84,849	(\$97,922)
	<b>Honors College Total</b>		\$332,200	\$198,827	(\$133,373)
Academic Affairs	Institutional Research & Analytics	Postage Freight and UPS	\$47	\$47	\$0
Academic Affairs	Institutional Research & Analytics	Dues and Memberships	\$376	\$376	\$0
Academic Affairs	Institutional Research & Analytics	Travel	\$1,061	\$1,061	\$0
Academic Affairs	Institutional Research & Analytics	Supplies	\$1,176	\$1,176	\$0
Academic Affairs	Institutional Research & Analytics	Student Wages	\$6,694	\$6,694	\$0
Academic Affairs	Institutional Research & Analytics	Fringe Expense Chargeback	\$86,813	\$51,547	(\$35,266)
Academic Affairs	Institutional Research & Analytics	Classified Full Time	\$88,165	\$0	(\$88,165)
Academic Affairs	Institutional Research & Analytics	PA Full Time	\$138,411	\$138,411	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
	<b>Institutional Research &amp; Analytics</b>	<b>Total</b>	<b>\$322,743</b>	<b>\$199,312</b>	<b>(\$123,431)</b>
Academic Affairs	Maag Library	Publication of University Material	\$100	\$100	\$0
Academic Affairs	Maag Library	Telephone	\$200	\$200	\$0
Academic Affairs	Maag Library	Miscellaneous	\$500	\$500	\$0
Academic Affairs	Maag Library	Campus Security Services	\$600	\$600	\$0
Academic Affairs	Maag Library	Business-Related & Entertainment	\$1,000	\$1,000	\$0
Academic Affairs	Maag Library	Subscriptions Books and Reports	\$2,000	\$2,000	\$0
Academic Affairs	Maag Library	Dues and Memberships	\$3,000	\$3,000	\$0
Academic Affairs	Maag Library	Public Relations and Advertising	\$3,000	\$3,000	\$0
Academic Affairs	Maag Library	Travel	\$4,700	\$4,700	\$0
Academic Affairs	Maag Library	Non-Instruct Computers & Software	\$5,000	\$5,000	\$0
Academic Affairs	Maag Library	Postage Freight and UPS	\$6,000	\$6,000	\$0
Academic Affairs	Maag Library	Maintenance Service Agreements	\$7,000	\$7,000	\$0
Academic Affairs	Maag Library	Supplementary Salaries	\$15,000	\$15,000	\$0
Academic Affairs	Maag Library	Supplies	\$22,262	\$22,262	\$0
Academic Affairs	Maag Library	Repairs and Maintenance	\$26,000	\$26,000	\$0
Academic Affairs	Maag Library	Softwre Licenses Maint & Other Fees	\$160,000	\$160,000	\$0
Academic Affairs	Maag Library	Student Wages	\$163,519	\$123,519	(\$40,000)
Academic Affairs	Maag Library	Fringe Expense Chargeback	\$489,697	\$454,247	(\$35,450)
Academic Affairs	Maag Library	Classified Full Time	\$558,365	\$520,990	(\$37,375)
Academic Affairs	Maag Library	PA Full Time	\$690,881	\$640,881	(\$50,000)
Academic Affairs	Maag Library	Library Acquisitions	\$966,445	\$966,445	\$0
	<b>Maag Library Total</b>		<b>\$3,125,269</b>	<b>\$2,962,444</b>	<b>(\$162,825)</b>
Academic Affairs	Melnick Museum	Postage Freight and UPS	\$50	\$50	\$0
Academic Affairs	Melnick Museum	Maintenance Service Agreements	\$950	\$950	\$0
Academic Affairs	Melnick Museum	Travel	\$1,000	\$1,000	\$0
Academic Affairs	Melnick Museum	Supplies	\$6,040	\$6,040	\$0
	<b>Melnick Museum Total</b>		<b>\$8,040</b>	<b>\$8,040</b>	<b>\$0</b>
Academic Affairs	Metropolitan College	Contractual Fees and Services	\$0	\$6,000	\$6,000
Academic Affairs	Metropolitan College	Dues and Memberships	\$600	\$600	\$0
Academic Affairs	Metropolitan College	Postage Freight and UPS	\$618	\$618	\$0
Academic Affairs	Metropolitan College	Publication of University Material	\$1,000	\$1,000	\$0
Academic Affairs	Metropolitan College	Cell Phone	\$2,000	\$2,000	\$0
Academic Affairs	Metropolitan College	Supplies	\$6,390	\$6,390	\$0
Academic Affairs	Metropolitan College	Business-Related & Entertainment	\$8,000	\$6,000	(\$2,000)
Academic Affairs	Metropolitan College	Classified Full Time	\$9,203	\$9,203	\$0
Academic Affairs	Metropolitan College	Maintenance Service Agreements	\$11,196	\$11,196	\$0
Academic Affairs	Metropolitan College	Student Wages	\$19,218	\$11,549	(\$7,669)
Academic Affairs	Metropolitan College	Classified Part Time >.50 FTE	\$23,854	\$29,818	\$5,964
Academic Affairs	Metropolitan College	Travel	\$28,000	\$24,000	(\$4,000)
Academic Affairs	Metropolitan College	Match Funds	\$62,500	\$62,500	\$0
Academic Affairs	Metropolitan College	Fringe Expense Chargeback	\$83,659	\$85,660	\$2,001
Academic Affairs	Metropolitan College	PA Full Time	\$187,769	\$187,769	\$0
	<b>Metropolitan College Total</b>		<b>\$444,007</b>	<b>\$444,303</b>	<b>\$296</b>
Academic Affairs	Study Abroad	Dues and Memberships	\$250	\$250	\$0
Academic Affairs	Study Abroad	Miscellaneous	\$4,060	\$4,060	\$0
	<b>Study Abroad Total</b>		<b>\$4,310</b>	<b>\$4,310</b>	<b>\$0</b>
Academic Affairs	University Outreach	Rental of Facilities	\$200	\$200	\$0
Academic Affairs	University Outreach	Travel	\$300	\$300	\$0
Academic Affairs	University Outreach	Supplies	\$500	\$500	\$0
Academic Affairs	University Outreach	Public Relations and Advertising	\$1,037	\$1,037	\$0
Academic Affairs	University Outreach	Contractual Fees and Services	\$3,700	\$3,700	\$0
Academic Affairs	University Outreach	Classified Full Time	\$50,957	\$0	(\$50,957)
Academic Affairs	University Outreach	Fringe Expense Chargeback	\$64,341	\$0	(\$64,341)
Academic Affairs	University Outreach	PA Full Time	\$118,805	\$0	(\$118,805)
	<b>University Outreach Total</b>		<b>\$239,840</b>	<b>\$5,737</b>	<b>(\$234,103)</b>
			<b>\$6,819,843</b>	<b>\$6,273,163</b>	<b>(\$546,680)</b>
Academic Affairs	Accounting & Finance	Travel	\$500	\$500	\$0
Academic Affairs	Accounting & Finance	Supplies	\$5,076	\$5,076	\$0
Academic Affairs	Accounting & Finance	Faculty Travel OEA	\$11,200	\$11,200	\$0
Academic Affairs	Accounting & Finance	Classified Full Time	\$52,918	\$52,918	\$0
Academic Affairs	Accounting & Finance	Assistant Professor	\$243,070	\$445,995	\$202,925
Academic Affairs	Accounting & Finance	Associate Professor	\$479,647	\$489,240	\$9,593
Academic Affairs	Accounting & Finance	Fringe Expense Chargeback	\$487,991	\$512,920	\$24,929
Academic Affairs	Accounting & Finance	Professor	\$691,900	\$554,925	(\$136,976)

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
	<b>Accounting &amp; Finance Total</b>		\$1,972,302	\$2,072,773	\$100,471
Academic Affairs	American Humanics Certificate	Public Relations and Advertising	\$200	\$200	\$0
Academic Affairs	American Humanics Certificate	Reserve	\$250	\$250	\$0
Academic Affairs	American Humanics Certificate	Postage Freight and UPS	\$700	\$700	\$0
Academic Affairs	American Humanics Certificate	Publication of University Material	\$750	\$750	\$0
Academic Affairs	American Humanics Certificate	Business-Related & Entertainment	\$1,000	\$1,000	\$0
Academic Affairs	American Humanics Certificate	Travel	\$2,000	\$2,000	\$0
Academic Affairs	American Humanics Certificate	Miscellaneous	\$5,000	\$5,000	\$0
	<b>American Humanics Certificate Total</b>		\$9,900	\$9,900	\$0
Academic Affairs	Dean - Business Administration	Public Relations and Advertising	\$500	\$500	\$0
Academic Affairs	Dean - Business Administration	Publication of University Material	\$700	\$700	\$0
Academic Affairs	Dean - Business Administration	Travel	\$4,050	\$4,050	\$0
Academic Affairs	Dean - Business Administration	Postage Freight and UPS	\$4,691	\$4,691	\$0
Academic Affairs	Dean - Business Administration	Instructional Equipment	\$4,749	\$4,749	\$0
Academic Affairs	Dean - Business Administration	Student Wages	\$6,098	\$6,098	\$0
Academic Affairs	Dean - Business Administration	Transfer Account	\$9,991	\$9,991	\$0
Academic Affairs	Dean - Business Administration	Faculty Travel OEA	\$12,950	\$12,950	\$0
Academic Affairs	Dean - Business Administration	Supplies	\$24,046	\$24,046	\$0
Academic Affairs	Dean - Business Administration	Match Funds	\$41,870	\$41,870	\$0
Academic Affairs	Dean - Business Administration	Part Time Faculty	\$110,000	\$131,000	\$21,000
Academic Affairs	Dean - Business Administration	Classified Full Time	\$111,865	\$111,865	\$0
Academic Affairs	Dean - Business Administration	Extended Teaching Service	\$198,442	\$107,704	(\$90,738)
Academic Affairs	Dean - Business Administration	Fringe Expense Chargeback	\$258,400	\$247,915	(\$10,485)
Academic Affairs	Dean - Business Administration	Transfers Other	\$367,000	\$458,750	\$91,750
Academic Affairs	Dean - Business Administration	PA Full Time	\$425,982	\$427,982	\$2,000
	<b>Dean - Business Administration Total</b>		\$1,581,334	\$1,594,861	\$13,527
Academic Affairs	Management	Public Relations and Advertising	\$40	\$40	\$0
Academic Affairs	Management	Business-Related & Entertainment	\$60	\$60	\$0
Academic Affairs	Management	Supplies	\$5,307	\$5,307	\$0
Academic Affairs	Management	Faculty Travel OEA	\$10,400	\$10,400	\$0
Academic Affairs	Management	Associate Professor	\$306,103	\$312,225	\$6,122
Academic Affairs	Management	Fringe Expense Chargeback	\$426,063	\$434,470	\$8,407
Academic Affairs	Management	Professor	\$485,584	\$494,957	\$9,372
Academic Affairs	Management	Assistant Professor	\$499,408	\$509,396	\$9,988
	<b>Management Total</b>		\$1,732,964	\$1,766,854	\$33,890
Academic Affairs	Marketing	Travel	\$500	\$500	\$0
Academic Affairs	Marketing	Supplies	\$3,464	\$3,464	\$0
Academic Affairs	Marketing	Faculty Travel OEA	\$8,000	\$8,000	\$0
Academic Affairs	Marketing	Classified Full Time	\$51,375	\$51,375	\$0
Academic Affairs	Marketing	Instructor	\$126,208	\$195,032	\$68,824
Academic Affairs	Marketing	Professor	\$129,636	\$132,229	\$2,593
Academic Affairs	Marketing	Associate Professor	\$204,997	\$317,777	\$112,780
Academic Affairs	Marketing	Fringe Expense Chargeback	\$309,948	\$338,803	\$28,855
Academic Affairs	Marketing	Assistant Professor	\$416,120	\$319,362	(\$96,758)
	<b>Marketing Total</b>		\$1,250,247	\$1,366,542	\$116,294
			\$6,546,748	\$6,810,930	\$264,182
Academic Affairs	Art	Telephone Access Charge	\$20	\$20	\$0
Academic Affairs	Art	Dues and Memberships	\$300	\$300	\$0
Academic Affairs	Art	Public Relations and Advertising	\$449	\$449	\$0
Academic Affairs	Art	Postage Freight and UPS	\$600	\$600	\$0
Academic Affairs	Art	Occasional Service Payment	\$2,000	\$2,000	\$0
Academic Affairs	Art	Official Business Travel	\$2,420	\$2,420	\$0
Academic Affairs	Art	Contractual Fees and Services	\$7,000	\$7,000	\$0
Academic Affairs	Art	Faculty Travel OEA	\$10,855	\$10,855	\$0
Academic Affairs	Art	Supplies	\$11,542	\$11,542	\$0
Academic Affairs	Art	Student Wages	\$21,280	\$21,280	\$0
Academic Affairs	Art	Classified Full Time	\$40,165	\$40,165	\$0
Academic Affairs	Art	Transfers Other	\$43,000	\$43,000	\$0
Academic Affairs	Art	Assistant Professor	\$218,607	\$319,564	\$100,956
Academic Affairs	Art	Fringe Expense Chargeback	\$352,528	\$367,622	\$15,094
Academic Affairs	Art	Associate Professor	\$392,268	\$332,459	(\$59,809)
Academic Affairs	Art	Professor	\$404,454	\$409,038	\$4,583
	<b>Art Total</b>		\$1,507,489	\$1,568,314	\$60,825
Academic Affairs	Beecher Programming	Business-Related & Entertainment	\$500	\$500	\$0
Academic Affairs	Beecher Programming	Travel	\$1,000	\$1,000	\$0

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Beecher Programming	Miscellaneous	\$1,886	\$1,886	\$0
Academic Affairs	Beecher Programming	Supplies	\$2,278	\$2,278	\$0
	<b>Beecher Programming Total</b>		\$5,664	\$5,664	\$0
Academic Affairs	Communication	Postage Freight and UPS	\$200	\$200	\$0
Academic Affairs	Communication	Supplies	\$1,770	\$1,770	\$0
Academic Affairs	Communication	Faculty Travel OEA	\$8,800	\$8,800	\$0
Academic Affairs	Communication	Student Wages	\$9,824	\$9,824	\$0
Academic Affairs	Communication	Transfers Other	\$17,000	\$17,000	\$0
Academic Affairs	Communication	PA Part Time <.75 FTE	\$18,319	\$18,319	\$0
Academic Affairs	Communication	Instructor	\$43,318	\$140,909	\$97,591
Academic Affairs	Communication	Assistant Professor	\$51,750	\$104,023	\$52,273
Academic Affairs	Communication	Classified Full Time	\$52,918	\$52,918	\$0
Academic Affairs	Communication	Fringe Expense Chargeback	\$286,865	\$363,520	\$76,655
Academic Affairs	Communication	Professor	\$340,650	\$347,463	\$6,813
Academic Affairs	Communication	Associate Professor	\$355,729	\$431,341	\$75,612
	<b>Communication Total</b>		\$1,187,143	\$1,496,087	\$308,944
Academic Affairs	Dana School of Music	Campus Security Services	\$150	\$150	\$0
Academic Affairs	Dana School of Music	Miscellaneous	\$257	\$257	\$0
Academic Affairs	Dana School of Music	Publication of University Material	\$500	\$500	\$0
Academic Affairs	Dana School of Music	Dues and Memberships	\$525	\$525	\$0
Academic Affairs	Dana School of Music	Supplementary Salaries	\$700	\$700	\$0
Academic Affairs	Dana School of Music	Equipment	\$708	\$708	\$0
Academic Affairs	Dana School of Music	Business-Related & Entertainment	\$1,000	\$1,000	\$0
Academic Affairs	Dana School of Music	Public Relations and Advertising	\$1,200	\$1,200	\$0
Academic Affairs	Dana School of Music	Postage Freight and UPS	\$1,532	\$1,532	\$0
Academic Affairs	Dana School of Music	Repairs and Maintenance	\$1,710	\$1,710	\$0
Academic Affairs	Dana School of Music	Contractual Fees and Services	\$4,000	\$4,000	\$0
Academic Affairs	Dana School of Music	Travel	\$5,000	\$5,000	\$0
Academic Affairs	Dana School of Music	Rental of Facilities	\$6,300	\$6,300	\$0
Academic Affairs	Dana School of Music	Supplies	\$14,869	\$14,869	\$0
Academic Affairs	Dana School of Music	Student Wages	\$16,010	\$16,010	\$0
Academic Affairs	Dana School of Music	Faculty Travel OEA	\$20,000	\$20,000	\$0
Academic Affairs	Dana School of Music	Classified Part Time >.50 FTE	\$34,140	\$34,140	\$0
Academic Affairs	Dana School of Music	Classified Full Time	\$46,895	\$46,895	\$0
Academic Affairs	Dana School of Music	Instructor	\$61,060	\$39,857	(\$21,202)
Academic Affairs	Dana School of Music	Transfers Other	\$80,000	\$80,000	\$0
Academic Affairs	Dana School of Music	Assistant Professor	\$272,829	\$161,907	(\$110,922)
Academic Affairs	Dana School of Music	Fringe Expense Chargeback	\$582,736	\$582,151	(\$585)
Academic Affairs	Dana School of Music	Associate Professor	\$610,510	\$726,445	\$115,935
Academic Affairs	Dana School of Music	Professor	\$720,456	\$734,866	\$14,409
	<b>Dana School of Music Total</b>		\$2,483,088	\$2,480,722	(\$2,365)
Academic Affairs	Dean - Coll of Creative Arts & Comm	Public Relations and Advertising	\$550	\$550	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Miscellaneous	\$1,000	\$1,000	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Postage Freight and UPS	\$1,450	\$1,450	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Dues and Memberships	\$1,750	\$1,750	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Publication of University Material	\$2,000	\$2,000	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Travel	\$3,600	\$3,600	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Student Wages	\$12,630	\$12,630	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Supplies	\$13,249	\$13,249	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Reserve	\$18,442	\$18,442	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Faculty Travel OEA	\$20,300	\$20,300	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Classified Full Time	\$51,085	\$51,085	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	PA Part Time <.75 FTE	\$51,567	\$0	(\$51,567)
Academic Affairs	Dean - Coll of Creative Arts & Comm	Extended Teaching Service	\$113,350	\$54,310	(\$59,040)
Academic Affairs	Dean - Coll of Creative Arts & Comm	Transfers Other	\$194,750	\$194,750	\$0
Academic Affairs	Dean - Coll of Creative Arts & Comm	Fringe Expense Chargeback	\$266,575	\$253,152	(\$13,423)
Academic Affairs	Dean - Coll of Creative Arts & Comm	PA Full Time	\$299,709	\$316,898	\$17,189
Academic Affairs	Dean - Coll of Creative Arts & Comm	Part Time Faculty	\$520,000	\$528,000	\$8,000
	<b>Dean - Coll of Creative Arts &amp; Comm Total</b>		\$1,572,007	\$1,473,166	(\$98,841)
Academic Affairs	Marching Band	Postage Freight and UPS	\$500	\$500	\$0
Academic Affairs	Marching Band	Repairs and Maintenance	\$500	\$500	\$0
Academic Affairs	Marching Band	Contractual Fees and Services	\$700	\$700	\$0
Academic Affairs	Marching Band	Supplies	\$732	\$732	\$0
Academic Affairs	Marching Band	Uniforms Safety Equip and Supplies	\$800	\$800	\$0
Academic Affairs	Marching Band	Fringe Expense Chargeback	\$2,023	\$2,023	\$0

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Marching Band	Business-Related & Entertainment	\$2,100	\$2,100	\$0
Academic Affairs	Marching Band	Rental of Facilities	\$3,000	\$3,000	\$0
Academic Affairs	Marching Band	Supplementary Salaries	\$5,000	\$5,000	\$0
Academic Affairs	Marching Band	Occasional Service Payment	\$6,900	\$6,900	\$0
Academic Affairs	Marching Band	Preseason Practice	\$7,393	\$7,393	\$0
	<b>Marching Band Total</b>		<b>\$29,648</b>	<b>\$29,648</b>	<b>\$0</b>
Academic Affairs	McDonough Museum	Dues and Memberships	\$200	\$200	\$0
Academic Affairs	McDonough Museum	Repairs and Maintenance	\$1,000	\$1,000	\$0
Academic Affairs	McDonough Museum	Contractual Fees and Services	\$1,504	\$1,504	\$0
Academic Affairs	McDonough Museum	Travel	\$2,000	\$2,000	\$0
Academic Affairs	McDonough Museum	Business-Related & Entertainment	\$2,000	\$2,000	\$0
Academic Affairs	McDonough Museum	Rentals Non Facilities	\$2,000	\$2,000	\$0
Academic Affairs	McDonough Museum	Public Relations and Advertising	\$2,300	\$2,300	\$0
Academic Affairs	McDonough Museum	Postage Freight and UPS	\$3,077	\$3,077	\$0
Academic Affairs	McDonough Museum	Supplies	\$6,510	\$6,510	\$0
Academic Affairs	McDonough Museum	Student Wages	\$14,389	\$14,389	\$0
Academic Affairs	McDonough Museum	Fringe Expense Chargeback	\$53,913	\$53,913	\$0
Academic Affairs	McDonough Museum	PA Full Time	\$143,765	\$143,765	\$0
	<b>McDonough Museum Total</b>		<b>\$232,658</b>	<b>\$232,658</b>	<b>\$0</b>
Academic Affairs	Performing Arts Series	Supplementary Salaries	\$875	\$875	\$0
Academic Affairs	Performing Arts Series	Public Relations and Advertising	\$941	\$941	\$0
Academic Affairs	Performing Arts Series	Supplies	\$1,385	\$1,385	\$0
Academic Affairs	Performing Arts Series	Publication of University Material	\$2,063	\$2,063	\$0
Academic Affairs	Performing Arts Series	Postage Freight and UPS	\$2,500	\$2,500	\$0
Academic Affairs	Performing Arts Series	Contractual Fees and Services	\$7,707	\$7,707	\$0
Academic Affairs	Performing Arts Series	Fringe Expense Chargeback	\$39,525	\$39,525	\$0
Academic Affairs	Performing Arts Series	Classified Full Time	\$40,165	\$40,165	\$0
Academic Affairs	Performing Arts Series	PA Full Time	\$63,000	\$63,000	\$0
	<b>Performing Arts Series Total</b>		<b>\$158,161</b>	<b>\$158,161</b>	<b>\$0</b>
Academic Affairs	Summer Festival of the Arts	Fringe Expense Chargeback	\$5	\$5	\$0
Academic Affairs	Summer Festival of the Arts	Student Wages	\$108	\$108	\$0
Academic Affairs	Summer Festival of the Arts	Supplies	\$9,499	\$9,499	\$0
	<b>Summer Festival of the Arts Total</b>		<b>\$9,612</b>	<b>\$9,612</b>	<b>\$0</b>
Academic Affairs	Theater and Dance	Contractual Fees and Services	\$100	\$100	\$0
Academic Affairs	Theater and Dance	Postage Freight and UPS	\$310	\$310	\$0
Academic Affairs	Theater and Dance	Repairs and Maintenance	\$1,000	\$1,000	\$0
Academic Affairs	Theater and Dance	Student Wages	\$3,663	\$3,663	\$0
Academic Affairs	Theater and Dance	Faculty Travel OEA	\$4,800	\$4,800	\$0
Academic Affairs	Theater and Dance	Supplies	\$5,391	\$5,391	\$0
Academic Affairs	Theater and Dance	Classified Full Time	\$30,437	\$30,437	\$0
Academic Affairs	Theater and Dance	Instructor	\$32,974	\$0	(\$32,974)
Academic Affairs	Theater and Dance	Professor	\$77,959	\$79,518	\$1,559
Academic Affairs	Theater and Dance	PA Full Time	\$82,716	\$89,536	\$6,820
Academic Affairs	Theater and Dance	Associate Professor	\$83,783	\$81,897	(\$1,886)
Academic Affairs	Theater and Dance	Fringe Expense Chargeback	\$160,990	\$162,773	\$1,783
Academic Affairs	Theater and Dance	Assistant Professor	\$162,941	\$193,999	\$31,057
	<b>Theater and Dance Total</b>		<b>\$647,065</b>	<b>\$653,424</b>	<b>\$6,359</b>
Academic Affairs	University Theatre	Miscellaneous	\$68	\$68	\$0
Academic Affairs	University Theatre	Repairs and Maintenance	\$265	\$265	\$0
Academic Affairs	University Theatre	Fringe Expense Chargeback	\$698	\$698	\$0
Academic Affairs	University Theatre	Contractual Fees and Services	\$775	\$775	\$0
Academic Affairs	University Theatre	Publication of University Material	\$800	\$800	\$0
Academic Affairs	University Theatre	Supplementary Salaries	\$1,000	\$1,000	\$0
Academic Affairs	University Theatre	Postage Freight and UPS	\$2,100	\$2,100	\$0
Academic Affairs	University Theatre	Rentals Non Facilities	\$2,172	\$2,172	\$0
Academic Affairs	University Theatre	Public Relations and Advertising	\$3,300	\$3,300	\$0
Academic Affairs	University Theatre	Student Wages	\$10,566	\$10,566	\$0
Academic Affairs	University Theatre	Supplies	\$18,401	\$18,401	\$0
	<b>University Theatre Total</b>		<b>\$40,145</b>	<b>\$40,145</b>	<b>\$0</b>
			<b>\$7,872,679</b>	<b>\$8,147,601</b>	<b>\$274,922</b>
Academic Affairs	Africana Studies	Telephone	\$2	\$2	\$0
Academic Affairs	Africana Studies	Postage Freight and UPS	\$300	\$300	\$0
Academic Affairs	Africana Studies	Travel	\$750	\$750	\$0
Academic Affairs	Africana Studies	Supplies	\$1,062	\$1,062	\$0
Academic Affairs	Africana Studies	Contractual Fees and Services	\$3,519	\$3,519	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
	<b>Africana Studies Total</b>		\$5,633	\$5,633	\$0
Academic Affairs	American Studies	Supplies	\$484	\$484	\$0
Academic Affairs	American Studies	Travel	\$516	\$516	\$0
	<b>American Studies Total</b>		\$1,000	\$1,000	\$0
Academic Affairs	Dean - CLASS	Supplies	\$382	\$382	\$0
Academic Affairs	Dean - CLASS	Business-Related & Entertainment	\$500	\$500	\$0
Academic Affairs	Dean - CLASS	Dues and Memberships	\$525	\$525	\$0
Academic Affairs	Dean - CLASS	Public Relations and Advertising	\$600	\$600	\$0
Academic Affairs	Dean - CLASS	Instruct Supplies and Small Equip	\$1,000	\$1,000	\$0
Academic Affairs	Dean - CLASS	Postage Freight and UPS	\$1,000	\$1,000	\$0
Academic Affairs	Dean - CLASS	Supplementary Salaries	\$1,614	\$1,614	\$0
Academic Affairs	Dean - CLASS	Transfer Account	\$5,292	\$5,292	\$0
Academic Affairs	Dean - CLASS	Office Supplies and Small Equipment	\$7,000	\$7,000	\$0
Academic Affairs	Dean - CLASS	Travel	\$10,350	\$10,350	\$0
Academic Affairs	Dean - CLASS	Faculty Travel OEA	\$33,250	\$33,250	\$0
Academic Affairs	Dean - CLASS	PA Part Time <.75 FTE	\$64,557	\$0	(\$64,557)
Academic Affairs	Dean - CLASS	Student Wages	\$97,585	\$97,585	\$0
Academic Affairs	Dean - CLASS	Classified Full Time	\$100,539	\$85,684	(\$14,855)
Academic Affairs	Dean - CLASS	Transfers Other	\$152,000	\$152,000	\$0
Academic Affairs	Dean - CLASS	Extended Teaching Service	\$306,560	\$138,620	(\$167,940)
Academic Affairs	Dean - CLASS	PA Full Time	\$315,780	\$305,340	(\$10,440)
Academic Affairs	Dean - CLASS	Fringe Expense Chargeback	\$428,526	\$356,568	(\$71,958)
Academic Affairs	Dean - CLASS	Part Time Faculty	\$1,000,000	\$903,000	(\$97,000)
	<b>Dean - CLASS Total</b>		\$2,527,060	\$2,100,310	(\$426,750)
Academic Affairs	Economics	Postage Freight and UPS	\$300	\$300	\$0
Academic Affairs	Economics	Publication of University Material	\$600	\$600	\$0
Academic Affairs	Economics	Supplies	\$6,605	\$6,605	\$0
Academic Affairs	Economics	Faculty Travel OEA	\$8,800	\$8,800	\$0
Academic Affairs	Economics	Instructor	\$39,858	\$40,655	\$797
Academic Affairs	Economics	Classified Full Time	\$50,957	\$50,957	\$0
Academic Affairs	Economics	Assistant Professor	\$55,198	\$56,301	\$1,104
Academic Affairs	Economics	Fringe Expense Chargeback	\$304,676	\$315,720	\$11,044
Academic Affairs	Economics	Professor	\$307,375	\$577,533	\$270,158
Academic Affairs	Economics	Associate Professor	\$459,067	\$220,471	(\$238,596)
	<b>Economics Total</b>		\$1,233,435	\$1,277,943	\$44,507
Academic Affairs	English	Contractual Fees and Services	\$300	\$300	\$0
Academic Affairs	English	Dues and Memberships	\$550	\$550	\$0
Academic Affairs	English	Postage Freight and UPS	\$2,705	\$2,705	\$0
Academic Affairs	English	Supplies	\$12,980	\$12,980	\$0
Academic Affairs	English	Supplementary Salaries	\$14,266	\$14,266	\$0
Academic Affairs	English	Classified Part Time >.50 FTE	\$17,400	\$17,400	\$0
Academic Affairs	English	Faculty Travel OEA	\$24,000	\$24,000	\$0
Academic Affairs	English	Classified Full Time	\$49,145	\$49,145	\$0
Academic Affairs	English	Instructor	\$131,621	\$81,713	(\$49,908)
Academic Affairs	English	Associate Professor	\$337,906	\$145,898	(\$192,008)
Academic Affairs	English	Assistant Professor	\$544,940	\$444,204	(\$100,737)
Academic Affairs	English	Fringe Expense Chargeback	\$693,197	\$553,222	(\$139,975)
Academic Affairs	English	Professor	\$998,135	\$916,607	(\$81,527)
	<b>English Total</b>		\$2,827,145	\$2,262,990	(\$564,154)
Academic Affairs	Foreign Languages & Literatures	Postage Freight and UPS	\$400	\$400	\$0
Academic Affairs	Foreign Languages & Literatures	Supplies	\$1,740	\$1,740	\$0
Academic Affairs	Foreign Languages & Literatures	Faculty Travel OEA	\$5,600	\$5,600	\$0
Academic Affairs	Foreign Languages & Literatures	PA Part Time <.75 FTE	\$22,625	\$22,625	\$0
Academic Affairs	Foreign Languages & Literatures	Classified Full Time	\$36,396	\$0	(\$36,396)
Academic Affairs	Foreign Languages & Literatures	Professor	\$100,714	\$102,729	\$2,015
Academic Affairs	Foreign Languages & Literatures	Associate Professor	\$137,956	\$205,950	\$67,994
Academic Affairs	Foreign Languages & Literatures	Assistant Professor	\$141,486	\$142,737	\$1,251
Academic Affairs	Foreign Languages & Literatures	Fringe Expense Chargeback	\$144,988	\$153,946	\$8,958
	<b>Foreign Languages &amp; Literatures Total</b>		\$591,905	\$635,727	\$43,822
Academic Affairs	Geography	Postage Freight and UPS	\$305	\$305	\$0
Academic Affairs	Geography	Supplies	\$4,351	\$4,351	\$0
Academic Affairs	Geography	Faculty Travel OEA	\$4,800	\$4,800	\$0
Academic Affairs	Geography	Classified Part Time >.50 FTE	\$17,301	\$17,301	\$0
Academic Affairs	Geography	Assistant Professor	\$106,081	\$108,203	\$2,122
Academic Affairs	Geography	Associate Professor	\$170,924	\$143,921	(\$27,003)



**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Geography	Fringe Expense Chargeback	\$183,673	\$178,500	(\$5,173)
Academic Affairs	Geography	Professor	\$258,610	\$267,817	\$9,207
	<b>Geography Total</b>		<b>\$746,045</b>	<b>\$725,198</b>	<b>(\$20,847)</b>
Academic Affairs	History	Dues and Memberships	\$200	\$200	\$0
Academic Affairs	History	Contractual Fees and Services	\$400	\$400	\$0
Academic Affairs	History	Postage Freight and UPS	\$1,075	\$1,075	\$0
Academic Affairs	History	Supplies	\$1,988	\$1,988	\$0
Academic Affairs	History	Faculty Travel OEA	\$8,800	\$8,800	\$0
Academic Affairs	History	Classified Full Time	\$52,145	\$52,145	\$0
Academic Affairs	History	Associate Professor	\$137,534	\$140,284	\$2,751
Academic Affairs	History	Fringe Expense Chargeback	\$306,608	\$286,253	(\$20,355)
Academic Affairs	History	Professor	\$728,382	\$663,936	(\$64,446)
	<b>History Total</b>		<b>\$1,237,132</b>	<b>\$1,155,082</b>	<b>(\$82,050)</b>
Academic Affairs	Jambar	Awards Non-Financial Aid	\$54	\$54	\$0
Academic Affairs	Jambar	Travel	\$129	\$129	\$0
Academic Affairs	Jambar	Miscellaneous	\$150	\$150	\$0
Academic Affairs	Jambar	Occasional Service Payment	\$200	\$200	\$0
Academic Affairs	Jambar	Contractual Fees and Services	\$200	\$200	\$0
Academic Affairs	Jambar	Supplementary Salaries	\$300	\$300	\$0
Academic Affairs	Jambar	Dues and Memberships	\$460	\$460	\$0
Academic Affairs	Jambar	Repairs and Maintenance	\$590	\$590	\$0
Academic Affairs	Jambar	Public Relations and Advertising	\$1,000	\$1,000	\$0
Academic Affairs	Jambar	Equipment	\$2,620	\$2,620	\$0
Academic Affairs	Jambar	Postage Freight and UPS	\$2,900	\$2,900	\$0
Academic Affairs	Jambar	Supplies	\$4,922	\$4,922	\$0
Academic Affairs	Jambar	Student Wages	\$7,344	\$7,344	\$0
Academic Affairs	Jambar	Fringe Expense Chargeback	\$14,333	\$15,434	\$1,101
Academic Affairs	Jambar	Classified Part Time >.50 FTE	\$21,766	\$24,518	\$2,752
Academic Affairs	Jambar	Publication of University Material	\$25,173	\$25,173	\$0
Academic Affairs	Jambar	Task Based Stipends	\$103,495	\$103,495	\$0
	<b>Jambar Total</b>		<b>\$185,636</b>	<b>\$189,489</b>	<b>\$3,853</b>
Academic Affairs	Peace & Conflict Studies	Supplies	\$205	\$205	\$0
Academic Affairs	Peace & Conflict Studies	Travel	\$965	\$965	\$0
	<b>Peace &amp; Conflict Studies Total</b>		<b>\$1,170</b>	<b>\$1,170</b>	<b>\$0</b>
Academic Affairs	Philosophy & Religious Studies	Dues and Memberships	\$50	\$50	\$0
Academic Affairs	Philosophy & Religious Studies	Postage Freight and UPS	\$1,076	\$1,076	\$0
Academic Affairs	Philosophy & Religious Studies	Supplies	\$3,509	\$3,509	\$0
Academic Affairs	Philosophy & Religious Studies	Faculty Travel OEA	\$6,400	\$6,400	\$0
Academic Affairs	Philosophy & Religious Studies	Classified Full Time	\$51,727	\$51,727	\$0
Academic Affairs	Philosophy & Religious Studies	Associate Professor	\$194,584	\$148,679	(\$45,905)
Academic Affairs	Philosophy & Religious Studies	Fringe Expense Chargeback	\$205,194	\$211,589	\$6,395
Academic Affairs	Philosophy & Religious Studies	Professor	\$364,518	\$429,801	\$65,283
	<b>Philosophy &amp; Religious Studies Total</b>		<b>\$827,058</b>	<b>\$852,832</b>	<b>\$25,773</b>
Academic Affairs	Poetry Center	Fringe Expense Chargeback	\$39	\$39	\$0
Academic Affairs	Poetry Center	Postage Freight and UPS	\$100	\$100	\$0
Academic Affairs	Poetry Center	Supplies	\$123	\$123	\$0
Academic Affairs	Poetry Center	Public Relations and Advertising	\$175	\$175	\$0
Academic Affairs	Poetry Center	Contractual Fees and Services	\$176	\$176	\$0
Academic Affairs	Poetry Center	Student Wages	\$779	\$779	\$0
	<b>Poetry Center Total</b>		<b>\$1,392</b>	<b>\$1,392</b>	<b>\$0</b>
Academic Affairs	Politics and International Relation	Dues and Memberships	\$200	\$200	\$0
Academic Affairs	Politics and International Relation	Postage Freight and UPS	\$638	\$638	\$0
Academic Affairs	Politics and International Relation	Supplies	\$2,039	\$2,039	\$0
Academic Affairs	Politics and International Relation	Faculty Travel OEA	\$4,000	\$4,000	\$0
Academic Affairs	Politics and International Relation	Classified Full Time	\$40,583	\$40,583	\$0
Academic Affairs	Politics and International Relation	Assistant Professor	\$55,631	\$56,743	\$1,113
Academic Affairs	Politics and International Relation	Fringe Expense Chargeback	\$143,684	\$146,233	\$2,549
Academic Affairs	Politics and International Relation	Associate Professor	\$143,835	\$146,712	\$2,877
Academic Affairs	Politics and International Relation	Professor	\$186,748	\$190,483	\$3,735
	<b>Politics and International Relation Total</b>		<b>\$577,358</b>	<b>\$587,631</b>	<b>\$10,273</b>
Academic Affairs	Psychology	Postage Freight and UPS	\$250	\$250	\$0
Academic Affairs	Psychology	Supplies	\$5,789	\$5,789	\$0
Academic Affairs	Psychology	Faculty Travel OEA	\$8,800	\$8,800	\$0
Academic Affairs	Psychology	Classified Full Time	\$49,145	\$49,145	\$0
Academic Affairs	Psychology	Associate Professor	\$66,703	\$68,037	\$1,334

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Psychology	Instructor	\$87,076	\$39,857	(\$47,218)
Academic Affairs	Psychology	Assistant Professor	\$103,739	\$270,339	\$166,600
Academic Affairs	Psychology	Fringe Expense Chargeback	\$194,309	\$235,939	\$41,630
Academic Affairs	Psychology	Professor	\$271,726	\$277,161	\$5,435
	<b>Psychology Total</b>		<b>\$787,537</b>	<b>\$955,318</b>	<b>\$167,781</b>
Academic Affairs	Sociology Anthropology Gerontology	Postage Freight and UPS	\$650	\$650	\$0
Academic Affairs	Sociology Anthropology Gerontology	Supplies	\$2,185	\$2,185	\$0
Academic Affairs	Sociology Anthropology Gerontology	Faculty Travel OEA	\$4,800	\$4,800	\$0
Academic Affairs	Sociology Anthropology Gerontology	Classified Full Time	\$44,186	\$44,186	\$0
Academic Affairs	Sociology Anthropology Gerontology	Professor	\$81,227	\$82,852	\$1,625
Academic Affairs	Sociology Anthropology Gerontology	Assistant Professor	\$108,310	\$167,597	\$59,286
Academic Affairs	Sociology Anthropology Gerontology	Fringe Expense Chargeback	\$195,466	\$217,870	\$22,404
Academic Affairs	Sociology Anthropology Gerontology	Associate Professor	\$349,225	\$356,210	\$6,985
	<b>Sociology Anthropology Gerontology Total</b>		<b>\$786,049</b>	<b>\$876,349</b>	<b>\$90,299</b>
Academic Affairs	The James Dale Ethics Ctr	Contractual Fees and Services	\$119	\$119	\$0
Academic Affairs	The James Dale Ethics Ctr	Business-Related & Entertainment	\$125	\$125	\$0
Academic Affairs	The James Dale Ethics Ctr	Dues and Memberships	\$150	\$150	\$0
Academic Affairs	The James Dale Ethics Ctr	Postage Freight and UPS	\$150	\$150	\$0
Academic Affairs	The James Dale Ethics Ctr	Supplies	\$456	\$456	\$0
	<b>The James Dale Ethics Ctr Total</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>
Academic Affairs	Women's Program	Business-Related & Entertainment	\$231	\$231	\$0
Academic Affairs	Women's Program	Supplies	\$688	\$688	\$0
Academic Affairs	Women's Program	Public Relations and Advertising	\$700	\$700	\$0
	<b>Women's Program Total</b>		<b>\$1,619</b>	<b>\$1,619</b>	<b>\$0</b>
Academic Affairs	Writing Center	Fringe Expense Chargeback	\$19,316	\$19,316	\$0
Academic Affairs	Writing Center	PA Full Time	\$52,205	\$52,205	\$0
	<b>Writing Center Total</b>		<b>\$71,521</b>	<b>\$71,521</b>	<b>\$0</b>
			<b>\$12,409,695</b>	<b>\$11,702,203</b>	<b>(\$707,492)</b>
Academic Affairs	Community Counseling Clinic	Postage Freight and UPS	\$342	\$342	\$0
Academic Affairs	Community Counseling Clinic	Public Relations and Advertising	\$700	\$700	\$0
Academic Affairs	Community Counseling Clinic	Travel	\$842	\$842	\$0
Academic Affairs	Community Counseling Clinic	Occasional Service Payment	\$924	\$924	\$0
Academic Affairs	Community Counseling Clinic	Student Wages	\$3,758	\$3,758	\$0
Academic Affairs	Community Counseling Clinic	Supplies	\$6,203	\$6,203	\$0
Academic Affairs	Community Counseling Clinic	Fringe Expense Chargeback	\$6,907	\$6,907	\$0
Academic Affairs	Community Counseling Clinic	Classified Part Time >.50 FTE	\$16,406	\$16,406	\$0
	<b>Community Counseling Clinic Total</b>		<b>\$36,082</b>	<b>\$36,082</b>	<b>\$0</b>
Academic Affairs	Counseling,Special Edu & Sch Psych	Contractual Fees and Services	\$100	\$100	\$0
Academic Affairs	Counseling,Special Edu & Sch Psych	Miscellaneous	\$100	\$100	\$0
Academic Affairs	Counseling,Special Edu & Sch Psych	Business-Related & Entertainment	\$300	\$300	\$0
Academic Affairs	Counseling,Special Edu & Sch Psych	Student Wages	\$499	\$499	\$0
Academic Affairs	Counseling,Special Edu & Sch Psych	Postage Freight and UPS	\$530	\$530	\$0
Academic Affairs	Counseling,Special Edu & Sch Psych	Supplies	\$9,154	\$9,154	\$0
Academic Affairs	Counseling,Special Edu & Sch Psych	Faculty Travel OEA	\$11,200	\$11,200	\$0
Academic Affairs	Counseling,Special Edu & Sch Psych	Classified Full Time	\$38,978	\$38,978	\$0
Academic Affairs	Counseling,Special Edu & Sch Psych	Instructor	\$39,076	\$39,857	\$782
Academic Affairs	Counseling,Special Edu & Sch Psych	Assistant Professor	\$175,506	\$374,774	\$199,269
Academic Affairs	Counseling,Special Edu & Sch Psych	Professor	\$252,713	\$257,767	\$5,054
Academic Affairs	Counseling,Special Edu & Sch Psych	Fringe Expense Chargeback	\$267,770	\$330,552	\$62,782
Academic Affairs	Counseling,Special Edu & Sch Psych	Associate Professor	\$296,809	\$281,952	(\$14,857)
	<b>Counseling,Special Edu &amp; Sch Psych Total</b>		<b>\$1,092,735</b>	<b>\$1,345,764</b>	<b>\$253,029</b>
Academic Affairs	Dean - Education	Business-Related & Entertainment	\$2,482	\$2,482	\$0
Academic Affairs	Dean - Education	Supplies	\$2,989	\$2,989	\$0
Academic Affairs	Dean - Education	Dues and Memberships	\$4,319	\$4,319	\$0
Academic Affairs	Dean - Education	Postage Freight and UPS	\$5,320	\$5,320	\$0
Academic Affairs	Dean - Education	Travel	\$8,076	\$8,076	\$0
Academic Affairs	Dean - Education	Faculty Travel OEA	\$11,200	\$11,200	\$0
Academic Affairs	Dean - Education	Student Wages	\$39,009	\$39,009	\$0
Academic Affairs	Dean - Education	Classified Full Time	\$52,103	\$52,103	\$0
Academic Affairs	Dean - Education	Extended Teaching Service	\$107,119	\$94,858	(\$12,261)
Academic Affairs	Dean - Education	Transfers Other	\$204,200	\$204,200	\$0
Academic Affairs	Dean - Education	Fringe Expense Chargeback	\$311,215	\$273,511	(\$37,704)
Academic Affairs	Dean - Education	PA Full Time	\$458,416	\$427,011	(\$31,405)
Academic Affairs	Dean - Education	Part Time Faculty	\$503,000	\$383,000	(\$120,000)
	<b>Dean - Education Total</b>		<b>\$1,709,448</b>	<b>\$1,508,078</b>	<b>(\$201,370)</b>

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Educ Found Research Tech & Leadr	Classified Part Time >.50 FTE	\$0	\$20,292	\$20,292
Academic Affairs	Educ Found Research Tech & Leadr	Miscellaneous	\$150	\$150	\$0
Academic Affairs	Educ Found Research Tech & Leadr	Postage Freight and UPS	\$210	\$210	\$0
Academic Affairs	Educ Found Research Tech & Leadr	Equipment	\$500	\$500	\$0
Academic Affairs	Educ Found Research Tech & Leadr	Faculty Travel OEA	\$7,200	\$7,200	\$0
Academic Affairs	Educ Found Research Tech & Leadr	Supplies	\$8,137	\$8,137	\$0
Academic Affairs	Educ Found Research Tech & Leadr	Classified Full Time	\$40,583	\$0	(\$40,583)
Academic Affairs	Educ Found Research Tech & Leadr	Professor	\$112,529	\$132,462	\$19,933
Academic Affairs	Educ Found Research Tech & Leadr	Assistant Professor	\$173,242	\$53,841	(\$119,401)
Academic Affairs	Educ Found Research Tech & Leadr	Fringe Expense Chargeback	\$181,354	\$185,558	\$4,204
Academic Affairs	Educ Found Research Tech & Leadr	Associate Professor	\$214,596	\$351,396	\$136,799
	<b>Educ Found Research Tech &amp; Leadr Total</b>		<b>\$738,502</b>	<b>\$759,746</b>	<b>\$21,244</b>
Academic Affairs	Reading & Study Skills	Awards Non-Financial Aid	\$130	\$130	\$0
Academic Affairs	Reading & Study Skills	Publication of University Material	\$145	\$145	\$0
Academic Affairs	Reading & Study Skills	Postage Freight and UPS	\$374	\$374	\$0
Academic Affairs	Reading & Study Skills	Travel	\$650	\$650	\$0
Academic Affairs	Reading & Study Skills	Supplies	\$4,175	\$4,175	\$0
Academic Affairs	Reading & Study Skills	Classified Full Time	\$36,396	\$0	(\$36,396)
Academic Affairs	Reading & Study Skills	Fringe Expense Chargeback	\$39,358	\$24,800	(\$14,558)
Academic Affairs	Reading & Study Skills	Student Wages	\$42,214	\$42,214	\$0
Academic Affairs	Reading & Study Skills	PA Full Time	\$61,322	\$61,322	\$0
	<b>Reading &amp; Study Skills Total</b>		<b>\$184,764</b>	<b>\$133,810</b>	<b>(\$50,954)</b>
Academic Affairs	School Partnership	Reserve	\$9,419	\$9,419	\$0
	<b>School Partnership Total</b>		<b>\$9,419</b>	<b>\$9,419</b>	<b>\$0</b>
Academic Affairs	Student Field Experiences	Publication of University Material	\$5,400	\$5,400	\$0
Academic Affairs	Student Field Experiences	Dues and Memberships	\$5,600	\$5,600	\$0
Academic Affairs	Student Field Experiences	Travel	\$10,350	\$10,350	\$0
Academic Affairs	Student Field Experiences	Fringe Expense Chargeback	\$37,363	\$37,363	\$0
Academic Affairs	Student Field Experiences	Classified Full Time	\$44,833	\$44,833	\$0
Academic Affairs	Student Field Experiences	PA Full Time	\$52,514	\$52,514	\$0
	<b>Student Field Experiences Total</b>		<b>\$156,060</b>	<b>\$156,060</b>	<b>\$0</b>
Academic Affairs	Teacher Education	Publication of University Material	\$100	\$100	\$0
Academic Affairs	Teacher Education	Miscellaneous	\$100	\$100	\$0
Academic Affairs	Teacher Education	Telephone	\$250	\$250	\$0
Academic Affairs	Teacher Education	Postage Freight and UPS	\$290	\$290	\$0
Academic Affairs	Teacher Education	Supplies	\$6,871	\$6,871	\$0
Academic Affairs	Teacher Education	Faculty Travel OEA	\$7,200	\$7,200	\$0
Academic Affairs	Teacher Education	Classified Full Time	\$38,604	\$38,604	\$0
Academic Affairs	Teacher Education	Associate Professor	\$64,857	\$156,055	\$91,198
Academic Affairs	Teacher Education	Instructor	\$86,116	\$47,981	(\$38,135)
Academic Affairs	Teacher Education	Professor	\$215,525	\$219,836	\$4,311
Academic Affairs	Teacher Education	Fringe Expense Chargeback	\$278,280	\$243,276	(\$35,004)
Academic Affairs	Teacher Education	Assistant Professor	\$429,980	\$266,529	(\$163,451)
	<b>Teacher Education Total</b>		<b>\$1,128,173</b>	<b>\$987,092</b>	<b>(\$141,081)</b>
Academic Affairs	Teacher Education Certification	Travel	\$700	\$700	\$0
	<b>Teacher Education Certification Total</b>		<b>\$700</b>	<b>\$700</b>	<b>\$0</b>
			<b>\$5,055,882</b>	<b>\$4,936,750</b>	<b>(\$119,132)</b>
Academic Affairs	Dean-College of Graduate Studies	Student Scholarships	\$0	\$1,700,000	\$1,700,000
Academic Affairs	Dean-College of Graduate Studies	Business-Related & Entertainment	\$1,000	\$2,000	\$1,000
Academic Affairs	Dean-College of Graduate Studies	Dues and Memberships	\$4,000	\$7,000	\$3,000
Academic Affairs	Dean-College of Graduate Studies	Postage Freight and UPS	\$4,340	\$2,340	(\$2,000)
Academic Affairs	Dean-College of Graduate Studies	Travel	\$6,765	\$12,765	\$6,000
Academic Affairs	Dean-College of Graduate Studies	Public Relations and Advertising	\$10,350	\$15,350	\$5,000
Academic Affairs	Dean-College of Graduate Studies	Student Wages	\$14,083	\$26,083	\$12,000
Academic Affairs	Dean-College of Graduate Studies	Reserve	\$17,106	\$17,106	\$0
Academic Affairs	Dean-College of Graduate Studies	Doctoral Assistantships	\$23,500	\$23,500	\$0
Academic Affairs	Dean-College of Graduate Studies	PA Part Time >.75 FTE	\$29,738	\$29,738	\$0
Academic Affairs	Dean-College of Graduate Studies	Supplies	\$37,873	\$12,273	(\$25,600)
Academic Affairs	Dean-College of Graduate Studies	PA Part Time <.75 FTE	\$60,000	\$0	(\$60,000)
Academic Affairs	Dean-College of Graduate Studies	Classified Full Time	\$113,768	\$113,768	\$0
Academic Affairs	Dean-College of Graduate Studies	PA Full Time	\$291,020	\$236,500	(\$54,520)
Academic Affairs	Dean-College of Graduate Studies	Graduate Assistants	\$1,678,043	\$1,678,043	\$0
Academic Affairs	Dean-College of Graduate Studies	Fringe Expense Chargeback	\$1,697,261	\$238,151	(\$1,459,110)
	<b>Dean-College of Graduate Studies Total</b>		<b>\$3,988,847</b>	<b>\$4,114,617</b>	<b>\$125,770</b>
Academic Affairs	Graduate Intern Program	Match Funds	\$60,750	\$60,750	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
	<b>Graduate Intern Program Total</b>		\$60,750	\$60,750	\$0
Academic Affairs	Grants & Sponsored Programs	PA Part Time >.75 FTE	\$0	\$27,000	\$27,000
Academic Affairs	Grants & Sponsored Programs	Business-Related & Entertainment	\$200	\$200	\$0
Academic Affairs	Grants & Sponsored Programs	Public Relations and Advertising	\$250	\$250	\$0
Academic Affairs	Grants & Sponsored Programs	Dues and Memberships	\$600	\$600	\$0
Academic Affairs	Grants & Sponsored Programs	Postage Freight and UPS	\$600	\$600	\$0
Academic Affairs	Grants & Sponsored Programs	Supplies	\$850	\$850	\$0
Academic Affairs	Grants & Sponsored Programs	Travel	\$3,000	\$3,000	\$0
Academic Affairs	Grants & Sponsored Programs	Publication of University Material	\$4,126	\$4,126	\$0
Academic Affairs	Grants & Sponsored Programs	Fringe Expense Chargeback	\$31,518	\$46,990	\$15,472
Academic Affairs	Grants & Sponsored Programs	PA Full Time	\$85,184	\$100,000	\$14,816
	<b>Grants &amp; Sponsored Programs Total</b>		\$126,328	\$183,616	\$57,288
Academic Affairs	Office of Research	PA Full Time	\$0	\$148,000	\$148,000
Academic Affairs	Office of Research	Postage Freight and UPS	\$80	\$80	\$0
Academic Affairs	Office of Research	Travel	\$2,000	\$2,000	\$0
Academic Affairs	Office of Research	Supplies	\$2,403	\$2,403	\$0
Academic Affairs	Office of Research	Student Wages	\$2,578	\$2,578	\$0
Academic Affairs	Office of Research	Fringe Expense Chargeback	\$23,117	\$77,877	\$54,760
Academic Affairs	Office of Research	Miscellaneous	\$32,958	\$32,958	\$0
Academic Affairs	Office of Research	Classified Full Time	\$47,313	\$47,313	\$0
Academic Affairs	Office of Research	Research Assistant	\$81,265	\$81,265	\$0
	<b>Office of Research Total</b>		\$191,714	\$394,474	\$202,760
			\$4,367,639	\$4,753,457	\$385,818
Academic Affairs	Criminal Justice&Forensic Sciences	Travel	\$333	\$333	\$0
Academic Affairs	Criminal Justice&Forensic Sciences	Postage Freight and UPS	\$800	\$800	\$0
Academic Affairs	Criminal Justice&Forensic Sciences	Telephone	\$1,324	\$1,324	\$0
Academic Affairs	Criminal Justice&Forensic Sciences	Student Wages	\$2,916	\$2,916	\$0
Academic Affairs	Criminal Justice&Forensic Sciences	Supplies	\$3,034	\$3,034	\$0
Academic Affairs	Criminal Justice&Forensic Sciences	Faculty Travel OEA	\$6,400	\$6,400	\$0
Academic Affairs	Criminal Justice&Forensic Sciences	Classified Full Time	\$36,396	\$36,396	\$0
Academic Affairs	Criminal Justice&Forensic Sciences	Professor	\$76,431	\$77,959	\$1,529
Academic Affairs	Criminal Justice&Forensic Sciences	Fringe Expense Chargeback	\$200,992	\$211,566	\$10,574
Academic Affairs	Criminal Justice&Forensic Sciences	Associate Professor	\$217,318	\$350,095	\$132,777
Academic Affairs	Criminal Justice&Forensic Sciences	Assistant Professor	\$270,761	\$168,493	(\$102,267)
	<b>Criminal Justice&amp;Forensic Sciences Total</b>		\$816,705	\$859,316	\$42,612
Academic Affairs	Dean - Health & Human Services	Postage Freight and UPS	\$1,000	\$1,000	\$0
Academic Affairs	Dean - Health & Human Services	Sponsorship Expense	\$1,000	\$1,000	\$0
Academic Affairs	Dean - Health & Human Services	Miscellaneous	\$1,027	\$1,027	\$0
Academic Affairs	Dean - Health & Human Services	Business-Related & Entertainment	\$2,000	\$2,000	\$0
Academic Affairs	Dean - Health & Human Services	Supplementary Salaries	\$2,500	\$2,500	\$0
Academic Affairs	Dean - Health & Human Services	Publication of University Material	\$3,000	\$3,000	\$0
Academic Affairs	Dean - Health & Human Services	Student Wages	\$6,570	\$6,570	\$0
Academic Affairs	Dean - Health & Human Services	Travel	\$8,000	\$8,000	\$0
Academic Affairs	Dean - Health & Human Services	Supplies	\$11,358	\$11,358	\$0
Academic Affairs	Dean - Health & Human Services	Reserve	\$20,709	\$20,709	\$0
Academic Affairs	Dean - Health & Human Services	Transfer Account	\$22,175	\$22,175	\$0
Academic Affairs	Dean - Health & Human Services	Faculty Travel OEA	\$23,800	\$23,800	\$0
Academic Affairs	Dean - Health & Human Services	Classified Full Time	\$87,004	\$87,004	\$0
Academic Affairs	Dean - Health & Human Services	Extended Teaching Service	\$204,335	\$142,000	(\$62,335)
Academic Affairs	Dean - Health & Human Services	Transfers Other	\$490,200	\$490,200	\$0
Academic Affairs	Dean - Health & Human Services	PA Full Time	\$492,925	\$431,524	(\$61,401)
Academic Affairs	Dean - Health & Human Services	Fringe Expense Chargeback	\$517,374	\$492,359	(\$25,015)
Academic Affairs	Dean - Health & Human Services	Part Time Faculty	\$1,323,500	\$1,365,000	\$41,500
	<b>Dean - Health &amp; Human Services Total</b>		\$3,218,477	\$3,111,226	(\$107,251)
Academic Affairs	Health Professions	Business-Related & Entertainment	\$69	\$69	\$0
Academic Affairs	Health Professions	Dues and Memberships	\$100	\$100	\$0
Academic Affairs	Health Professions	Travel	\$660	\$660	\$0
Academic Affairs	Health Professions	Postage Freight and UPS	\$2,595	\$2,595	\$0
Academic Affairs	Health Professions	Contractual Fees and Services	\$5,200	\$5,200	\$0
Academic Affairs	Health Professions	Repairs and Maintenance	\$6,500	\$6,500	\$0
Academic Affairs	Health Professions	Miscellaneous	\$7,000	\$7,000	\$0
Academic Affairs	Health Professions	Faculty Travel OEA	\$11,200	\$11,200	\$0
Academic Affairs	Health Professions	Student Wages	\$12,787	\$12,787	\$0
Academic Affairs	Health Professions	Supplies	\$21,718	\$21,718	\$0
Academic Affairs	Health Professions	Classified Full Time	\$72,568	\$72,568	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Health Professions	Associate Professor	\$194,514	\$200,049	\$5,535
Academic Affairs	Health Professions	Fringe Expense Chargeback	\$315,750	\$324,216	\$8,466
Academic Affairs	Health Professions	Assistant Professor	\$317,167	\$427,195	\$110,028
Academic Affairs	Health Professions	Professor	\$355,239	\$265,326	(\$89,913)
	<b>Health Professions Total</b>		<b>\$1,323,067</b>	<b>\$1,357,183</b>	<b>\$34,116</b>
Academic Affairs	Human Ecology	Travel	\$333	\$333	\$0
Academic Affairs	Human Ecology	Postage Freight and UPS	\$896	\$896	\$0
Academic Affairs	Human Ecology	Supplies	\$4,416	\$4,416	\$0
Academic Affairs	Human Ecology	Student Wages	\$4,708	\$4,708	\$0
Academic Affairs	Human Ecology	Faculty Travel OEA	\$8,000	\$8,000	\$0
Academic Affairs	Human Ecology	Classified Full Time	\$38,813	\$38,813	\$0
Academic Affairs	Human Ecology	Instructor	\$55,798	\$56,914	\$1,116
Academic Affairs	Human Ecology	Assistant Professor	\$159,523	\$162,714	\$3,190
Academic Affairs	Human Ecology	Fringe Expense Chargeback	\$222,494	\$204,799	(\$17,695)
Academic Affairs	Human Ecology	Associate Professor	\$411,148	\$353,217	(\$57,931)
	<b>Human Ecology Total</b>		<b>\$906,129</b>	<b>\$834,810</b>	<b>(\$71,319)</b>
Academic Affairs	Human Perf & Exercise Science	Dues and Memberships	\$25	\$25	\$0
Academic Affairs	Human Perf & Exercise Science	Telephone	\$58	\$58	\$0
Academic Affairs	Human Perf & Exercise Science	Postage Freight and UPS	\$700	\$700	\$0
Academic Affairs	Human Perf & Exercise Science	Faculty Travel OEA	\$3,200	\$3,200	\$0
Academic Affairs	Human Perf & Exercise Science	Supplies	\$3,720	\$3,720	\$0
Academic Affairs	Human Perf & Exercise Science	Travel	\$4,717	\$4,717	\$0
Academic Affairs	Human Perf & Exercise Science	Student Wages	\$18,189	\$18,189	\$0
Academic Affairs	Human Perf & Exercise Science	Assistant Professor	\$51,750	\$165,048	\$113,298
Academic Affairs	Human Perf & Exercise Science	Classified Full Time	\$62,958	\$96,197	\$33,239
Academic Affairs	Human Perf & Exercise Science	Fringe Expense Chargeback	\$126,615	\$178,968	\$52,353
Academic Affairs	Human Perf & Exercise Science	Professor	\$252,864	\$257,921	\$5,057
	<b>Human Perf &amp; Exercise Science Total</b>		<b>\$524,796</b>	<b>\$728,743</b>	<b>\$203,947</b>
Academic Affairs	Lorain County Community College	Postage Freight and UPS	\$100	\$100	\$0
Academic Affairs	Lorain County Community College	Fringe Expense Chargeback	\$340	\$340	\$0
Academic Affairs	Lorain County Community College	Travel	\$1,100	\$1,100	\$0
Academic Affairs	Lorain County Community College	Supplementary Salaries	\$2,000	\$2,000	\$0
Academic Affairs	Lorain County Community College	Supplies	\$7,213	\$7,213	\$0
Academic Affairs	Lorain County Community College	Revenue Sharing Expense	\$23,300	\$23,300	\$0
	<b>Lorain County Community College Total</b>		<b>\$34,053</b>	<b>\$34,053</b>	<b>\$0</b>
Academic Affairs	Master of Public Health	Fringe Expense Chargeback	\$1,870	\$1,870	\$0
Academic Affairs	Master of Public Health	Supplementary Salaries	\$2,000	\$2,000	\$0
Academic Affairs	Master of Public Health	Supplies	\$2,500	\$2,500	\$0
Academic Affairs	Master of Public Health	Travel	\$3,647	\$3,647	\$0
Academic Affairs	Master of Public Health	Faculty Overload	\$9,000	\$9,000	\$0
Academic Affairs	Master of Public Health	Revenue Sharing Expense	\$40,220	\$40,220	\$0
	<b>Master of Public Health Total</b>		<b>\$59,237</b>	<b>\$59,237</b>	<b>\$0</b>
Academic Affairs	Military Science	Awards Non-Financial Aid	\$320	\$320	\$0
Academic Affairs	Military Science	Postage Freight and UPS	\$432	\$432	\$0
Academic Affairs	Military Science	Travel	\$523	\$523	\$0
Academic Affairs	Military Science	Business-Related & Entertainment	\$1,400	\$1,400	\$0
Academic Affairs	Military Science	Supplies	\$1,760	\$1,760	\$0
Academic Affairs	Military Science	Student Wages	\$6,358	\$6,358	\$0
Academic Affairs	Military Science	Fringe Expense Chargeback	\$19,076	\$19,076	\$0
Academic Affairs	Military Science	Classified Full Time	\$46,895	\$46,895	\$0
	<b>Military Science Total</b>		<b>\$76,764</b>	<b>\$76,764</b>	<b>\$0</b>
Academic Affairs	Nursing	Repairs and Maintenance	\$100	\$100	\$0
Academic Affairs	Nursing	Postage Freight and UPS	\$400	\$400	\$0
Academic Affairs	Nursing	Travel	\$467	\$467	\$0
Academic Affairs	Nursing	Supplies	\$3,035	\$3,035	\$0
Academic Affairs	Nursing	Student Wages	\$9,888	\$9,888	\$0
Academic Affairs	Nursing	Faculty Travel OEA	\$13,600	\$13,600	\$0
Academic Affairs	Nursing	PA Full Time	\$49,000	\$49,000	\$0
Academic Affairs	Nursing	Classified Full Time	\$55,813	\$55,813	\$0
Academic Affairs	Nursing	Associate Professor	\$218,372	\$199,169	(\$19,203)
Academic Affairs	Nursing	Instructor	\$304,010	\$310,090	\$6,080
Academic Affairs	Nursing	Professor	\$344,820	\$358,429	\$13,608
Academic Affairs	Nursing	Revenue Sharing Expense	\$353,000	\$386,000	\$33,000
Academic Affairs	Nursing	Assistant Professor	\$429,517	\$381,565	(\$47,951)
Academic Affairs	Nursing	Fringe Expense Chargeback	\$468,869	\$453,199	(\$15,670)

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
	<b>Nursing Total</b>		\$2,250,891	\$2,220,755	(\$30,135)
Academic Affairs	Peace Officers Training Academy	Miscellaneous	\$550	\$550	\$0
Academic Affairs	Peace Officers Training Academy	Postage Freight and UPS	\$700	\$700	\$0
Academic Affairs	Peace Officers Training Academy	Rentals Non Facilities	\$1,000	\$1,000	\$0
Academic Affairs	Peace Officers Training Academy	Business-Related & Entertainment	\$1,127	\$1,127	\$0
Academic Affairs	Peace Officers Training Academy	Travel	\$1,591	\$1,591	\$0
Academic Affairs	Peace Officers Training Academy	Rental of Facilities	\$2,500	\$2,500	\$0
Academic Affairs	Peace Officers Training Academy	Supplementary Salaries	\$5,000	\$5,000	\$0
Academic Affairs	Peace Officers Training Academy	Supplies	\$18,419	\$18,419	\$0
Academic Affairs	Peace Officers Training Academy	Classified Full Time	\$37,479	\$37,479	\$0
Academic Affairs	Peace Officers Training Academy	Fringe Expense Chargeback	\$39,902	\$40,272	\$370
Academic Affairs	Peace Officers Training Academy	PA Full Time	\$42,055	\$43,055	\$1,000
Academic Affairs	Peace Officers Training Academy	Continuing Education Faculty	\$50,000	\$50,000	\$0
	<b>Peace Officers Training Academy Total</b>		\$200,323	\$201,693	\$1,370
Academic Affairs	Physical Therapy	Rental of Facilities	\$0	\$64,500	\$64,500
Academic Affairs	Physical Therapy	Miscellaneous	\$200	\$200	\$0
Academic Affairs	Physical Therapy	Repairs and Maintenance	\$500	\$500	\$0
Academic Affairs	Physical Therapy	Postage Freight and UPS	\$550	\$550	\$0
Academic Affairs	Physical Therapy	Contractual Fees and Services	\$985	\$985	\$0
Academic Affairs	Physical Therapy	Business-Related & Entertainment	\$1,609	\$1,609	\$0
Academic Affairs	Physical Therapy	Student Wages	\$2,888	\$2,888	\$0
Academic Affairs	Physical Therapy	Supplies	\$3,552	\$3,552	\$0
Academic Affairs	Physical Therapy	Dues and Memberships	\$3,720	\$3,720	\$0
Academic Affairs	Physical Therapy	Travel	\$5,834	\$5,834	\$0
Academic Affairs	Physical Therapy	Faculty Travel OEA	\$6,400	\$6,400	\$0
Academic Affairs	Physical Therapy	Classified Full Time	\$36,584	\$36,584	\$0
Academic Affairs	Physical Therapy	Revenue Sharing Expense	\$64,500	\$0	(\$64,500)
Academic Affairs	Physical Therapy	Instructor	\$68,533	\$139,263	\$70,731
Academic Affairs	Physical Therapy	Assistant Professor	\$161,198	\$164,422	\$3,224
Academic Affairs	Physical Therapy	Professor	\$215,529	\$220,859	\$5,331
Academic Affairs	Physical Therapy	Fringe Expense Chargeback	\$242,066	\$240,049	(\$2,017)
Academic Affairs	Physical Therapy	Associate Professor	\$243,491	\$158,096	(\$85,395)
	<b>Physical Therapy Total</b>		\$1,058,138	\$1,050,011	(\$8,127)
Academic Affairs	Quantity Food Luncheon	Supplies	\$4,170	\$4,170	\$0
	<b>Quantity Food Luncheon Total</b>		\$4,170	\$4,170	\$0
Academic Affairs	Social Work	Postage Freight and UPS	\$400	\$400	\$0
Academic Affairs	Social Work	Travel	\$1,260	\$1,260	\$0
Academic Affairs	Social Work	Student Wages	\$1,768	\$1,768	\$0
Academic Affairs	Social Work	Faculty Travel OEA	\$5,600	\$5,600	\$0
Academic Affairs	Social Work	Supplies	\$18,618	\$18,618	\$0
Academic Affairs	Social Work	Classified Full Time	\$50,957	\$50,957	\$0
Academic Affairs	Social Work	Instructor	\$84,046	\$126,527	\$42,481
Academic Affairs	Social Work	Associate Professor	\$92,088	\$93,930	\$1,842
Academic Affairs	Social Work	PA Full Time	\$111,841	\$113,841	\$2,000
Academic Affairs	Social Work	Professor	\$155,918	\$79,518	(\$76,400)
Academic Affairs	Social Work	Assistant Professor	\$208,037	\$210,619	\$2,582
Academic Affairs	Social Work	Fringe Expense Chargeback	\$240,081	\$231,088	(\$8,993)
	<b>Social Work Total</b>		\$970,614	\$934,126	(\$36,488)
Academic Affairs	Academic Senate Support	Travel	\$1,200	\$1,200	\$0
Academic Affairs	Academic Senate Support	Supplies	\$1,584	\$1,584	\$0
	<b>Academic Senate Support Total</b>		\$2,784	\$2,784	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Research Incentive Transfer	\$0	(\$100,000)	(\$100,000)
Academic Affairs	Academic Affairs Transfer Accounts	Reserve for Uncollected Income	\$0	\$30,000	\$30,000
Academic Affairs	Academic Affairs Transfer Accounts	Travel	\$3,181	\$3,181	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Rental of Facilities	\$3,500	\$3,500	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Recruiting Job Candidates	\$39,933	\$39,933	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Faculty Travel OEA	\$55,476	\$55,476	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Faculty Overload	\$63,000	\$63,000	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Student Scholarships	\$100,000	\$100,000	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Extended Teaching Service	\$116,325	\$344,437	\$228,112
Academic Affairs	Academic Affairs Transfer Accounts	Transfers Current Allocated	\$180,000	\$662,500	\$482,500
Academic Affairs	Academic Affairs Transfer Accounts	Part Time Faculty	\$227,287	\$227,287	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Faculty Vacancy	\$234,165	\$234,165	\$0

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Academic Affairs Transfer Accounts	Enhancement Reserve	\$245,602	\$245,602	\$0
Academic Affairs	Academic Affairs Transfer Accounts	Faculty Rank Bonus	\$636,900	\$319,200	(\$317,700)
Academic Affairs	Academic Affairs Transfer Accounts	Fringe Expense Chargeback	\$753,300	\$813,876	\$60,576
Academic Affairs	Academic Affairs Transfer Accounts	Summer School	\$2,893,000	\$3,038,500	\$145,500
Academic Affairs	Academic Affairs Transfer Accounts	Transfers Other	\$3,330,000	\$3,575,000	\$245,000
	<b>Academic Affairs Transfer Accounts Total</b>		<b>\$8,881,669</b>	<b>\$9,655,657</b>	<b>\$773,988</b>
Academic Affairs	Accreditation Expenses	Business-Related & Entertainment	\$500	\$500	\$0
Academic Affairs	Accreditation Expenses	Travel	\$5,000	\$5,000	\$0
Academic Affairs	Accreditation Expenses	Other Fees and Services	\$55,503	\$55,503	\$0
	<b>Accreditation Expenses Total</b>		<b>\$61,003</b>	<b>\$61,003</b>	<b>\$0</b>
Academic Affairs	Distinguished Professor Award	Fringe Expense Chargeback	\$0	\$4,250	\$4,250
Academic Affairs	Distinguished Professor Award	Supplementary Salaries	\$0	\$25,000	\$25,000
Academic Affairs	Distinguished Professor Award	Awards Non-Financial Aid	\$48,000	\$18,750	(\$29,250)
	<b>Distinguished Professor Award Total</b>		<b>\$48,000</b>	<b>\$48,000</b>	<b>\$0</b>
Academic Affairs	Provost VP - Academic Affairs	Campus Security Services	\$500	\$500	\$0
Academic Affairs	Provost VP - Academic Affairs	Awards Non-Financial Aid	\$500	\$500	\$0
Academic Affairs	Provost VP - Academic Affairs	Dues and Memberships	\$900	\$900	\$0
Academic Affairs	Provost VP - Academic Affairs	Postage Freight and UPS	\$2,900	\$2,900	\$0
Academic Affairs	Provost VP - Academic Affairs	Contractual Fees and Services	\$6,000	\$6,000	\$0
Academic Affairs	Provost VP - Academic Affairs	Business-Related & Entertainment	\$9,000	\$9,000	\$0
Academic Affairs	Provost VP - Academic Affairs	Enhancement Reserve	\$9,150	\$9,150	\$0
Academic Affairs	Provost VP - Academic Affairs	Repairs and Maintenance	\$10,000	\$10,000	\$0
Academic Affairs	Provost VP - Academic Affairs	Miscellaneous	\$15,000	\$15,000	\$0
Academic Affairs	Provost VP - Academic Affairs	Student Scholarships	\$16,000	\$16,000	\$0
Academic Affairs	Provost VP - Academic Affairs	Instructional Equipment	\$21,275	\$21,275	\$0
Academic Affairs	Provost VP - Academic Affairs	Supplies	\$22,000	\$22,000	\$0
Academic Affairs	Provost VP - Academic Affairs	Travel	\$25,782	\$25,782	\$0
Academic Affairs	Provost VP - Academic Affairs	Rentals Non Facilities	\$30,000	\$30,000	\$0
Academic Affairs	Provost VP - Academic Affairs	Reserve	\$52,119	\$52,119	\$0
Academic Affairs	Provost VP - Academic Affairs	Classified Full Time	\$65,291	\$65,291	\$0
Academic Affairs	Provost VP - Academic Affairs	Student Wages	\$98,192	\$63,192	(\$35,000)
Academic Affairs	Provost VP - Academic Affairs	Fringe Expense Chargeback	\$229,090	\$182,537	(\$46,553)
Academic Affairs	Provost VP - Academic Affairs	PA Full Time	\$535,308	\$414,220	(\$121,088)
	<b>Provost VP - Academic Affairs Total</b>		<b>\$1,149,007</b>	<b>\$946,366</b>	<b>(\$202,641)</b>
			<b>\$10,139,679</b>	<b>\$10,711,026</b>	<b>\$571,347</b>
Academic Affairs	Biological Sciences	Contractual Fees and Services	\$241	\$241	\$0
Academic Affairs	Biological Sciences	Postage Freight and UPS	\$700	\$700	\$0
Academic Affairs	Biological Sciences	Repairs and Maintenance	\$1,478	\$1,478	\$0
Academic Affairs	Biological Sciences	Miscellaneous	\$2,200	\$2,200	\$0
Academic Affairs	Biological Sciences	Faculty Travel OEA	\$14,400	\$14,400	\$0
Academic Affairs	Biological Sciences	Student Wages	\$28,805	\$28,805	\$0
Academic Affairs	Biological Sciences	Supplies	\$35,855	\$35,855	\$0
Academic Affairs	Biological Sciences	Assistant Professor	\$52,786	\$53,841	\$1,056
Academic Affairs	Biological Sciences	PA Full Time	\$62,312	\$62,312	\$0
Academic Affairs	Biological Sciences	Classified Full Time	\$90,665	\$90,665	\$0
Academic Affairs	Biological Sciences	Fringe Expense Chargeback	\$424,499	\$432,448	\$7,949
Academic Affairs	Biological Sciences	Associate Professor	\$473,617	\$484,110	\$10,492
Academic Affairs	Biological Sciences	Professor	\$575,834	\$588,371	\$12,537
	<b>Biological Sciences Total</b>		<b>\$1,763,392</b>	<b>\$1,795,426</b>	<b>\$32,034</b>
Academic Affairs	Chemistry	Public Relations and Advertising	\$300	\$300	\$0
Academic Affairs	Chemistry	Miscellaneous	\$900	\$900	\$0
Academic Affairs	Chemistry	Postage Freight and UPS	\$1,340	\$1,340	\$0
Academic Affairs	Chemistry	Repairs and Maintenance	\$3,031	\$3,031	\$0
Academic Affairs	Chemistry	Faculty Travel OEA	\$11,200	\$11,200	\$0
Academic Affairs	Chemistry	Student Wages	\$24,055	\$4,055	(\$20,000)
Academic Affairs	Chemistry	Supplies	\$32,218	\$32,218	\$0
Academic Affairs	Chemistry	Classified Full Time	\$40,583	\$40,583	\$0
Academic Affairs	Chemistry	Assistant Professor	\$57,570	\$58,721	\$1,151
Academic Affairs	Chemistry	PA Full Time	\$83,661	\$83,661	\$0
Academic Affairs	Chemistry	Fringe Expense Chargeback	\$404,311	\$410,430	\$6,119
Academic Affairs	Chemistry	Associate Professor	\$420,751	\$429,166	\$8,415
Academic Affairs	Chemistry	Professor	\$600,224	\$612,228	\$12,004
	<b>Chemistry Total</b>		<b>\$1,680,144</b>	<b>\$1,687,834</b>	<b>\$7,690</b>
Academic Affairs	Civil Environmental & Chemical Engr	Postage Freight and UPS	\$435	\$435	\$0
Academic Affairs	Civil Environmental & Chemical Engr	Travel	\$1,000	\$1,000	\$0

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Civil Environmental & Chemical Engr	Supplies	\$2,828	\$2,828	\$0
Academic Affairs	Civil Environmental & Chemical Engr	Student Wages	\$4,431	\$4,431	\$0
Academic Affairs	Civil Environmental & Chemical Engr	Faculty Travel OEA	\$6,400	\$6,400	\$0
Academic Affairs	Civil Environmental & Chemical Engr	Classified Full Time	\$50,957	\$50,957	\$0
Academic Affairs	Civil Environmental & Chemical Engr	Associate Professor	\$157,375	\$160,523	\$3,148
Academic Affairs	Civil Environmental & Chemical Engr	Assistant Professor	\$199,475	\$334,084	\$134,609
Academic Affairs	Civil Environmental & Chemical Engr	Fringe Expense Chargeback	\$239,746	\$287,231	\$47,485
Academic Affairs	Civil Environmental & Chemical Engr	Professor	\$307,207	\$313,352	\$6,144
	<b>Civil Environmental &amp; Chemical Engr Total</b>		<b>\$969,855</b>	<b>\$1,161,240</b>	<b>\$191,386</b>
Academic Affairs	Computer Science & Info Systems	Instructor	\$0	\$49,450	\$49,450
Academic Affairs	Computer Science & Info Systems	Publication of University Material	\$200	\$200	\$0
Academic Affairs	Computer Science & Info Systems	Public Relations and Advertising	\$200	\$200	\$0
Academic Affairs	Computer Science & Info Systems	Instructional Equipment	\$204	\$204	\$0
Academic Affairs	Computer Science & Info Systems	Dues and Memberships	\$350	\$350	\$0
Academic Affairs	Computer Science & Info Systems	Postage Freight and UPS	\$742	\$742	\$0
Academic Affairs	Computer Science & Info Systems	Faculty Travel OEA	\$7,200	\$7,200	\$0
Academic Affairs	Computer Science & Info Systems	Supplies	\$9,300	\$9,300	\$0
Academic Affairs	Computer Science & Info Systems	Student Wages	\$10,997	\$10,997	\$0
Academic Affairs	Computer Science & Info Systems	Classified Full Time	\$46,812	\$46,812	\$0
Academic Affairs	Computer Science & Info Systems	Professor	\$137,604	\$232,202	\$94,598
Academic Affairs	Computer Science & Info Systems	Assistant Professor	\$149,985	\$74,174	(\$75,811)
Academic Affairs	Computer Science & Info Systems	Fringe Expense Chargeback	\$260,666	\$285,019	\$24,353
Academic Affairs	Computer Science & Info Systems	Associate Professor	\$443,899	\$449,461	\$5,562
	<b>Computer Science &amp; Info Systems Total</b>		<b>\$1,068,159</b>	<b>\$1,166,311</b>	<b>\$98,152</b>
Academic Affairs	Dean - STEM	Supplies	\$477	\$477	\$0
Academic Affairs	Dean - STEM	Business-Related & Entertainment	\$500	\$500	\$0
Academic Affairs	Dean - STEM	Repairs and Maintenance	\$1,342	\$1,342	\$0
Academic Affairs	Dean - STEM	Dues and Memberships	\$2,300	\$2,300	\$0
Academic Affairs	Dean - STEM	Postage Freight and UPS	\$2,830	\$2,830	\$0
Academic Affairs	Dean - STEM	Travel	\$3,520	\$3,520	\$0
Academic Affairs	Dean - STEM	Student Wages	\$14,350	\$14,350	\$0
Academic Affairs	Dean - STEM	Classified Part Time >.50 FTE	\$26,250	\$26,250	\$0
Academic Affairs	Dean - STEM	Transfer Account	\$32,304	\$32,304	\$0
Academic Affairs	Dean - STEM	Faculty Travel OEA	\$38,500	\$38,500	\$0
Academic Affairs	Dean - STEM	Match Funds	\$75,000	\$75,000	\$0
Academic Affairs	Dean - STEM	Classified Full Time	\$161,027	\$214,005	\$52,978
Academic Affairs	Dean - STEM	Extended Teaching Service	\$163,455	\$113,982	(\$49,473)
Academic Affairs	Dean - STEM	Fringe Expense Chargeback	\$519,009	\$589,873	\$70,864
Academic Affairs	Dean - STEM	PA Full Time	\$582,685	\$739,124	\$156,439
Academic Affairs	Dean - STEM	Transfers Other	\$846,800	\$883,750	\$36,950
Academic Affairs	Dean - STEM	Part Time Faculty	\$1,000,000	\$1,001,000	\$1,000
	<b>Dean - STEM Total</b>		<b>\$3,470,349</b>	<b>\$3,739,107</b>	<b>\$268,758</b>
Academic Affairs	Electrical & Computer Engineering	Postage Freight and UPS	\$190	\$190	\$0
Academic Affairs	Electrical & Computer Engineering	Travel	\$500	\$500	\$0
Academic Affairs	Electrical & Computer Engineering	Student Wages	\$645	\$645	\$0
Academic Affairs	Electrical & Computer Engineering	Supplies	\$1,293	\$1,293	\$0
Academic Affairs	Electrical & Computer Engineering	Faculty Travel OEA	\$4,800	\$4,800	\$0
Academic Affairs	Electrical & Computer Engineering	Classified Part Time >.50 FTE	\$17,275	\$17,275	\$0
Academic Affairs	Electrical & Computer Engineering	Instructor	\$60,600	\$0	(\$60,600)
Academic Affairs	Electrical & Computer Engineering	Assistant Professor	\$72,720	\$74,174	\$1,454
Academic Affairs	Electrical & Computer Engineering	Associate Professor	\$172,741	\$94,973	(\$77,768)
Academic Affairs	Electrical & Computer Engineering	Fringe Expense Chargeback	\$225,054	\$172,578	(\$52,476)
Academic Affairs	Electrical & Computer Engineering	Professor	\$354,881	\$332,776	(\$22,105)
	<b>Electrical &amp; Computer Engineering Total</b>		<b>\$910,699</b>	<b>\$699,204</b>	<b>(\$211,495)</b>
Academic Affairs	Geological & Environmental Sciences	Business-Related & Entertainment	\$100	\$100	\$0
Academic Affairs	Geological & Environmental Sciences	Postage Freight and UPS	\$582	\$582	\$0
Academic Affairs	Geological & Environmental Sciences	Contractual Fees and Services	\$1,500	\$1,500	\$0
Academic Affairs	Geological & Environmental Sciences	Supplies	\$2,850	\$2,850	\$0
Academic Affairs	Geological & Environmental Sciences	Faculty Travel OEA	\$5,600	\$5,600	\$0
Academic Affairs	Geological & Environmental Sciences	Student Wages	\$7,090	\$7,090	\$0
Academic Affairs	Geological & Environmental Sciences	Classified Full Time	\$36,813	\$36,813	\$0
Academic Affairs	Geological & Environmental Sciences	Associate Professor	\$66,154	\$131,692	\$65,538
Academic Affairs	Geological & Environmental Sciences	Assistant Professor	\$115,241	\$0	(\$115,241)
Academic Affairs	Geological & Environmental Sciences	Fringe Expense Chargeback	\$188,989	\$174,868	(\$14,121)
Academic Affairs	Geological & Environmental Sciences	Professor	\$345,603	\$352,515	\$6,912



**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
	<b>Geological &amp; Environmental Sciences Total</b>		\$770,522	\$713,610	(\$56,912)
Academic Affairs	Math Assistance Center	Supplies	\$475	\$1,175	\$700
Academic Affairs	Math Assistance Center	PA Part Time <.75 FTE	\$18,421	\$0	(\$18,421)
Academic Affairs	Math Assistance Center	Student Wages	\$24,000	\$24,000	\$0
Academic Affairs	Math Assistance Center	Fringe Expense Chargeback	\$24,765	\$18,960	(\$5,805)
Academic Affairs	Math Assistance Center	PA Full Time	\$52,736	\$48,000	(\$4,736)
	<b>Math Assistance Center Total</b>		\$120,397	\$92,135	(\$28,262)
Academic Affairs	Mathematics & Statistics	Business-Related & Entertainment	\$0	\$199	\$199
Academic Affairs	Mathematics & Statistics	Maintenance Service Agreements	\$0	\$750	\$750
Academic Affairs	Mathematics & Statistics	Publication of University Material	\$0	\$1,700	\$1,700
Academic Affairs	Mathematics & Statistics	PA Full Time	\$0	\$48,363	\$48,363
Academic Affairs	Mathematics & Statistics	Supplies	\$404	\$404	\$0
Academic Affairs	Mathematics & Statistics	Contractual Fees and Services	\$500	\$500	\$0
Academic Affairs	Mathematics & Statistics	Public Relations and Advertising	\$700	\$0	(\$700)
Academic Affairs	Mathematics & Statistics	Dues and Memberships	\$825	\$1,575	\$750
Academic Affairs	Mathematics & Statistics	Repairs and Maintenance	\$850	\$100	(\$750)
Academic Affairs	Mathematics & Statistics	Postage Freight and UPS	\$1,500	\$750	(\$750)
Academic Affairs	Mathematics & Statistics	Supplementary Salaries	\$10,000	\$300	(\$9,700)
Academic Affairs	Mathematics & Statistics	Faculty Travel OEA	\$15,200	\$15,200	\$0
Academic Affairs	Mathematics & Statistics	Classified Part Time >.50 FTE	\$16,620	\$0	(\$16,620)
Academic Affairs	Mathematics & Statistics	Student Wages	\$18,956	\$27,956	\$9,000
Academic Affairs	Mathematics & Statistics	Classified Full Time	\$51,166	\$34,549	(\$16,617)
Academic Affairs	Mathematics & Statistics	Instructor	\$52,135	\$53,178	\$1,043
Academic Affairs	Mathematics & Statistics	Assistant Professor	\$362,449	\$312,954	(\$49,494)
Academic Affairs	Mathematics & Statistics	Associate Professor	\$416,442	\$347,579	(\$68,863)
Academic Affairs	Mathematics & Statistics	Fringe Expense Chargeback	\$520,226	\$583,499	\$63,273
Academic Affairs	Mathematics & Statistics	Professor	\$655,223	\$953,977	\$298,754
	<b>Mathematics &amp; Statistics Total</b>		\$2,123,196	\$2,383,533	\$260,337
Academic Affairs	Mechanical & Industrial Engineering	Instructor	\$0	\$61,200	\$61,200
Academic Affairs	Mechanical & Industrial Engineering	Repairs and Maintenance	\$200	\$200	\$0
Academic Affairs	Mechanical & Industrial Engineering	Travel	\$319	\$319	\$0
Academic Affairs	Mechanical & Industrial Engineering	Postage Freight and UPS	\$489	\$489	\$0
Academic Affairs	Mechanical & Industrial Engineering	Supplies	\$4,591	\$4,591	\$0
Academic Affairs	Mechanical & Industrial Engineering	Student Wages	\$4,927	\$4,927	\$0
Academic Affairs	Mechanical & Industrial Engineering	Faculty Travel OEA	\$8,000	\$8,000	\$0
Academic Affairs	Mechanical & Industrial Engineering	Classified Full Time	\$50,396	\$50,396	\$0
Academic Affairs	Mechanical & Industrial Engineering	Assistant Professor	\$328,533	\$267,240	(\$61,293)
Academic Affairs	Mechanical & Industrial Engineering	Associate Professor	\$338,258	\$346,043	\$7,785
Academic Affairs	Mechanical & Industrial Engineering	Fringe Expense Chargeback	\$384,573	\$354,478	(\$30,095)
Academic Affairs	Mechanical & Industrial Engineering	Professor	\$436,749	\$337,861	(\$98,888)
	<b>Mechanical &amp; Industrial Engineering Total</b>		\$1,557,035	\$1,435,744	(\$121,291)
Academic Affairs	NEOUCOM Liaison	Postage Freight and UPS	\$200	\$200	\$0
Academic Affairs	NEOUCOM Liaison	Supplies	\$784	\$784	\$0
Academic Affairs	NEOUCOM Liaison	Business-Related & Entertainment	\$970	\$970	\$0
Academic Affairs	NEOUCOM Liaison	Travel	\$1,000	\$1,000	\$0
Academic Affairs	NEOUCOM Liaison	Miscellaneous	\$2,338	\$2,338	\$0
	<b>NEOUCOM Liaison Total</b>		\$5,292	\$5,292	\$0
Academic Affairs	Physics & Astronomy	Contractual Fees and Services	\$500	\$500	\$0
Academic Affairs	Physics & Astronomy	Postage Freight and UPS	\$1,400	\$1,400	\$0
Academic Affairs	Physics & Astronomy	Supplies	\$3,672	\$3,672	\$0
Academic Affairs	Physics & Astronomy	Faculty Travel OEA	\$6,400	\$6,400	\$0
Academic Affairs	Physics & Astronomy	Student Wages	\$10,026	\$10,026	\$0
Academic Affairs	Physics & Astronomy	Classified Full Time	\$47,841	\$47,841	\$0
Academic Affairs	Physics & Astronomy	Assistant Professor	\$121,200	\$123,624	\$2,424
Academic Affairs	Physics & Astronomy	Associate Professor	\$133,763	\$68,497	(\$65,266)
Academic Affairs	Physics & Astronomy	Fringe Expense Chargeback	\$188,690	\$224,716	\$36,026
Academic Affairs	Physics & Astronomy	Professor	\$257,318	\$429,332	\$172,013
	<b>Physics &amp; Astronomy Total</b>		\$770,811	\$916,008	\$145,197
Academic Affairs	School of Technology	Travel	\$500	\$500	\$0
Academic Affairs	School of Technology	Postage Freight and UPS	\$600	\$300	(\$300)
Academic Affairs	School of Technology	Supplies	\$3,048	\$3,348	\$300
Academic Affairs	School of Technology	Student Wages	\$5,662	\$5,662	\$0
Academic Affairs	School of Technology	Faculty Travel OEA	\$8,800	\$8,800	\$0
Academic Affairs	School of Technology	Classified Full Time	\$50,748	\$32,760	(\$17,988)
Academic Affairs	School of Technology	Professor	\$91,397	\$171,098	\$79,701

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	School of Technology	Instructor	\$103,626	\$105,699	\$2,073
Academic Affairs	School of Technology	Assistant Professor	\$171,466	\$183,227	\$11,761
Academic Affairs	School of Technology	Fringe Expense Chargeback	\$259,412	\$260,970	\$1,558
Academic Affairs	School of Technology	Associate Professor	\$357,237	\$290,227	(\$67,010)
	<b>School of Technology Total</b>		<b>\$1,052,495</b>	<b>\$1,062,591</b>	<b>\$10,095</b>
Academic Affairs	Smith Museum Operation	Supplies	\$4,646	\$25,646	\$21,000
	<b>Smith Museum Operation Total</b>		<b>\$4,646</b>	<b>\$25,646</b>	<b>\$21,000</b>
Academic Affairs	Ward Beecher Planetarium	Supplies	\$285	\$285	\$0
Academic Affairs	Ward Beecher Planetarium	Fringe Expense Chargeback	\$38,874	\$32,885	(\$5,989)
Academic Affairs	Ward Beecher Planetarium	Classified Full Time	\$47,062	\$47,062	\$0
Academic Affairs	Ward Beecher Planetarium	PA Full Time	\$54,186	\$38,000	(\$16,186)
	<b>Ward Beecher Planetarium Total</b>		<b>\$140,407</b>	<b>\$118,232</b>	<b>(\$22,175)</b>
			<b>\$16,407,399</b>	<b>\$17,001,914</b>	<b>\$594,514</b>
Academic Affairs	Career Services	Graduate Assistant Interns	\$0	\$12,900	\$12,900
Academic Affairs	Career Services	Dues and Memberships	\$592	\$592	\$0
Academic Affairs	Career Services	Business-Related & Entertainment	\$890	\$890	\$0
Academic Affairs	Career Services	Telephone	\$1,236	\$1,236	\$0
Academic Affairs	Career Services	Travel	\$1,990	\$1,990	\$0
Academic Affairs	Career Services	Public Relations and Advertising	\$3,398	\$3,398	\$0
Academic Affairs	Career Services	Postage Freight and UPS	\$3,641	\$3,641	\$0
Academic Affairs	Career Services	Student Wages	\$8,695	\$8,695	\$0
Academic Affairs	Career Services	Supplies	\$11,623	\$11,623	\$0
Academic Affairs	Career Services	Classified Full Time	\$49,145	\$0	(\$49,145)
Academic Affairs	Career Services	Fringe Expense Chargeback	\$86,504	\$97,862	\$11,358
Academic Affairs	Career Services	PA Full Time	\$179,489	\$261,573	\$82,084
	<b>Career Services Total</b>		<b>\$347,203</b>	<b>\$404,400</b>	<b>\$57,197</b>
Academic Affairs	Comprehensive Testing Center	Dues and Memberships	\$97	\$97	\$0
Academic Affairs	Comprehensive Testing Center	Supplies	\$331	\$331	\$0
Academic Affairs	Comprehensive Testing Center	Repairs and Maintenance	\$485	\$485	\$0
Academic Affairs	Comprehensive Testing Center	Supplementary Salaries	\$500	\$500	\$0
Academic Affairs	Comprehensive Testing Center	Telephone	\$646	\$646	\$0
Academic Affairs	Comprehensive Testing Center	Occasional Service Payment	\$951	\$951	\$0
Academic Affairs	Comprehensive Testing Center	Postage Freight and UPS	\$1,554	\$1,554	\$0
Academic Affairs	Comprehensive Testing Center	Student Wages	\$4,321	\$4,321	\$0
Academic Affairs	Comprehensive Testing Center	Miscellaneous	\$9,753	\$9,753	\$0
Academic Affairs	Comprehensive Testing Center	Reserve	\$22,000	\$22,000	\$0
Academic Affairs	Comprehensive Testing Center	Fringe Expense Chargeback	\$29,552	\$29,552	\$0
Academic Affairs	Comprehensive Testing Center	PA Full Time	\$78,619	\$78,619	\$0
	<b>Comprehensive Testing Center Total</b>		<b>\$148,809</b>	<b>\$148,809</b>	<b>\$0</b>
Academic Affairs	Counseling Center	Travel	\$1,000	\$1,000	\$0
Academic Affairs	Counseling Center	Supplies	\$5,000	\$5,000	\$0
Academic Affairs	Counseling Center	Fringe Expense Chargeback	\$23,690	\$60,320	\$36,630
Academic Affairs	Counseling Center	PA Full Time	\$64,027	\$163,027	\$99,000
	<b>Counseling Center Total</b>		<b>\$93,717</b>	<b>\$229,347</b>	<b>\$135,630</b>
Academic Affairs	Ctr for Student Progress	Telephone	\$45	\$45	\$0
Academic Affairs	Ctr for Student Progress	Awards Non-Financial Aid	\$97	\$97	\$0
Academic Affairs	Ctr for Student Progress	Business-Related & Entertainment	\$199	\$199	\$0
Academic Affairs	Ctr for Student Progress	Travel	\$931	\$931	\$0
Academic Affairs	Ctr for Student Progress	Public Relations and Advertising	\$1,592	\$1,592	\$0
Academic Affairs	Ctr for Student Progress	Contractual Fees and Services	\$1,791	\$1,791	\$0
Academic Affairs	Ctr for Student Progress	Postage Freight and UPS	\$3,344	\$3,344	\$0
Academic Affairs	Ctr for Student Progress	Supplies	\$8,595	\$8,595	\$0
Academic Affairs	Ctr for Student Progress	Student Wages	\$39,294	\$39,294	\$0
Academic Affairs	Ctr for Student Progress	Task Based Stipends	\$52,360	\$52,360	\$0
Academic Affairs	Ctr for Student Progress	Classified Full Time	\$92,101	\$92,101	\$0
Academic Affairs	Ctr for Student Progress	Fringe Expense Chargeback	\$188,629	\$171,048	(\$17,581)
Academic Affairs	Ctr for Student Progress	Reserve	\$189,262	\$189,262	\$0
Academic Affairs	Ctr for Student Progress	PA Full Time	\$397,851	\$350,336	(\$47,515)
	<b>Ctr for Student Progress Total</b>		<b>\$976,091</b>	<b>\$910,995</b>	<b>(\$65,096)</b>
Academic Affairs	Disability Services	Miscellaneous	\$97	\$97	\$0
Academic Affairs	Disability Services	Travel	\$157	\$157	\$0
Academic Affairs	Disability Services	Student Wages	\$885	\$885	\$0
Academic Affairs	Disability Services	Postage Freight and UPS	\$903	\$903	\$0
Academic Affairs	Disability Services	Dues and Memberships	\$1,456	\$1,456	\$0
Academic Affairs	Disability Services	Telephone	\$2,789	\$2,789	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Academic Affairs	Disability Services	Classified Full Time	\$44,833	\$44,833	\$0
Academic Affairs	Disability Services	Fringe Expense Chargeback	\$49,137	\$49,137	\$0
Academic Affairs	Disability Services	PA Full Time	\$84,215	\$84,215	\$0
Academic Affairs	Disability Services	Contractual Fees and Services	\$100,888	\$100,888	\$0
Academic Affairs	Disability Services	Reserve	\$152,124	\$152,124	\$0
	<b>Disability Services Total</b>		<b>\$437,484</b>	<b>\$437,484</b>	<b>\$0</b>
Academic Affairs	Orientation Program	Repairs and Maintenance	\$971	\$971	\$0
Academic Affairs	Orientation Program	Task Based Stipends	\$1,200	\$1,200	\$0
Academic Affairs	Orientation Program	Public Relations and Advertising	\$4,952	\$4,952	\$0
Academic Affairs	Orientation Program	Miscellaneous	\$9,000	\$9,000	\$0
Academic Affairs	Orientation Program	Postage Freight and UPS	\$9,425	\$9,425	\$0
Academic Affairs	Orientation Program	Supplies	\$23,826	\$23,826	\$0
Academic Affairs	Orientation Program	Business-Related & Entertainment	\$29,845	\$29,845	\$0
Academic Affairs	Orientation Program	Fringe Expense Chargeback	\$33,448	\$33,448	\$0
Academic Affairs	Orientation Program	Classified Full Time	\$42,771	\$42,771	\$0
Academic Affairs	Orientation Program	PA Full Time	\$44,000	\$44,000	\$0
Academic Affairs	Orientation Program	Reserve	\$74,144	\$74,144	\$0
	<b>Orientation Program Total</b>		<b>\$273,582</b>	<b>\$273,582</b>	<b>\$0</b>
Academic Affairs	Student Success	Dues and Memberships	\$0	\$1,942	\$1,942
Academic Affairs	Student Success	Supplementary Salaries	\$0	\$8,540	\$8,540
Academic Affairs	Student Success	Enhancement Reserve	\$0	\$8,874	\$8,874
Academic Affairs	Student Success	Telephone	\$77	\$77	\$0
Academic Affairs	Student Success	Repairs and Maintenance	\$97	\$97	\$0
Academic Affairs	Student Success	Rentals Non Facilities	\$97	\$97	\$0
Academic Affairs	Student Success	Task Based Stipends	\$100	\$100	\$0
Academic Affairs	Student Success	Postage Freight and UPS	\$530	\$1,258	\$728
Academic Affairs	Student Success	Equipment	\$553	\$553	\$0
Academic Affairs	Student Success	Business-Related & Entertainment	\$796	\$4,112	\$3,316
Academic Affairs	Student Success	Contractual Fees and Services	\$1,331	\$1,331	\$0
Academic Affairs	Student Success	Travel	\$1,749	\$4,236	\$2,487
Academic Affairs	Student Success	Student Wages	\$7,381	\$11,346	\$3,965
Academic Affairs	Student Success	Public Relations and Advertising	\$7,574	\$7,574	\$0
Academic Affairs	Student Success	Supplies	\$21,970	\$22,404	\$434
Academic Affairs	Student Success	Classified Part Time >.50 FTE	\$24,510	\$0	(\$24,510)
Academic Affairs	Student Success	Classified Full Time	\$89,519	\$89,519	\$0
Academic Affairs	Student Success	Fringe Expense Chargeback	\$105,593	\$85,932	(\$19,661)
Academic Affairs	Student Success	PA Full Time	\$161,100	\$130,000	(\$31,100)
	<b>Student Success Total</b>		<b>\$422,977</b>	<b>\$377,992</b>	<b>(\$44,985)</b>
Academic Affairs	VP - Student Affairs	Telephone	\$20	\$0	(\$20)
Academic Affairs	VP - Student Affairs	Rentals Non Facilities	\$388	\$0	(\$388)
Academic Affairs	VP - Student Affairs	Recruiting Job Candidates	\$461	\$0	(\$461)
Academic Affairs	VP - Student Affairs	Postage Freight and UPS	\$1,456	\$0	(\$1,456)
Academic Affairs	VP - Student Affairs	Miscellaneous	\$1,942	\$0	(\$1,942)
Academic Affairs	VP - Student Affairs	Dues and Memberships	\$3,884	\$0	(\$3,884)
Academic Affairs	VP - Student Affairs	Travel	\$4,974	\$0	(\$4,974)
Academic Affairs	VP - Student Affairs	Business-Related & Entertainment	\$6,632	\$0	(\$6,632)
Academic Affairs	VP - Student Affairs	Supplies	\$11,056	\$0	(\$11,056)
Academic Affairs	VP - Student Affairs	Student Wages	\$14,272	\$0	(\$14,272)
Academic Affairs	VP - Student Affairs	Enhancement Reserve	\$17,747	\$0	(\$17,747)
Academic Affairs	VP - Student Affairs	Graduate Assistant Interns	\$20,000	\$0	(\$20,000)
Academic Affairs	VP - Student Affairs	Student Activities	\$72,825	\$0	(\$72,825)
Academic Affairs	VP - Student Affairs	Fringe Expense Chargeback	\$131,472	\$0	(\$131,472)
Academic Affairs	VP - Student Affairs	PA Full Time	\$143,630	\$0	(\$143,630)
Academic Affairs	VP - Student Affairs	Classified Full Time	\$149,039	\$0	(\$149,039)
	<b>VP - Student Affairs Total</b>		<b>\$579,798</b>	<b>\$0</b>	<b>(\$579,798)</b>
Academic Affairs	Welcome Week	Repairs and Maintenance	\$97	\$97	\$0
Academic Affairs	Welcome Week	Supplies	\$136	\$136	\$0
Academic Affairs	Welcome Week	Campus Security Services	\$243	\$243	\$0
Academic Affairs	Welcome Week	Rentals Non Facilities	\$243	\$243	\$0
Academic Affairs	Welcome Week	Public Relations and Advertising	\$340	\$340	\$0
Academic Affairs	Welcome Week	Postage Freight and UPS	\$485	\$485	\$0
Academic Affairs	Welcome Week	Business-Related & Entertainment	\$995	\$995	\$0
Academic Affairs	Welcome Week	Publication of University Material	\$1,456	\$1,456	\$0
Academic Affairs	Welcome Week	Contractual Fees and Services	\$11,652	\$11,652	\$0
	<b>Welcome Week Total</b>		<b>\$15,647</b>	<b>\$15,647</b>	<b>\$0</b>

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
			\$3,295,308	\$2,798,256	(\$497,052)
Finance & Business Ops	Central Utility Plant & Distr	Telephone	\$258	\$258	\$0
Finance & Business Ops	Central Utility Plant & Distr	Supplies	\$961	\$961	\$0
Finance & Business Ops	Central Utility Plant & Distr	Classified Overtime	\$968	\$968	\$0
Finance & Business Ops	Central Utility Plant & Distr	Student Wages	\$4,427	\$4,427	\$0
Finance & Business Ops	Central Utility Plant & Distr	Classified Full Time	\$40,040	\$40,040	\$0
Finance & Business Ops	Central Utility Plant & Distr	Fringe Expense Chargeback	\$42,637	\$16,624	(\$26,013)
Finance & Business Ops	Central Utility Plant & Distr	Repairs and Maintenance	\$66,279	\$66,279	\$0
Finance & Business Ops	Central Utility Plant & Distr	PA Full Time	\$70,305	\$0	(\$70,305)
	<b>Central Utility Plant &amp; Distr Total</b>		\$225,875	\$129,557	(\$96,318)
Finance & Business Ops	Delivery Services	Chargebacks Postage	(\$608,000)	(\$608,000)	\$0
Finance & Business Ops	Delivery Services	Supplies	\$961	\$961	\$0
Finance & Business Ops	Delivery Services	Classified Temp Intermittent	\$2,903	\$2,903	\$0
Finance & Business Ops	Delivery Services	Equipment	\$10,326	\$10,326	\$0
Finance & Business Ops	Delivery Services	Student Wages	\$11,435	\$11,435	\$0
Finance & Business Ops	Delivery Services	Repairs and Maintenance	\$21,430	\$21,430	\$0
Finance & Business Ops	Delivery Services	Capital Lease	\$40,000	\$40,000	\$0
Finance & Business Ops	Delivery Services	PA Full Time	\$59,815	\$60,815	\$1,000
Finance & Business Ops	Delivery Services	Fringe Expense Chargeback	\$118,843	\$85,655	(\$33,188)
Finance & Business Ops	Delivery Services	Classified Full Time	\$238,751	\$154,856	(\$83,895)
Finance & Business Ops	Delivery Services	Campus Postage Mgmt Use Only	\$608,000	\$608,000	\$0
	<b>Delivery Services Total</b>		\$504,464	\$388,381	(\$116,083)
Finance & Business Ops	Envir Occupational Health & Safety	Business-Related & Entertainment	\$327	\$327	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Rentals Non Facilities	\$529	\$529	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Postage Freight and UPS	\$769	\$769	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Travel	\$1,309	\$1,309	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Dues and Memberships	\$1,442	\$1,442	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Telephone	\$2,797	\$2,797	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Miscellaneous	\$9,615	\$9,615	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Student Wages	\$12,689	\$12,689	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Repairs and Maintenance	\$26,000	\$26,000	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Supplies	\$26,444	\$26,444	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Reserve	\$38,459	\$38,459	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Contractual Fees and Services	\$43,267	\$43,267	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Classified Full Time	\$90,540	\$90,540	\$0
Finance & Business Ops	Envir Occupational Health & Safety	Fringe Expense Chargeback	\$118,972	\$118,972	\$0
Finance & Business Ops	Envir Occupational Health & Safety	PA Full Time	\$221,951	\$221,951	\$0
	<b>Envir Occupational Health &amp; Safety Total</b>		\$595,110	\$595,110	\$0
Finance & Business Ops	Facilities Maintenance	Chargebacks Repairs and Maintenance	(\$176,950)	(\$176,950)	\$0
Finance & Business Ops	Facilities Maintenance	PA Part Time >.75 FTE	\$0	\$48,000	\$48,000
Finance & Business Ops	Facilities Maintenance	Miscellaneous	\$481	\$481	\$0
Finance & Business Ops	Facilities Maintenance	Business-Related & Entertainment	\$654	\$654	\$0
Finance & Business Ops	Facilities Maintenance	Dues and Memberships	\$1,000	\$1,000	\$0
Finance & Business Ops	Facilities Maintenance	Public Relations and Advertising	\$1,827	\$1,827	\$0
Finance & Business Ops	Facilities Maintenance	Postage Freight and UPS	\$2,211	\$2,211	\$0
Finance & Business Ops	Facilities Maintenance	Taxable Fringes	\$2,400	\$2,400	\$0
Finance & Business Ops	Facilities Maintenance	Travel	\$5,301	\$5,301	\$0
Finance & Business Ops	Facilities Maintenance	Telephone	\$7,422	\$7,422	\$0
Finance & Business Ops	Facilities Maintenance	Rentals Non Facilities	\$7,481	\$7,481	\$0
Finance & Business Ops	Facilities Maintenance	Classified Temp Intermittent	\$12,581	\$12,581	\$0
Finance & Business Ops	Facilities Maintenance	Electricity	\$12,750	\$12,750	\$0
Finance & Business Ops	Facilities Maintenance	Classified Overtime	\$21,969	\$21,969	\$0
Finance & Business Ops	Facilities Maintenance	Equipment	\$38,459	\$38,459	\$0
Finance & Business Ops	Facilities Maintenance	Student Wages	\$45,535	\$45,535	\$0
Finance & Business Ops	Facilities Maintenance	Contractual Fees and Services	\$74,037	\$474,037	\$400,000
Finance & Business Ops	Facilities Maintenance	Buildings	\$75,000	\$75,000	\$0
Finance & Business Ops	Facilities Maintenance	Supplies	\$100,120	\$100,120	\$0
Finance & Business Ops	Facilities Maintenance	Repairs and Maintenance	\$276,701	\$276,701	\$0
Finance & Business Ops	Facilities Maintenance	Maintenance Service Agreements	\$400,000	\$400,000	\$0
Finance & Business Ops	Facilities Maintenance	PA Full Time	\$665,544	\$677,179	\$11,635
Finance & Business Ops	Facilities Maintenance	Fringe Expense Chargeback	\$759,808	\$793,687	\$33,879
Finance & Business Ops	Facilities Maintenance	Classified Full Time	\$1,249,311	\$1,278,847	\$29,536
	<b>Facilities Maintenance Total</b>		\$3,583,642	\$4,106,692	\$523,050
Finance & Business Ops	Grounds	Chargebacks Utilities	(\$36,171)	(\$36,171)	\$0
Finance & Business Ops	Grounds	Chargebacks Repairs and Maintenance	(\$34,600)	(\$34,600)	\$0

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Finance & Business Ops	Grounds	Chargebacks Supplies	(\$700)	(\$700)	\$0
Finance & Business Ops	Grounds	Postage Freight and UPS	\$96	\$96	\$0
Finance & Business Ops	Grounds	Public Relations and Advertising	\$144	\$144	\$0
Finance & Business Ops	Grounds	Dues and Memberships	\$207	\$207	\$0
Finance & Business Ops	Grounds	Travel	\$262	\$262	\$0
Finance & Business Ops	Grounds	Miscellaneous	\$481	\$481	\$0
Finance & Business Ops	Grounds	Contractual Fees and Services	\$961	\$961	\$0
Finance & Business Ops	Grounds	Rentals Non Facilities	\$961	\$961	\$0
Finance & Business Ops	Grounds	Telephone	\$1,095	\$1,095	\$0
Finance & Business Ops	Grounds	Equipment	\$4,807	\$4,807	\$0
Finance & Business Ops	Grounds	Repairs and Maintenance	\$19,550	\$19,550	\$0
Finance & Business Ops	Grounds	Classified Overtime	\$20,032	\$20,032	\$0
Finance & Business Ops	Grounds	Student Wages	\$36,710	\$36,710	\$0
Finance & Business Ops	Grounds	Supplies	\$46,017	\$46,017	\$0
Finance & Business Ops	Grounds	PA Full Time	\$64,133	\$64,133	\$0
Finance & Business Ops	Grounds	Waste Collection	\$88,807	\$88,807	\$0
Finance & Business Ops	Grounds	Fringe Expense Chargeback	\$226,593	\$226,593	\$0
Finance & Business Ops	Grounds	Classified Full Time	\$482,536	\$482,536	\$0
	<b>Grounds Total</b>		\$921,921	\$921,921	\$0
Finance & Business Ops	Institution Wide-Insurance	General Insurance	\$487,000	\$450,000	(\$37,000)
	<b>Institution Wide-Insurance Total</b>		\$487,000	\$450,000	(\$37,000)
Finance & Business Ops	Janitorial Services	Chargebacks Repairs and Maintenance	(\$50,706)	(\$50,706)	\$0
Finance & Business Ops	Janitorial Services	Rentals Non Facilities	\$192	\$192	\$0
Finance & Business Ops	Janitorial Services	Telephone	\$921	\$921	\$0
Finance & Business Ops	Janitorial Services	Equipment	\$961	\$961	\$0
Finance & Business Ops	Janitorial Services	Student Wages	\$45,336	\$45,336	\$0
Finance & Business Ops	Janitorial Services	PA Full Time	\$53,142	\$53,142	\$0
Finance & Business Ops	Janitorial Services	Fringe Expense Chargeback	\$55,414	\$47,793	(\$7,621)
Finance & Business Ops	Janitorial Services	Classified Full Time	\$83,709	\$64,658	(\$19,051)
Finance & Business Ops	Janitorial Services	Supplies	\$160,000	\$160,000	\$0
Finance & Business Ops	Janitorial Services	Maintenance Service Agreements	\$1,680,000	\$1,680,000	\$0
	<b>Janitorial Services Total</b>		\$2,028,969	\$2,002,297	(\$26,672)
Finance & Business Ops	Motor Pool	Chargebacks Supplies	(\$62,000)	(\$62,000)	\$0
Finance & Business Ops	Motor Pool	Chargebacks Repairs and Maintenance	(\$4,500)	(\$4,500)	\$0
Finance & Business Ops	Motor Pool	Chargebacks Rentals Non Facilities	(\$3,000)	(\$3,000)	\$0
Finance & Business Ops	Motor Pool	Rentals Non Facilities	\$3,000	\$3,000	\$0
Finance & Business Ops	Motor Pool	Classified Overtime	\$3,778	\$3,778	\$0
Finance & Business Ops	Motor Pool	Student Wages	\$11,324	\$11,324	\$0
Finance & Business Ops	Motor Pool	Fringe Expense Chargeback	\$18,752	\$18,752	\$0
Finance & Business Ops	Motor Pool	Vehicles	\$25,000	\$25,000	\$0
Finance & Business Ops	Motor Pool	Repairs and Maintenance	\$33,500	\$33,500	\$0
Finance & Business Ops	Motor Pool	Classified Full Time	\$41,687	\$41,687	\$0
Finance & Business Ops	Motor Pool	Supplies	\$117,906	\$117,906	\$0
	<b>Motor Pool Total</b>		\$185,447	\$185,447	\$0
Finance & Business Ops	Printing Services	Chargeback Print Service Supplies	(\$123,353)	(\$123,353)	\$0
Finance & Business Ops	Printing Services	Chargebacks Repairs and Maintenance	(\$24,511)	(\$24,511)	\$0
Finance & Business Ops	Printing Services	Chargebacks Rentals Non Facilities	(\$9,090)	(\$9,090)	\$0
Finance & Business Ops	Printing Services	Chargebacks Supplies	(\$8,940)	(\$8,940)	\$0
Finance & Business Ops	Printing Services	Chargebacks Publication of Univ Mat	(\$6,892)	(\$6,892)	\$0
Finance & Business Ops	Printing Services	Postage Freight and UPS	\$250	\$250	\$0
Finance & Business Ops	Printing Services	Telephone	\$521	\$521	\$0
Finance & Business Ops	Printing Services	Dues and Memberships	\$550	\$550	\$0
Finance & Business Ops	Printing Services	Travel	\$1,700	\$1,700	\$0
Finance & Business Ops	Printing Services	Publication of University Material	\$4,216	\$4,216	\$0
Finance & Business Ops	Printing Services	Supplies	\$12,895	\$12,895	\$0
Finance & Business Ops	Printing Services	Rentals Non Facilities	\$14,238	\$14,238	\$0
Finance & Business Ops	Printing Services	Student Wages	\$22,021	\$22,021	\$0
Finance & Business Ops	Printing Services	Repairs and Maintenance	\$28,505	\$28,505	\$0
Finance & Business Ops	Printing Services	Equipment	\$28,600	\$28,600	\$0
Finance & Business Ops	Printing Services	PA Full Time	\$63,882	\$63,882	\$0
Finance & Business Ops	Printing Services	Fringe Expense Chargeback	\$90,144	\$90,144	\$0
Finance & Business Ops	Printing Services	Printing Service Supplies	\$95,953	\$95,953	\$0
Finance & Business Ops	Printing Services	Classified Full Time	\$163,517	\$163,517	\$0
	<b>Printing Services Total</b>		\$354,206	\$354,206	\$0
			\$8,886,634	\$9,133,611	\$246,977

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Finance & Business Ops	Banking & Investment Services	Supplies	\$200	\$0	(\$200)
Finance & Business Ops	Banking & Investment Services	Bank Fees	\$75,000	\$70,000	(\$5,000)
Finance & Business Ops	Banking & Investment Services	Contractual Fees and Services	\$120,000	\$50,000	(\$70,000)
	<b>Banking &amp; Investment Services Total</b>		<b>\$195,200</b>	<b>\$120,000</b>	<b>(\$75,200)</b>
Finance & Business Ops	Budget Planning&Treasury Operation	Cell Phone	\$954	\$0	(\$954)
Finance & Business Ops	Budget Planning&Treasury Operation	Supplies	\$1,023	\$1,023	\$0
Finance & Business Ops	Budget Planning&Treasury Operation	Travel	\$1,326	\$300	(\$1,026)
Finance & Business Ops	Budget Planning&Treasury Operation	Student Wages	\$3,282	\$3,282	\$0
Finance & Business Ops	Budget Planning&Treasury Operation	Fringe Expense Chargeback	\$24,571	\$24,571	\$0
Finance & Business Ops	Budget Planning&Treasury Operation	PA Full Time	\$65,964	\$65,964	\$0
	<b>Budget Planning&amp;Treasury Operations Total</b>		<b>\$97,120</b>	<b>\$95,140</b>	<b>(\$1,980)</b>
Finance & Business Ops	Collection Expenses	Supplies	\$3,000	\$0	(\$3,000)
Finance & Business Ops	Collection Expenses	Postage Freight and UPS	\$5,000	\$0	(\$5,000)
Finance & Business Ops	Collection Expenses	Collection Expense	\$10,000	\$0	(\$10,000)
Finance & Business Ops	Collection Expenses	Miscellaneous	\$10,430	\$0	(\$10,430)
Finance & Business Ops	Collection Expenses	Contractual Fees and Services	\$15,000	\$0	(\$15,000)
	<b>Collection Expenses Total</b>		<b>\$43,430</b>	<b>\$0</b>	<b>(\$43,430)</b>
Finance & Business Ops	Controller's Office	Dues and Memberships	\$100	\$100	\$0
Finance & Business Ops	Controller's Office	Telephone	\$100	\$100	\$0
Finance & Business Ops	Controller's Office	Postage Freight and UPS	\$200	\$200	\$0
Finance & Business Ops	Controller's Office	Subscriptions Books and Reports	\$2,000	\$2,000	\$0
Finance & Business Ops	Controller's Office	Professional Development w/o Travel	\$2,500	\$2,500	\$0
Finance & Business Ops	Controller's Office	Official Business Travel	\$5,500	\$1,000	(\$4,500)
Finance & Business Ops	Controller's Office	Supplies	\$13,000	\$12,000	(\$1,000)
Finance & Business Ops	Controller's Office	Student Wages	\$15,000	\$15,000	\$0
Finance & Business Ops	Controller's Office	Classified Full Time	\$270,406	\$200,217	(\$70,189)
Finance & Business Ops	Controller's Office	Fringe Expense Chargeback	\$296,897	\$294,479	(\$2,418)
Finance & Business Ops	Controller's Office	PA Full Time	\$508,068	\$577,415	\$69,347
	<b>Controller's Office Total</b>		<b>\$1,113,771</b>	<b>\$1,105,011</b>	<b>(\$8,760)</b>
Finance & Business Ops	Internal Audit & Risk Management	Fringe Expense Chargeback	\$0	\$29,600	\$29,600
Finance & Business Ops	Internal Audit & Risk Management	PA Full Time	\$0	\$80,000	\$80,000
	<b>Internal Audit &amp; Risk Management Total</b>		<b>\$0</b>	<b>\$109,600</b>	<b>\$109,600</b>
Finance & Business Ops	Payroll	Professional Development w/o Travel	\$1,000	\$0	(\$1,000)
Finance & Business Ops	Payroll	Official Business Travel	\$2,500	\$0	(\$2,500)
Finance & Business Ops	Payroll	Supplies	\$3,000	\$3,000	\$0
Finance & Business Ops	Payroll	Postage Freight and UPS	\$4,000	\$4,000	\$0
Finance & Business Ops	Payroll	Student Wages	\$5,000	\$0	(\$5,000)
Finance & Business Ops	Payroll	Classified Part Time >.50 FTE	\$34,922	\$34,922	\$0
Finance & Business Ops	Payroll	PA Full Time	\$55,000	\$55,000	\$0
Finance & Business Ops	Payroll	Fringe Expense Chargeback	\$76,086	\$75,836	(\$250)
Finance & Business Ops	Payroll	Classified Full Time	\$103,792	\$103,792	\$0
	<b>Payroll Total</b>		<b>\$285,300</b>	<b>\$276,550</b>	<b>(\$8,750)</b>
Finance & Business Ops	Procurement Services	Telephone	\$20	\$20	\$0
Finance & Business Ops	Procurement Services	Dues and Memberships	\$1,100	\$1,100	\$0
Finance & Business Ops	Procurement Services	Official Business Travel	\$3,500	\$3,500	\$0
Finance & Business Ops	Procurement Services	Supplies	\$10,000	\$10,000	\$0
Finance & Business Ops	Procurement Services	Postage Freight and UPS	\$11,000	\$11,000	\$0
Finance & Business Ops	Procurement Services	Student Wages	\$16,000	\$7,000	(\$9,000)
Finance & Business Ops	Procurement Services	Softwre Licenses Maint & Other Fees	\$48,000	\$48,000	\$0
Finance & Business Ops	Procurement Services	PA Full Time	\$94,626	\$108,908	\$14,282
Finance & Business Ops	Procurement Services	Fringe Expense Chargeback	\$199,667	\$182,860	(\$16,807)
Finance & Business Ops	Procurement Services	Classified Full Time	\$409,639	\$355,536	(\$54,103)
	<b>Procurement Services Total</b>		<b>\$793,552</b>	<b>\$727,924</b>	<b>(\$65,628)</b>
Finance & Business Ops	University Bursar	Collection Expense	\$0	\$2,000	\$2,000
Finance & Business Ops	University Bursar	Miscellaneous	\$0	\$10,430	\$10,430
Finance & Business Ops	University Bursar	Contractual Fees and Services	\$0	\$28,000	\$28,000
Finance & Business Ops	University Bursar	Telephone	\$161	\$0	(\$161)
Finance & Business Ops	University Bursar	Currency Transportation	\$8,480	\$0	(\$8,480)
Finance & Business Ops	University Bursar	Supplies	\$8,673	\$4,000	(\$4,673)
Finance & Business Ops	University Bursar	Student Wages	\$9,229	\$19,000	\$9,771
Finance & Business Ops	University Bursar	Classified Temp Intermittent	\$13,344	\$13,344	\$0
Finance & Business Ops	University Bursar	Classified Part Time >.50 FTE	\$24,104	\$24,104	\$0
Finance & Business Ops	University Bursar	Postage Freight and UPS	\$25,366	\$25,366	\$0
Finance & Business Ops	University Bursar	PA Full Time	\$249,849	\$212,395	(\$37,454)
Finance & Business Ops	University Bursar	Fringe Expense Chargeback	\$313,892	\$286,173	(\$27,719)

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Finance & Business Ops	University Bursar	Classified Full Time	\$521,021	\$485,147	(\$35,874)
	<b>University Bursar Total</b>		\$1,174,119	\$1,109,959	(\$64,160)
Finance & Business Ops	VP - Finance & Business Operations	Postage Freight and UPS	\$481	\$400	(\$81)
Finance & Business Ops	VP - Finance & Business Operations	Publication of University Material	\$577	\$0	(\$577)
Finance & Business Ops	VP - Finance & Business Operations	Dues and Memberships	\$1,635	\$1,635	\$0
Finance & Business Ops	VP - Finance & Business Operations	Travel	\$3,606	\$1,000	(\$2,606)
Finance & Business Ops	VP - Finance & Business Operations	Supplies	\$6,309	\$6,309	\$0
Finance & Business Ops	VP - Finance & Business Operations	Recruiting Job Candidates	\$12,594	\$5,000	(\$7,594)
Finance & Business Ops	VP - Finance & Business Operations	Classified Full Time	\$31,394	\$31,394	\$0
Finance & Business Ops	VP - Finance & Business Operations	Reserve	\$37,570	\$20,000	(\$17,570)
Finance & Business Ops	VP - Finance & Business Operations	Fringe Expense Chargeback	\$66,141	\$71,758	\$5,617
Finance & Business Ops	VP - Finance & Business Operations	PA Full Time	\$144,820	\$160,000	\$15,180
	<b>VP - Finance &amp; Business Operations Total</b>		\$305,127	\$297,496	(\$7,631)
			\$4,007,619	\$3,841,680	(\$165,939)
Finance & Business Ops	Inst Wide-Salary Adjustments	Reserve	\$150,000	\$125,000	(\$25,000)
	<b>Inst Wide-Salary Adjustments Total</b>		\$150,000	\$125,000	(\$25,000)
Finance & Business Ops	Institution Wide-Administration	Reserve for Uncollected Income	(\$3,215,776)	\$0	\$3,215,776
Finance & Business Ops	Institution Wide-Administration	Transfers Capital Improvements	\$120,000	\$25,000	(\$95,000)
Finance & Business Ops	Institution Wide-Administration	Transfers Current Allocated	\$633,000	\$350,000	(\$283,000)
Finance & Business Ops	Institution Wide-Administration	Transfers Other	\$3,514,211	\$3,613,858	\$99,647
Finance & Business Ops	Institution Wide-Administration	Transfers Auxiliaries	\$13,540,633	\$13,748,519	\$207,886
	<b>Institution Wide-Administration Total</b>		\$14,592,068	\$17,737,377	\$3,145,309
Finance & Business Ops	Institution Wide-Budget	Vacancy Savings	\$0	(\$199,149)	(\$199,149)
Finance & Business Ops	Institution Wide-Budget	Contractual Fees and Services	\$170,000	\$0	(\$170,000)
Finance & Business Ops	Institution Wide-Budget	Reserve	\$3,000,000	\$0	(\$3,000,000)
	<b>Institution Wide-Budget Total</b>		\$3,170,000	(\$199,149)	(\$3,369,149)
Finance & Business Ops	Institution Wide-Financial Services	Miscellaneous	\$25,000	\$25,000	\$0
Finance & Business Ops	Institution Wide-Financial Services	Dues and Memberships	\$100,000	\$100,000	\$0
Finance & Business Ops	Institution Wide-Financial Services	External Audit	\$200,000	\$200,000	\$0
Finance & Business Ops	Institution Wide-Financial Services	Internal Audit	\$225,000	\$75,000	(\$150,000)
Finance & Business Ops	Institution Wide-Financial Services	Research Incentive Transfer	\$234,898	\$234,898	\$0
Finance & Business Ops	Institution Wide-Financial Services	Contractual Fees and Services	\$257,482	\$257,482	\$0
Finance & Business Ops	Institution Wide-Financial Services	Bad Debt	\$1,100,000	\$1,100,000	\$0
	<b>Institution Wide-Financial Services Total</b>		\$2,142,380	\$1,992,380	(\$150,000)
			\$20,054,448	\$19,655,608	(\$398,840)
Finance & Business Ops	Chief Technology Officer	Dues and Memberships	\$497	\$497	\$0
Finance & Business Ops	Chief Technology Officer	Travel	\$667	\$667	\$0
Finance & Business Ops	Chief Technology Officer	Telephone	\$1,907	\$1,907	\$0
Finance & Business Ops	Chief Technology Officer	Miscellaneous	\$2,982	\$2,982	\$0
Finance & Business Ops	Chief Technology Officer	Supplies	\$8,745	\$8,745	\$0
Finance & Business Ops	Chief Technology Officer	Supplementary Salaries	\$15,000	\$15,000	\$0
Finance & Business Ops	Chief Technology Officer	Student Wages	\$32,286	\$32,286	\$0
Finance & Business Ops	Chief Technology Officer	Classified Full Time	\$95,351	\$95,351	\$0
Finance & Business Ops	Chief Technology Officer	Fringe Expense Chargeback	\$95,518	\$95,518	\$0
Finance & Business Ops	Chief Technology Officer	PA Full Time	\$143,820	\$143,820	\$0
	<b>Chief Technology Officer Total</b>		\$396,773	\$396,773	\$0
Finance & Business Ops	Computer Services	Repairs and Maintenance	\$307	\$307	\$0
Finance & Business Ops	Computer Services	Postage Freight and UPS	\$398	\$398	\$0
Finance & Business Ops	Computer Services	Dues and Memberships	\$497	\$497	\$0
Finance & Business Ops	Computer Services	Public Relations and Advertising	\$1,193	\$1,193	\$0
Finance & Business Ops	Computer Services	Equipment	\$3,977	\$3,977	\$0
Finance & Business Ops	Computer Services	Telephone	\$5,647	\$5,647	\$0
Finance & Business Ops	Computer Services	Classified Overtime	\$8,701	\$8,701	\$0
Finance & Business Ops	Computer Services	Travel	\$10,637	\$10,637	\$0
Finance & Business Ops	Computer Services	Student Wages	\$24,646	\$24,646	\$0
Finance & Business Ops	Computer Services	Supplies	\$49,354	\$49,354	\$0
Finance & Business Ops	Computer Services	Contractual Fees and Services	\$150,000	\$150,000	\$0
Finance & Business Ops	Computer Services	PA Full Time	\$198,485	\$195,110	(\$3,375)
Finance & Business Ops	Computer Services	Rentals Non Facilities	\$259,945	\$259,945	\$0
Finance & Business Ops	Computer Services	Fringe Expense Chargeback	\$363,390	\$243,459	(\$119,931)
Finance & Business Ops	Computer Services	Classified Full Time	\$713,096	\$416,390	(\$296,706)
	<b>Computer Services Total</b>		\$1,790,273	\$1,370,261	(\$420,012)
Finance & Business Ops	Electronics Maintenance Services	Chargebacks Misc Merchandise	(\$45,000)	(\$45,000)	\$0
Finance & Business Ops	Electronics Maintenance Services	Postage Freight and UPS	\$199	\$199	\$0
Finance & Business Ops	Electronics Maintenance Services	Rentals Non Facilities	\$649	\$649	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Finance & Business Ops	Electronics Maintenance Services	Travel	\$995	\$995	\$0
Finance & Business Ops	Electronics Maintenance Services	Telephone	\$1,697	\$1,697	\$0
Finance & Business Ops	Electronics Maintenance Services	Repairs and Maintenance	\$8,330	\$8,330	\$0
Finance & Business Ops	Electronics Maintenance Services	Equipment	\$12,427	\$12,427	\$0
Finance & Business Ops	Electronics Maintenance Services	Student Wages	\$12,546	\$12,546	\$0
Finance & Business Ops	Electronics Maintenance Services	Supplies	\$12,868	\$12,868	\$0
Finance & Business Ops	Electronics Maintenance Services	Miscellaneous Merchandise	\$45,000	\$45,000	\$0
Finance & Business Ops	Electronics Maintenance Services	PA Full Time	\$71,331	\$71,331	\$0
Finance & Business Ops	Electronics Maintenance Services	Fringe Expense Chargeback	\$149,928	\$149,928	\$0
Finance & Business Ops	Electronics Maintenance Services	Classified Full Time	\$307,271	\$307,271	\$0
	<b>Electronics Maintenance Services Total</b>		\$578,241	\$578,241	\$0
Finance & Business Ops	ERP Programming &Application Desig	Classified Full Time	\$0	\$314,518	\$314,518
Finance & Business Ops	ERP Programming &Application Desig	Equipment	\$5,000	\$5,000	\$0
Finance & Business Ops	ERP Programming &Application Desig	Contractual Fees and Services	\$5,000	\$5,000	\$0
Finance & Business Ops	ERP Programming &Application Desig	Fringe Expense Chargeback	\$54,651	\$154,667	\$100,016
Finance & Business Ops	ERP Programming &Application Desig	PA Full Time	\$147,705	\$78,000	(\$69,705)
	<b>ERP Programming &amp;Application Design Total</b>		\$212,356	\$557,185	\$344,829
Finance & Business Ops	ITS Operations	Chargebacks Telephone	(\$125,000)	(\$125,000)	\$0
Finance & Business Ops	ITS Operations	Reserve for Uncollected Income	\$1,988	\$1,988	\$0
Finance & Business Ops	ITS Operations	Travel	\$2,200	\$2,200	\$0
Finance & Business Ops	ITS Operations	Equipment	\$5,000	\$5,000	\$0
Finance & Business Ops	ITS Operations	Softwre Licenses Maint & Other Fees	\$8,000	\$8,000	\$0
Finance & Business Ops	ITS Operations	Classified Overtime	\$9,000	\$9,000	\$0
Finance & Business Ops	ITS Operations	Telephone	\$22,515	\$22,515	\$0
Finance & Business Ops	ITS Operations	Repairs and Maintenance	\$45,000	\$45,000	\$0
Finance & Business Ops	ITS Operations	Supplies	\$64,912	\$64,912	\$0
Finance & Business Ops	ITS Operations	Dues and Memberships	\$70,000	\$70,000	\$0
Finance & Business Ops	ITS Operations	Contractual Fees and Services	\$74,022	\$74,022	\$0
Finance & Business Ops	ITS Operations	PA Full Time	\$138,650	\$264,067	\$125,417
Finance & Business Ops	ITS Operations	Telephone Access Charge	\$200,000	\$200,000	\$0
Finance & Business Ops	ITS Operations	Fringe Expense Chargeback	\$404,347	\$412,851	\$8,504
Finance & Business Ops	ITS Operations	Classified Full Time	\$873,614	\$778,865	(\$94,749)
	<b>ITS Operations Total</b>		\$1,794,248	\$1,833,420	\$39,172
Finance & Business Ops	Media & Academic Computing	Chargebacks Supplies	(\$5,000)	(\$5,000)	\$0
Finance & Business Ops	Media & Academic Computing	Classified Temp Intermittent	\$0	\$22,000	\$22,000
Finance & Business Ops	Media & Academic Computing	Softwre Licenses Maint & Other Fees	\$0	\$60,000	\$60,000
Finance & Business Ops	Media & Academic Computing	Dues and Memberships	\$149	\$149	\$0
Finance & Business Ops	Media & Academic Computing	Telephone	\$249	\$249	\$0
Finance & Business Ops	Media & Academic Computing	Postage Freight and UPS	\$249	\$249	\$0
Finance & Business Ops	Media & Academic Computing	Classified Overtime	\$4,786	\$4,786	\$0
Finance & Business Ops	Media & Academic Computing	Rentals Non Facilities	\$4,801	\$4,801	\$0
Finance & Business Ops	Media & Academic Computing	Miscellaneous	\$7,443	\$7,443	\$0
Finance & Business Ops	Media & Academic Computing	Equipment	\$9,708	\$9,708	\$0
Finance & Business Ops	Media & Academic Computing	Travel	\$11,474	\$11,474	\$0
Finance & Business Ops	Media & Academic Computing	Repairs and Maintenance	\$15,508	\$15,508	\$0
Finance & Business Ops	Media & Academic Computing	Instructional Equipment	\$25,562	\$25,562	\$0
Finance & Business Ops	Media & Academic Computing	Classified Part Time >.50 FTE	\$55,374	\$55,374	\$0
Finance & Business Ops	Media & Academic Computing	Student Wages	\$160,782	\$160,782	\$0
Finance & Business Ops	Media & Academic Computing	Supplies	\$180,607	\$180,607	\$0
Finance & Business Ops	Media & Academic Computing	PA Full Time	\$182,929	\$250,654	\$67,725
Finance & Business Ops	Media & Academic Computing	Fringe Expense Chargeback	\$439,972	\$445,037	\$5,065
Finance & Business Ops	Media & Academic Computing	Classified Full Time	\$850,462	\$788,379	(\$62,083)
	<b>Media &amp; Academic Computing Total</b>		\$1,945,055	\$2,037,762	\$92,707
Finance & Business Ops	Microsoft Agreement	Softwre Licenses Maint & Other Fees	\$186,481	\$186,481	\$0
	<b>Microsoft Agreement Total</b>		\$186,481	\$186,481	\$0
Finance & Business Ops	Network Security	Postage Freight and UPS	\$99	\$99	\$0
Finance & Business Ops	Network Security	Dues and Memberships	\$298	\$298	\$0
Finance & Business Ops	Network Security	Classified Overtime	\$479	\$479	\$0
Finance & Business Ops	Network Security	Supplies	\$1,247	\$1,247	\$0
Finance & Business Ops	Network Security	Travel	\$2,719	\$2,719	\$0
Finance & Business Ops	Network Security	Rentals Non Facilities	\$8,072	\$8,072	\$0
Finance & Business Ops	Network Security	Student Wages	\$11,556	\$11,556	\$0
Finance & Business Ops	Network Security	Repairs and Maintenance	\$45,148	\$45,148	\$0
Finance & Business Ops	Network Security	Fringe Expense Chargeback	\$53,592	\$37,955	(\$15,637)
Finance & Business Ops	Network Security	Classified Full Time	\$55,687	\$0	(\$55,687)



## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
Finance & Business Ops	Network Security	PA Full Time	\$82,560	\$100,500	\$17,940
	<b>Network Security Total</b>		\$261,457	\$208,073	(\$53,384)
			\$7,164,884	\$7,168,196	\$3,312
Finance & Business Ops	Institution Wide-Utilities	Chargebacks Utilities	(\$880,000)	(\$880,000)	\$0
Finance & Business Ops	Institution Wide-Utilities	Natural Gas	\$190,000	\$197,124	\$7,124
Finance & Business Ops	Institution Wide-Utilities	Water	\$450,000	\$475,000	\$25,000
Finance & Business Ops	Institution Wide-Utilities	Debt Services	\$1,179,666	\$538,560	(\$641,106)
Finance & Business Ops	Institution Wide-Utilities	Steam	\$3,100,000	\$1,300,000	(\$1,800,000)
Finance & Business Ops	Institution Wide-Utilities	Electricity	\$3,500,000	\$3,400,000	(\$100,000)
	<b>Institution Wide-Utilities Total</b>		\$7,539,666	\$5,030,684	(\$2,508,982)
			\$7,539,666	\$5,030,684	(\$2,508,982)
Legal Affairs & HR	Equal Opportunity & Policy Complian	Official Business Travel	\$0	\$2,000	\$2,000
Legal Affairs & HR	Equal Opportunity & Policy Complian	Office Supplies and Small Equipment	\$0	\$4,000	\$4,000
Legal Affairs & HR	Equal Opportunity & Policy Complian	Publication of University Material	\$0	\$4,500	\$4,500
Legal Affairs & HR	Equal Opportunity & Policy Complian	Contractual Fees and Services	\$2,500	\$2,500	\$0
Legal Affairs & HR	Equal Opportunity & Policy Complian	Fringe Expense Chargeback	\$37,000	\$40,700	\$3,700
Legal Affairs & HR	Equal Opportunity & Policy Complian	PA Full Time	\$100,000	\$110,000	\$10,000
	<b>Equal Opportunity &amp; Policy Complian Total</b>		\$139,500	\$163,700	\$24,200
Legal Affairs & HR	General Counsel	Business-Related & Entertainment	\$464	\$464	\$0
Legal Affairs & HR	General Counsel	Postage Freight and UPS	\$800	\$800	\$0
Legal Affairs & HR	General Counsel	Dues and Memberships	\$1,599	\$1,599	\$0
Legal Affairs & HR	General Counsel	Travel	\$3,400	\$3,400	\$0
Legal Affairs & HR	General Counsel	Supplies	\$4,000	\$4,000	\$0
Legal Affairs & HR	General Counsel	Classified Full Time	\$103,123	\$103,123	\$0
Legal Affairs & HR	General Counsel	Fringe Expense Chargeback	\$130,349	\$141,149	\$10,800
Legal Affairs & HR	General Counsel	PA Full Time	\$240,809	\$270,000	\$29,191
	<b>General Counsel Total</b>		\$484,544	\$524,535	\$39,991
Legal Affairs & HR	Institution Wide-Legal	Legal Fees	\$296,049	\$250,000	(\$46,049)
	<b>Institution Wide-Legal Total</b>		\$296,049	\$250,000	(\$46,049)
			\$920,093	\$938,235	\$18,142
Legal Affairs & HR	Human Resources	Classified Temp Intermittent	\$243	\$243	\$0
Legal Affairs & HR	Human Resources	Equipment	\$697	\$697	\$0
Legal Affairs & HR	Human Resources	Dues and Memberships	\$1,231	\$1,231	\$0
Legal Affairs & HR	Human Resources	Miscellaneous	\$2,428	\$2,428	\$0
Legal Affairs & HR	Human Resources	Business-Related & Entertainment	\$2,657	\$2,657	\$0
Legal Affairs & HR	Human Resources	Postage Freight and UPS	\$2,719	\$2,719	\$0
Legal Affairs & HR	Human Resources	Classified Overtime	\$3,387	\$3,387	\$0
Legal Affairs & HR	Human Resources	Travel	\$3,665	\$3,665	\$0
Legal Affairs & HR	Human Resources	Supplementary Salaries	\$4,353	\$4,353	\$0
Legal Affairs & HR	Human Resources	PA Part Time <.75 FTE	\$11,016	\$11,016	\$0
Legal Affairs & HR	Human Resources	Contractual Fees and Services	\$12,284	\$12,284	\$0
Legal Affairs & HR	Human Resources	Supplies	\$19,352	\$19,352	\$0
Legal Affairs & HR	Human Resources	Classified Full Time	\$301,622	\$296,795	(\$4,827)
Legal Affairs & HR	Human Resources	Fringe Expense Chargeback	\$313,169	\$349,232	\$36,063
Legal Affairs & HR	Human Resources	PA Full Time	\$507,970	\$610,654	\$102,684
	<b>Human Resources Total</b>		\$1,186,793	\$1,320,713	\$133,920
Legal Affairs & HR	Inst Wide-Fac Staff Recognition Prg	Postage Freight and UPS	\$96	\$96	\$0
Legal Affairs & HR	Inst Wide-Fac Staff Recognition Prg	Contractual Fees and Services	\$154	\$154	\$0
Legal Affairs & HR	Inst Wide-Fac Staff Recognition Prg	Fringe Expense Chargeback	\$1,734	\$1,734	\$0
Legal Affairs & HR	Inst Wide-Fac Staff Recognition Prg	Business-Related & Entertainment	\$4,057	\$4,057	\$0
Legal Affairs & HR	Inst Wide-Fac Staff Recognition Prg	Supplementary Salaries	\$10,200	\$10,200	\$0
Legal Affairs & HR	Inst Wide-Fac Staff Recognition Prg	Awards Non-Financial Aid	\$61,317	\$61,317	\$0
	<b>Inst Wide-Fac Staff Recognition Prg Total</b>		\$77,558	\$77,558	\$0
Legal Affairs & HR	Training & Development	Supplies	\$239	\$239	\$0
Legal Affairs & HR	Training & Development	Dues and Memberships	\$808	\$808	\$0
Legal Affairs & HR	Training & Development	Reserve	\$978	\$978	\$0
Legal Affairs & HR	Training & Development	Equipment	\$1,048	\$1,048	\$0
	<b>Training &amp; Development Total</b>		\$3,073	\$3,073	\$0
			\$1,267,424	\$1,401,344	\$133,920
President	Multicultural Affairs	Business-Related & Entertainment	\$199	\$199	\$0
President	Multicultural Affairs	Dues and Memberships	\$517	\$517	\$0
President	Multicultural Affairs	Postage Freight and UPS	\$941	\$941	\$0
President	Multicultural Affairs	Miscellaneous	\$941	\$941	\$0
President	Multicultural Affairs	Travel	\$1,791	\$0	(\$1,791)
President	Multicultural Affairs	Contractual Fees and Services	\$3,500	\$0	(\$3,500)

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
President	Multicultural Affairs	Supplies	\$4,592	\$4,592	\$0
President	Multicultural Affairs	Classified Full Time	\$51,375	\$51,375	\$0
President	Multicultural Affairs	Fringe Expense Chargeback	\$52,370	\$57,550	\$5,180
President	Multicultural Affairs	PA Full Time	\$86,000	\$100,000	\$14,000
	<b>Multicultural Affairs Total</b>		<b>\$202,226</b>	<b>\$216,115</b>	<b>\$13,889</b>
President	Student Diversity Programs	Fringe Expense Chargeback	\$22,368	\$0	(\$22,368)
President	Student Diversity Programs	Reserve	\$27,000	\$27,000	\$0
President	Student Diversity Programs	PA Full Time	\$60,453	\$0	(\$60,453)
	<b>Student Diversity Programs Total</b>		<b>\$109,821</b>	<b>\$27,000</b>	<b>(\$82,821)</b>
			<b>\$312,047</b>	<b>\$243,115</b>	<b>(\$68,932)</b>
President	Advertising Fund	Public Relations and Advertising	\$448	\$448	\$0
	<b>Advertising Fund Total</b>		<b>\$448</b>	<b>\$448</b>	<b>\$0</b>
President	Enrollment Management	Repairs and Maintenance	\$124	\$124	\$0
President	Enrollment Management	Business-Related & Entertainment	\$663	\$663	\$0
President	Enrollment Management	Dues and Memberships	\$971	\$971	\$0
President	Enrollment Management	Telephone	\$3,589	\$3,589	\$0
President	Enrollment Management	Supplies	\$4,968	\$4,968	\$0
President	Enrollment Management	Classified Overtime	\$5,043	\$3,000	(\$2,043)
President	Enrollment Management	Student Wages	\$5,729	\$5,729	\$0
President	Enrollment Management	Postage Freight and UPS	\$8,666	\$8,666	\$0
President	Enrollment Management	Supplementary Salaries	\$9,000	\$7,000	(\$2,000)
President	Enrollment Management	Classified Full Time	\$64,832	\$64,832	\$0
President	Enrollment Management	Fringe Expense Chargeback	\$80,456	\$80,409	(\$47)
President	Enrollment Management	PA Full Time	\$137,000	\$140,000	\$3,000
President	Enrollment Management	Contractual Fees and Services	\$500,000	\$665,461	\$165,461
	<b>Enrollment Management Total</b>		<b>\$821,041</b>	<b>\$985,412</b>	<b>\$164,371</b>
President	Financial Aid and Scholarships	Public Relations and Advertising	\$810	\$810	\$0
President	Financial Aid and Scholarships	Dues and Memberships	\$963	\$963	\$0
President	Financial Aid and Scholarships	Travel	\$6,632	\$6,632	\$0
President	Financial Aid and Scholarships	Student Wages	\$13,412	\$13,412	\$0
President	Financial Aid and Scholarships	Postage Freight and UPS	\$15,198	\$15,198	\$0
President	Financial Aid and Scholarships	Classified Part Time >.50 FTE	\$25,864	\$25,864	\$0
President	Financial Aid and Scholarships	Classified Temp Intermittent	\$26,544	\$26,544	\$0
President	Financial Aid and Scholarships	Supplies	\$26,785	\$20,000	(\$6,785)
President	Financial Aid and Scholarships	Classified Full Time	\$399,966	\$399,966	\$0
President	Financial Aid and Scholarships	Fringe Expense Chargeback	\$401,849	\$407,715	\$5,866
President	Financial Aid and Scholarships	PA Full Time	\$608,124	\$623,979	\$15,855
	<b>Financial Aid and Scholarships Total</b>		<b>\$1,526,147</b>	<b>\$1,541,083</b>	<b>\$14,936</b>
President	Registration & Records	Business-Related & Entertainment	\$98	\$98	\$0
President	Registration & Records	Public Relations and Advertising	\$485	\$485	\$0
President	Registration & Records	Dues and Memberships	\$1,379	\$1,379	\$0
President	Registration & Records	Publication of University Material	\$1,719	\$1,719	\$0
President	Registration & Records	Classified Temp Intermittent	\$8,748	\$8,748	\$0
President	Registration & Records	Repairs and Maintenance	\$10,910	\$10,910	\$0
President	Registration & Records	Equipment	\$13,594	\$13,594	\$0
President	Registration & Records	Student Wages	\$24,794	\$24,794	\$0
President	Registration & Records	Postage Freight and UPS	\$27,922	\$27,922	\$0
President	Registration & Records	Supplies	\$50,482	\$40,000	(\$10,482)
President	Registration & Records	Fringe Expense Chargeback	\$269,612	\$292,176	\$22,564
President	Registration & Records	PA Full Time	\$325,812	\$315,360	(\$10,452)
President	Registration & Records	Classified Full Time	\$364,743	\$430,825	\$66,082
	<b>Registration &amp; Records Total</b>		<b>\$1,100,298</b>	<b>\$1,168,010</b>	<b>\$67,712</b>
President	Scholarships-FA	Day Care Services	\$40,000	\$40,000	\$0
President	Scholarships-FA	Student Scholarships	\$5,287,226	\$5,287,226	\$0
	<b>Scholarships-FA Total</b>		<b>\$5,327,226</b>	<b>\$5,327,226</b>	<b>\$0</b>
President	Strategic Enrollment Mgmt Plan	Supplies	\$920	\$920	\$0
President	Strategic Enrollment Mgmt Plan	Travel	\$3,316	\$3,316	\$0
	<b>Strategic Enrollment Mgmt Plan Total</b>		<b>\$4,236</b>	<b>\$4,236</b>	<b>\$0</b>
President	Undergraduate Admissions	Public Relations and Advertising	\$97	\$97	\$0
President	Undergraduate Admissions	Dues and Memberships	\$573	\$573	\$0
President	Undergraduate Admissions	Travel	\$3,316	\$3,316	\$0
President	Undergraduate Admissions	Miscellaneous	\$6,525	\$6,525	\$0
President	Undergraduate Admissions	Classified Temp Intermittent	\$8,868	\$8,868	\$0
President	Undergraduate Admissions	Publication of University Material	\$9,710	\$9,710	\$0
President	Undergraduate Admissions	Business-Related & Entertainment	\$9,763	\$9,763	\$0

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
President	Undergraduate Admissions	Task Based Stipends	\$18,000	\$18,000	\$0
President	Undergraduate Admissions	Student Recruitment	\$22,231	\$152,231	\$130,000
President	Undergraduate Admissions	Student Wages	\$39,366	\$39,366	\$0
President	Undergraduate Admissions	Reserve	\$50,400	\$50,400	\$0
President	Undergraduate Admissions	Postage Freight and UPS	\$74,651	\$74,651	\$0
President	Undergraduate Admissions	Supplies	\$82,624	\$82,624	\$0
President	Undergraduate Admissions	Fringe Expense Chargeback	\$376,134	\$353,685	(\$22,449)
President	Undergraduate Admissions	PA Full Time	\$448,876	\$477,536	\$28,660
President	Undergraduate Admissions	Classified Full Time	\$513,076	\$430,444	(\$82,632)
	<b>Undergraduate Admissions Total</b>		<b>\$1,664,210</b>	<b>\$1,717,789</b>	<b>\$53,579</b>
President	Veterans Affairs	Telephone	\$100	\$100	\$0
President	Veterans Affairs	Miscellaneous	\$125	\$125	\$0
President	Veterans Affairs	Subscriptions Books and Reports	\$150	\$150	\$0
President	Veterans Affairs	Dues and Memberships	\$275	\$275	\$0
President	Veterans Affairs	Awards Non-Financial Aid	\$300	\$300	\$0
President	Veterans Affairs	Postage Freight and UPS	\$400	\$400	\$0
President	Veterans Affairs	Contractual Fees and Services	\$500	\$500	\$0
President	Veterans Affairs	Official Business Travel	\$700	\$700	\$0
President	Veterans Affairs	Publication of University Material	\$1,000	\$1,000	\$0
President	Veterans Affairs	Business-Related & Entertainment	\$3,650	\$3,650	\$0
President	Veterans Affairs	Supplies	\$3,800	\$3,800	\$0
President	Veterans Affairs	Public Relations and Advertising	\$7,500	\$7,500	\$0
President	Veterans Affairs	Fringe Expense Chargeback	\$21,013	\$21,013	\$0
President	Veterans Affairs	PA Full Time	\$56,793	\$56,793	\$0
	<b>Veterans Affairs Total</b>		<b>\$96,306</b>	<b>\$96,306</b>	<b>\$0</b>
			<b>\$10,539,912</b>	<b>\$10,840,510</b>	<b>\$300,598</b>
President	Board of Trustees	Postage Freight and UPS	\$235	\$235	\$0
President	Board of Trustees	Business-Related & Entertainment	\$332	\$332	\$0
President	Board of Trustees	Travel	\$3,379	\$3,379	\$0
President	Board of Trustees	Contractual Fees and Services	\$46,646	\$46,646	\$0
	<b>Board of Trustees Total</b>		<b>\$50,592</b>	<b>\$50,592</b>	<b>\$0</b>
President	President	Dues and Memberships	\$376	\$376	\$0
President	President	Postage Freight and UPS	\$1,411	\$1,411	\$0
President	President	Business-Related & Entertainment	\$3,069	\$3,069	\$0
President	President	Leased Vehicles	\$6,000	\$6,000	\$0
President	President	Travel	\$6,702	\$6,702	\$0
President	President	Recruiting Job Candidates	\$6,741	\$6,741	\$0
President	President	Student Wages	\$7,738	\$7,738	\$0
President	President	Supplies	\$8,000	\$8,000	\$0
President	President	Miscellaneous	\$20,484	\$15,484	(\$5,000)
President	President	Reserve	\$35,172	\$35,172	\$0
President	President	Taxable Fringes	\$50,000	\$10,000	(\$40,000)
President	President	Fringe Expense Chargeback	\$168,765	\$134,634	(\$34,131)
President	President	PA Full Time	\$455,077	\$362,831	(\$92,246)
	<b>President Total</b>		<b>\$769,535</b>	<b>\$598,158</b>	<b>(\$171,377)</b>
President	Presidential Residence-Pollock Hous	Maintenance Service Agreements	\$4,000	\$4,000	\$0
President	Presidential Residence-Pollock Hous	Repairs and Maintenance	\$22,000	\$22,000	\$0
	<b>Presidential Residence-Pollock Hous Total</b>		<b>\$26,000</b>	<b>\$26,000</b>	<b>\$0</b>
President	Viewing Box One	Rental of Facilities	\$0	\$40,000	\$40,000
	<b>Viewing Box One Total</b>		<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>
			<b>\$846,127</b>	<b>\$714,750</b>	<b>(\$131,377)</b>
President	Campus Rec & Intramural Sports	Chargebacks Rental of Facilities	(\$34,650)	\$0	\$34,650
President	Campus Rec & Intramural Sports	Postage Freight and UPS	\$340	\$306	(\$34)
President	Campus Rec & Intramural Sports	Contractual Fees and Services	\$653	\$588	(\$65)
President	Campus Rec & Intramural Sports	Telephone	\$795	\$716	(\$79)
President	Campus Rec & Intramural Sports	Dues and Memberships	\$850	\$765	(\$85)
President	Campus Rec & Intramural Sports	Occasional Service Payment	\$8,645	\$7,781	(\$864)
President	Campus Rec & Intramural Sports	Miscellaneous Supplies	\$11,000	\$9,900	(\$1,100)
President	Campus Rec & Intramural Sports	Supplies	\$12,323	\$8,591	(\$3,732)
President	Campus Rec & Intramural Sports	Fringe Expense Chargeback	\$33,559	\$31,419	(\$2,140)
President	Campus Rec & Intramural Sports	Task Based Stipends	\$52,181	\$46,963	(\$5,218)
President	Campus Rec & Intramural Sports	Student Wages	\$59,283	\$24,633	(\$34,650)
President	Campus Rec & Intramural Sports	Classified Full Time	\$66,291	\$66,291	\$0
	<b>Campus Rec &amp; Intramural Sports Total</b>		<b>\$211,270</b>	<b>\$197,953</b>	<b>(\$13,317)</b>
President	Club Sports	Supplies	\$0	\$2,500	\$2,500

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
President	Club Sports	Fringe Expense Chargeback	\$0	\$14,655	\$14,655
President	Club Sports	PA Full Time	\$0	\$39,607	\$39,607
	<b>Club Sports Total</b>		\$0	\$56,762	\$56,762
President	Homecoming	Business-Related & Entertainment	\$33	\$30	(\$3)
President	Homecoming	Awards Non-Financial Aid	\$243	\$219	(\$24)
President	Homecoming	Public Relations and Advertising	\$291	\$262	(\$29)
President	Homecoming	Publication of University Material	\$485	\$437	(\$48)
President	Homecoming	Supplies	\$572	\$515	(\$57)
President	Homecoming	Campus Security Services	\$583	\$525	(\$58)
President	Homecoming	Miscellaneous	\$1,456	\$1,310	(\$146)
President	Homecoming	Contractual Fees and Services	\$6,612	\$5,951	(\$661)
	<b>Homecoming Total</b>		\$10,275	\$9,249	(\$1,026)
President	Student Activities	Student Activities	\$0	\$65,543	\$65,543
President	Student Activities	Publication of University Material	\$49	\$44	(\$5)
President	Student Activities	Miscellaneous	\$223	\$201	(\$22)
President	Student Activities	Campus Security Services	\$243	\$219	(\$24)
President	Student Activities	Public Relations and Advertising	\$413	\$372	(\$41)
President	Student Activities	Dues and Memberships	\$437	\$393	(\$44)
President	Student Activities	Business-Related & Entertainment	\$611	\$550	(\$61)
President	Student Activities	Awards Non-Financial Aid	\$1,088	\$979	(\$109)
President	Student Activities	Equipment	\$1,233	\$1,110	(\$123)
President	Student Activities	Postage Freight and UPS	\$1,456	\$1,310	(\$146)
President	Student Activities	Telephone	\$2,501	\$2,251	(\$250)
President	Student Activities	Travel	\$2,653	\$2,388	(\$265)
President	Student Activities	Supplies	\$5,181	\$4,663	(\$518)
President	Student Activities	Reserve	\$25,102	\$22,592	(\$2,510)
President	Student Activities	Contractual Fees and Services	\$25,731	\$23,158	(\$2,573)
President	Student Activities	Student Wages	\$35,000	\$22,500	(\$12,500)
President	Student Activities	Fringe Expense Chargeback	\$46,998	\$46,373	(\$625)
President	Student Activities	PA Full Time	\$122,292	\$122,292	\$0
	<b>Student Activities Total</b>		\$271,211	\$316,938	\$45,727
President	Student Discount Tickets	Miscellaneous	\$537	\$483	(\$54)
	<b>Student Discount Tickets Total</b>		\$537	\$483	(\$54)
President	Student Experience	Supplies	\$0	\$392	\$392
President	Student Experience	Postage Freight and UPS	\$0	\$655	\$655
President	Student Experience	Dues and Memberships	\$0	\$1,748	\$1,748
President	Student Experience	Miscellaneous	\$0	\$1,748	\$1,748
President	Student Experience	Travel	\$0	\$2,238	\$2,238
President	Student Experience	Business-Related & Entertainment	\$0	\$2,984	\$2,984
President	Student Experience	Graduate Assistant Interns	\$0	\$7,100	\$7,100
President	Student Experience	Enhancement Reserve	\$0	\$7,895	\$7,895
President	Student Experience	Classified Part Time >.50 FTE	\$0	\$24,510	\$24,510
President	Student Experience	Classified Full Time	\$0	\$62,041	\$62,041
President	Student Experience	Fringe Expense Chargeback	\$0	\$77,693	\$77,693
President	Student Experience	PA Full Time	\$0	\$115,453	\$115,453
	<b>Student Experience Total</b>		\$0	\$304,457	\$304,457
President	Student Government	Repairs and Maintenance	\$97	\$87	(\$10)
President	Student Government	Campus Security Services	\$194	\$175	(\$19)
President	Student Government	Rental of Facilities	\$437	\$393	(\$44)
President	Student Government	Telephone	\$453	\$408	(\$45)
President	Student Government	Postage Freight and UPS	\$485	\$437	(\$48)
President	Student Government	Awards Non-Financial Aid	\$485	\$437	(\$48)
President	Student Government	Miscellaneous	\$722	\$650	(\$72)
President	Student Government	Business-Related & Entertainment	\$1,326	\$1,193	(\$133)
President	Student Government	Contractual Fees and Services	\$1,456	\$1,310	(\$146)
President	Student Government	Travel	\$1,675	\$1,508	(\$167)
President	Student Government	Dues and Memberships	\$1,796	\$1,616	(\$180)
President	Student Government	Supplies	\$1,861	\$1,675	(\$186)
President	Student Government	Fringe Expense Chargeback	\$2,840	\$2,608	(\$232)
President	Student Government	Public Relations and Advertising	\$3,398	\$3,058	(\$340)
President	Student Government	Publication of University Material	\$4,078	\$3,670	(\$408)
President	Student Government	Student Wages	\$11,795	\$11,655	(\$140)
President	Student Government	Task Based Stipends	\$44,998	\$40,498	(\$4,500)
	<b>Student Government Total</b>		\$78,096	\$71,378	(\$6,718)
President	Student Government Financial Appr	Awards Non-Financial Aid	\$485	\$437	(\$48)

## APPENDIX C - General Fund Expense Budget Detail, by Division and Department

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
President	Student Government Financial Appr	Supplies	\$1,517	\$1,365	(\$152)
President	Student Government Financial Appr	Campus Security Services	\$1,942	\$1,748	(\$194)
President	Student Government Financial Appr	Contractual Fees and Services	\$2,185	\$1,967	(\$218)
President	Student Government Financial Appr	Travel	\$2,653	\$2,388	(\$265)
President	Student Government Financial Appr	Miscellaneous	\$23,601	\$148,601	\$125,000
	<b>Student Government Financial Appr Total</b>		<b>\$32,383</b>	<b>\$156,506</b>	<b>\$124,123</b>
President	Student Health Clinic	Telephone	\$38	\$34	(\$4)
President	Student Health Clinic	Postage Freight and UPS	\$146	\$131	(\$15)
President	Student Health Clinic	Classified Temp Intermittent	\$202	\$182	(\$20)
President	Student Health Clinic	Miscellaneous	\$243	\$219	(\$24)
President	Student Health Clinic	Travel	\$282	\$254	(\$28)
President	Student Health Clinic	Dues and Memberships	\$320	\$288	(\$32)
President	Student Health Clinic	General Insurance	\$359	\$233	(\$126)
President	Student Health Clinic	Public Relations and Advertising	\$995	\$896	(\$99)
President	Student Health Clinic	Supplies	\$5,004	\$13,500	\$8,496
President	Student Health Clinic	Student Wages	\$5,161	\$4,645	(\$516)
President	Student Health Clinic	Contractual Fees and Services	\$33,985	\$0	(\$33,985)
President	Student Health Clinic	Fringe Expense Chargeback	\$43,889	\$43,859	(\$30)
President	Student Health Clinic	Classified Part Time >.50 FTE	\$44,156	\$44,156	\$0
President	Student Health Clinic	Classified Full Time	\$64,813	\$64,813	\$0
	<b>Student Health Clinic Total</b>		<b>\$199,593</b>	<b>\$173,210</b>	<b>(\$26,383)</b>
			<b>\$803,365</b>	<b>\$1,286,936</b>	<b>\$483,571</b>
President	Alumni Engagement	PA Part Time >.75 FTE	\$0	\$40,560	\$40,560
President	Alumni Engagement	Telephone	\$4	\$4	\$0
President	Alumni Engagement	Repairs and Maintenance	\$100	\$100	\$0
President	Alumni Engagement	Public Relations and Advertising	\$300	\$300	\$0
President	Alumni Engagement	Campus Security Services	\$1,000	\$1,000	\$0
President	Alumni Engagement	Business-Related & Entertainment	\$2,000	\$2,000	\$0
President	Alumni Engagement	Dues and Memberships	\$3,000	\$3,000	\$0
President	Alumni Engagement	Reserve	\$3,036	\$3,036	\$0
President	Alumni Engagement	Travel	\$4,000	\$4,000	\$0
President	Alumni Engagement	Supplies	\$4,455	\$4,455	\$0
President	Alumni Engagement	Miscellaneous	\$7,521	\$7,521	\$0
President	Alumni Engagement	Publication of University Material	\$8,500	\$8,500	\$0
President	Alumni Engagement	Postage Freight and UPS	\$13,400	\$13,400	\$0
President	Alumni Engagement	Student Wages	\$29,448	\$29,448	\$0
President	Alumni Engagement	Fringe Expense Chargeback	\$98,772	\$113,779	\$15,007
President	Alumni Engagement	Classified Full Time	\$121,811	\$121,811	\$0
President	Alumni Engagement	PA Full Time	\$131,284	\$131,284	\$0
	<b>Alumni Engagement Total</b>		<b>\$428,631</b>	<b>\$484,198</b>	<b>\$55,567</b>
President	Alumni Publications	Postage Freight and UPS	\$36,732	\$36,732	\$0
President	Alumni Publications	Publication of University Material	\$62,988	\$62,988	\$0
	<b>Alumni Publications Total</b>		<b>\$99,720</b>	<b>\$99,720</b>	<b>\$0</b>
President	Annual Fund	Fringe Expense Chargeback	\$75	\$0	(\$75)
President	Annual Fund	Publication of University Material	\$468	\$0	(\$468)
President	Annual Fund	Miscellaneous	\$1,000	\$0	(\$1,000)
President	Annual Fund	Task Based Stipends	\$1,500	\$0	(\$1,500)
President	Annual Fund	Business-Related & Entertainment	\$2,500	\$0	(\$2,500)
President	Annual Fund	Telephone	\$8,296	\$0	(\$8,296)
President	Annual Fund	Postage Freight and UPS	\$16,450	\$0	(\$16,450)
President	Annual Fund	Supplies	\$21,426	\$0	(\$21,426)
	<b>Annual Fund Total</b>		<b>\$51,715</b>	<b>\$0</b>	<b>(\$51,715)</b>
President	Athletic Facilities Rental	Chargebacks Rental of Facilities	\$0	(\$50,000)	(\$50,000)
President	Athletic Facilities Rental	Student Wages	\$0	\$50,000	\$50,000
President	Athletic Facilities Rental	Waste Collection	\$1,200	\$1,200	\$0
President	Athletic Facilities Rental	Electricity	\$1,500	\$1,500	\$0
President	Athletic Facilities Rental	Supplies	\$10,000	\$10,000	\$0
President	Athletic Facilities Rental	Task Based Stipends	\$30,000	\$30,000	\$0
President	Athletic Facilities Rental	Rental of Facilities	\$30,000	\$30,000	\$0
President	Athletic Facilities Rental	Classified Full Time	\$44,937	\$44,937	\$0
President	Athletic Facilities Rental	Repairs and Maintenance	\$50,000	\$50,000	\$0
President	Athletic Facilities Rental	Fringe Expense Chargeback	\$68,416	\$70,916	\$2,500
President	Athletic Facilities Rental	Campus Security Services	\$125,000	\$125,000	\$0
President	Athletic Facilities Rental	Transfers Capital Improvements	\$125,000	\$125,000	\$0
President	Athletic Facilities Rental	PA Full Time	\$132,273	\$132,273	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
	<b>Athletic Facilities Rental Total</b>		\$618,326	\$620,826	\$2,500
President	Commencement	Contractual Fees and Services	\$261	\$261	\$0
President	Commencement	Fringe Expense Chargeback	\$440	\$440	\$0
President	Commencement	Postage Freight and UPS	\$1,200	\$1,200	\$0
President	Commencement	Classified Temp Intermittent	\$2,000	\$2,000	\$0
President	Commencement	Business-Related & Entertainment	\$5,500	\$5,500	\$0
President	Commencement	Publication of University Material	\$17,000	\$17,000	\$0
President	Commencement	Supplies	\$129,484	\$129,484	\$0
	<b>Commencement Total</b>		\$155,885	\$155,885	\$0
President	Escort Services	Chargebacks Campus Security	(\$3,000)	(\$3,000)	\$0
President	Escort Services	Supplies	\$113	\$113	\$0
President	Escort Services	Fringe Expense Chargeback	\$4,850	\$4,850	\$0
President	Escort Services	Student Wages	\$97,000	\$97,000	\$0
	<b>Escort Services Total</b>		\$98,963	\$98,963	\$0
President	Government Relations	Business-Related & Entertainment	\$166	\$166	\$0
President	Government Relations	Contractual Fees and Services	\$813	\$813	\$0
President	Government Relations	Travel	\$2,162	\$2,162	\$0
President	Government Relations	Fringe Expense Chargeback	\$8,752	\$8,752	\$0
President	Government Relations	PA Part Time <.75 FTE	\$39,780	\$39,780	\$0
	<b>Government Relations Total</b>		\$51,673	\$51,673	\$0
President	Marketing & Communications	Chargebacks Supplies	\$0	(\$40,500)	(\$40,500)
President	Marketing & Communications	Office Supplies and Small Equipment	\$0	\$2,500	\$2,500
President	Marketing & Communications	Software Licenses Maint & Other Fees	\$0	\$87,000	\$87,000
President	Marketing & Communications	Business-Related & Entertainment	\$1,600	\$1,600	\$0
President	Marketing & Communications	Postage Freight and UPS	\$2,090	\$2,090	\$0
President	Marketing & Communications	Equipment	\$4,000	\$8,000	\$4,000
President	Marketing & Communications	Official Business Travel	\$5,500	\$5,500	\$0
President	Marketing & Communications	Reserve	\$8,108	\$8,108	\$0
President	Marketing & Communications	Student Wages	\$10,000	\$29,048	\$19,048
President	Marketing & Communications	Supplies	\$11,530	\$13,530	\$2,000
President	Marketing & Communications	Classified Temp Intermittent	\$15,000	\$15,000	\$0
President	Marketing & Communications	Publication of University Material	\$29,946	\$14,946	(\$15,000)
President	Marketing & Communications	Classified Full Time	\$164,261	\$164,234	(\$27)
President	Marketing & Communications	Fringe Expense Chargeback	\$197,037	\$191,354	(\$5,683)
President	Marketing & Communications	PA Full Time	\$344,684	\$326,782	(\$17,902)
President	Marketing & Communications	Public Relations and Advertising	\$387,282	\$387,282	\$0
	<b>Marketing &amp; Communications Total</b>		\$1,181,038	\$1,216,474	\$35,436
President	University Events	Awards Non-Financial Aid	\$350	\$350	\$0
President	University Events	Campus Security Services	\$452	\$452	\$0
President	University Events	Occasional Service Payment	\$460	\$460	\$0
President	University Events	Telephone	\$706	\$706	\$0
President	University Events	Dues and Memberships	\$825	\$825	\$0
President	University Events	Classified Overtime	\$1,000	\$1,000	\$0
President	University Events	Rentals Non Facilities	\$1,650	\$1,650	\$0
President	University Events	Miscellaneous	\$1,944	\$1,944	\$0
President	University Events	Rental of Facilities	\$3,600	\$3,600	\$0
President	University Events	Student Scholarships	\$4,500	\$4,500	\$0
President	University Events	Contractual Fees and Services	\$4,837	\$4,837	\$0
President	University Events	Travel	\$5,950	\$5,950	\$0
President	University Events	Publication of University Material	\$9,100	\$9,100	\$0
President	University Events	Student Wages	\$13,891	\$13,891	\$0
President	University Events	Postage Freight and UPS	\$14,250	\$14,250	\$0
President	University Events	Public Relations and Advertising	\$15,211	\$15,211	\$0
President	University Events	Supplies	\$19,331	\$14,831	(\$4,500)
President	University Events	Business-Related & Entertainment	\$36,127	\$36,127	\$0
President	University Events	PA Part Time >.75 FTE	\$38,629	\$0	(\$38,629)
President	University Events	Fringe Expense Chargeback	\$98,843	\$84,550	(\$14,293)
President	University Events	Classified Full Time	\$99,333	\$99,333	\$0
President	University Events	PA Full Time	\$117,958	\$117,958	\$0
	<b>University Events Total</b>		\$488,947	\$431,525	(\$57,422)
President	University Relations	Fringe Expense Chargeback	\$0	\$42,550	\$42,550
President	University Relations	Reserve	\$0	\$51,715	\$51,715
President	University Relations	PA Full Time	\$0	\$115,000	\$115,000
President	University Relations	Postage Freight and UPS	\$500	\$500	\$0
President	University Relations	Recruiting Job Candidates	\$869	\$869	\$0

**APPENDIX C - General Fund Expense Budget Detail, by Division and Department**

<u>Division</u>	<u>Department</u>	<u>Account Title</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Change</u>
President	University Relations	Public Relations and Advertising	\$1,000	\$1,000	\$0
President	University Relations	Telephone	\$1,000	\$1,000	\$0
President	University Relations	Miscellaneous	\$1,172	\$1,172	\$0
President	University Relations	Business-Related & Entertainment	\$2,000	\$2,000	\$0
President	University Relations	Supplies	\$3,072	\$3,072	\$0
President	University Relations	Travel	\$4,500	\$4,500	\$0
	<b>University Relations Total</b>		\$14,113	\$223,378	\$209,265
President	WYSU - FM	Postage Freight and UPS	\$2,617	\$2,617	\$0
President	WYSU - FM	Student Wages	\$12,799	\$12,799	\$0
President	WYSU - FM	PA Part Time <.75 FTE	\$12,921	\$12,921	\$0
President	WYSU - FM	Classified Full Time	\$59,905	\$59,905	\$0
President	WYSU - FM	Fringe Expense Chargeback	\$153,406	\$153,776	\$370
President	WYSU - FM	PA Full Time	\$340,430	\$341,430	\$1,000
	<b>WYSU - FM Total</b>		\$582,078	\$583,448	\$1,370
President	YSU Police	Chargebacks Campus Security	(\$275,000)	(\$275,000)	\$0
President	YSU Police	Publication of University Material	\$300	\$300	\$0
President	YSU Police	Postage Freight and UPS	\$388	\$388	\$0
President	YSU Police	Subscriptions Books and Reports	\$1,500	\$1,500	\$0
President	YSU Police	Travel	\$2,166	\$2,166	\$0
President	YSU Police	Dues and Memberships	\$2,534	\$2,534	\$0
President	YSU Police	Capital Lease	\$3,593	\$3,593	\$0
President	YSU Police	Miscellaneous	\$4,485	\$4,485	\$0
President	YSU Police	Maintenance Service Agreements	\$5,000	\$5,000	\$0
President	YSU Police	Equipment	\$7,275	\$7,275	\$0
President	YSU Police	Office Supplies and Small Equipment	\$8,000	\$8,000	\$0
President	YSU Police	Supplies	\$8,270	\$8,270	\$0
President	YSU Police	Cell Phone	\$10,000	\$10,000	\$0
President	YSU Police	Rentals Non Facilities	\$12,205	\$12,205	\$0
President	YSU Police	Softwre Licenses Maint & Other Fees	\$17,700	\$17,700	\$0
President	YSU Police	Vehicles	\$27,000	\$27,000	\$0
President	YSU Police	Student Wages	\$28,482	\$28,482	\$0
President	YSU Police	Repairs and Maintenance	\$47,288	\$47,288	\$0
President	YSU Police	PA Full Time	\$86,700	\$43,350	(\$43,350)
President	YSU Police	Reserve for Uncollected Income	\$101,180	\$101,180	\$0
President	YSU Police	Classified Overtime	\$174,726	\$174,726	\$0
President	YSU Police	Classified Temp Intermittent	\$287,741	\$287,741	\$0
President	YSU Police	Fringe Expense Chargeback	\$823,106	\$807,863	(\$15,243)
President	YSU Police	Classified Full Time	\$1,641,033	\$1,643,024	\$1,991
	<b>YSU Police Total</b>		\$3,025,672	\$2,969,070	(\$56,602)
			\$6,796,761	\$6,935,160	\$138,399
	<b>GRAND TOTAL</b>		<b>\$153,500,000</b>	<b>\$151,800,000</b>	<b>(\$1,700,000)</b>

**RESOLUTION TO APPROVE  
CHANGES TO TUITION AND FEES FOR THE 2016-17  
ACADEMIC AND FISCAL YEAR**

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

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

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

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

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

**BE IT ALSO RESOLVED**, that the Board of Trustees of Youngstown State University does hereby declare the “tuition charge” shall be the sum of the Instructional Fee, General Fee, and the Information Services Fee, and does hereby establish the tuition charge and other fees as included in Exhibit M, to become effective Fall Term 2016 and to remain in effect until changed by the Board of Trustees, except as may be specifically noted otherwise; and

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

1. Fees for continuing education and noncredit courses, institutes, and workshops offered or coordinated through the Colleges, Metro Credit, and the University Outreach department;
2. Ticket prices for admission of the public to intercollegiate athletic games and to student music or dramatic productions;
3. Service charges for loans to students;



# Youngstown

STATE UNIVERSITY

4. A special fee for programs under contract (e.g., a training program). It shall be understood that such special fees, if authorized, shall provide for all related costs of the program and that the budget for such a fund shall be subject to approval in the same manner as other University operating budgets; and
5. Fees for credit courses offered by the Metro College under contract to established groups as provided for in Resolution YR 2001-03.

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

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

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

**Length of Course**

**100% refund**

**No refund**

6 weeks or more:

through 14th  
day of  
term.

15th day  
of term and  
later.

Less than 6 weeks:

15% of  
course  
duration.

greater than  
15% of  
course duration.

**YOUNGSTOWN STATE UNIVERSITY**  
**Summary of Bulk-Rate Mandatory Costs to Attend<sup>1</sup>**  
**(See Schedules 2, 3 and 4 for detail)**

	<u>FY 2016 Actual</u>	<u>FY 2017</u>		
		<u>Proposed</u>	<u>\$ Change</u>	<u>% Change</u>
<b>UNDERGRADUATE (per semester)</b>				
Resident	\$4,043.64	\$4,043.64	\$0.00	0.00%
Non-resident:				
Affordable Tuition Advantage <sup>2</sup>	\$4,163.64	\$4,163.64	\$0.00	0.00%
Non-regional	\$7,043.64	\$7,043.64	\$0.00	0.00%
<b>GRADUATE<sup>3</sup> (per semester)</b>				
Resident	\$5,640.00	\$5,781.24	\$141.24	2.50%
Non-resident:				
Affordable Tuition Advantage <sup>2</sup>	\$5,760.00	\$5,901.24	\$141.24	2.45%
Non-regional	\$8,640.00	\$8,781.24	\$141.24	1.63%

**NOTES:**

1. Rates for specialized programs not included in this presentation.
2. The Affordable Tuition Advantage rate is offered to students from the following counties: Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington and Westmoreland counties in Pennsylvania; Chautauqua County in New York; and Brooke, Hancock, Marshall and Ohio counties in West Virginia.
3. Although the graduate bulk-rate band is from 12-18 hours, graduate students are considered full-time for academic purposes at 9 credit hours and above.

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

Schedule 2

Fee Description	FY 2016 Actual	FY 2017		
		Proposed	\$ Change	% Change
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$3,240.00	\$3,240.00	\$0.00	0.00%
General Fee (per semester, 12-18 credit hours)	\$683.64	\$683.64	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$120.00	\$120.00	\$0.00	0.00%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$4,043.64</b>	<b>\$4,043.64</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour)	\$270.00	\$270.00	\$0.00	0.00%
General Fee (per credit hour)	\$56.97	\$56.97	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.00	\$10.00	\$0.00	0.00%
<b>COLLEGE FEES</b>				
<b>Beeghly College of Education</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$8.00	\$8.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$96.00	\$96.00	\$0.00	0.00%
<b>Bitonte College of Health &amp; Human Services</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$12.50	\$12.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$150.00	\$150.00	\$0.00	0.00%
<b>College of Science, Technology, Engineering &amp; Mathematics</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$25.00	\$25.00	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$300.00	\$300.00	\$0.00	0.00%
<b>College of Liberal Arts &amp; Social Sciences</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$8.50	\$8.50	\$0.00	0.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$102.00	\$102.00	\$0.00	0.00%
<b>College of Creative Arts &amp; Communications</b>				
Undergraduates, per credit hour	\$9.00	\$9.00	\$0.00	0.00%
Undergraduates, bulk rate, 12-18 hours	\$108.00	\$108.00	\$0.00	0.00%
<b>Williamson College of Business Administration</b>				
Undergrad with Junior Standing and Above (per credit hour)	\$16.00	\$20.00	\$4.00	25.00%
Undergrad with Junior Standing and Above (bulk rate, 12-18 hours)	\$192.00	\$240.00	\$48.00	25.00%

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

Schedule 3

Fee Description	FY 2016 Actual	FY 2017		
		Proposed	\$ Change	% Change
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$4,836.36	\$4,977.60	\$141.24	2.92%
General Fee (per semester, 12-18 credit hours)	\$683.64	\$683.64	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$120.00	\$120.00	\$0.00	0.00%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$5,640.00</b>	<b>\$5,781.24</b>	<b>\$141.24</b>	<b>2.50%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour)	\$403.03	\$414.80	\$11.77	2.92%
General Fee (per credit hour)	\$56.97	\$56.97	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.00	\$10.00	\$0.00	0.00%
<b>ADDITIONAL GRADUATE FEES</b>				
<b>Master of Public Health<sup>1</sup></b> (per credit hour)	\$565.00	\$565.00	\$0.00	0.00%
<b>Master of Fine Arts<sup>1</sup></b> (per credit hour)	\$541.00	\$541.00	\$0.00	0.00%
<b>Nurse Anesthetist Program Fee<sup>2</sup></b> (per semester)	\$2,820.29	\$2,895.29	\$75.00	2.66%
<b>Graduate Workshops</b> (per credit hour)				
Resident	\$146.97	\$150.64	\$3.67	2.50%
Non-Resident	\$156.97	\$160.64	\$3.67	2.34%

1. The MPH and MFA fees are set by consortia of several Ohio public universities of which YSU is a member.

2. Nurse Anesthetist fee is set by the St. Elizabeth Health Center School for Nurse Anesthetists.

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

	FY 2016 Actual	FY 2017		
		Proposed	\$ Change	%Change
<b>UNDERGRADUATE</b>				
<b>Affordable Tuition Advantage<sup>1</sup></b>				
Part-time (per credit, 1-11 credits)	\$10.00	\$10.00	\$0.00	0.00%
Full-time (per semester, within bulk)	\$120.00	\$120.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$10.00	\$10.00	\$0.00	0.00%
<b>Non-Regional</b>				
Part-time (per credit, 1-11 credits)	\$250.00	\$250.00	\$0.00	0.00%
Full-time (per semester, within bulk)	\$3,000.00	\$3,000.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$250.00	\$250.00	\$0.00	0.00%
<b>GRADUATE<sup>2</sup></b>				
<b>Affordable Tuition Advantage<sup>1</sup></b>				
Below bulk-rate (per credit, 1-11 credits)	\$10.00	\$10.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$120.00	\$120.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$10.00	\$10.00	\$0.00	0.00%
<b>Non-Regional</b>				
Below bulk-rate (per credit, 1-11 credits)	\$250.00	\$250.00	\$0.00	0.00%
Within bulk-rate (per semester)	\$3,000.00	\$3,000.00	\$0.00	0.00%
Credits in excess of bulk (per credit)	\$250.00	\$250.00	\$0.00	0.00%

**Note:**

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

2. Although the graduate bulk-rate band is 12-18 hours, graduate students are full-time for academic purposes at 9 credit hours and above.

**YOUNGSTOWN STATE UNIVERSITY**  
**Distance Education Program Fees**

Fee Description	FY 2016 Actual	FY 2017		
		Proposed	\$ Change	% Change
<b>UNDERGRADUATE</b>				
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$3,240.00	\$3,240.00	\$0.00	0.00%
Information Services Fee (per semester, 12-18 credit hours)	\$120.00	\$120.00	\$0.00	0.00%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$3,360.00</b>	<b>\$3,360.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour, 1-11 hours)	\$270.00	\$270.00	\$0.00	0.00%
Information Services Fee (per credit hour)	\$10.00	\$10.00	\$0.00	0.00%
<b>GRADUATE</b>				
<b>BULK-RATE TUITION &amp; MANDATORY FEES</b>				
Instructional Fee (per semester, 12-18 credit hours)	\$4,836.36	\$4,977.60	\$141.24	2.92%
Information Services Fee (per semester, 12-18 credit hours)	\$120.00	\$120.00	\$0.00	0.00%
<b>Full-time tuition &amp; mandatory fees</b>	<b>\$4,956.36</b>	<b>\$5,097.60</b>	<b>\$141.24</b>	<b>2.85%</b>
<b>TUITION &amp; MANDATORY FEES (outside bulk-rate)</b>				
Instructional Fee (per credit hour, 1-11 hours)	\$403.03	\$414.80	\$11.77	2.92%
Information Services Fee (per credit hour)	\$10.00	\$10.00	\$0.00	0.00%
<b>WEB-BASED PROGRAM</b>				
Per Web-Based Course	\$60.00	\$75.00	\$15.00	25.00%
<b>NONRESIDENT SURCHARGE</b>				
<b>Bulk-Rate for Undergraduate and Graduate</b>				
Level 1 (per semester, 12-18 credit hours)	\$3,122.40	\$3,122.40	\$0.00	0.00%
Level 2 (per semester, 12-18 credit hours)	\$3,194.40	\$3,194.40	\$0.00	0.00%
Level 3 (per semester, 12-18 credit hours)	\$3,338.40	\$3,338.40	\$0.00	0.00%
Level 4 (per semester, 12-18 credit hours)	\$3,518.40	\$3,518.40	\$0.00	0.00%
Level 5 (per semester, 12-18 credit hours)	\$3,698.40	\$3,698.40	\$0.00	0.00%
<b>NONRESIDENT SURCHARGE</b>				
<b>Outside Bulk-Rate for Undergraduate and Graduate</b>				
Level 1 (per credit hour, 1-11 hours)	\$260.20	\$260.20	\$0.00	0.00%
Level 2 (per credit hour, 1-11 hours)	\$266.20	\$266.20	\$0.00	0.00%
Level 3 (per credit hour, 1-11 hours)	\$278.20	\$278.20	\$0.00	0.00%
Level 4 (per credit hour, 1-11 hours)	\$293.20	\$293.20	\$0.00	0.00%
Level 5 (per credit hour, 1-11 hours)	\$308.20	\$308.20	\$0.00	0.00%

**YOUNGSTOWN STATE UNIVERSITY**  
**Housing Charges**

Fee Description	FY 2016 Actual	FY 2017		
		Proposed	\$ Change	%Change
<b>Room &amp; Board</b> (per academic year)	\$8,990	\$8,990	\$0.00	0.00%
<b>Residence Hall Security Deposit</b> (academic year and/or summer)	\$200	\$200	\$0.00	0.00%
<b>Single Room Surcharge</b>	\$900	\$900	\$0.00	0.00%
<b>Weller House Apartments</b> (per Academic Year-room only)	\$7,140	\$7,140	\$0.00	0.00%
<b>Student Housing During Academic Breaks</b>				
1 - 3 days (no meals, per day)	\$26	\$26	\$0.00	0.00%
Per week (7 meals per week)	\$205	\$205	\$0.00	0.00%
<b>Summer</b>				
Room and Board (10 meals per week)	\$260	\$260	\$0.00	0.00%
Apartments (room only, per person, per week)	\$205	\$205	\$0.00	0.00%
<b>University Courtyard Apartments</b> (monthly rates):				
1 bed / 1 bath	\$780	\$780	\$0.00	0.00%
2 bed / 2 bath	\$660	\$660	\$0.00	0.00%
4 bed / 2 bath	\$570	\$570	\$0.00	0.00%



**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

Fee Description	FY 2016 Actual	FY 2017 Proposed	Change
ACT Test Fee	\$55.00	\$55.00	\$0.00
Beeghly College of Education Graduate Regional Delivery Fees:			
Level 1 (per credit hour)	\$10.00	\$10.00	\$0.00
Level 2 (per credit hour)	\$20.00	\$20.00	\$0.00
Level 3 (per credit hour)	\$35.00	\$35.00	\$0.00
Level 4 (per credit hour)	\$60.00	\$60.00	\$0.00
Level 5 (per credit hour)	\$75.00	\$75.00	\$0.00
Level 6 (per credit hour)	\$100.00	\$100.00	\$0.00
Level 7 (per credit hour)	\$125.00	\$125.00	\$0.00
Level 8 (per credit hour)	\$160.00	\$160.00	\$0.00
Check Replacement Fee	\$25.00	\$25.00	\$0.00
Child Preschool Lab Fee (per semester)	\$150.00	\$150.00	\$0.00
College Level Examination Program Test Fee (CLEP)	\$25.00	\$25.00	\$0.00
Community Counseling Clinic Client Fees (per client):			
Level 1	\$1.00	\$1.00	\$0.00
Level 2	\$5.00	\$5.00	\$0.00
Level 3	\$10.00	\$10.00	\$0.00
College Credit Plus (formerly College in High School) per credit:			
In high school instruction by high school teacher	\$40.00	\$40.00	\$0.00
Online instruction by YSU faculty	\$80.00	\$80.00	\$0.00
On-campus instruction by YSU faculty	\$160.00	\$160.00	\$0.00
College Over Sixty Registration Fee	\$5.00	\$5.00	\$0.00
Computer-based Placement Re-Test Fee (per test)	\$20.00	\$20.00	\$0.00
Counseling Prep Comprehensive Exam	\$40.00	\$40.00	\$0.00
Course Fees (per course)			
Lab & Materials Fee Level 1	\$35.00	\$35.00	\$0.00
Lab & Materials Fee Level 2	\$50.00	\$50.00	\$0.00
Lab & Materials Fee Level 3	\$65.00	\$65.00	\$0.00
Lab & Materials Fee Level 4 (gross anatomy)	\$300.00	\$300.00	\$0.00
Lab & Materials Fee Level 7	\$20.00	\$20.00	\$0.00
Lab & Materials Fee Level 8	\$85.00	\$85.00	\$0.00
Lab & Materials Fee Level 9	\$25.00	\$25.00	\$0.00
Lab & Materials Fee Level 10 (nursing clinical)	\$200.00	\$200.00	\$0.00
Lab & Materials Fee Level 11 (Co-Op)	\$350.00	\$350.00	\$0.00
Lab & Materials Fee Level 12	\$300.00	\$300.00	\$0.00
Lab & Materials Fee Level 13	\$100.00	\$100.00	\$0.00
First Year Experience	N/A	\$35.00	New
Credit by Examination (per credit)	\$20.00	\$20.00	\$0.00
Credit Card Convenience Fee (student accounts only)	2.75%	2.75%	0.00%
Duplicate Diploma Fee	\$40.00	\$40.00	\$0.00
Equipment & Materials Replacement Fee	Market value	Market value	\$0.00
Federal Background Check	\$28.00	\$28.00	\$0.00
Fingerprinting Web Check Fee (per occurrence)	\$37.00	\$37.00	\$0.00
Graduate Student Application Fee	\$45.00	\$45.00	\$0.00
Graduation Fee	\$65.00	\$65.00	\$0.00
HPE Equipment Replacement Fee	Market value	Market value	\$0.00
Installment Plan Fee (maximum)	\$45.00	\$45.00	\$0.00
International Student Credential Evaluation Fee-Graduate	\$45.00	\$45.00	\$0.00
International Student Credential Evaluation Fee-Undergrad.	\$75.00	\$75.00	\$0.00

**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

Fee Description	FY 2016 Actual	FY 2017 Proposed	Change
International Student Health Insurance (pass-through, set by insurance carrier)	Variable	Variable	\$0.00
Internal Revenue Service / 1098T Fee (IRS penalty for incorrect name/SSN match)	N/A	\$100.00	New
Late Class Add Fee (per course)	\$50.00	\$50.00	\$0.00
Late Graduation Application Fee (after 3rd week)	\$38.50	\$38.50	\$0.00
Late Payment Fee	\$50.00	\$50.00	\$0.00
Late Registration Fee	\$75.00	\$75.00	\$0.00
<b>Library Fines:</b>			
Replacement Processing Fee	\$10.00	\$10.00	\$0.00
Overdue InterLibrary Loan Material (per day)	\$0.05	\$0.05	\$0.00
Overdue Maag/Depository Material (per day)	\$0.10	\$0.10	\$0.00
Overdue Textbook (\$0.55 per day, maximum fine \$100)	\$0.55	\$0.55	\$0.00
Overdue OhioLINK Material (per day)	\$0.50	\$0.50	\$0.00
Overdue Reserve Material (per day)	\$0.55	\$0.55	\$0.00
Overdue Closed Reserve Material (per hour)	\$0.55	\$0.55	\$0.00
Library Material Replacement Fee	Market Value	Market Value	\$0.00
OhioLINK Material Replacement Fee	\$110.00	\$110.00	\$0.00
Library Study Carrel Rental	\$25.00	\$25.00	\$0.00
MAT Test Fee	\$90.00	\$90.00	\$0.00
Ohio Attorney General Payment / Collections Fee	Variable	Variable	\$0.00
<b>Parking &amp; Transportation Fees:</b>			
<b>Transportation Fees:</b>			
Students, Fall & Spring Terms, mandatory if enrolled in 6 or more credit:	\$115.00	\$115.00	\$0.00
Students, Summer Term, mandatory if enrolled in 6 or more credits	\$58.00	\$58.00	\$0.00
<b>Parking Permits:</b>			
Students, Fall & Spring Terms, optional if enrolled in 0-5 credits	\$115.00	\$115.00	\$0.00
Students, Summer Term, optional if enrolled in 0-5 credits	\$58.00	\$58.00	\$0.00
Employees, per semester	\$85.00	\$85.00	\$0.00
Contract employees, per semester, Fall & Spring	\$115.00	\$115.00	\$0.00
Contract employees, Summer term	\$58.00	\$58.00	\$0.00
Control Card Replacement	\$5.00	\$5.00	\$0.00
Visitors, Daily/Special Event (per day)	\$5.00	\$5.00	\$0.00
Visitors, Weekly/Special Event (per week)	\$20.00	\$20.00	\$0.00
<b>Parking Violations:</b>			
Class I (minor violation, 1st offense)	\$25.00	\$25.00	\$0.00
Class I (minor violation, 2nd offense)	\$30.00	\$30.00	\$0.00
Class I (minor violation, 3rd offense)	\$35.00	\$35.00	\$0.00
Class II (major violations)	\$100.00	\$100.00	\$0.00
Class III (legal violations)	\$150.00	\$150.00	\$0.00
PC Data Recovery Service Fee	\$100.00	\$100.00	\$0.00
PC Remediation Service Fee	\$75.00	\$75.00	\$0.00
Peace Officers Training Academy	\$300.00	\$300.00	\$0.00
Photo I.D. Replacement Charge	\$25.00	\$25.00	\$0.00
Physical Therapy Doctoral Acceptance Deposit	\$500.00	\$500.00	\$0.00
Processing/Matriculation Fee (per semester)	\$80.00	\$80.00	\$0.00
Proficiency Examination (per course)	\$45.00	\$45.00	\$0.00
<b>Program Fees:</b>			
Bachelor of Arts in Telecommunications Studies (per course)	\$35.00	\$35.00	\$0.00
Bachelor of Fine Arts - Studio Art Program (per credit hour)	\$29.00	\$29.00	\$0.00
Bachelor of Science in Engineering (per student)	\$50.00	\$50.00	\$0.00

**YOUNGSTOWN STATE UNIVERSITY**  
**Other Fees, Charges and Fines**

**Schedule 7**

<b>Fee Description</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Proposed</b>	<b>Change</b>
Master of Business Administration (per credit hour)	\$40.00	\$50.00	\$10.00
Master in Early Childhood Education (per credit hour)	\$30.00	\$30.00	\$0.00
Applied / Performance Music (per credit)	\$75.00	\$75.00	\$0.00
Reading Tutoring Fee	\$38.00	\$38.00	\$0.00
Returned Check or Credit Card Fee	\$30.00	\$30.00	\$0.00
Rich Autism Center Pre-School Program (per week)	\$125.00	\$125.00	\$0.00
Student Locker Rental (per year)	\$25.00	\$25.00	\$0.00
Study Abroad Fee:			
Level 1 (YSU faculty-led short-term field study)	\$45.00	\$45.00	\$0.00
Level 2 (College Consortium in International Studies)	\$75.00	\$75.00	\$0.00
Level 3 (YSU direct agreement or exchange program)	\$150.00	\$150.00	\$0.00
Thesis Binding Fee	\$25.00	\$25.00	\$0.00
Transcript Fee	\$6.00	\$6.00	\$0.00
Transcript Rush Fee (same-day processing)	\$12.00	\$12.00	\$0.00
Transcript Rush Fee (overnight express)	\$35.00	\$35.00	\$0.00
Transfer Processing/Matriculation Fee	\$35.00	\$35.00	\$0.00
Undergraduate Application Fee (first time applicant)	\$45.00	\$45.00	\$0.00
Youngstown Early College (per credit hour)	\$106.00	\$106.00	\$0.00
Youngstown Early College (full-time bulk rate, 12-18 hours)	\$1,272.00	\$1,272.00	\$0.00

**DIVIDER**

**University Affairs  
Committee**

**RESOLUTION TO MODIFY AND RETITLE  
ACCEPTANCE OF LOANED PROPERTY/COURTESY CAR  
PROGRAM POLICY, 3356-3-09  
(PREVIOUS POLICY NUMBER 3008.01)**

**WHEREAS**, University Policies are being reviewed and re-conceptualized on an ongoing basis; and

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

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

**WHEREAS**, the Acceptance of Loaned Property/Courtesy Car Program 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 governing Acceptance of Loaned Property/Courtesy Car Program, policy number 3356-3-09 (Previous Policy Number 3008.01), to be retitled as Courtesy Vehicle Program, shown as Exhibit N attached hereto. A copy of the policy indicating changes to be made is also attached.

3356-3-09 ~~Acceptance of loaned property/e~~Courtesy car vehicle program.

Previous Policy Number: 3008.01  
Responsible Division/Office: ~~Intercollegiate~~-Athletics  
Responsible Officer: Vice President for ~~Finance and~~  
~~Administration~~Legal Affairs and Human  
Resources  
Revision History: September 1999; March 2007; September 2011;  
June 2016  
Board Committee: ~~Finance and Facilities~~University Affairs  
**Effective Date:** ~~December 14, 2011~~June 15, 2016  
Next Review: ~~2016~~21

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- (A) Policy statement. ~~The Youngstown state university (university) may accept loans~~ participate with area car dealerships to secure vehicles (courtesy vehicles) for the use of athletic department coaches and university staff in order to recruit student athletes, attend and engage in community programs, participate in fundraising for the university, and aid in the performance of university functions.~~of vehicles and other property to be used in support of its activities and programs.~~ In accepting ~~such loans~~the use of such vehicles, the university is authorized to make any appropriate expenditure for the protection and maintenance of ~~such property~~these vehicles. Specifically, the university has a program in place for the acceptance of courtesy vehicles to be used by university employees. The program is monitored by the executive director of athletics and the director of environmental and occupational health and safety.
- (B) Parameters.
- (1) The executive director of ~~intercollegiate~~-athletics, or designee, is responsible for assigning the vehicles to specific individuals. The vehicles may be used for both business and personal use. Drivers should consult the university's travel rules regarding business travel reimbursement.
- (2) In order to comply with state and federal tax regulations, drivers must track personal mileage use.

**Agenda Item F.4.a**  
**Exhibit N**

~~(23)~~ The ~~executive director of intercollegiate athletics~~ vice president for finance and business operations, or designee, -is responsible for signing the lease agreements for all of the courtesy vehicles, ~~in the courtesy car program.~~

~~(34)~~ The executive director of ~~intercollegiate~~ athletics has primary responsibility to notify the director of environmental and occupational health and safety ("EOHS") each time vehicle changes are made so that the insurance coverage can be modified accordingly. The director of EOHS is responsible for the insurance program that provides coverage for vehicles in the program and is responsible for ensuring that drivers have been certified to drive a courtesy vehicle and have been educated on the insurance program. Drivers may be responsible for a deductible for property damage while driving a courtesy vehicle.

~~(45)~~ Leases must be in the university's name so that ~~the~~ vehicles can be covered by the institution's insurance policy.

(6) University staff are personally responsible for all traffic offense fines, citations, and violations, and for the care and upkeep of the courtesy vehicle including but not limited to vehicle registration, maintenance, parts, equipment, and repairs.

(C) Procedures.

(1) Upon picking up a courtesy ~~car~~ vehicle from the dealership, authorized ~~coaches and athletic~~ personnel must ~~complete the "Youngstown State University Agreement Concerning Automobile Insurance" form~~ comply with the EOHS insurance program including but not limited to defensive driving courses and annual driving record reviews. ~~This form is available in the intercollegiate athletics business office or the office of environmental and occupational health and safety.~~

~~(2) The completed form must be signed and forwarded to the office of environmental and occupational health and safety for approval.~~

~~(3) The office of environmental and occupational health and safety will fax the required information to the university's insurance carrier to secure insurance coverage.~~

~~(4) The university's insurance carrier will mail a proof of insurance card to the office of environmental and occupational health and safety. The card will be forwarded to the authorized driver of the vehicle. The card must be kept in the glove compartment of the vehicle at all times.~~

(5) The executive director of ~~intercollegiate~~ athletics must inform the office of environmental and occupational health and safety when the vehicle is returned to the dealership.

~~(6) Each authorized driver must have attended the defensive driving course offered through the office of environmental and occupational health and safety and received certification.~~

~~(7) A motor vehicle report ("MVR") must be filed annually with the office of environmental and occupational health and safety.~~

(3) Athletics staff member must immediately report any changes in his/her license status (restrictions, suspensions, revocations, expirations) and vehicle accidents or damage to the executive director of athletics. The executive director of athletics will inform the office of EOHS of these changes.





- (4) The executive director of athletics has primary responsibility to notify the director of environmental and occupational health and safety (“EOHS”) each time vehicle changes are made so that the insurance coverage can be modified accordingly. The director of EOHS is responsible for the insurance program that provides coverage for vehicles in the program and is responsible for ensuring that drivers have been certified to drive a courtesy vehicle and have been educated on the insurance program. Drivers may be responsible for a deductible for property damage while driving a courtesy vehicle.
  - (5) Leases must be in the university’s name so that vehicles can be covered by the institution’s insurance policy.
  - (6) University staff are personally responsible for all traffic offense fines, citations, and violations, and for the care and upkeep of the courtesy vehicle including but not limited to vehicle registration, maintenance, parts, equipment, and repairs.
- (C) Procedures.
- (1) Upon picking up a courtesy vehicle from the dealership, authorized personnel must comply with the EOHS insurance program requirements including but not limited to defensive driving courses and annual driving record reviews.
  - (2) The executive director of athletics must inform the office of environmental and occupational health and safety when the vehicle is returned to the dealership.
  - (3) Athletics staff member must immediately report any changes in his/her license status (restrictions, suspensions, revocations, expirations) and vehicle accidents or damage to the executive director of athletics. The executive director of athletics will inform the office of EOHS of these changes.

**RESOLUTION TO MODIFY  
LICENSING OF UNIVERSITY NAMES AND MARKS POLICY, 3356-5-12  
(PREVIOUS POLICY NUMBER 5013.01)**

**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 Licensing of University Names and Marks 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 Licensing of University Names and Marks, policy number 3356-5-12 (Previous Policy Number 5013.01), shown as Exhibit O attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-5-12 Licensing of university names and marks.**

Previous Policy Number: 5013.01  
Responsible Division/Office: ~~Intercollegiate~~-Athletics  
Responsible Officer: ~~President~~Vice President for Legal Affairs and Human Resources  
Revision History: March 1999; October 2010; June 2016  
Board Committee: ~~Internal~~University Affairs  
**Effective Date:** ~~October 1, 2010~~June 15, 2016  
Next Review: 201521

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- (A) Policy statement. Youngstown state university has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks, and trademarks (collectively identity marks) of the university and its programs. The department of ~~intercollegiate~~-athletics is responsible for licensing and monitoring of the ~~trade names, trademarks, and service~~identity marks of the university.
- (B) Purpose. To protect the university's identity marks, to promote the university in a consistent and positive manner, and to provide information and guidelines for the university's identity marks.
- (C) Scope. This policy applies to use of university identity marks whether for internal or external use, and whether for commercial or non-commercial purposes.
- ~~(D)~~ ParametersGuidelines.
- (1) ~~Licensing applies to the university's name, nicknames, abbreviations, logos, seal, mascots, slogans, and anything that is similar to these marks.~~Commercial use of the university's identity marks must conform to the official university sanctioned identity marks.
- (2) Royaltyies commissions received through the sale of licensed items will be used for student scholarships.

- (3) The department of **intercollegiate**-athletics is responsible for monitoring the appropriate use of university identity marks**names and marks** by external (non-university) users to ensure that the institution is promoted positively and that the products meet quality standards.
- (4) Internal use of university identity marks by university departments, offices or units for the promotion of the university, such as stationary or business cards, catalogs, promotional publications, or other university publications must adhere to the official university identity marks as determined by the office of marketing communications.
- (5) The university reserves the right to take appropriate action when confronted with unauthorized use of its identity marks. Such actions may include confiscation of the goods, financial penalties, cease and desist orders and other legal action.
- (6) The university does not license the use of its name for the following purposes:
- (a) Sexually suggestive, obscene, or disparaging products;
- (b) Inherently dangerous products.

**(E)** Procedures.

- (1) Any individual, business, or organization interested in using the university name, nicknames, abbreviations, logos, seal, mascots, slogans, etc., should contact the department of **intercollegiate** athletics.
- (2) A copy of the intended design and the product on which it is to be displayed must be submitted to the department of **intercollegiate** athletics for review and approval.
- (3) Anyone planning to purchase goods or services incorporating the university name or other symbols should confirm that the vendor is an authorized licensee.
- (4) If appropriate, a licensing agreement will be executed between the university licensing agent and the individual, business, or

organization.

- (5) In special instances, such as a limited distribution of an item that will not be sold for profit, licensing requirements may be waived in writing and signed by the vice president for finance and business operations, or designee.
- (6) Licensing guidelines and authorized licensee lists may be obtained from the office of university relations.
- (7) Additional procedures for using university symbols (i.e., publications) and related information can be found on the website of the office of marketing ~~and~~ communications at <http://web.yzu.edu/marketcomm>.

**3356-5-12 Licensing of university names and marks.**

Previous Policy Number: 5013.01  
Responsible Division/Office: Athletics  
Responsible Officer: Vice President for Legal Affairs and  
Human Resources  
Revision History: March 1999; October 2010; June 2016  
Board Committee: University Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. Youngstown state university has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks, and trademarks (collectively identity marks) of the university and its programs. The department of athletics is responsible for licensing and monitoring of the identity marks of the university.
- (B) Purpose. To protect the university's identity marks, to promote the university in a consistent and positive manner, and to provide information and guidelines for the university's identity marks.
- (C) Scope. This policy applies to use of university identity marks whether for internal or external use, and whether for commercial or non-commercial purposes.
- (D) Guidelines.
- (1) Commercial use of the university's identity marks must conform to the official university sanctioned identity marks.
  - (2) Royalty commissions received through the sale of licensed items will be used for student scholarships.
  - (3) The department of athletics is responsible for monitoring the appropriate use of university identity marks by external (non-university) users to ensure that the institution is promoted positively and that the products meet quality standards.
  - (4) Internal use of university identity marks by university departments,

offices or units for the promotion of the university, such as stationary or business cards, catalogs, promotional publications, or other university publications must adhere to the official university identity marks as determined by the office of marketing communications.

- (5) The university reserves the right to take appropriate action when confronted with unauthorized use of its identity marks. Such actions may include confiscation of the goods, financial penalties, cease and desist orders and other legal action.
- (6) The university does not license the use of its name for the following purposes:
  - (a) Sexually suggestive, obscene, or disparaging products;
  - (b) Inherently dangerous products.

(E) Procedures.

- (1) Any individual, business, or organization interested in using the university name, nicknames, abbreviations, logos, seal, mascots, slogans, etc., should contact the department of athletics.
- (2) A copy of the intended design and the product on which it is to be displayed must be submitted to the department of athletics for review and approval.
- (3) Anyone planning to purchase goods or services incorporating the university name or other symbols should confirm that the vendor is an authorized licensee.
- (4) If appropriate, a licensing agreement will be executed between the university licensing agent and the individual, business, or organization.
- (5) In special instances, such as a limited distribution of an item that will not be sold for profit, licensing requirements may be waived in writing and signed by the vice president for finance and business operations, or designee.



- (6) Licensing guidelines and authorized licensee lists may be obtained from the office of university relations.
- (7) Additional procedures for using university symbols (i.e., publications) and related information can be found on the website of the office of marketing communications at <http://web.yzu.edu/marketcomm>.

**RESOLUTION TO MODIFY  
NEPOTISM AND POTENTIAL CONFLICTS IN EMPLOYMENT  
SITUATIONS POLICY, 3356-7-26  
(PREVIOUS POLICY NUMBER 7013.01)**

**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 Nepotism and Potential Conflicts in Employment Situations 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 Nepotism and Potential Conflicts in Employment Situations, policy number 3356-7-26 (Previous Policy Number 7013.01), shown as Exhibit P attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-26 Nepotism and potential conflicts in employment situations.**

Previous Policy Number: 7013.01  
Responsible Division/Office: Human Resources  
Responsible Officer: ~~Vice President for Finance and Administration~~ Legal Affairs and Human Resources  
Revision History: December 1998; December 2010; June 2016  
Board Committee: ~~Internal~~ University Affairs  
**Effective Date:** ~~December 15, 2010~~ June 15, 2016  
Next Review: ~~2015~~ 21

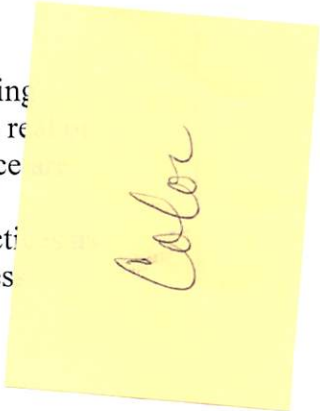
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(A) Policy statement. The university fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees, as well as creating confidence in the integrity of the hiring process. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited. Employees may not authorize, or use the authority or influence of their position to authorize, any of the employment practices defined herein for the benefit of a ~~relative~~ family member or business associate.

(B) Definitions.

(1) Nepotism is the practice of applying favoritism, without regard to merit, through authority or influence by someone in a position of power or authority, toward family members or other for whom the employee has a relationship or is legally responsible. Favoritism is shown by giving preferential treatment in any employment practice to family members as defined in this policy.

~~(1)~~ (2) Employment practices include: the ability or power to effectively hire, transfer, suspend, lay-off, recall, promote, discharge, assign or reassign duties, reward, discipline, or influence grievances/appeals.



~~(23) Relatives include~~ Family members are defined as: ~~spouse, child, parent, grandparent, brother, sister, stepparent, stepchild, stepbrother, stepsister, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, and any individual residing in the same household.~~ : parents, grandparents, children of any age, grandchildren, spouse, or siblings (regardless of where these family members reside) and anyone to whom he or she is related by blood or marriage (aunts, uncles, nieces, nephews, cousins, and in-laws) and who is also residing in the same household with the employee. Family members include domestic partners and family members, as defined herein, of a domestic partner.

(34) University officials include: members of the board of trustees, executive officers, administrative officers, and other employees in a position to in any way affect employment practices.

(45) Business associate includes: any individuals, companies, or organizations with which the official is acting together to pursue a common business purpose. Examples would be partners in a partnership, co-owners of a business, an outside employer, and co-members of an LLC.

(C) Parameters.

(1) Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards. Thus, while there is no prohibition of ~~relatives~~ family members and business associates being employed simultaneously at the university, there are restrictions as to whether an employee may authorize employment practices that directly affect another ~~relative~~ family member or business associate.

(2) Division (A)(1) of section 2921.42 of the Revised Code provides that no public (university) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a family member ~~of his/her family~~, or any business associates has an interest. Violation of this section may constitute a felony.

(3) University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the university's administrative and personnel decision-making. This responsibility includes avoiding

the appearance of a conflict of interest between personal and university interests (see rule 3356-7-01 of the Administrative Code).

- (4) University officials shall not attempt to influence an employment practice that directly affects a ~~relative~~family member or business associate.
- (5) Normally the university will not hire, transfer, promote, or employ ~~relatives~~family members in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a ~~relative~~family member. However, should that occur, the conflict must be disclosed and the university should determine the action steps to be taken to manage the conflict. The employee should apprise the supervisor and in consultation with the appropriate dean/vice president and chief ~~of~~ human resources officer, resolve the situation and avoid the conflict.
- (6) If a relationship develops during the course of employment that would create a conflict, the appropriate supervisor, in consultation with the appropriate dean/vice president and the ~~executive director of~~chief human resources officer, will confer with the individuals involved to resolve the situation and avoid the conflict.
- (7) In rare and unusual situations when it is determined to be in the best interest of the university, exceptions may be made. Such exceptions are to be made through the provost or appropriate vice president and with the approval of the president.

(D) Procedures.

- (1) The university requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
- (2) Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.
- (3) If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.

- (4) Upon receiving notification of such possible influence, the immediate supervisor and appropriate dean/vice president will consult with the chief human resources officer.
- (5) An employee who violates this policy may be subject to disciplinary action and the employment practice may be reversed.

**3356-7-26 Nepotism and potential conflicts in employment situations.**

Previous Policy Number: 7013.01  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human Resources  
Revision History: December 1998; December 2010; June 2016  
Board Committee: University Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. The university fosters an environment in which all individuals are treated with mutual respect and trust. Employment practices are designed to ensure fair and equitable treatment for all employees, as well as creating confidence in the integrity of the hiring process. Employment practices that may provide unfair advantage, real or perceived, because of personal relationships or positions of influence are prohibited. Employees may not authorize, or use the authority or influence of their position to authorize, any of the employment practices as defined herein for the benefit of a family member or business associate.
- (B) Definitions.
- (1) Nepotism is the practice of applying favoritism, without regard to merit, through authority or influence by someone in a position of power or authority, toward family members or other for whom the employee has a relationship or is legally responsible. Favoritism is shown by giving preferential treatment in any employment practice to family members as defined in this policy.
  - (2) Employment practices include: the ability or power to effectively hire, transfer, suspend, layoff, recall, promote, discharge, assign or reassign duties, reward, discipline, or influence grievances/appeals.
  - (3) Family members are defined as: parents, grandparents, children of any age, grandchildren, spouse, or siblings (regardless of where these family members reside) and anyone to whom he or she is related by blood or marriage (aunts, uncles, nieces, nephews, cousins, and in-laws) and who is also residing in the same

household with the employee. Family members include domestic partners and family members, as defined herein, of a domestic partner.

- (4) University officials include: members of the board of trustees, executive officers, administrative officers, and other employees in a position to in any way affect employment practices.
- (5) Business associate includes: any individuals, companies, or organizations with which the official is acting together to pursue a common business purpose. Examples would be partners in a partnership, co-owners of a business, an outside employer, and co-members of an LLC.

(C) Parameters.

- (1) Employment practices are fundamentally based on the fulfillment of appropriate qualifications and performance standards. Thus, while there is no prohibition of family members and business associates being employed simultaneously at the university, there are restrictions as to whether an employee may authorize employment practices that directly affect another family member or business associate.
- (2) Division (A)(1) of section 2921.42 of the Revised Code provides that no public (university) official shall knowingly authorize or employ the authority or influence of his/her office to secure authorization of any public contract in which he/she, a family member, or any business associates has an interest. Violation of this section may constitute a felony.
- (3) University officials have the responsibility to exercise their control, influence, or authority in a manner that maintains confidence in the integrity of the university's administrative and personnel decision-making. This responsibility includes avoiding the appearance of a conflict of interest between personal and university interests (see rule 3356-7-01 of the Administrative Code).



- (4) University officials shall not attempt to influence an employment practice that directly affects a family member or business associate.
  - (5) Normally the university will not hire, transfer, promote, or employ family members in such capacity in which they would directly supervise or be in a position to initiate or participate in institutional decisions involving direct benefit to a family member. However, should that occur, the conflict must be disclosed and the university should determine the action steps to be taken to manage the conflict. The employee should apprise the supervisor and in consultation with the appropriate dean/vice president and chief human resources officer, resolve the situation and avoid the conflict.
  - (6) If a relationship develops during the course of employment that would create a conflict, the appropriate supervisor, in consultation with the appropriate dean/vice president and the chief human resources officer, will confer with the individuals involved to resolve the situation and avoid the conflict.
  - (7) In rare and unusual situations when it is determined to be in the best interest of the university, exceptions may be made. Such exceptions are to be made through the provost or appropriate vice president and with the approval of the president.
- (D) Procedures.
- (1) The university requires full disclosure of any relationship as defined above at the time of application or at any time that such a relationship might occur during the course of employment.
  - (2) Employees maintain an obligation to ensure that all employment practices are based on appropriate professional qualifications and performance standards.
  - (3) If there is any indication, real or perceived, that employment practices may be contrary to these parameters or procedures, it is the responsibility of the employee to bring the situation to the attention of the immediate supervisor.

- (4) Upon receiving notification of such possible influence, the immediate supervisor and appropriate dean/vice president will consult with the chief human resources officer.
- (5) An employee who violates this policy may be subject to disciplinary action and the employment practice may be reversed.

**RESOLUTION TO MODIFY AND RETITLE  
DISTINGUISHED SERVICE AWARDS, EXEMPT  
PROFESSIONAL/ADMINISTRATIVE STAFF POLICY, 3356-7-27  
(PREVIOUS POLICY NUMBER 7014.01)**

**WHEREAS**, University Policies are being reviewed and re-conceptualized on an ongoing basis; and

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

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

**WHEREAS**, the Distinguished Service Awards, Exempt Professional/Administrative Staff 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 governing Distinguished Service Awards, Exempt Professional/Administrative Staff, policy number 3356-7-27 (Previous Policy Number 7014.01), to be retitled as Distinguished Service Awards, Full-Time Exempt Professional/Administrative Staff and Full-Time Classified Exempt Staff, shown as Exhibit Q attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-7-27 Distinguished service awards, full-time exempt professional/ administrative staff and full-time classified exempt staff.**

Previous Policy Numbers: 7014.01 and 7014.03  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for ~~Finance and Administration~~  
Legal Affairs and Human Resources  
Revision History: October 1998; October 2010; June 2016  
Board Committee: ~~Internal~~ University Affairs  
**Effective Date:** ~~October 1, 2010~~ June 15, 2016  
Next Review: 2021 ~~15~~

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- (A) Policy statement. ~~The~~ Youngstown state university (university) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Parameters.
- (1) Up to four awards ~~are~~ may be granted annually to full-time exempt professional/ administrative staff whose performance at the university has been identified as outstanding.
  - (2) ~~Full-time~~ Full-time exempt professional/administrative staff award recipients shall receive two thousand dollars, a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.
  - (3) One award may be granted annually to a full-time exempt classified employee whose performance at the university has been identified as outstanding.
  - (4) A full-time classified exempt award recipient shall receive a cash award of one thousand four hundred dollars.
  - (~~3~~5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.

(C) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “Call for Nominations” process, which is annually initiated in ~~February~~January.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual ~~faculty~~/staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the ~~personnel relations~~university affairs committee of the board of trustees.

**3356-7-27 Distinguished service awards, full-time exempt professional/  
administrative staff and full-time classified exempt staff.**

Previous Policy Numbers: 7014.01 and 7014.03  
Responsible Division/Office: Human Resources  
Responsible Officer: Vice President for Legal Affairs and Human  
Resources  
Revision History: October 1998; October 2010; June 2016  
Board Committee: University Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. Youngstown state university (university) recognizes employees for outstanding performance of duties that contributes to the good of the university and grants awards for such achievement.
- (B) Parameters.
- (1) Up to four awards may be granted annually to full-time exempt professional/ administrative staff whose performance at the university has been identified as outstanding.
  - (2) Full-time exempt professional/administrative staff award recipients shall receive two thousand dollars, a stipend of one thousand dollars, and one thousand dollars added to the individual's base salary in the following contract year.
  - (3) One award may be granted annually to a full-time exempt classified employee whose performance at the university has been identified as outstanding.
  - (4) A full-time classified exempt award recipient shall receive a cash award of one thousand four hundred dollars.
  - (5) The president, provost, vice presidents, deans, and executive directors are not eligible for consideration for distinguished service awards.
- (C) Procedures.

- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “Call for Nominations” process, which is annually initiated in January.
- (2) Staff members, faculty, students, or alumni may make nominations.
- (3) The provost and each vice president will appoint a person from each division to serve as a committee to review nominations and recommend award recipients.
- (4) The committee will seek written input of the supervisors of all persons nominated for an award.
- (5) The names of the award recipients recommended by the committee will be forwarded to the office of human resources.
- (6) Announcement and presentation of the awards occurs at the annual staff awards dinner.
- (7) Annually a list of all recipients of the distinguished service award will be presented to the university affairs committee of the board of trustees.

**RESOLUTION TO RESCIND  
CLASSIFIED EXEMPT DISTINGUISHED SERVICE  
AWARD POLICY, 3356-7-29  
(PREVIOUS POLICY NUMBER 7014.03)**

**WHEREAS**, 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;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby rescind the University Policy governing Classified Exempt Distinguished Service Award, policy number 3356-7-29 (Previous Policy Number 7014.03), shown as Exhibit R, attached hereto.



**RESCINDED**

**3356-7-29 Classified exempt distinguished service award.**

Previous Policy Number: 7014.03 (new)  
Responsible Division/Office: Human Resources  
Responsible Officer: VP for Finance and Administration  
Revision History: October 1998; October 2010  
Board Committee: Internal Affairs  
**Effective Date: October 1, 2010**  
Next Review: 2015

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- (A) Policy statement. One award is granted annually to a full-time exempt classified employee whose performance at the university has been identified as outstanding. Recipient shall receive a cash award of fourteen hundred dollars.
- (B) Procedures.
- (1) To be eligible to receive a distinguished service award, an individual must be nominated during the “call for nominations” process, which is annually initiated in February.
  - (2) Staff members, faculty, students, or alumni may make nominations.
  - (3) The provost and each vice president will appoint a person from each division to serve as the committee to review nominations and recommend award recipients.
  - (4) The committee will seek written input from the supervisors of all persons nominated for an award.

**RESOLUTION TO MODIFY  
PROFESSIONAL CONDUCT OF FACULTY, DEPARTMENT  
CHAIRPERSONS, AND PROFESSIONAL/ADMINISTRATIVE  
EMPLOYEES POLICY, 3356-9-06  
(PREVIOUS POLICY NUMBER 9006.01)**

**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 Professional Conduct of Faculty, Department Chairpersons, and Professional/Administrative Employees 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 Professional Conduct of Faculty, Department Chairpersons, and Professional/Administrative Employees policy , policy number 3356-9-06 (Previous Policy Number 9006.01), shown as Exhibit S attached hereto. A copy of the policy indicating changes to be made is also attached.

**3356-9-06 Professional conduct of faculty, department chairpersons, and professional/administrative employees.**

Previous Policy Number: 9006.01  
Responsible Division/Office: Office of the President/[Academic Senate](#)  
Responsible Officer: President  
Revision History: 2000; December 2003; December 2010; [June 2016](#)  
Board Committee: ~~Academic and Student Affairs~~ [University Affairs](#)  
**Effective Date:** ~~December 15, 2010~~ [June 15, 2016](#)  
Next Review: 2015 ~~21~~

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(A) Policy statement. [The mission and success of Youngstown state university \(university\) is sustained by the trust placed in its administrators, faculty, and staff by students, parents, benefactors, business and academic partners and by governmental entities.](#)

~~(1)~~—Faculty, department chairpersons, and professional/administrative employees are expected to demonstrate professional conduct that exhibits the values of honesty, integrity, competence, respect, and responsibility.

~~(B)~~ Purpose. [To provide information, he](#) parameters and procedures [designed to recognize and address defined herein, serve as the framework for defining and investigating](#) allegations of professional misconduct, ~~and the administration of sanctions against those found to have violated this policy.~~

~~(C)(2)~~ Scope. This policy ~~and procedures~~ [applies](#) to all full-time and part-time faculty, [instructors](#), department chairpersons, and professional/administrative employees [\(for purposes of this policy collectively referred to as professionals\)](#). ~~with respect to allegations of professional misconduct as defined herein.~~ Allegations of professional misconduct related to sponsored programs, use of human subjects in research, use and care of animals in research, research misconduct, conflicts of interest and/or commitment in sponsored programs, nondiscrimination and equal opportunity, ~~sexual~~ harassment, [sexual misconduct](#), and ~~computer~~ [university technology](#) use shall be reviewed pursuant to procedures provided in board policies governing these areas. The applicable [university](#) policies of the Administrative Code are: ~~the following:~~

- (a1) Rule 3356-10-13 – “Research, grants, and sponsored programs.”
- (b2) Rule 3356-10-14 – “Integrity in research – use of human participants.”
- (e3) Rule 3356-10-15 – “Integrity in research – use and care of animals.”
- (d4) Rule 3356-10-16 – “Research misconduct.”
- (e5) Rule 3356-10-17 – “Objectivity in research – avoidance of conflicts of interest and/or commitment in sponsored research.”
- ~~(f) Rule 3356-2-01 – “Equal opportunity discrimination complaint procedures.”~~
- (g6) Rule 3356-2-03 – “Discrimination/ harassment.”
- (7) Rule 3356-2-3.1 – “Sexual Misconduct.”
- (h8) Rule 3356-4-09 – “Acceptable use of university technology resources.”

~~(B)~~ Definitions.

(1) Professional misconduct. Improper behavior of a serious nature that arises from, or is reasonably related to, the professional’s position, duties, or responsibilities with the university, or that demonstrably and adversely affects the effective performance of university functions. For purposes of this policy,-

~~(1) “Professional misconduct,” includes but is not limited to-for purposes of this policy, means:~~

- (a) Fabrication, falsification, plagiarism, misrepresentation, omission plagiarism, or other intentional deception in one’s credentials or status or in one’s teaching, scholarly, research, or administrative or service dutiesproposing, awarding, administering, conducting, and/or presenting or reporting results of scientific research, administrative or scholarly inquiry, or creative endeavors.
- (b) Recommending or awarding grants, leaves, travel requests, promotions, professional awards or recognitions, or other funds or resources in violation of applicable university policies, agreements, contracts, grants, laws and regulations.

- (c) Use of grants, facilities, equipment, supplies, or other university resources in violation of applicable university policies, agreements, contracts, grants, laws and regulations.
- (d) Selective reporting of favorable results, or intentional omission of conflicting data, as an outcome of research, ~~or~~ inquiry or service.
- (e) Improper or unauthorized use or release of information, ideas, or data in violation of applicable university policies, agreements, contracts, grants, laws and regulations.
- (f) ~~Stealing~~ Misappropriating, destroying, damaging or otherwise taking or using without permission the property of the university or others, or products or research produced by others, such as data, equipment, supplies, computer programs, notes or other records, manuscripts, or specimen collections.

~~(g) — Misrepresentation of one's credentials.~~

- (g) Preventing or obstructing university teaching, research, administrative, or service functions, or any other lawful function of the university.
- (h) Intentionally inflicting physical harm on a member of the university community.
- (i) Making threats of violence, retribution, harm, or engaging in conduct that can reasonably be perceived by others to be threatening, intimidating or harassing.
- (j) Neglect or willful failure to perform university-related duties and responsibilities.
- (k) Obstructing an inquiry into or investigation pursuant to this policy.
- (l) Retaliation against anyone for reporting misconduct or participating in an inquiry or investigation under this policy.
- (m) Deliberately making false allegations of professional misconduct. However, failure to substantiate a claim of professional misconduct is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.
- (n) Attempting to engage in, inciting another to engage in, or abetting,

conduct which would violate this policy.

~~(2) No person shall:~~

~~— (a) Disregard the procedures contained herein.~~

~~(b) Retaliate against anyone making a good faith allegation of professional misconduct.~~

~~(c) Obstruct the inquiry into or investigation of allegations of professional misconduct.~~

~~(d) Deliberately make false allegations of professional misconduct.~~

~~(e) Such actions may also be considered to be professional misconduct and a violation of this rule and subject to the procedures herein or other disciplinary measures.~~

~~(3) Nothing in this section shall be interpreted to include unintentional error, omission, or oversight or to obviate sincere and genuine differences in interpretations or judgments regarding policies, resources, or data.~~

~~(C) Definitions:~~

~~(1) “Fabrication” means the creation of nonexistent or fictitious data or results.~~

~~(2) “Falsification” means the manipulation or alteration of data for the creation or reporting of false results.~~

~~(3) “Plagiarism.” means Representing the work of another person, including the person’s words, ideas, or methods, as one’s own in public or private forums or media.~~

(a) Determinations of plagiarism, including allegations relating to classes, shall include consideration of:

(i) The purpose and character of the use, including whether such use is of a self-interested nature or is for purposes other than an educational or professional mission;

- (ii) The nature of the work, including whether published and copyrighted and whether part of the generally accepted body of knowledge in a field, discipline, or area;
  - (iii) The amount and substantiality of the portion used in relation to the work as a whole; and
  - (iv) The effect of the use upon the audience and upon the potential market for or value of the work.
- (b) In general, use of the work of another person should be accompanied by proper citation or acknowledgment. However, the requirements and specificity of citation or acknowledgment may be determined by the expectations or common practices of the forum, medium, or discipline within which the use occurs. If a generally accepted code of professional ethics for a particular discipline contains additional or different provisions related to plagiarism, then that code shall apply to members of that profession. Accordingly, the fact that the work of another person is not cited or acknowledged shall not, itself, mandate a finding of plagiarism.
- (c) In no case shall a finding of plagiarism apply to written or oral representations that are part of casual conversations, strictly private communications between individuals, or other personal exchanges in which a faculty member, department chairperson, or professional/administrative staff member is not acting as a representative of the university or in his/her professional role.
- (43) Nothing in these definitions shall be interpreted to include unintentional error, omission, or oversight or to obviate sincere and genuine differences in interpretations or judgments regarding policies, resources, or data.
- (CE) Parameters ~~procedures~~.
- (1) Professional conduct committee.
    - (a) A standing professional conduct committee (“committee”) ~~in~~ under the authority of the academic senate will be responsible for addressing allegations of professional

misconduct in accordance with this policy. The committee and any subcommittee will receive appropriate legal and secretarial support in connection with their work.

- (b) The committee shall consist of twelve members. Six members shall be tenured faculty, one from each undergraduate college appointed by the chair of the academic senate, and six members shall be professional/administrative employees appointed by the president of the university. At least two tenured faculty members of the committee shall be regular members of the graduate faculty. Members of the committee shall serve for staggered three-year terms. Initially two faculty members and two non-faculty members shall be appointed for a one-year term, two faculty members and two non-faculty members shall be appointed for a two-year terms, and two faculty members and two non-faculty members shall be appointed for a three-year term. The committee shall elect its own chairperson, who shall serve a three-year term as chairperson and member. The committee shall operate under majority rule, and a quorum shall consist of seven members.

(2) Confidentiality. Confidentiality is required for the effective investigation and implementation of this policy. Information will only be disclosed as required by state or federal law, pursuant to this policy, with university employees with a legitimate need to know or when necessary to effectuate this policy.

(F) Procedures.

~~(2)~~ Allegation of professional misconduct Preliminary review.

- (a) A person who believes that a ~~faculty member, department chairperson, or professional/administrative staff member~~ has engaged in professional misconduct, as a defined by this policy, shall meet with the committee chairperson to discuss the issue, ~~in strict confidence. This meeting must occur not later than thirty days after the complainant observes or discovers the alleged professional misconduct and, in any case, not later than three years after the alleged occurrence of the professional misconduct.~~
- (b) If the chairperson is uncertain as to whether the alleged professional misconduct ~~falls is subject to review pursuant~~



~~to this~~within this policy ~~or another board policy~~, the chairperson shall raise the question with the chair of the academic senate. The chair of the academic senate, the president of the university, and the provost/vice president for academic affairs, or their designees, shall confer and determine by a majority vote ~~whether the policy is appropriately applied to~~ the alleged professional misconduct reasonably falls within the application of this policy.

In cases where the alleged misconduct involves a sponsored program, the associate ~~provost~~vice president for research and dean of graduate studies ~~and research~~ shall be consulted prior to the determination.

- (c) The chairperson shall listen to the concerns of the complainant and ~~advise~~ provide the complainant ~~as to how to file a~~ with information regarding filing a formal allegation of professional misconduct and the applicable procedures. ~~that must be followed under this policy once a formal allegation is made. A complainant who wishes to file a formal allegation of professional misconduct must do so not later than fourteen days after the meeting with the chairperson.~~

(2) Formal review.

- ~~(da)~~ A formal allegation of professional misconduct ~~is not made unless and until it is~~ must be ~~received~~ made in writing and provided to ~~by~~ the chairperson. Anonymous complaints of professional misconduct will not be accepted by the chairperson. ~~and may not be made anonymously.~~
- (b) A formal allegation of professional misconduct must be provided to the chairperson of the professional conduct committee within 180 days after the complainant becomes aware of the alleged professional misconduct.
- (c) The 180 day time limit may be extended in those instances where the professional misconduct could not have been discovered through the exercise of reasonable care and diligence. A determination that this time limit will be extended shall be made by the professional conduct committee by a majority vote of the quorum and is not appealable under this policy. The committee will consider

the nature of the misconduct and whether fraud,  
concealment or intentional misrepresentation prevented  
discovery.

~~(3) — Inquiry into formal allegation.~~

- (a) ~~Not later than seven days from the receipt of a formal allegation of professional misconduct, the chairperson shall notify the person against whom the allegation is made. The person against whom a formal allegation is made may be present during any inquiry proceeding along with, at his/her expense, representatives of his/her choice.~~
- (bd) Upon receiving a formal allegation, the chairperson shall call a meeting of the committee to ~~inquire as to~~determine whether the allegation warrants a formal investigation. In conducting this inquiry, the committee shall be responsible for gathering information and conducting an initial fact-finding process to ~~justify~~support its decision, ~~regarding the need for a formal investigation. Not later than~~Within twenty-eight days from the receipt of a formal allegation of professional misconduct by the chairperson, the committee shall determine whether a formal investigation of the allegation is appropriate. A majority vote of the quorum ~~At least seven votes in the affirmative shall be~~is required to determine that a formal investigation is appropriate.
- (ee) ~~If a formal investigation is determined not to be appropriate, the chairperson shall w~~Within seven days of the ~~at~~ determination that a formal investigation is appropriate. ~~the chairperson shall~~ notify the complainant and the person against whom the formal allegation has been made of professional misconduct the committee's determination. ~~was made that the allegation has been rejected.~~ The chairperson shall make no public announcement regarding such determination unless he/she deems it necessary to protect the reputation of the person against whom an allegation was made.

(43) Formal investigation of a formal allegation.

- (a) ~~— If the committee determines that a formal investigation of the allegation is appropriate, the chairperson shall notify the complainant and the person against whom the allegation of professional misconduct was made within seven days~~

~~after that determination that a formal investigation of the allegation will be conducted.~~

- ~~(a) Not later than fourteen days after the vote of the committee, and w~~With the advice of the committee, the chairperson shall appoint a case investigation subcommittee consisting of five members comprised of tenured faculty, administrators and/or professional staff with appropriate background and knowledge to conduct a thorough and authoritative evaluation of the evidence and information bearing upon the allegation. At least one member of the subcommittee shall be a member of the committee. The chairperson shall also designate the chairperson of the subcommittee. The subcommittee may include tenured faculty, administrators, or professional staff from outside the university in cases where individuals within the university would not have the required expertise or would be subject to an actual or apparent conflict of interest.
- (b) The subcommittee shall investigate the allegation of professional misconduct, author a report of investigation and determine whether there ~~allegation~~ is adequate evidence such that a reasonable person would find the allegation[s] justified substantiated or unsubstantiated. The investigation shall include interviews with the person against whom the allegation has been made, if possible, and an examination of all available pertinent evidence and information bearing upon the allegation. A quorum, consisting of no fewer than three members of the subcommittee, shall be present whenever testimony is given in connection with an investigation. ~~A quorum shall consist of no fewer than three members of the subcommittee.~~ The subcommittee shall keep detailed records of its investigation, ~~including transcripts of all testimony.~~
- (c) ~~The person against whom the allegation is made and his/her representatives shall be provided with a~~ All documents, records, statements and any other information and material gathered or used by the subcommittee shall be made available to the person against whom the allegation is made and his/her representatives. If the investigation includes interviews, testimony, or the appearance of any person before all or part of the subcommittee, the person against whom the allegation has been made and/or representatives

of his/her choice may be present and question any such persons. In addition, they shall have the right to obtain documents, records and information, and to interview witnesses, including the complainant, regarding the allegation.

All persons being interviewed, giving testimony, or otherwise making an appearance before all or part of the subcommittee may have representatives of their choice present to advise them. Any person who chooses to have the aid of representatives shall do so at his/her own expense.

- (d) ~~Not later than sixty days from its appointment, t~~Within sixty days of its appointment, the subcommittee shall file a report of its investigation with the committee, except that it may request an extension from the chairperson ~~for no more than an additional~~of up to thirty days to complete its work. The report of the subcommittee shall include all of the information and records gathered in its investigation and shall provide a determination that the allegation is substantiated or unsubstantiated.

- (e) The subcommittee's determination that an allegation is unsubstantiated shall be final and not subject to committee review.

(54) Committee review ~~Finding~~ of a substantiated allegation.

- (a) Within ~~Not later than twenty-one~~thirty days from receipt of the ~~report of the~~ subcommittee's report, the committee shall:

(i) -v~~Vote to determine~~on -whether the committee accepts the subcommittee's determination that ~~or not~~ the formal allegation of professional misconduct is substantiated by the evidence. ~~At least seven votes in the affirmative~~ A majority of the quorum shall be required to find that the allegation is substantiated. If the committee determines that the allegation is substantiated (supported by relevant evidence that a reasonable person would accept as adequate to support the determination), the committee ~~may~~shall also recommend penalties or sanctions, provided at least seven members of the committee agree on penalties and sanctions.

(b) ~~(ii) If Not later than fourteen days after a finding by the committee that~~ the committee determines that the allegation of professional misconduct is substantiated, the chairperson shall prepare a professional misconduct report and shall provide copies of this report to the person against whom the finding of professional misconduct was made, his/her immediate administrative superior, the person who made the allegation, the chair of the academic senate, the president of the university, the vice president of the division where the person against whom the finding was made works, and the chairperson of the university board of trustees. This report shall include the formal allegation, findings of fact, and ~~any~~ when appropriate recommended penalties or sanctions. The report may also include recommendations for the review and/or revision of applicable policies or procedures.

~~(iii)(6) Finding of an unsubstantiated allegation.~~ If at least seven members of the committee do not affirmatively vote that the allegation is substantiated, then the allegation will be found to be unsubstantiated, and the chairperson shall promptly notify the person who was the subject of the allegation, his/her immediate administrative superior, the person who made the allegation, the chair of the academic senate, the president of the university, the vice president of the division where the person against whom the allegation was made works, the chairperson of the university board of trustees, and others deemed appropriate by the chairperson, including professional societies.

~~(75)~~ Appeal of a substantiated allegation.

- (a) Not later than fourteen days after receipt of the professional misconduct report, the person found to have engaged in professional misconduct may file an appeal of the professional misconduct report as to the formal allegation, application of the policy, procedures followed, findings of fact, and recommended penalties or sanctions with the president of the university. If the person found to have engaged in professional misconduct is the president of the university, the appeal shall be filed with the chairperson of the university board of trustees.
- (b) The person with whom the appeal is filed, or his/her designee, -shall appoint a committee of not less than three

persons, who have not participated in the original investigation, to review the appeal and make a recommendation. The person with whom the appeal is filed, or any committee he/she appoints in connection with the appeal, may conduct whatever level of review they determine to be appropriate, including interviewing previous witnesses and reviewing documents. However, the review may be based on the existing investigative materials and reports.

~~If the recommended penalty or sanction in the professional misconduct report is termination, then a de novo review of the allegation shall be conducted on appeal.~~

- (c) Not later than ~~thirty~~forty-five days after an appeal is filed, the person with whom the appeal is filed shall issue a decision on the appeal. If the appeal is upheld, the person granting the appeal shall promptly notify all appropriate parties. This notification shall include the rationale for granting the appeal. If the appeal is denied, the person denying the appeal shall promptly notify all appropriate parties, including the immediate administrative superior of the person determined to have engaged in professional misconduct. This notification shall include the rationale for denying the appeal. Alternatively, the person with whom the appeal is filed may modify any part of the professional misconduct report.

(d) A substantiated allegation shall be set aside or found to be unsubstantiated upon review only if found to be arbitrary, unreliable, an abuse of discretion, or contrary to this policy.

(e) A modification of the professional misconduct report must be reasonable and not contrary to relevant evidence.

~~(8)~~(G) Administrative implementation of sanctions.

- (a1) Absent an appeal, or if the appeal is denied or a modified professional misconduct report is issued, the immediate administrative superior of the person found to have engaged in professional misconduct ~~may~~shall within ten (10) working days, implement, or engage the process to implement, any recommended sanctions of the professional misconduct report, ~~impose his or her own sanctions, or take~~

~~other action.~~ Implementation shall be consistent with any applicable collective bargaining agreement and ~~If the person found to have engaged in professional misconduct is a member of the Youngstown state university—Ohio education association (“YSU-OEA”) bargaining unit, any sanctions imposed must be administered in a manner consistent with the YSU/YSU-OEA agreement. If the person found to have engaged in professional misconduct is a member of the Youngstown state university—association of professional administrative staff (“YSU-APAS”) bargaining unit, any sanctions imposed must be administered in a manner consistent with the YSU/YSU-APAS agreement. If the person found to have engaged in professional misconduct is not a member of any bargaining unit, any sanctions imposed must be administered in a manner consistent with~~ applicable university policies.

(2) Failure of the immediate administrative superior to implement or engage the process to implement, any recommended penalties or sanctions shall be a violation of this policy subject to appropriate discipline.

~~(b) — Should the immediate administrative superior decline to implement or to engage the process to implement the recommendations of the professional misconduct report or the determination of the person with whom the appeal was filed, he/she shall issue an explanation in writing to the chairperson, the chair of the academic senate, the president of the university, the vice president of the division where the person against whom the finding was made works, and the chairperson of the university board of trustees.~~

(9H) Records. The chairperson shall maintain all documentation related to the committee’s actions regarding formal allegations and arrange for the safe storage of all records of the committee’s and subcommittee’s meetings, inquiries, investigations, votes, and recommendations for a period of three years after a finding on the allegation.

~~(10I)~~ Conflict of interest. No person shall serve on the committee, or ~~subcommittee, or hear an appeal of an allegation of professional misconduct either filed by or alleging that such person has engaged in professional misconduct.~~ in a given case if such a person is the person against whom an allegation of professional misconduct has been made or if such person has a personal interest in the outcome

~~of the case.~~—No person shall serve on a committee, subcommittee,  
or hear an appeal of a finding of professional misconduct in a  
given case if such person ~~is the person found to have engaged in~~  
~~professional misconduct or if such person~~ has a personal interest in  
the outcome of the case. If there is a need to appoint a temporary  
or permanent replacement member of the committee or  
subcommittee, the original appointing person shall appoint the  
replacement. If the chair of the academic senate has a conflict of  
interest in a given case, the president of the university shall appoint  
the replacement. If the president of the university has a conflict in  
a given case, the chairperson of the university board of trustees  
shall appoint the replacement.



**3356-9-06 Professional conduct of faculty, department chairpersons, and professional/administrative employees.**

Previous Policy Number: 9006.01  
Responsible Division/Office: Office of the President/Academic Senate  
Responsible Officer: President  
Revision History: 2000; December 2003; December 2010; June 2016  
Board Committee: University Affairs  
**Effective Date: June 15, 2016**  
Next Review: 2021

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- (A) Policy statement. The mission and success of Youngstown state university (university) is sustained by the trust placed in its administrators, faculty, and staff by students, parents, benefactors, business and academic partners and by governmental entities. Faculty, department chairpersons, and professional/administrative employees are expected to demonstrate professional conduct that exhibits the values of honesty, integrity, competence, respect, and responsibility.
- (B) Purpose. To provide information, parameters and procedures designed to recognize and address allegations of professional misconduct.
- (C) Scope. This policy applies to all full-time and part-time faculty, instructors, department chairpersons, and professional/administrative employees (for purposes of this policy collectively referred to as professionals). Allegations of professional misconduct related to sponsored programs, use of human subjects in research, use and care of animals in research, research misconduct, conflicts of interest and/or commitment in sponsored programs, nondiscrimination and equal opportunity, harassment, sexual misconduct, and university technology use shall be reviewed pursuant to procedures provided in board policies governing these areas. The applicable university policies of the Administrative Code are:
- (1) Rule 3356-10-13 – “Research, grants, and sponsored programs.”
  - (2) Rule 3356-10-14 – “Integrity in research – use of human participants.”

- (3) Rule 3356-10-15 – “Integrity in research – use and care of animals.”
  - (4) Rule 3356-10-16 – “Research misconduct.”
  - (5) Rule 3356-10-17 – “Objectivity in research – avoidance of conflicts of interest and/or commitment in sponsored research.”
  - (6) Rule 3356-2-03 – “Discrimination/ harassment.”
  - (7) Rule 3356-2-3.1 – “Sexual Misconduct.”
  - (8) Rule 3356-4-09 – “Acceptable use of university technology resources.”
- (D) Definitions.
- (1) Professional misconduct. Improper behavior of a serious nature that arises from, or is reasonably related to, the professional’s position, duties, or responsibilities with the university, or that demonstrably and adversely affects the effective performance of university functions. For purposes of this policy, professional misconduct includes but is not limited to:
    - (a) Fabrication, falsification, plagiarism, misrepresentation, omission or other intentional deception in one’s credentials or status or in one’s teaching, scholarly, research, or administrative or service duties or creative endeavors.
    - (b) Recommending or awarding grants, leaves, travel requests, promotions, professional awards or recognitions, or other funds or resources in violation of applicable university policies, agreements, contracts, grants, laws and regulations.
    - (c) Use of grants, facilities, equipment, supplies, or other university resources in violation of applicable university policies, agreements, contracts, grants, laws and regulations.
    - (d) Selective reporting of favorable results, or intentional

omission of conflicting data, as an outcome of research, inquiry or service.

- (e) Improper or unauthorized use or release of information, ideas, or data in violation of applicable university policies, agreements, contracts, grants, laws and regulations.
- (f) Misappropriating, destroying, damaging or otherwise taking or using without permission the property of the university or others, or products or research produced by others, such as data, equipment, supplies, computer programs, notes or other records, manuscripts, or specimen collections.
- (g) Preventing or obstructing university teaching, research, administrative, or service functions, or any other lawful function of the university.
- (h) Intentionally inflicting physical harm on a member of the university community.
- (i) Making threats of violence, retribution, harm, or engaging in conduct that can reasonably be perceived by others to be threatening, intimidating or harassing.
- (j) Neglect or willful failure to perform university-related duties and responsibilities.
- (k) Obstructing an inquiry into or investigation pursuant to this policy.
- (l) Retaliation against anyone for reporting misconduct or participating in an inquiry or investigation under this policy.
- (m) Deliberately making false allegations of professional misconduct. However, failure to substantiate a claim of professional misconduct is not equivalent to a false allegation and no person shall be penalized for good faith reporting of concerns under this policy.

- (n) Attempting to engage in, inciting another to engage in, or abetting, conduct which would violate this policy.
- (2) Plagiarism. Representing the work of another person, including the person's words, ideas, or methods, as one's own in public or private forums or media.
- (a) Determinations of plagiarism, including allegations relating to classes, shall include consideration of:
    - (i) The purpose and character of the use, including whether such use is of a self-interested nature or is for purposes other than an educational or professional mission;
    - (ii) The nature of the work, including whether published and copyrighted and whether part of the generally accepted body of knowledge in a field, discipline, or area;
    - (iii) The amount and substantiality of the portion used in relation to the work as a whole; and
    - (iv) The effect of the use upon the audience and upon the potential market for or value of the work.
  - (b) In general, use of the work of another person should be accompanied by proper citation or acknowledgment. However, the requirements and specificity of citation or acknowledgment may be determined by the expectations or common practices of the forum, medium, or discipline within which the use occurs. If a generally accepted code of professional ethics for a particular discipline contains additional or different provisions related to plagiarism, then that code shall apply to members of that profession. Accordingly, the fact that the work of another person is not cited or acknowledged shall not, itself, mandate a finding of plagiarism.
  - (c) In no case shall a finding of plagiarism apply to written or oral representations that are part of casual conversations,

strictly private communications between individuals, or other personal exchanges in which a faculty member, department chairperson, or professional/administrative staff member is not acting as a representative of the university or in his/her professional role.

- (3) Nothing in these definitions shall be interpreted to include unintentional error, omission, or oversight or to obviate sincere and genuine differences in interpretations or judgments regarding policies, resources, or data.

(E) Parameters.

- (1) Professional conduct committee.

- (a) A standing professional conduct committee (“committee”) under the authority of the academic senate will be responsible for addressing allegations of professional misconduct in accordance with this policy. The committee and any subcommittee will receive appropriate legal and secretarial support in connection with their work.
- (b) The committee shall consist of twelve members. Six members shall be tenured faculty, one from each undergraduate college appointed by the chair of the academic senate, and six members shall be professional/administrative employees appointed by the president of the university. At least two tenured faculty members of the committee shall be regular members of the graduate faculty. Members of the committee shall serve for staggered three-year terms. Initially two faculty members and two non-faculty members shall be appointed for a one-year term, two faculty members and two non-faculty members shall be appointed for a two-year terms, and two faculty members and two non-faculty members shall be appointed for a three-year term. The committee shall elect its own chairperson, who shall serve a three-year term as chairperson and member. The committee shall operate under majority rule, and a quorum shall consist of seven members.

- (2) Confidentiality. Confidentiality is required for the effective investigation and implementation of this policy. Information will only be disclosed as required by state or federal law, pursuant to this policy, with university employees with a legitimate need to know or when necessary to effectuate this policy.

(F) Procedures.

- (1) Preliminary review.

- (a) A person who believes that a professional has engaged in professional misconduct, as defined by this policy, shall meet with the committee chairperson to discuss the issue.
- (b) If the chairperson is uncertain as to whether the alleged professional misconduct falls within this policy, the chairperson shall raise the question with the chair of the academic senate. The chair of the academic senate, the president of the university, and the provost/vice president for academic affairs, or their designees, shall confer and determine by a majority vote whether the alleged professional misconduct reasonably falls within the application of this policy.

In cases where the alleged misconduct involves a sponsored program, the associate vice president for research and dean of graduate studies shall be consulted prior to the determination.

- (c) The chairperson shall listen to the concerns of the complainant and provide the complainant with information regarding filing a formal allegation of professional misconduct and the applicable procedures.

- (2) Formal review.

- (a) A formal allegation of professional misconduct must be made in writing and provided to the chairperson. Anonymous complaints of professional misconduct will not be accepted by the chairperson.

- (b) A formal allegation of professional misconduct must be provided to the chairperson of the professional conduct committee within 180 days after the complainant becomes aware of the alleged professional misconduct.
  - (c) The 180 day time limit may be extended in those instances where the professional misconduct could not have been discovered through the exercise of reasonable care and diligence. A determination that this time limit will be extended shall be made by the professional conduct committee by a majority vote of the quorum and is not appealable under this policy. The committee will consider the nature of the misconduct and whether fraud, concealment or intentional misrepresentation prevented discovery.
  - (d) Upon receiving a formal allegation, the chairperson shall call a meeting of the committee to determine whether the allegation warrants a formal investigation. In conducting this inquiry, the committee shall be responsible for gathering information and conducting an initial fact-finding process to support its decision. Within twenty-eight days from the receipt of a formal allegation of professional misconduct by the chairperson, the committee shall determine whether a formal investigation of the allegation is appropriate. A majority vote of the quorum is required to determine that a formal investigation is appropriate.
  - (e) Within seven days of the determination that a formal investigation is appropriate, the chairperson shall notify the complainant and the person against whom the formal allegation has been made of the committee's determination. The chairperson shall make no public announcement regarding such determination unless he/she deems it necessary to protect the reputation of the person against whom an allegation was made.
- (3) Formal investigation.
- (a) With the advice of the committee, the chairperson shall appoint a case investigation subcommittee consisting of

five members comprised of tenured faculty, administrators and/or professional staff with appropriate background and knowledge to conduct a thorough and authoritative evaluation of the evidence and information bearing upon the allegation. At least one member of the subcommittee shall be a member of the committee. The chairperson shall also designate the chairperson of the subcommittee. The subcommittee may include tenured faculty, administrators, or professional staff from outside the university in cases where individuals within the university would not have the required expertise or would be subject to an actual or apparent conflict of interest.

- (b) The subcommittee shall investigate the allegation of professional misconduct, author a report of investigation and determine whether there is adequate evidence such that a reasonable person would find the allegation[s] substantiated or unsubstantiated. The investigation shall include interviews with the person against whom the allegation has been made, if possible, and an examination of available pertinent evidence and information bearing upon the allegation. A quorum, consisting of no fewer than three members of the subcommittee, shall be present whenever testimony is given in connection with an investigation. The subcommittee shall keep detailed records of its investigation.
- (c) All documents, records, statements and any other information and material gathered or used by the subcommittee shall be made available to the person against whom the allegation is made and his/her representatives . If the investigation includes interviews, testimony, or the appearance of any person before all or part of the subcommittee, the person against whom the allegation has been made and/or representatives of his/her choice may be present and question any such persons. In addition, they shall have the right to obtain documents, records and information, and to interview witnesses, including the complainant, regarding the allegation.

All persons being interviewed, giving testimony, or



otherwise making an appearance before all or part of the subcommittee may have representatives of their choice present to advise them. Any person who chooses to have the aid of representatives shall do so at his/her own expense.

- (d) Within sixty days of its appointment, the subcommittee shall file a report of its investigation with the committee, except that it may request an extension from the chairperson of up to thirty days to complete its work. The report of the subcommittee shall include all of the information and records gathered in its investigation and shall provide a determination that the allegation is substantiated or unsubstantiated.
  - (e) The subcommittee's determination that an allegation is unsubstantiated shall be final and not subject to committee review.
- (4) Committee review of a substantiated allegation.
- (a) Within thirty days from receipt of the subcommittee's report, the committee shall:
    - (i) Vote on whether the committee accepts the subcommittee's determination that the formal allegation of professional misconduct is substantiated by the evidence. A majority of the quorum shall be required to find that the allegation is substantiated. If the committee determines that the allegation is substantiated (supported by relevant evidence that a reasonable person would accept as adequate to support the determination), the committee shall also recommend penalties or sanctions, provided at least seven members of the committee agree on penalties and sanctions.
    - (ii) If the committee determines that the allegation of professional misconduct is

substantiated, the chairperson shall prepare a professional misconduct report and shall provide copies of this report to the person against whom the finding of professional misconduct was made, his/her immediate administrative superior, the person who made the allegation, the chair of the academic senate, the president of the university, the vice president of the division where the person against whom the finding was made works, and the chairperson of the university board of trustees. This report shall include the formal allegation, findings of fact, and when appropriate recommended penalties or sanctions. The report may also include recommendations for the review and/or revision of applicable policies or procedures.

- (iii) If at least seven members of the committee do not affirmatively vote that the allegation is substantiated, then the allegation will be found to be unsubstantiated, and the chairperson shall promptly notify the person who was the subject of the allegation, his/her immediate administrative superior, the person who made the allegation, the chair of the academic senate, the president of the university, the vice president of the division where the person against whom the allegation was made works, the chairperson of the university board of trustees, and others deemed appropriate by the chairperson, including professional societies.

(5) Appeal of a substantiated allegation.

- (a) Not later than fourteen days after receipt of the professional misconduct report, the person found to have engaged in professional misconduct may file an appeal of the professional misconduct report as to the formal allegation, application of the policy, procedures followed, findings of fact, and recommended penalties or sanctions with the president of the university. If the person found to have

engaged in professional misconduct is the president of the university, the appeal shall be filed with the chairperson of the university board of trustees.

- (b) The person with whom the appeal is filed, or his/her designee, shall appoint a committee of not less than three persons, who have not participated in the original investigation, to review the appeal and make a recommendation. The person with whom the appeal is filed, or any committee he/she appoints in connection with the appeal, may conduct whatever level of review they determine to be appropriate, including interviewing previous witnesses and reviewing documents. However, the review may be based on the existing investigative materials and reports.
  - (c) Not later than forty-five days after an appeal is filed, the person with whom the appeal is filed shall issue a decision on the appeal. If the appeal is upheld, the person granting the appeal shall promptly notify all appropriate parties. This notification shall include the rationale for granting the appeal. If the appeal is denied, the person denying the appeal shall promptly notify all appropriate parties, including the immediate administrative superior of the person determined to have engaged in professional misconduct. This notification shall include the rationale for denying the appeal. Alternatively, the person with whom the appeal is filed may modify any part of the professional misconduct report.
  - (d) A substantiated allegation shall be set aside or found to be unsubstantiated upon review only if found to be arbitrary, unreliable, an abuse of discretion, or contrary to this policy.
  - (e) A modification of the professional misconduct report must be reasonable and not contrary to relevant evidence.
- (G) Administrative implementation of sanctions.
- (1) Absent an appeal, or if the appeal is denied or a modified

professional misconduct report is issued, the immediate administrative superior of the person found to have engaged in professional misconduct shall within ten (10) working days, implement, or engage the process to implement, any recommended sanctions of the professional misconduct report. Implementation shall be consistent with any applicable collective bargaining agreement and applicable university policies.

- (2) Failure of the immediate administrative superior to implement or engage the process to implement, any recommended penalties or sanctions shall be a violation of this policy subject to appropriate discipline.
- (H) Records. The chairperson shall maintain all documentation related to the committee's actions regarding formal allegations and arrange for the safe storage of all records of the committee's and subcommittee's meetings, inquiries, investigations, votes, and recommendations for a period of three years after a finding on the allegation.
- (I) Conflict of interest. No person shall serve on the committee, subcommittee, or hear an appeal of an allegation of professional misconduct either filed by or alleging that such person has engaged in professional misconduct. No person shall serve on a committee, subcommittee, or hear an appeal of a finding of professional misconduct in a given case if such person has a personal interest in the outcome of the case. If there is a need to appoint a temporary or permanent replacement member of the committee or subcommittee, the original appointing person shall appoint the replacement. If the chair of the academic senate has a conflict of interest in a given case, the president of the university shall appoint the replacement. If the president of the university has a conflict in a given case, the chairperson of the university board of trustees shall appoint the replacement.

**RESOLUTION TO APPROVE  
THE SELECTION OF THE POSITION FOR DEAN OF THE COLLEGE OF  
CREATIVE ARTS AND COMMUNICATION**

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

**WHEREAS**, the Board of Trustees approved the authorization of a search in accordance with University Policy Number 3356-9-02; and

**WHEREAS**, a candidate was identified from an applicant pool obtained as a result of a national search process and recommended by the search committee; and

**WHEREAS**, the candidate's credentials have been reviewed by the Dana School of Music and the Provost and Vice Associate for Academic Affairs 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 the appointment of Phyllis M. Paul as Professor and Dean of the College of Creative Arts and Communication, with tenure, effective July 1, 2016.



**Issued:**

**Salary Grade:** A11

**Reviewed By:** BJL/MA/KWR

**Hiring Range:** \$111,865 - \$151,071

**TITLE:** Dean & Professor

**DEPARTMENT:** College of Creative Arts & Communication

**JOB SUMMARY:**

To lead the College of Creative Arts and Communication (CCAC) in the development and advancement of innovative, interdisciplinary, undergraduate, and graduate programs; to support and expand the scholarly, creative, and innovative work within the College to include an international focus that addresses the global economy; to promote recruitment and retention of a diverse student body and faculty that results in an inclusive work environment; to provide leadership and representation for the College in all matters.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Leads the educational initiatives in the College of Creative Arts and Communication.

Leads in the advancement of the arts and related disciplines as a force in the university, community, and society.

Develops short-term and long-range strategic planning for CCAC consistent with the University's mission and strategic initiatives.

Increases community involvement, forms partnerships, and actively represents the CCAC locally, nationally, and internationally to enhance scholarship and cooperative endeavors.

In consultation with faculty, promotes collaborative and creative teaching/learning environments and facilitates the use of new technologies in CCAC classrooms and laboratories.

Works with the faculty and chairs to develop programs/curricula that are attractive to potential students and thus enhance recruitment to the university, including international recruitment.

Oversees and supports academic advisement in the CCAC and promotes strategies and efforts that result in increased enrollment and retention.

Develops and promotes innovative interdisciplinary undergraduate and graduate programs/curricula that strengthen the college and the university.

Strategically prepares and authorizes budget and resource allocation to most effectively serve academic departments and students within the CCAC.

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 2

Oversees program review, regional accreditation activities, and professional accreditation for the programs within the CCAC.

Expands fund raising and grants activities to support creative work, scholarship and research.

Works effectively in a collective bargaining environment.

Oversees operation of University Performing Arts Series, McDonough Museum of Art, and other community outreach operations of the college.

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other duties as assigned.

**SUPERVISION EXERCISED:**

Administrative and functional supervision is exercised over faculty members across academic departments, professional administrative, classified staff, and student employees.

**REPORTS TO:** Provost & Vice President, Academic Affairs

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** None

**MINIMUM QUALIFICATIONS:**

Terminal degree in one of the College's disciplines from an accredited institution; distinguished record in teaching, scholarship, and service activities that warrants appointment at the rank of tenured full professor; broad knowledge of and strong commitment to the value of the College's diverse disciplines; a demonstrated record of achievement in higher education administration at the level of department chair or higher; demonstrated dynamic leadership and collaborative management style appropriate for managing a college as part of a large and diverse institution; skilled with managing budgets and financial planning; strong decision-making, problem-solving, organizational, interpersonal, and communication skills; commitment to Affirmative Action, Equal Opportunity, and diversity with respect to faculty, students, and staff; understanding and awareness of existing and emerging technologies in the disciplines of the college; demonstrated ability to obtain funding for research or program development; commitment to fostering campus, community, and regional partnerships.

## PHYLLIS M. PAUL

### EDUCATIONAL BACKGROUND

Florida State University Tallahassee, Florida	Doctor of Philosophy, Certificate in Music in Special Education	2003
Florida State University Tallahassee, Florida	Master of Music	1989
Lenoir-Rhyne University Hickory, North Carolina	Bachelor of Music	1983

### PROFESSIONAL EXPERIENCE

2003-Present	University of Oregon, School of Music and Dance <i>Associate Dean and Director of Graduate and Undergraduate Studies, 2014-2015</i> <i>Associate Dean and Director of Undergraduate Studies, 2010-2014</i> <i>Music Education Area Head, 2009-2014</i> <i>Associate Professor {with tenure} of Music Education, 2009-present</i> <i>Assistant Professor of Music Education, 2003-2009</i>
2001-2003	Florida State University, College of Music <i>Graduate Teaching Assistant</i>
1999-2001	Thomas University, Department of Music <i>Assistant Professor of Music</i>
1996-1999	Florida State University School, Music Department <i>Music Area Chair and Teacher</i>
1995-1996	Munroe Elementary School, Quincy, Florida <i>Music Teacher</i>
1989-1994	Suwannee Elementary School West Music Teacher

### BOOK

Paul, T.A., & Paul, P. M. (2010). *Winds and hymns: Resource guide to hymns, chorales, and spirituals in selected wind band literature*. Galesville, MD: Meredith Music Press.

### PUBLICATIONS

2004 – present: Author of eight peer-reviewed publications; co-author of three peer-reviewed publications; Author of one non peer-reviewed publication

### PRESENTATIONS

2004 – present: Twenty-nine presentations made at state and/or national conferences; seventeen were part of the peer-review process and twelve were invited



## **GRANTS AWARDED**

- University of Oregon Innovation Research Award (2012). *Principal Investigator*. The effects of varying musical styles on brain activity. Award: \$5,000
- Faye and Lucille Steward Foundation Grant (2007-08). *Principal Investigator*. Support for research and curriculum development focused on using music to enhance emergent literacy with Head Start children. Award: \$10,000

## **DIRECTION OF STUDENT RESEARCH**

Chaired three Dissertations, one Thesis, and thirteen Masters' Projects  
*University of Oregon*

Committee member of five Dissertations and fifteen Masters' Projects  
*University of Oregon*

## **MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS**

- Affective Response Special Research Interest Group of Music Education
- American Music Therapy Association
- American Orff Schulwerk Association
- California Music Educators
- College Music Society
- Colorado Music Educators Association
- Hawaii Music Educators Association
- National Association for Music Education
- Oregon Music Educators Association
- Pi Kappa Lambda (Honorary Music Society)
- Washington Music Educators Association

**RESOLUTION TO APPROVE  
MULTIPLE-YEAR CONTRACTS**

**WHEREAS**, University Policy, 3356-7-35, Multiple-Year Contracts for Executive Level Officers, Administrative Officers and Other Designated Professional/Administrative Staff requires Board of Trustees approval annually when providing initial and renewal multiple year contracts; and

**WHEREAS**, the President is recommending that the attached list of multiple-year contracts be approved by the Board of Trustees for issuance by the Office of Human Resources.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approves the issuance of multiple-year contracts, shown as Exhibit T attached hereto.

**Multiple Year Contracts (Excludes President and Coaches)**

Name	Title	Salary FY 2016-2017	FY 2016-2017	
<i>Administrative Level Officers, per 3356-09-02 (formerly 9002.01)</i>				
<i>Deans, per 3356-09-02 C1(a)</i>				
Dr. Kristine Blair	College of Liberal Arts & Social Sciences	\$ 158,000.00	1 of 3	
Dr. Joseph Mosca	College of Health & Human Services	\$ 155,000.00	2 of 3	*Salary Update
Dr. Phyllis Paul	College of Creative Arts & Communication	\$ 145,000.00	1 of 3	
Dr. Wim Steelant	College of Science, Technology, Engineering & Mathematics	\$ 170,000.00	1 of 3	
<i>Designated P/A Staff, per 3356-09-02 C1(e)</i>				
Dr. William Binning	Government Relations Representative (.50 FTE)	\$ 39,780.00	1 of 1.5	
Dr. Nathan Myers	Associate Provost, International & Global Initiatives	\$ 100,000.00	1 of 3	

**RESOLUTION TO RATIFY  
PERSONNEL ACTIONS**

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

**WHEREAS**, new appointments and other personnel actions have been made subsequent to the March 16, 2016, meeting of the Board of Trustees; and

**WHEREAS**, such personnel actions are in accordance with the 2016-2017 Budget and with the University policy on Equal Employment Opportunity;

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

**SUMMARY OF PERSONNEL ACTIONS**  
**Professional Administrative and Faculty Employees**  
**1/16/16 through 4/15/16**

**Appointments – 16**

**New Positions – 4** *(Notated with an asterisk \*)*

- Professional Administrative Staff – 0
- Professional Administrative Excluded – 2
- Professional Administrative Externally Funded – 2
- Faculty – 0

**Replacement Positions – 12**

- Professional Administrative Staff – 3
- Professional Administrative Excluded – 9
- Professional Administrative Externally Funded – 0
- Faculty – 0

**Separations – 17**

- Professional Administrative Staff – 5
- Professional Administrative Excluded – 8
- Professional Administrative Externally Funded – 3
- Faculty – 1

**Reclassifications – 2**

- Professional Administrative Excluded – 2

**Promotions – 2**

- Professional Administrative Externally Funded – 2

**Transfers – 2**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1

## **Salary Adjustments/Position Audits – 2**

- Professional Administrative Staff – 1
- Professional Administrative Excluded – 1

## **Displacements – 0**

## **Layoffs – 0**

**YOUNGSTOWN STATE UNIVERSITY**  
**PROFESSIONAL ADMINISTRATIVE AND FACULTY**  
**PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16**  
**APPOINTMENTS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Ronald Markowitz	APAS	Temporary Academic Advisor	Health & Human Services	2/26/2016	0.405	\$ 15,163.20
Justin Munz	APAS	Housing Coordinator	Housing & Residence Life	3/1/2016	1.000	\$ 27,670.00
Tiffany Stone Wolbrecht	APAS	Planetarium Lecturer	Ward Beecher Planetarium	1/16/2016	1.000	\$ 38,000.00
Donald D'Alesio	Excluded	Assistant Football Coach	Athletic Administration	4/1/2016	1.000	\$ 29,000.00
Joseph Ganz	Excluded	Assistant Football Coach	Athletic Administration	3/7/2016	1.000	\$ 35,000.00
Nicolas McKissic-Luke	Excluded	Assistant Football Coach	Athletic Administration	3/7/2016	1.000	\$ 57,000.00
Emanuel Stephens	Excluded	Assistant Soccer Coach	Athletic Administration	3/14/2016	1.000	\$ 33,916.00
Nana Akuamoah-Boateng	Excluded	Head Soccer Coach	Athletic Administration	1/19/2016	1.000	\$ 60,000.00
Mark Brandenstein	Excluded	Assistant Coach Strength & Conditioning	Athletic Administration	2/1/2016	1.000	\$ 30,265.00
*Jennifer Gavalier	Excluded	HR Classification and EEO Officer	Human Resources	3/1/2016	1.000	\$ 60,000.00
Ann Jaronski	Excluded	Director, Student Counseling	Counseling Center	3/21/2016	1.000	\$ 99,000.00
*Nathan Myers	Excluded	Associate Provost	Ctr. International Studies & Programs	3/16/2016	1.000	\$ 100,000.00
Wim Steelant	Excluded	Dean, STEM	STEM	3/16/2016	1.000	\$ 170,000.00
Kerchum, Alexander	Excluded	Temporary Web App. Specialist	ERP Programming & Application Design	2/1/2016	1.000	\$ 41,147.00
*Laura Robich	Externally Funded	Clinical Student Services Coordinator	Nursing	1/25/2016	1.000	\$ 45,000.00
*Melanie Loew	Externally Funded	Coordinator English Festival	English	3/1/2016	0.375	\$ 13,125.00
*New Positions						

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16  
SEPARATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>DATE OF SEPARATION</b>	<b>FTE</b>	<b>SALARY</b>
James Cook	APAS	STEM Lab Coordinator	STEM	1/17/2016	1.00	\$ 45,867.36
Brenda Crouse	APAS	Senior Academic Advisor BS MD	STEM	2/20/2016	1.00	\$ 56,416.00
James Dolan	APAS	TV Production Studio Engineer	Communication	1/20/2016	0.50	\$ 18,319.20
Ronald Markowitz	APAS	Temporary Coordinator	Center for Student Progress	2/15/2016	1.00	\$ 37,189.00
Jason Thomas	APAS	Database Administrator	Computer Services	2/5/2016	1.00	\$ 87,375.24
Kyle Brey	Excluded	Assistant Football Coach	Athletics - Football	2/5/2016	1.00	\$ 35,000.00
Thomas Hollowell	Excluded	Assistant Football Coach	Athletics - Football	2/19/2016	1.00	\$ 50,000.00
Kelsey Hunnyadi-Coll	Excluded	Assistant Soccer Coach	Athletics - Soccer	1/31/2016	1.00	\$ 33,916.00
Benjamin Iannacchione	Excluded	Head Coach, Strength & Conditioning	Athletics - Training Room	3/15/2016	1.00	\$ 40,265.00
Myisha Jennings	Excluded	Temporary Program Coordinator	Metropolitan College	3/15/2016	1.00	\$ 30,000.00
William Lemke	Excluded	Head Coach, Women's Soccer	Athletics - Soccer	1/31/2016	1.00	\$ 53,795.82
Pepe Pearson	Excluded	Assistant Football Coach	Athletics - Football	2/12/2016	1.00	\$ 60,000.00
Diane Stahl	Excluded	Temporary Counselor	Registration & Records	4/15/2016	1.00	\$ 31,820.00
Gabrielle Blake	Externally Funded	Coordinator	Upward Bound	2/15/2016	1.00	\$ 30,090.00
Katherine O'Neill	Externally Funded	Instruction Specialist	Rich Center for Autism	4/15/2016	1.00	\$ 22,446.00
Katherine Perry	Externally Funded	Instruction Specialist	Rich Center for Autism	2/5/2016	1.00	\$ 22,446.00
Leah Gongola	Faculty	Associate Professor	Counseling, Special Education, & School Psychology	1/26/2016	1.00	\$ 64,857.15



**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16  
RECLASSIFICATIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
James Stanger	Excluded	Director, Technical Services	Financial Aid and Scholarships	3/1/2016	1.00	\$ 86,000.00	\$ 75,192.76
Jeffrey Trimble	Excluded	Manager, Collection Services	Maag Library	4/8/2016	1.00	\$ 75,990.00	\$ 75,990.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/16 THORUGH 4/15/16  
PROMOTIONS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT APPT. DATES</b>	<b>FTE</b>	<b>NEW SALARY</b>	<b>PREVIOUS SALARY</b>
Gloria Counihan	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	9/1/2015	1.00	\$ 25,675.00	\$ 22,464.00
Caitlin McKinney	Externally Funded	Lead Instruction Specialist	Rich Center for Autism	3/1/2016	1.00	\$ 25,675.00	\$ 21,810.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16  
TRANSFERS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>FTE</b>	<b>SALARY</b>
Crystal Bannon	APAS	Academic Advisor	Dean-Education	3/1/2016	1.00	\$ 38,153.10
William Blake	Excluded	Director	Student Experience	3/14/2016	1.00	\$ 60,453.00

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16  
SALARY ADJUSTMENTS/POSITION AUDITS**

<b>EMPLOYEE NAME</b>	<b>EMPLOYEE TYPE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>	<b>CONTRACT/ APPOINTMENT DATES</b>	<b>NEW FTE</b>	<b>NEW SALARY</b>	<b>OLD FTE</b>	<b>PREVIOUS SALARY</b>
Kathleen Leeper	APAS	Coordinator	Kilcawley Center	2/1/2016	1.00	\$ 60,681.00	1.00	\$ 57,791.16
Alisha Yanniello	Excluded	HRIS Manager	Human Resources	1/1/2015	1.00	\$ 72,000.00	1.00	\$ 66,000.00

**YOUNGSTOWN STATE UNIVERSITY  
 PROFESSIONAL ADMINISTRATIVE AND FACULTY  
 PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16  
DISPLACEMENTS RESULTING FROM LAYOFF**

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

**YOUNGSTOWN STATE UNIVERSITY  
PROFESSIONAL ADMINISTRATIVE AND FACULTY  
PERSONNEL ACTIONS 1/16/16 THROUGH 4/15/16  
LAYOFFS AS A RESULT OF POSITION ABOLISHMENT**

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

**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 V attached hereto are hereby granted the emeritus title designated thereon.

# ADMINISTRATIVE STAFF RECEIVING EMERITUS STATUS

(Board of Trustees Meeting, June 1, 2016)

NAME	TITLE	YEARS of SERVICE	STATUS
Jack Fahey	Vice President - Student Affairs Office of VP-Student Affairs	34	Administrator Emeritus
Thomas Finnerty	Associate Director Center for Urban & Regional Studies	25	Administrator Emeritus <i>(posthumously)</i>
Mary Khumprakob	Assistant Director of Conditional Admissions Center for Student Progress	40	Administrator Emeritus
Melvin North	Program Developer Coordinator University Outreach	26	Administrator Emeritus
Edward Orona	Director Grants & Sponsored Programs	13	Administrator Emeritus
Sharon Shanks	Planetarium Lecturer Ward Beecher Planetarium	30	Administrator Emeritus



# **DIVIDER**

**TRUSTEESHIP  
COMMITTEE**

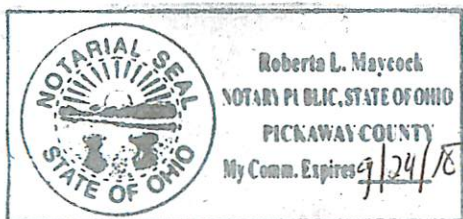
OATH OF OFFICE

I, Samuel W. Grooms, promise and swear to support the Constitution of the United States and the Constitution of the State of Ohio, and to faithfully discharge the duties of the office, as a Member of the Youngstown State University Board of Trustees to which I have been appointed by Governor John R. Kasich for the term designated. This I shall do as I shall answer unto God.

Samuel W. Grooms

STATE OF OHIO  
COUNTY OF Ohio

Personally sworn to before me, a Notary Public in and for said County, and subscribed to my presence this 9 day of May, 2016.



Roberta L. Maycock  
Notary Public

STATE OF OHIO  
*Executive Department*

OFFICE OF THE GOVERNOR

*Columbus*

I, John R. Kasich, Governor of the State of Ohio, do hereby appoint, Samuel W. Grooms, from Westerville, Franklin County, Ohio, as a Member of the Youngstown State University Board of Trustees for a term beginning May 6, 2016 and ending at the close of business April 30, 2025, replacing Harry Meshel, whose term expired.



IN WITNESS WHEREOF, I  
have here unto subscribed my name  
and caused the Great Seal of the State  
of Ohio to be affixed, at Columbus, this  
6th day of May in the year of our Lord,  
Two Thousand and Sixteen.

A handwritten signature in blue ink, appearing to read "John R. Kasich", is written over a horizontal line.

John R. Kasich  
Governor

# Samuel W. Grooms

Chief Executive Officer, Hy-Tek Material Handling, Inc.

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Chief Executive Officer (CEO) Sam Grooms is responsible for measuring risk, managing growth, and maintaining relationships with Hy-Tek Material Handling's vendors, bankers, and other valuable business partners.

Based in Columbus, Ohio, Sam Grooms has spent his entire professional career, more than 35 years, at Hy-Tek. Working his way through the ranks from Aftermarket Sales Representative and Capital Sales Representative to Vice President of Integrated Systems, Sam was named CEO in 1997.

Under Sam's leadership, Hy-Tek's revenues have grown nearly seven-fold over the past decade, with sales of \$115 million recorded for 2015. Recognized for his business acumen, Sam has twice been a finalist for Ernst & Young's Entrepreneur of the Year Award.

As an Employee Stock Ownership Plan (ESOP), Hy-Tek is owned by its associates. CEO Sam Grooms retains one-quarter ownership of the company, with the remaining three-fourths divided among Hy-Tek's employee-owners.

Active professionally, Sam served on the board of directors of the Material Handling Equipment Distributors Association (MHEDA) from 1994-2002. In addition, he was a member of MHEDA's executive board, 1995-2002, and served as the association's youngest ever president in 1999. Grooms served on Key Bank's Advisory Council as well as NACCO's Material Handling Group and Unarco's Client Advisory Councils.

Sam Grooms holds a Bachelor of Science degree in Business Administration from Youngstown State University.